

**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 April 21, 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 6:03 P.M.

Following the Pledge of Allegiance, Chairman Spare entertained a motion to accept and approve the minutes of March 17, 2021 and the special meeting minutes of March 25, 2021. Ms. Mancuso made the motion to accept and approve both sets of the minutes. Mr. Johnson seconded, and the motion passed.

Mr. Ben Kapenstein and Mr. Brad Remig with Public Financial Management (PFM) Financial Advisors LLC presented the results of the bank loan RFP to finance the purchase of the new solids dryer. Mr. Kapenstein mentioned that he had previously met with Mr. Miller and Mr. Wyland to review options and his recommendation to proceed with the offer from *Orrstown Bank*. Mr. Kapenstein stated that *Orrstown Bank* offered both options A and B for the dryer and the I-83 expansion. There will be less provisions, and a draw-down option will be provided. He then reviewed the rates proposed, terms, and payment information. Mr. Kapenstein stated that the second loan would be a revolving line of credit with a fixed-rate for ten years. Mr. Johnson motioned to adopt the resolution to authorize the borrowing of funds from *Orrstown Bank*. Mr. Werner seconded, and the motion passed.

Mr. Wyland thanked Mr. Kapenstein and Mr. Remig for their assistance with the project.

Mr. Cichy asked if this would require a self-reporting debt report, and Mr. Wyland stated it would not.

Mr. Miller, Business Manager, and Ms. Castellano, Executive Director, presented the Operations, Maintenance, & Collections systems report.

Mr. Miller reported that the treatment plant statistics were up from last month, with Lower Paxton being the only contributor with over 220 gpd/edu at 384 for the month. He then reported that 2.4 miles of pipe in our collections system were televised, and about 4 miles flushed. He also reported that *Fresh Express* has had a noncompliance issue in 2020, and another one is currently in the works.

Ms. Castellano reported that the bulk of *Mr. Rehab* work is about completed, and that *E.K. Services* is wrapping up its initial assessment work. Ms. Castellano wanted to discuss possibly trading in or selling the 2019 Subaru along with an old truck valued at about \$4,000 (according to *Kelly Bluebook*) and using those funds to obtain a new crew cab pickup truck. Mr. Johnson asked what type of truck would be sold. Ms. Castellano stated that it is an old pick up.

Mr. Miller stated that the older vehicle is only two-wheel drive and cannot be used to plow. Ms. Castellano stated it also can only hold two employees, but the new vehicle will have enough room for multiple employees.

Chairman Spare recommended moving forward to obtain more information on purchasing the new vehicle.

Ms. Castellano reported that a meeting was held between herself, Mr. Miller, and Mr. Heagy to gather more information from rate payers to assist in the future with flusher notifiers and inclement weather events. Having this information will assist in getting away from paper notifiers taped to residents' doors. Ms. Castellano stated the goal would be to put a flyer in June's billing for residents to fill out and return. She also mentioned another goal is to have a website up by the end of the year and an insert reminder in the bills. Mr. Johnson asked what would occur if residents did not want to provide the information. Ms. Castellano stated that if they do not provide us with information, then it makes it harder for us to provide them with information. Mr. Johnson proceeded to ask if there are any legal ramifications for not providing them information. Mr. Wyland stated that if we provide residents with options to notify us and they choose not to do so, then there would not be ramifications. He said it sounds like the Authority is giving multiple options over a period of time and that is more than sufficient.

Mr. Werner motioned to start the process. Ms. Mancuso seconded, and the motion passed. Mr. Cichy asked how the information would be stored. Mr. Miller stated that it will be placed in the *Edmunds* billing software and employees can call the office to obtain the information. Mr. Morrison stated that he would have to investigate how to integrate the information into the GIS software.

Ms. Castellano asked Mr. Wyland if there has been an update from the PUC meeting. Mr. Wyland stated no follow-up has been received.

Ms. Castellano stated that the plant is currently looking for a new polymer representative and Mr. Moppin, Chief Operator, believes he has found one. Ms. Castellano also stated that once the new polymer is received, the Authority would like to send samples to *Gryphon* to test the sludge throughout the improvement process. She also stated that *Gryphon* initially wanted to charge testing fees, but she was able to get the fees waived. There is also a meeting scheduled for May 11<sup>th</sup> to meet with ARRO regarding a few questions the staff has concerning the new dryer.

Ms. Castellano has also been speaking with Kelly Brenner at Arro regarding the biosolids the previous farmer took, and will move forward to try and find another person to take the sludge for a stipend.

Ms. Castellano reported that the RAS pump is still under construction.

Mr. Morrison stated that one of the engineers at the firm investigated the monitoring system at the pump stations. He concluded that all of the software needed to provide point-of-flow data instead of once-a-day would only be about \$15 a month per pump station.

Chairman Spare introduced the idea of having Mr. Heagy and Mr. Moppin attend future board meetings. Ms. Mancuso stated that it would be helpful to have them involved, as it would

be helpful to have their insight on items related to their departments. Ms. Castellano stated that she will invite Mr. Heagy and Mr. Moppin to the next meeting. Chairman Spare then requested that Ms. Castellano and Mr. Miller work on reorganizing the agenda.

Ms. Mancuso asked if *Klines* will be continuing to clean the pump stations once a year. Ms. Castellano stated that they will, and the employees will supplement if additional cleaning is to be done.

Mr. Miller presented the Business Mangers report.

Mr. Miller presented the financial report and reviewed the items addressed in the report. Mr. Miller stated that the Township is still owed a reimbursement, but the final amount would depend on the audit.

Mr. Miller stated that the due date for the first-quarter invoices was yesterday, and he will be placing penalties on the past due accounts after the mail is received on Friday. We currently have 395 accounts still in collections totaling about \$892,000. Mr. Miller also informed the board that *Suez* is now doing water shut-off notices on their accounts starting April 1<sup>st</sup>. Mr. Miller stated that he did speak with Ms. Castellano regarding using that as an option for past due accounts, and she declined. Ms. Castellano stated that *PMAA* did recommend not shutting off water and adding fees yet. Mr. Johnson asked if a reason was provided as to why they did not recommend doing so. Ms. Castellano stated they did not recommend it due to COVID and they suggested waiting until things got back to normal. Mr. Wyland stated Capital Region Water is also going to start sending out shut-off notices, and the Mayor has issued an executive order prohibiting shut-offs until May 19<sup>th</sup>. Chairman Spare asked what Mr. Wyland would recommend. Mr. Wyland stated he is not recommending sending shut-off notices. Mr. Cichy asked if there has been an increase in delinquent accounts. Mr. Miller stated the number of accounts has not gone up but the amount that is past due has. Ms. Castellano stated that the hardship program is still in place for residents who are in need. The consensus from the board is to continue not to proceed with water shut-off notices.

Mr. Miller stated he will continue to apply penalties, as well as send out tenant-owner letters and two-quarter delinquency letters. He also stated that to date, only one customer has utilized the hardship program.

Mr. Miller reported to the board that he is currently looking into how we can offer online payments and/or auto withdrawals, which would require obtaining email addresses and correct information from residents. Mr. Miller stated that if we emailed out the invoices, we would like to set up automatic payments for those residents. Residents obtaining paper copies would have the option to pay online or with a credit card. Mr. Miller stated that he is currently working with a representative from *Edmunds* to see what our options are and our ability to customize it to our specifications.

Mr. Miller stated that Mrs. Karen Alleman from the Township made him aware that that township is currently working with *HRG* on a bridge renovation over Beaver Creek on Pleasant View road near our J/U interceptor on the South Hanover side. Mr. Miller stated that he is working with Mr. Morrison on how to coordinate with *HRG*. Mr. Morrison stated that he will reach out and ask *HRG* for more information on the project. Mr. Wyland stated he might be able

to obtain reimbursement for the move and changes for any expenses we may incur. Mr. Miller stated that he will keep the board updated on the project.

Mr. Cichy motioned to approve Mr. Miller's report. Ms. Mancuso 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 stated that the remainder of his report will be covered in Executive Session.

Mr. Morrison, Authority Engineer, presented his report.

Mr. Morrison asked Mr. Wyland for assistance/input on using *COSTARS* to purchase equipment and installation with the dryer purchase. Mr. Wyland stated he would assist and will also review contract language.

Mr. Morrison reported that the Chapter 94 Report was submitted by the March 21<sup>st</sup> deadline. He also reported that some of the treatment plant staff visited two plants to review the *Gryphon* dryer. Mr. Morrison stated that the staff shared concerns regarding the solids delivered to the dryer, as the solids are not as dry at the Authority's plant as the solids at both plants visited.

Mr. Morrison stated that Mr. Miller is currently assisting *ARRO* in getting registered with the Utility Relocation Management System (URMS), PennDOT's new platform for submittals.

He also reported that Mr. Benjamin Uhler with *Land Studies* reassured him that, as Ms. Castellano requested, the Authority will receive prints, drawings, and a memo of understanding regarding the proposed Spring Creek Stormwater Project.

Mr. Morrison also stated that he is still awaiting information from Mr. Brandon Peterson with *Dawood Engineering* regarding the storm sewer project on Rupp Road and regarding the storm sewer project near Milroy Road.

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

Ms. Castellano, Executive Director, presented her report.

Ms. Castellano gave an update on the Intermunicipal Government Agreement (IGA). She stated that she spoke with Mr. Lee Stinnett of *Salzmann Hughes* and he reports that Derry Township and East Hanover have both signed on. She stated that she will try to find someone to follow-up with Hummelstown, as they have not been in touch with Mr. Stinnett.

Ms. Castellano stated that *McNaughton* sent over a proposal, and she would suggest putting a committee together consisting of staff and board members to discuss the proposal and any potential issues. Chairman Spare asked Mr. Cichy and Mr. Werner to be involved from the board's point of view, and asked Ms. Castellano to work with Mr. Stinnett to call the meetings.

Ms. Castellano mentioned that no COVID-19 leave has been used by employees this month. She mentioned that information is currently being compiled that requires potential reimbursement from the Township for COVID-19-related purchases and leave granted to employees. Mr. Coccorese stated that the Township is not under any obligation to reimburse the Authority though all are hopeful things work satisfactorily. If not, then Mr. Coccorese suggested going through the county for reimbursement, as counties should also receive some of the federal funds.

Ms. Castellano reported that the three-phase IT project is almost complete at the treatment plant, and WiFi to all three sections will be achieved. She mentioned that *DII Integrated Solutions* will be submitting its proposal soon for the upcoming IT consolidated merger. She also stated that *Point Soft* was in the Business Office on Monday, followed by a visit to the plant, and will likely submit a proposal as well.

Ms. Castellano mentioned that the titling of the new TV Rig has occurred, and staff should see outlines of equipment soon. She also mentioned that WiFi to the maintenance garage is needed for use of the TV Rig while it is in the garage. She will obtain a formal proposal from *DII Integrated Solutions*.

Ms. Mancuso motioned to accept the Executive Director's report. The motion was seconded by Mr. Johnson, the motion passed.

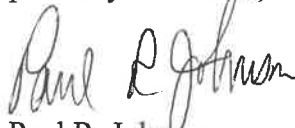
Chairman Spare adjourned the regular meeting at 7:05 P.M. to go into Executive Session.

Chairman Spare reconvened the Regular Meeting at 7:44 P.M.

Mr. Johnson motioned to extend an offer of employment as Executive Director to Ms. Melissa DiSanto Castellano, under the terms previously discussed. Mr. Werner seconded, and the motion passed. Mr. Wyland reviewed the proposed employment arrangement and advised Ms. Castellano that the employment would not violate the Ethics Act. Ms. Castellano subsequently relied on Mr. Wyland's advice.

Chairman Spare adjourned the meeting at 7:50 P.M.

Respectfully submitted,



Paul R. Johnson  
Secretary