

**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 June 16, 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 Coccoresse (Salzmann Hughes, PC).

Chairman Spare called the meeting to order at 6:05 P.M.

Following the Pledge of Allegiance, Chairman Spare entertained a motion to accept and approve the minutes of May 19, 2021. Mr. Murphy made the motion to accept the minutes. Mr. Cichy seconded, and the motion passed.

Ms. Castellano introduced Ms. Kelly Brenner of *ARRO* and Mr. Moppin to speak to the Board regarding the biosolids issue at the treatment plant. Ms. Castellano reminded the Board that the farmer who had previously been taking the biosolids had passed away, and currently the nephew has been in charge. Ms. Castellano stated that the nephew was not consistent with the removal of the biosolids, and the treatment plant needed to investigate other options of removal. Ms. Brenner informed the Board that the nephew did not want to take any other loads, which was causing a backflow of biosolids at the treatment plant.

Ms. Brenner stated that Mr. Moppin contacted *Synagro* to retrieve the biosolids from the treatment plant. Ms. Brenner said that this option would be cheaper than sending the biosolids to the landfill. She stated that Mr. Moppin is currently still working out the details in possibly using the landfill as a backup option. They are also looking for new farmers that would be willing to take the biosolids for free or for a fee. Ms. Brenner also spoke with *Material Matters* and they will be willing to work with the Authority to help find an outlet to dispose of the biosolids. She also talked with other clients of *ARRO* to see what options they were using. She reported that other clients have had success posting advertisements in *Lancaster Farming*. The advertisement would be the most cost-effective way to achieve the long-term goal of locating area farmers. Ms. Brenner stated that she had a few concerns that she had sent out regarding the long-term agreement from *Synagro*. She did not want to get locked into an agreement that would not allow for another outlet to dispose of the biosolids if one became available.

Chairman Spare asked Mr. Moppin if he agreed with Ms. Brenner's recommendation. Mr. Moppin stated that he spoke with 11 different waste haulers and only three of them would consider taking the biosolids. He also spoke with other farmers, and no one wanted to take the biosolids. He then was referred to *Synagro* by *Penn Waste* and *Kline 's*; *Synagro* will haul it for \$31.50 a ton. Ms. Castellano stated that at \$48.00 a ton for the landfill, coupled with the Authority averaging about 60 tons a month, the cost would be about \$2880.00 plus the cost of the dumpsters needed. Mr. Johnson asked if we were in a contract with *Synagro*. Ms. Brenner stated that the company is current hauling on a purchase order-basis. According to their proposed long-term agreement, they would be locked into a contract for a year. Mr. Cichy asked if we decided to go long-term, would we need to bid out the contract. Mr. Moppin stated that he

believes we would need to do so. Mr. Wyland stated that it would be something to bid out due to the dollar amount and contract. Mr. Coccorese stated that he agreed with Mr. Wyland's assessment as it would be good practice to bid it out due to pricing as well. Mr. Wyland then asked what terms *Material Matters* offered. Ms. Brenner stated no agreement has been formed, but they stated they would be willing to participate in a call and see what options they have available. Mr. Cichy stated that the Lancaster County advertisement could be a good, low-cost option that would possibly generate revenue. Mr. Morrison suggested that the treatment plant hold onto the purchase order option with *Synagro* to give more time to find another long-term option. Mr. Coccorese stated that \$21,300 is the threshold that triggers bidding, anything below that they would be able to just use a quote. Mr. Morrison stated that the contract submitted by *Synagro* states 365 days, June – June, but we could investigate a shorter contract term. Mr. Johnson stated that the advertisement would be a good idea, and to possibly add advertising in the *Busy Beaver* newspaper to reach a different market.

Mr. Johnson motioned to continue hauling with *Synagro*, while looking into other options as well as placing advertisements in the *Lancaster Farmer* and possibly the *Busy Beaver*. Mr. Cichy seconded, and the motion passed.

Mr. Morrison, Authority Engineer, presented his report.

Mr. Morrison stated that Mr. Moppin provided more information to *Gryphon* and *Gryphon* confirmed that the proposed component would be the appropriate size. Mr. Morrison sent an email to *Gryphon* regarding samples and is currently awaiting a response.

Mr. Morrison then stated that a teleconference meeting was held with the Authority's Southeast Drainage Basin Committee regarding *McNaughton's* draft proposal. He stated the next steps would be to have a meeting with *McNaughton*.

Mr. Morrison stated that a meeting was held on June 2nd at the treatment plant with Mr. Phil Schwartz of *Keystone Engineering* (sub-contractor for *ARRO*) to review valve control and *SCADA* system concerns, security cameras, and backup generators for remote pump stations.

Mr. Morrison thanked Mr. Miller for his assistance in getting the paperwork in place for the Utility Relocation Management System (URMS) for the I-83 project. He has 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 they have reviewed the Route 322 intersection revisions proposed by *PennDOT*. The engineer for the project has agreed to move a proposed stormwater basin, to minimize a conflict with the Authority's sewer line. He also stated that Mr. Miller received a letter from *PennDOT* requesting that the sewer work be included in its contract. *PennDOT* would bid the job, pay all invoices upfront, and then send the Authority a bill for 25% of the invoices. *ARRO* recommends that they do use the incorporation and have Mr. Miller sign the letter and send it back.

Mr. Cichy motioned to have Mr. Miller sign the letter and accept *PennDOT's* offer. Mr. Johnson seconded, and the motion passed.

Mr. Morrison then stated that Mr. Benjamin Uhler of *Land Studies* has progressed drawings up to 99% complete. Mr. Morrison stated that the drawings have been reviewed by himself and staff, and correction requests have been sent. He stated Mr. Uhler has verbally stated he will do what has been asked.

Ms. Castellano informed the Board that there will be a cost associated to having Mr. Schwartz and his team come out and perform the assessment. The Board said it understood and to proceed as Ms. Castellano deemed appropriate.

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

Ms. Castellano stated a truck is currently under emergency repair for a head gasket costing about \$1,650.00. Mr. Johnson motioned to proceed with the repair. Ms. Mancuso seconded, and the motion carried.

Ms. Castellano presented the Executive Director's Report.

Ms. Castellano stated three proposals have been received for the IT merger. She also stated that the officers will be meeting on June 22nd via ZOOM to review the proposals with the vendors and come up with a recommendation to be presented to the Board during the next meeting. Ms. Castellano also stated that the renewal for the SonicWall Cyber Security quote has been received in the amount of \$2,462.00. Mr. Coccoresse stated that he noticed in one of the proposals a three-year price was offered and asked if the quoted amount would be reduced from the proposal. Ms. Castellano stated that she will check to see if it will be. Mr. Johnson suggested asking the vendor to hold off on the quote until a decision has been made regarding the merger.

Mr. Johnson authorized the Executive Director to negotiate continuing coverage until a contract is in place. Mr. Murphy seconded, and the motion passed.

Mr. Coccoresse stated that a signed collective bargaining agreement (CBA) contract is in place and that everyone received their pay increase and pandemic stipend in their paycheck. Mr. Coccoresse stated that questions have arisen and will arise regarding the CBA, and soon a Labor-Management meeting will need to be held. Mr. Coccoresse suggested at least Ms. Castellano and one additional Board member be in attendance during these meetings. Chairman Spare stated that he will assign a Board member to attend the meetings, and any interested member should email him and let him know. Mr. Coccoresse mentioned that Ms. Castellano wanted a motion to also give the pandemic stipend to employees that had retired but worked through 2020, as discussed at the December 2020 Board Meeting.

Mr. Murphy motioned to give the retired employees that worked through 2020 the full stipend. Mr. Werner seconded, and the motion carried.

Ms. Castellano stated that Mr. Heagy has been in touch with *Aries* regarding the new TV Rig and ATV. *Aries* stated that they are on track for the estimated delivery date of September. Ms. Castellano also stated that Mr. Heagy's MOU has been signed and is in effect.

Ms. Castellano reported that *Mr. Rehab* has completed its portion of the maintenance contract, while *EK Services* has pushed their start date back to August for their portion of the maintenance contract.

Ms. Castellano stated both vehicles, discussed at last month's meeting, have been traded into *Apple Chevrolet* and the legal agreement was drawn up and delivered last Wednesday.

Ms. Castellano informed the board that *EK Services* is offering training, at no cost, on Trench Safety. Two Authority employees will be attending.

Mr. Cichy asked if the Township reviewed the *McNaughton* agreement. Ms. Castellano said that the Southeast Drainage Basin Committee wondered the same thing. No one knows for certain at this point, so she and the committee will try to ascertain that.

Ms. Castellano stated that the meeting with Gryphon was held on May 26th and there will be a follow-up meeting via ZOOM. She also stated that we are still working on the polymer changes and solutions for the sludge composition. She then informed the Board that another vehicle may need repair and a quote is currently being obtained for the cost. Ms. Castellano stated that the change to the mileage logs have occurred, with mileage being recorded monthly, and the clothing order is in process.

Ms. Castellano stated that the next items for herself and Mr. Coccorese to tackle would be to update the proficiency level promotion program as well as the handbook, in order to bring both into agreement with the CBA.

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. Mr. Cichy asked if other vaccinations are currently required for employees at the treatment plant. Ms. Castellano stated that the employees requested vaccines at the beginning of negotiations such as the tetanus and hepatitis vaccines. Mr. Murphy asked if the vaccines are FDA-approved and will that change the requirement for vaccination. Mr. Wyland stated that one federal court has stated that an employer can require their employees to be vaccinated, but ethical information states that they do not. Chairman Spare suggested extending the deadline to August 1st for the vaccine incentive and have the Executive Director come up with statistics and make a recommendation to the board. Mr. Johnson asked if there are any Workers Compensation issues related to COVID-19. Mr. Coccorese stated most carriers deny the claims unless they can prove the employee contracted COVID-19 at work.

Mr. Johnson motioned for Ms. Castellano to come up with a proposal. Mr. Murphy seconded; the motion carried.

Ms. Castellano presented a draft letter, addressed to the Township Board of Commissioners, for possible reimbursement of COVID-19-related expenses. Mr. Coccorese stated that they would be asking the Township to share the funds they have received from the American Rescue Care Funds. Mr. Coccorese stated that, depending on how the Township can provide reimbursement, they might be able to put funds towards the dryer project. Ms. Castellano stated that she could also send a copy of the composed letter to Lower Paxton Township and have them

possibly use the same letter to petition their Township for funds to put toward their portion of the dryer project.

Ms. Mancuso motioned for Ms. Castellano and Mr. Coccorese to work on drafting the letter to be sent to the Township requesting reimbursement. Mr. Cichy seconded, and the motion carried.

Ms. Mancuso asked Ms. Castellano if she has an Authority laptop, and suggested that one be ordered for her if she does not. Ms. Castellano confirmed that she currently does not have an Authority laptop and has been using her personal laptop.

Mr. Cichy motioned to have a laptop ordered for the Executive Director not to exceed \$2,000.00. Mr. Johnson seconded; the motion carried.

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

Mr. Miller presented the Business Manger's report.

Mr. Miller stated that we still owe the Township about \$400,000 for Stormwater but awaiting final audit figures. Mr. Wyland stated that new guidelines were implemented, and the auditors are awaiting clarification before they submit their final audit report. Mr. Cichy asked if there is a cost for sewer for \$15,000. Mr. Miller clarified that it is for sewer maintenance in case something happens.

Mr. Miller also stated that there are currently 425 accounts in collections with *MRS* totaling about \$860,000.

Mr. Miller informed the Board that changes to payroll have been made due to the implementation of the CBA agreement.

Mr. Miller stated that the Authority would not have to draw down \$3,000,000 until December, so there is no point in borrowing the money to pay interest on it now.

Mr. Miller stated that he will be working on sending out second-quarter sewer bills next week, along with the letter requesting additional contact information so we can begin to set up automatic withdrawals. The letters will also be helpful for the flushing notifiers.

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

Mr. Wyland, Authority Solicitor, spoke to the Board regarding the placement of liens on properties and adding additional verbiage in the lien letters to recoup attorney filing fees from the debtor. Mr. Miller suggested waiting about a year or setting a dollar amount threshold before placing a lien on a property. Mr. Cichy asked what the typical cost is to file a lien. Mr. Miller stated that the cost would be on the Authority upfront, but could be recouped once the lien is paid.

Ms. Mancuso motioned to approve filing of liens on delinquent properties within the *PennDOT* condemnation areas. Mr. Johnson seconded, and the motion carried.

Mr. Johnson motioned to accept Mr. Wyland's report. Mr. Murphy seconded, and the motion passed.

Chairman Spare adjourned the Regular Meeting at 8:05 P.M. to go into Executive Session.

Chairman Spare reconvened the Regular Meeting at 8:20 P.M.

Chairman Spare adjourned the meeting at 8:20 P.M.

Respectfully submitted,


Paul R. Johnson
Secretary