

**MINUTES OF THE REGULAR MEETING  
OF THE MEMBERS OF  
SWATARA TOWNSHIP AUTHORITY**

The regular monthly meeting of the Swatara Township Authority was held via Zoom on March 17, 2021, at 6:00 PM. The following members were present: Spare (Chairman), Castellano (Vice Chairman), Mancuso (Treasurer), Johnson (Secretary), Schreffler, Werner, and Cichy. Also present were: Miller (Business Manager), Marino (Administrative Assistant), Morrison (ARRO Consulting, Inc.), and both Wyland and Coccorese (Salzmann Hughes, PC).

Chairman Spare called the meeting to order at 6:10 P.M.

Following the Pledge of Allegiance, Chairman Spare entertained a motion to accept and approve the minutes of February 17, 2021. Mr. Cichy made the motion to accept and approve the minutes. Ms. Mancuso made the second, and the motion passed.

Mr. Brad Remig and Mr. Ben Kapenstein with Public Financial Management (PFM) Financial Advisors LLC presented their Financing New Capital Project report to the board. They began by introducing who PFM was and what type of assistance they provide. They presented the board with two financing options to be used to purchase a new solids dryer and cover the cost associated with the I-83 project. They explained that the Authority will be the ones to obtain financing on their own without a Township Guarantee. They proceeded to explain that they believe a Bank Loan would be more suitable than a Bond Issue with a 5-year call provision. They suggested taking out two separate bank loans. One is a permanent bank loan in the amount of \$3,000,000 and the other would be a temporary draw down bank loan or revolving line of credit for the I-83 project that could be refinanced into a permanent loan in an amount up to \$4,000,000. This would allow the Authority to lock in the current lower rates.

Mr. Cichy asked if the first loan would be enough to cover both projects. Mr. Remig explained that the Authority would be taking out both loans. The \$3,000,000 up front and other \$4,000,000 would be the draw down loan.

Mr. Cichy asked if \$3,000,000 is our anticipated share to pay for the dryer? Mr. Miller stated that the \$3,000,000 is an inflated figure and would be enough to cover our portion of the dryer and allow for some seed money toward the I-83 Project at the lower fixed rate.

Mr. Cichy asked if there would be a time frame that the Authority would have to use the funds from the bank loan. Mr. Remig stated that with a bond there is more upfront fees. The bank now gives you the ability to prepay those fees upfront without a penalty. He also stated that the current plan would be to go out with a request for proposal (RFP) and see what offers they receive.

Mr. Kapenstein discussed permanent loan options with possible terms. Mr. Johnson asked if the payment amounts listed included interest. Mr. Kapenstein stated that the numbers included interest. He then stated that it would be best to decide either tonight or soon on which option to

choose so they can begin to send out RFP's. Mr. Kapenstein then reviewed the tentative financing timeline.

Chairman Spare asked Mr. Miller what his thoughts were on the possible terms. Mr. Miller stated that the 15-year option would be preferred.

Mr. Johnson asked if it would be Prime Plus. Mr. Kapenstein stated that it would be.

Ms. Castellano stated that with the purchase of the new TV Rig, she believes that the 15-year option would be the best choice as well.

Mr. Johnson asked if payments would need to be made monthly. Mr. Kapenstein clarified that the payments would be done quarterly instead.

Mr. Kapenstein proceeded to note that it is possible to obtain a variable rate that would be better than a fixed rate once they receive all options. Mr. Miller asked how quickly a decision would have to be made on both loan options and if an option was available to lock in the rates now and not use the funds for about a year. Mr. Kapenstein stated a draw down option would work best in that case for the \$3,000,000 loan and the second loan would be done later. Mr. Wyland stated that the longer we wait on the \$4,000,000 the higher the potential for a higher rate. He also stated that the first thing that would have to be paid out of pocket for the projects would be the engineering fees. Mr. Morrison confirmed that those fees will probably be this year and the idea would be to bid next year for the dryer.

Mr. Johnson motioned to authorize PFM to proceed with the RFP. Ms. Castellano seconded, and the motion passed.

Mr. Miller, Business Manager, presented both the operations report and the business report.

Mr. Miller reported that there was a blockage in our line which caused a backup in the basement of 4113 Derry street. He also stated that an insurance claim has been opened and clean-up at the property has been completed. He mentioned that Mr. Chris Heagy has added scheduled maintenance in that area to help take care of the line. Ms. Castellano confirmed that the blockage was in the main and when they flushed, it moved down stream. She also mentioned that they televised the line the following morning and they are estimating about 350 feet will need relined in that area. Mr. Miller then stated that he checked with the adjacent two properties in the area, and they did not have any damage.

Mr. Miller then reported that an additional gearbox has been ordered and that they will be scraping the other. He also reported that RAS Pump #6 rebuild quote has been received from *RAM Industrial Services* in the amount of \$17,939. Replacement quotes were received from *J.T. Seely* for \$32,662 and *Deckman* for \$31,920. Ms. Castellano confirmed that they are leaning toward a rebuild.

Mr. Miller stated that *Control Systems* installed a new fan kit in Raw Pump #2. He also mentioned that site visits are scheduled to see the *Gryphon* dryer at Chalfont and Pottstown.

Mr. Cichy made a motion to approve the rebuild quote from *RAM Industrial Services* for the RAS Pump #6. Mr. Johnson seconded, and the motion passed.

Mr. Johnson motioned to accept the Operations, Maintenance & Collections report. Mr. Cichy seconded, and the motion passed.

Mr. Miller presented the financial report and reviewed the items addressed in the report. Mr. Miller reviewed how many delinquency letters sent, how many accounts were paid in full and how many accounts were sent to collections. Mr. Miller also informed the board that as of April 1<sup>st</sup> we would have the option to issue water shut off notices for nonpayment.

Mr. Miller stated that he met with *Marco* via Zoom to discuss the quote for possible IT services and would like to set up a Zoom meeting with Ms. Castellano, Ms. Mancuso, and Mr. Johnson for *Marco* to give their presentation. The proposal received from *Marco* managed IT services annual cost is about \$24,000. Ms. Castellano stated that *D2 Integrated Solutions* would like to put in for the bid as well, and that the treatment plant officially has WiFi as of today.

Mr. Cichy asked if the current budget includes the engineering cost for special projects like the dryer. Mr. Miller stated that the budget figures were inflated to include those costs.

Ms. Mancuso motioned to approve Mr. Miller's report. Mr. Johnson seconded, and the motion passed.

Mr. Wyland, Authority Solicitor, reported that he is working with Mr. Miller to transfer funds to the Stormwater Authority. He also stated that he spoke with the auditors and Mr. Miller regarding obtaining the information needed.

Mr. Wyland's report was approved by acclamation.

Mr. Morrison, Authority Engineer, presented his report.

Mr. Morrison reported that the Chapter 94 report is 95% complete and is due to PA DEP by March 31, 2021. He also reported that a site visit has been scheduled for staff to review the *Gryphon* dryer in Chalfont and Pottstown. Lower Paxton Township's Engineer has also been invited to attend as well but has not yet accepted.

Mr. Morrison stated that Mr. Miller is working on getting connected to the Utility Relocation Management System (URMS) system for PennDOT where all forms and submittals to PennDOT are being handled thru.

He also reported that the Township replied to the comments concerning the Township's Spring Creek Stream Restoration Project. Mr. Benjamin Uhler with *Land Studies* followed up with a letter memorializing everything as was agreed to.

Mr. Morrison also spoke to Mr. Brandon Peterson with *Dawood Engineering* regarding the storm sewer project on Rupp Road and the concern of the proximity of the new storm sewer to manhole #47.

Mr. Cichy stated that he was made aware that DEP is conducting a meeting regarding Biosolids and Ag Committee as to how it will affect permits in the future. He wanted to know if anyone is planning to attend. Mr. Morrison stated that he will have to see if he or one of his associates can attend.

Mr. Miller informed the board that the farmer who had been taking the Biosolids from the plant passed away and that the Authority is currently in the process of trying to find someone that would take the Biosolids rather than having to pay to have them removed.

Mr. Wyland asked if the DEP meeting included Class A or Class B solids. Mr. Cichy stated that he was unsure.

A motion was made by Ms. Castellano and seconded by Mr. Cichy to accept Mr. Morrison's report. The motion passed.

Chairman Spare asked Ms. Castellano to deliver the Acting Executive Director's report.

Ms. Castellano gave an update on the Intermunicipal Government Agreement (IGA). She stated that Mr. Lee Stinnett of Salzmann Hughes is still working on it, and that smaller entities mentioned concern about joining as they would only utilize from other entities but could not offer staffing assistance..

Ms. Castellano mentioned that minimal COVID-19 childcare leave had been used by employees this month. She mentioned that the new attestation form is in use by employees. She also stated that there is new federal legislation that does provide for potential reimbursement beginning April 1, 2021 until the end of September. Ms. Castellano suggested replenishing the employee COVID-19 leave banks through the end of September, instead of quarterly.

Mr. Coccorese stated that one of the items included in the new stimulus bill is some funding for municipalities. He also stated that starting April 1, 2021 through September 30, 2021 a tax credit will be available. He also mentioned that it does change some of the eligibility criteria, and that the Authority will need to update the attestation form to include the updated criteria.

Mr. Johnson motioned to extend the COVID-19 employee banks from April 1, 2021 to September 30, 2021. Ms. Mancuso seconded, and the motion passed.

Ms. Castellano discussed whether the board wanted to consider a monetary incentive for employees to receive the COVID-19 vaccine by a certain date. Mr. Wyland asked if anyone is aware of any hesitancy from employees. Ms. Castellano stated that some employees inquired as if they would qualify as essential workers according to the vaccine regulations. She also mentioned that a few employees are on the fence about vaccination. Mr. Coccorese stated that we would have to negotiate with AFSCME regarding making the vaccine mandatory.

Ms. Castellano stated that employees have asked if the board is going to make it mandatory for employees to receive the vaccine. Mr. Johnson asked if a stipend per shot or a one-time payment. Mr. Coccorese suggested making it one lump sum upon completion of vaccination. Mr. Cichy asked if any discussion has been made regarding time off to receive the vaccine. Mr. Coccorese mentioned that time off is one of the expanded criteria as part of the new stimulus bill. There was discussion regarding vaccine availability, timing for obtaining it, eligibility criteria, etc. Ms. Castellano stated that she understood by May 1, 2021 the vaccine should be available to everyone. Ms. Mancuso mentioned that current eligible individuals are having a problem obtaining the vaccine. Mr. Coccorese confirmed that essential services are in Phase 1C. Ms. Castellano asked if it would be legal to provide gift cards. Mr. Wyland and Mr. Coccorese confirmed that there are no legal stipulations preventing offering the \$50.00 gift card incentive. Mr. Cichy asked when they would receive the gift card. Mr. Coccorese stated it would be received upon completion and that the wording would have to state that the requirement is for the vaccine to be received by July 1, 2021. Ms. Castellano also pointed out that you would have to include employees already vaccinated.

Mr. Cichy motioned to offer employees a \$50.00 gift card as incentive for receiving the vaccine by July 1, 2021. Mr. Johnson seconded, and the motion passed.

Mr. Cichy asked if employees can ask who has been vaccinated. Mr. Coccorese stated that the Authority can ask for proof of vaccination but as the employer the Authority cannot give out that information.

Ms. Castellano stated that WiFi was completed at the plant. She also stated that the laptop ordered for Mr. George Moppin and the desktop for the lab should be delivered by Friday.

Ms. Castellano mentioned that the new TV Rig was purchased on March 2, 2021 from *Aries/Golden*.

Ms. Castellano reported that she met with Mr. Heagy and Mr. Miller to review the maintenance contract budget and plans.

Ms. Castellano informed the board that Mr. David Neidig, Chief Operator, retired March 1, 2021 and thanked the board for the gift. He has also been available to answer questions from plant employees. Mr. George Moppin started as Chief Operator March 1, 2021 and Mr. Jeffrey McNamara starts as the new Lab Tech/Probation on March 22, 2021.

Ms. Castellano also noted that Mr. Coccorese is trying to schedule a meeting with AFSCME for the end of the month but has not yet received a response.

Ms. Castellano's report was accepted by acclamation.

Chairman Spare adjourned the regular meeting at 7:33 P.M. to go into Executive Session.

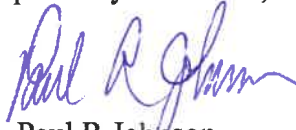
Chairman Spare reconvened the Regular Meeting at 8:08 P.M.

Chairman Spare announced that there will be a Special Meeting next Thursday, March 25, 2021 to discuss staffing issues.

Mr. Cichy asked if there is an end goal or target to achieve or reduction in flow when it comes to the maintenance contract and budgeting figures. Ms. Castellano stated that about \$20,000,000 has been spent since Hurricane Lee on maintenance. She also stated that there is nothing left on the emergency list, but that several priority projects have been identified for completion this year. Mr. Cichy asked if Ms. Castellano would suggest Mr. Heagy and Mr. Miller to meet and come up with a future timeline for projects, and she said they will be working with her to do so. Chairman Spare suggested that this would be a good idea to pursue having meetings to track future projects.

Chairman Spare adjourned the meeting at 8:12 P.M.

Respectfully submitted,



Paul R Johnson  
Secretary