

**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 May 19, 2021, at 6:00 PM. The following members were present: Spare (Chairman), Castellano (Vice Chairman), Mancuso (Treasurer), Johnson (Secretary), Werner, Murphy, Cichy, and Lawson. 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 6:06 P.M.

Following the Pledge of Allegiance, Chairman Spare entertained a motion to accept and approve the minutes of April 21, 2021. Mr. Cichy requested a change to the minutes on page 2, fourth paragraph down removing the comment that states he was a no vote, as he does not recall voting no. Ms. Marino stated that she will make the change to the minutes. Mr. Cichy made the motion to accept the minutes with the change. Ms. Castellano seconded, and the motion passed.

Chairman Spare thanked Ms. Castellano as Chairman of the Personnel Committee, along with Ms. Mancuso, Mr. Miller, and Mr. Coccorese for all their efforts to establish the union contract the past four-and-a-half years. He also thanked Mr. Wyland, who brought Mr. Coccorese on board as lead counsel for the union negotiations. Chairman Spare stated that tonight during Executive Session, the board will review the terms of the proposed collective bargaining agreement (CBA), which is the union contract.

Ms. Castellano presented the Executive Director's Report.

Ms. Castellano introduced Mr. George Moppin, Chief Operator, and Mr. Chris Heagy, Collections System Foreman, to the full Board. She thanked them for attending tonight's meeting.

Ms. Castellano reported that there is currently no update on the Intergovernmental Agreement (IGA).

Ms. Castellano stated that a committee, including Mr. Cichy and Mr. Werner as members, has been established for the *McNaughton* proposal. She also reported that the draft proposal has been received, and an internal staff meeting has been scheduled for May 24th. Chairman Spare asked for Mr. Moppin to join the committee as well. Ms. Castellano stated that would not be a problem, but Mr. Moppin would not need to attend the meeting scheduled for May 24th as it will just include herself, Mr. Miller, Mr. Lee Stinnett of *Salzmann Hughes*, and *ARRO* representatives.

Ms. Castellano also announced that the three-stage IT project at the plant has been completed, and the small Wi-Fi connection to the Collections garage will be started shortly. She also reported that three proposals have been received for the IT consolidation merger from *DII Integrated Solutions*, *Point Solve*, and *MARCO*. The next step will be for Board officers to

schedule a Zoom meeting with the representatives from each company, followed by the proposal committee's recommendation to the Board.

Ms. Castellano stated the CAD drawings have been received from *Aries* for the new t.v. rig vehicle, and presented them to the Board. Ms. Castellano asked Mr. Heagy if *Aries* has been in contact for our input regarding the drawings. Mr. Heagy stated that he will be reaching out to *Aries* to discuss the specifications for the vehicle presented in the drawings and any changes that may be needed. Ms. Castellano stated that the last delivery timeframe that was given was September. Mr. Cichy asked how the vehicle doors would be opened. Mr. Heagy stated that he will be confirming that information during his discussion with *Aries* on Tuesday.

Ms. Castellano asked Mr. Morrison if the Township submitted the information needed regarding the Spring Creek Stormwater project on April 23rd. Mr. Morrison stated that he was unsure if they submitted the information.

Ms. Castellano stated there was no COVID-19 leave used last month. She also stated that the Authority is continuing to encourage employees to receive the vaccine, and if employees are fully-vaccinated by July 1st they would still qualify for the Visa gift card. Ms. Castellano also stated that she is still compiling information to request reimbursement from the Township for COVID19-related expenses. She also stated that with the updated *CDC* COVID-19 protocols, we may be able to ease some of our current restrictions in the workplace. Mr. Coccorese stated that restrictions are almost entirely lifted for individuals who are considered fully-vaccinated (two weeks after completing the second shot). He stated that according to the *CDC*, those individuals will no longer have to wear a mask. He also stated that the Authority can still put in place their own guidelines or follow the *CDC* guidelines. Chairman Spare asked Mr. Coccorese what he would recommend. Mr. Coccorese stated that since we currently have been following the *CDC* guidelines, he suggests we continue to do so. Ms. Castellano stated that some restrictions have already been lifted at the plant as of April 1st, such as the buddy system and staggered start times. She also clarified that with the new guidelines only employees that are fully-vaccinated will be able to not wear a mask but, in the vehicles, masks would still have to be worn for those riding together if one of the individuals is not fully-vaccinated. Mr. Johnson motioned to waive the mask requirement for employees that are fully-vaccinated. Mr. Werner seconded the motion, and the motion passed.

Ms. Castellano discussed that the Board meeting schedule for 2021 advertised meetings being held via Zoom through June. The Authority must advertise after the June Board meeting to inform the public of the meeting format for the remainder of the year. The Board should be prepared to discuss options during the June Board meeting. Mr. Coccorese stated that in 2020 a law was passed that expressly authorized telecommunication meetings to be held. He stated that once the declaration of disaster has ended, the law authorizing telecommunication meetings would go away and the Authority would likely have to revert to in-person meetings. He stated that he will be keeping an eye on the changes to figure out what to do moving forward and how best to advise the Authority. Chairman Spare stated that we will plan to go ahead with the Zoom meeting in June. Mr. Coccorese reminded the Board that we would have to advertise our meeting plans no matter what we decide, as the previous advertisement only listed the meetings through June.

Ms. Castellano then discussed Mr. Heagy's Memorandum of Understanding (MOU) agreement that would expire in 2024. The MOU makes Mr. Heagy the permanent full-time Collections Foreman, but allows for some provisions through 2024 (the end of the first union contract). Ms. Mancuso motioned to approve Mr. Heagy's MOU, subject to approval by AFSCME and Mr. Heagy. Mr. Cichy seconded, and the motion passed.

Ms. Castellano informed the Board that, due to the COVID-19 pandemic, the Authority allowed employees to carry over vacation. In doing so, many employees now have time banked. She stated that normally vacation requests are required to be submitted by the 18th of the month prior, but recently employees have not been following that procedure. Ms. Castellano wanted to let the Board know that she will be sending out a memo reminding employees of this requirement.

Ms. Castellano stated that maintenance contract season is under way. She also stated that the Authority is currently working on the flushing notifier transition, and asking residents to call in and provide updated contact information. Ms. Castellano asked Mr. Wyland if he had received any updates regarding the Public Utility Commission (PUC) issue. Mr. Wyland stated that he has not been notified of any updates.

Ms. Castellano discussed the possibility of obtaining a new work vehicle by trading in the previous superintendent's vehicle plus an older plant vehicle. Ms. Castellano stated that Mr. Heagy and herself discussed the requirements of the vehicle they are seeking for the plant, and have obtained quotes. Ms. Castellano presented the quote received from *Apple Automotive Chevrolet* in York, showing the estimated total cost of the vehicle would be about \$51,009 minus the trade-in values of the two vehicles (\$23,500). Mr. Johnson asked when the vehicle would be delivered. Ms. Castellano stated it would be about September or even later, due to industry backlogs. Mr. Johnson motioned to proceed with the purchase of the vehicle quoted. Ms. Mancuso seconded, and the motion passed.

Ms. Castellano went on to state that the Authority is currently seeking a new polymer representative and alternatives for the current sludge composition. Mr. Moppin informed the Board that a new outside representative will be on-site next Tuesday or Wednesday to test the first batch of sludge. Ms. Castellano stated that the Authority is currently working on getting the sludge to the best composition possible before the new dryer is installed, which will also assist with the operation of the current dryer. Ms. Castellano stated that a meeting was held between herself, *ARRO*, Mr. Miller, and Mr. Jeremiah Thomas (Mechanic) to discuss the *Gryphon* dryer. Ms. Castellano also stated that a representative from *Gryphon* will be at the plant on May 26th. Mr. Morrison stated that the plant will still need to send a sample to *Gryphon* to test the current sludge composition. Ms. Castellano stated that the RAS Pump #6 reconstruction has been completed and ready to be installed. Mr. Moppin stated that the pump has been received, but upon installation a bolt broke and now they are waiting on replacement bolts to be installed. Ms. Castellano stated that she and Mr. Moppin are currently still working on locating a farmer to haul the biosolids. Ms. Castellano mentioned that another fan needs to be replaced at the plant. She stated that Mr. Thomas received pricing, and it would be cost-effective to purchase two fans as the price is due to go up in June. Ms. Castellano stated that the Board officers discussed the price and agreed that Mr. Thomas should proceed with the purchase. Ms. Castellano asked Mr. Moppin to inform Mr. Thomas to proceed with the purchase. Ms. Castellano asked Mr. Moppin

how things were going with the new Lab Technician. Mr. Moppin confirmed that he was doing a good job.

Ms. Castellano proceeded to inform the Board that changes will be made to the way the current mileage logs are being done at the treatment plant. She stated that they will be going to logging items monthly, and if any information is needed for the auditors or reporting factors they can still be obtained.

Ms. Castellano discussed the Proficiency Level Advancement Program, and then asked Mr. Coccorese to speak on such. Mr. Coccorese mentioned that he and Ms. Castellano are working on modifications to the current Proficiency Promotion Program and moving it to the Proficiency Level Advancement Program, which is part of what was discussed during the union conversations. Mr. Coccorese mentioned that, upon review of the program during negotiations, they noticed the criteria for advancement from Level IV to Level V was not clear. He stated they are proposing to allow a few employees currently at Level III or Level IV to advance to Level V without the two-year waiting period. Ms. Mancuso motioned for Ms. Castellano and Mr. Coccorese to correct the Proficiency Level Advancement Program protocol. Mr. Werner seconded, and the motion passed.

Ms. Castellano stated that Mr. Phil Schwartz, a subcontractor with *ARRO*, will be visiting the plant on June 2nd to assess what may need updated in various areas.

Mr. Heagy informed the Board that the flush truck went in for the transmission to be serviced and will need the head gasket replaced. Ms. Castellano stated that she will be in touch with Mr. Miller regarding the replacement.

Mr. Cichy asked why the BOD limit was being increased for *Fresh Express*. Mr. Moppin stated that they are not asking for the increase, it is that their BOD does not affect the plant in any way, so increasing the limit would help them out and keep them from violating. Mr. Morrison stated that the plant has a very low effluent BOD, which helps to drive the treatment process.

Mr. Murphy motioned to accept the Executive Director's report. Mr. Cichy seconded, and the motion passed.

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 owed a reimbursement, but the auditors are still waiting on Pennsylvania Municipal Retirement System (PMRS) to provide its report to the auditors.

Mr. Miller asked the Board if Ms. Castellano will still be able to sign checks with her new added role as Executive Director. Mr. Wyland stated that she will still have that capability. Mr. Miller stated that we currently need an additional signer, and suggested Mr. Cichy would be a good fit for that role. Mr. Cichy stated that he would be willing to become a signer. Ms. Castellano nominated Mr. Cichy as a new signer. Mr. Johnson seconded, and the motion passed.

Mr. Miller proceeded to inform the Board that the switch to *Orrstown Bank* is completed, and that all four corporate Visa cards are activated and currently being used. Mr. Miller stated that the *M&T Bank* Visa cards will be closed once all purchases have cleared. Mr. Miller stated that on May 10th Chairman Spare and Mr. Johnson signed documents for the \$3 million loan for the dryer. He also stated we have \$1.999 million-dollar line of credit coming down the line after that. *Salzman Hughes, PFM*, and *Orrstown* were paid as per the requirements of the \$3 million loan, so the Authority would not need to draw down any additional funds until December 31st. Mr. Wyland confirmed that information.

Mr. Miller stated that Ms. Marino and he worked on setting up the spreadsheets for the retroactive cost-of-living adjustment (COLA) pay for employees back to January 1st, upon the CBA being signed and executed. Mr. Miller also stated that they are currently working on compiling employee leave information to be able to have *Paychex* put that information on the employee paystubs. Ms. Castellano thanked Mr. Miller, Ms. Marino, and Ms. Zimmerman for meeting yesterday and working things out.

Mr. Miller then stated that he has started preliminary work with *Edmunds* to be able to offer the Authority's ratepayers the autopay and online payment features, where they would be able to make payments using credit cards and possibly also a pay-by-phone option.

Mr. Miller also stated that they are currently 380 accounts in collections with *MRS*. That breaks down to around 170 two-quarter delinquent letters sent out, with 99 accounts remaining to be sent to collections after the due date.

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

Ms. Castellano thanked Mr. Moppin and Mr. Heagy for attending the meeting and excused them.

Mr. Wyland, Authority Solicitor, reported that the Series B loan for \$1.9 million will be closing on June 29th. He thanked Chairman Spare and Mr. Johnson for their assistance with the loan documents.

Mr. Morrison, Authority Engineer, presented his report.

Mr. Morrison stated that the I-83 project required *ARRO* to register with the Utility Relocation Management System (URMS), PennDOT's new platform for submittals. They have signed up and learned that since *PennDOT* has not completed their preliminary decision, *ARRO* will not be able to submit their preliminary list of conflicts.

Mr. Morrison stated that everything else listed in his report either has no change or was previously covered in the meeting.

A motion was made by Mr. Johnson and seconded by Ms. Castellano to accept both Mr. Wyland's and Mr. Morrison's reports. The motion passed.

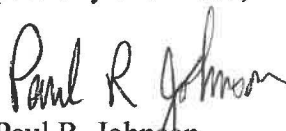
Chairman Spare adjourned the regular meeting at 7:05 P.M. to go into Executive Session.

Chairman Spare reconvened the Regular Meeting at 8:00 P.M.

Mr. Johnson motioned to approve the CBA, subject to ratification by the bargaining unit and approval as to form and content by the solicitor. Mr. Werner seconded, and the motion passed.

Chairman Spare adjourned the meeting at 8:01 P.M.

Respectfully submitted,



Paul R. Johnson
Secretary