

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

The regular monthly meeting of the Swatara Township Authority was held on July 21, 2021, at 6:00 PM. The following members were present: Castellano (Chairman), Cichy (Vice Chairman), Mancuso (Treasurer), Johnson (Secretary), Werner, Murphy, and Belles. Also present were: Miller (Business Manager), Marino (Administrative Assistant), Brenner (ARRO Consulting, Inc.), and Coccoresse (Salzmann Hughes, PC).

Chairman Castellano called the meeting to order at 6:01 P.M.

Following the Pledge of Allegiance, Chairman Castellano called for a moment of silence in honor of previous Chairman Spare and Assistant Secretary Schreffler.

Chairman Castellano presented the Executive Director's Report.

Chairman Castellano stated that the treatment plant dryer control panel unit (CPU) is currently inoperable, and *Keystone* came out to the treatment plant on Monday to review the issue. She stated *Keystone* verified that the issue was the CPU, and the cost would be about \$7,100.00 to correct the problems. Mr. Moppin stated *Keystone* found a vendor that had the CPU, and they are hoping to have it up and running by next week. Mr. Moppin stated that with the dryer being down they are having to liquid haul. Mr. Moppin stated the trucks are only taking about 30,000 gallons a day and they normally can run about 70,000 to 80,000 gallons a day. Mr. Johnson asked how much storage we currently have at the treatment plant. Mr. Moppin stated that since both tanks are already full, they have had to stop wasting sludge out of the system for the time being. Mr. Cichy asked who is currently handling the hauling. Mr. Moppin stated *Kline* is hauling the sludge and taking it to *Kline's* facility in Manheim as they are currently the only ones accepting sludge. Mr. Cichy asked if the CPU knocked out the centrifuge. Mr. Moppin stated it had shut everything down in the building. Mr. Cichy asked if there was another CPU identical to the one needed. Mr. Moppin stated that there is not. Mr. Johnson motioned to authorize Chairman Castellano to proceed with the purchase of the new CPU for the dryer. Ms. Mancuso seconded, and the motion passed.

Mr. Moppin informed the Board that they are currently still trying different types of polymers and the results are currently the same as the original polymer used. Mr. Moppin also stated they had ordered more Polymer prior to the dryer being down and they are working on finding storage for it as it needs to be kept in a cool area. Mr. Johnson asked could the CPU be installed the same day it was received. Mr. Moppin stated that it would be.

Mr. Moppin then stated that the *Department of Environmental Protection (DEP)* visit went well. He stated samples were taken from a tank they do not normally use so he had one of the employees run an internal sample as well.

Chairman Castellano addressed the *Synagro* contract executed for \$31.50 a ton for 90 days with an option to re-up the contract after 90 days. Mr. Cichy motioned to approve the signing of the contract with *Synagro*. Mr. Johnson seconded, and the motion carried.

Chairman Castellano stated a *ZOOM* meeting was held between herself, Mr. Moppin, Ms. Brenner, and Mr. Stinnett regarding moving forward with the sale of biosolids. Mr. Moppin stated that Johnathan Campbell of *Campbell Crops* called, and he is interested in obtaining all of the biosolids. Mr. Moppin stated they are hoping to have a meeting set up within a week or two with Mr. Campbell to discuss possible contract options. Chairman Castellano stated *Campbell Crops* uses a hauler and wanted to make sure that the contract would include stipulations regarding hauling even if their current hauler is unavailable. Chairman Castellano stated that we would also like to have several options for biosolids removal, to continue to place ads in papers, possible altered agreement with *Synagro* as a back-up hauler or for us to provide them with a specific amount of biosolids and the remainder to go to *Campbell Crops*. Mr. Johnson motioned to vest Chairman Castellano with negotiating and arranging contracts, in consultation with staff for biosolids hauling. Mr. Werner seconded, and the motion carried.

Ms. Brenner discussed with the Board the possibility of Nutrient Trading. Ms. Brenner stated that the plant is projected to make approximately 20,000 nutrient credits and a little more than 3,000 phosphorus credits. Ms. Brenner stated this would be additional income to possibly offset some of the dryer cost. She stated the sales will not take place until October or November. Ms. Mancuso motioned to vest Chairman Castellano with negotiating the sale of nutrient credits. Mr. Johnson seconded, and the motion carried. Mr. Cichy asked how the pricing compares to last year. Mr. Moppin stated they did not sell credits last year.

Chairman Castellano stated that Mr. Schwartz's team of *Keystone* will be performing the assessment of the plant, pump stations, SCADA system, security, etc. for approximately \$8,300 to be billed through *ARRO*.

Ms. Mancuso asked Mr. Moppin if they are keeping stock of all the items and chemicals needed due to market shortages. Mr. Moppin stated that they are keeping stock of items.

Chairman Castellano entertained a motion to accept and approve the minutes of June 16, 2021. Mr. Werner made the motion to accept the minutes. Mr. Cichy seconded, and the motion passed.

Chairman Castellano read the thank you card from Mrs. Spare to the Board.

Chairman Castellano then addressed ratifying the motions taken during the Special Meeting held July 7, 2021, regarding the Board reorganization of leadership as follows. Ms. Castellano as Chairman, Mr. Cichy as Vice Chairman, Mr. Johnson as Secretary and Ms. Mancuso as Treasurer. Also retaining *Salzmann Hughes* as Authority Solicitor with Mr. Coccorese as Lead Counsel. Also vesting Ms. Castellano with ordering plaques and making arrangements to honor Chairman Spare and Board Member Schreffler and vesting the staff committee with asking questions and making a recommendation for the IT merger project. Mr. Johnson motioned to approve the ratifications. Mr. Murphy seconded, and the motion carried.

Chairman Castellano named Ms. Mancuso Personnel Committee Chair and Board representative for union meetings. She proceeded to inform the Board that Commissioner Connelly asked the Board to reinstate or reestablish the Authority - Township Joint Committee to

include Chairman Castellano and two other Board members. Mr. Johnson and Mr. Cichy volunteered with Ms. Mancuso as an alternate.

Chairman Castellano stated there currently was no update on the Intergovernmental Agreement, but they were close to having to initiate due to staff contracting COVID.

Chairman Castellano went on to report that during the special meeting *Pointe Solve* has been chosen as the best fit for the IT consolidation merger. Ms. Mancuso motioned to select *Pointe Solve* as the Authority's new IT company. Mr. Johnson seconded, and the motion carried. Mr. Cichy asked if Mr. Coccorese had reviewed the agreement. Mr. Coccorese stated he has not received an agreement yet and will review it once received. Ms. Castellano stated that *Pointe Solve* is currently working on the agreement with changes requested. Ms. Mancuso motioned to amend the previous motion to state approving entering into agreement with *Pointe Solve* subject to form and content of the contract favorable to the Authority. Mr. Johnson seconded, and the motion carried. Chairman Castellano stated that she will make phone calls to other vendors to inform them of the Boards decision on July 27, 2021.

Chairman Castellano stated that *DII* has agreed to extend the SonicWall renewal to August 13, 2021, and *Pointe Solve* is aware of the impending expiration date. Chairman Castellano stated that the device itself will need to be upgraded as well.

Chairman Castellano reported that the TV Rig is still on target for September.

Chairman Castellano asked Ms. Brenner if there were any updates on the Spring Creek Stormwater Project. Ms. Brenner stated there currently was no update for this month. Chairman Castellano suggested following up with them to ensure they deliver updates.

Chairman Castellano reported that three employees had to be quarantined due to one employee testing positive for COVID. She stated two out of the three employees were negative. Chairman Castellano stated that she continues to encourage the vaccine and to continue the vaccine incentive program through October 1, 2021, per Mr. Johnson's recommendation. Ms. Castellano stated that gift cards will be handed out to those employees vaccinated and hopefully that would promote others to get vaccinated. Mr. Coccorese stated that federal law states the COVID leave extends to September 30, 2021, and suggested we change the extended incentive date to September 30, 2021. Mr. Johnson motioned to extend the vaccine incentive program through September 30, 2021. Mr. Murphy seconded, and the motion carried. Ms. Mancuso asked if Mr. Coccorese could reach out to the other entities that have not signed up for the IGA to see if their hesitancy is due to the language or other issues. Mr. Coccorese stated Mr. Stinnett spoke with the other entities and the language is not the issue, but they do not feel as though they need an actual agreement, that they can reach out when help is needed by others.

Chairman Castellano stated the proposed position of Lead Mechanic that was approved in May is awaiting *ASFME* MOU/agreement.

Chairman Castellano stated the union stewards have been selected and they are Mr. Varner, Mr. Miller, and Mr. Hottenstein. One steward from each department. Chairman Castellano reported that the CBA pay increases and deductions have been taken care of. She informed the Board that the labor management meetings are scheduled for July 27, August 26, September 23,

and October 21 to be held at the Authority's Township office at 3:00pm. Chairman Castellano also stated that herself, Ms. Mancuso, Mr. Miller, and Mr. Coccorese will be regular attendees. She also stated Mr. Moppin and Mr. Heagy will attend the first meeting, along with the stewards.

Chairman Castellano proceeded to inform the Board that the pandemic stipends have been paid to the recently retired employees and they have passed along their appreciation to the Board.

Chairman Castellano stated the maintenance contract session with *EK Services* has been moved to August. Chairman Castellano stated Mr. Heagy asked for permission to have two employees assigned on the projects so that training can be provided, which would also entail some overtime. Chairman Castellano stated that she had approved Mr. Heagy's request. Chairman Castellano also stated that Mr. Thomas, Mechanic, stated that there will be upcoming repairs needed to Truck 3 but he is still awaiting the final quote. Mr. Murphy motioned to allow Chairman Castellano and Mr. Thomas to negotiate the cost of the repairs to Truck 3. Ms. Mancuso seconded, and the motion carried.

Chairman Castellano reported that the clothing order has been received and delivered to employees.

Chairman Castellano stated that she and Mr. Coccorese will be working on updating the handbook to reflect the CBA language and implantation.

Mr. Werner 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 presented the monthly summary and budget to actual reports and reviewed the items addressed in the report.

Mr. Miller stated that 394 accounts are currently in collections, totaling about \$796,800.00. He also stated that he will be applying late fees and penalties on Monday to all past due accounts. Ms. Mancuso asked about the collection rates of all customer accounts. Mr. Miller stated that about 95 percent of the total accounts are collected prior to the collections stage of 2 quarters delinquency.

Mr. Miller asked the Board to consider allowing water shut off notices to motivate customers to make payments. Mr. Murphy motioned to allow Mr. Miller to proceed with water shut off notices. Ms. Mancuso seconded, and the motion carried. Mr. Coccorese reminded the Board that a law was passed that changes the way we handle Agendas and motions. He stated that starting in September all items that would require a motion to be entered into would need to be listed on the agenda. The agenda must also be posted on the website and on the building.

Mr. Miller continued to report that yellow data collection sheets were sent out with the June invoices to obtain up-to-date information from customers in preparation of moving toward alterative payment options.

Mr. Miller stated *Public Financial Management (PFM)* loan documents have been completed and signed.

Mr. Miller informed the Board that he has asked the Township for a list of all properties that are subject to condemnation related to the highway expansion project and is currently awaiting the paperwork.

Mr. Cichy asked if the check written for \$300,000 to the Township was for the Stormwater. Mr. Miller stated that it was a reasonable estimate of the balance due to close out the Stormwater fund. In consultation with our auditors, we have held back about \$25,000 until we get the final pension numbers from *Pennsylvania Municipal Retirement Services (PMRS)* and the Stormwater accounts may be finalized. The balance will then be submitted to the Township.

Mr. Johnson asked if it would be beneficial for the Authority to have a table at National Night Out to try and obtain the information for the data collection sheets. Mr. Miller stated that would be a good idea but unsure if he could due to the short notice.

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

Mr. Coccorese, Authority Solicitor, presented his report.

Mr. Coccorese thanked the Board for his appointment as Lead Counsel and informed the Board that the entire staff at *Salzmann Hughes* is available to the Authority.

Mr. Coccorese stated that Chairman Castellano met with Mr. Wisner and himself yesterday and was able to issue a credit of \$2,500.00 towards the Rainbow Hills billing issue and will credit back an additional \$6,500.00 to be spread throughout the remainder of the year for fees previously charged. He also stated that a restructured retainer and rate has been set for the Authority. The new retainer will be \$3,000 a quarter, billed monthly, to cover Mr. Stinnett and himself to call into staff meetings. It would also include one attorney at the monthly Board meeting and labor management meetings. He also stated that the retainer rate has been reduced to \$200/hr. instead of \$240/hr. They also came up with a reduced travel rate of 20% built into the retainer. Chairman Castellano stated they agreed to review the current agreement in 6 months to see if the new agreement meets the needs of the Authority. Mr. Coccorese stated the 3rd quarter billing was already sent out so the fee for next month retainer will be lower.

Mr. Johnson motioned to approve Mr. Coccorese's report. Mr. Cichy seconded, and the motion passed.

Ms. Brenner, Authority Engineer, presented her report.

Ms. Brenner stated a draft proposal from *Material Matters* has been received for identifying farms. Ms. Brenner stated that they are currently waiting to see what happens with Jonathan Campbell, the farmer interested in obtaining all the biosolids.

Ms. Brenner reported that *Lower Paxton* submitted their annual I&I report and that Mr. Morrison mentioned they usually schedule a meeting to review it in August forthcoming.

Ms. Brenner stated that they recently had a discussion with *PennDOT* regarding the I-83 project. She stated *PennDOT* still needs to supply the Authority with plans, hopefully in August. Ms. Brenner noted that in order to incorporate with *PennDOT*'s project and for the Authority to receive the highest reimbursement we would have to keep the work within *PennDOT*'s right-of-ways. Ms. Brenner stated the first step is not due until February of 2022.

Ms. Mancuso asked if there is a ballpark date on when we can move forward with the dryer. Ms. Brenner stated *Gryphon* is currently awaiting the sample to be sent from the plant, but the dryer broke down on Monday when they were to send the sample. Chairman Castellano stated the goal is to get it all done in the Spring. Mr. Cichy asked if there is a warranty offered with the new dryer from either company. Ms. Brenner stated that we will want a process guarantee. Mr. Cichy then asked if any municipal bonds are available that would back up the guarantee. Ms. Brenner stated there is a performance bond you can obtain on the equipment. Mr. Johnson asked when the new dryer could be expected to be operational. Ms. Brenner stated that with the current market, if approvals are received in the summer or fall, it could possibly be by the end of next year beginning of the following year.

Ms. Mancuso motioned to accept the Engineer's report. Mr. Johnson seconded, and the motion carried.

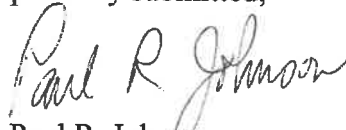
Ms. Mancuso informed the Board that Chairman Castellano, since accepting the position as Executive Director on March 1, 2021, has declined the Board Member and Employee Stipend. She then stated that Chairman Castellano will be moving forward with purchasing a laptop with the new IT company.

Chairman Castellano adjourned the regular meeting at 7:55 P.M. to go into Executive Session.

Chairman Castellano reconvened the Regular Meeting at 8:26 P.M.

Chairman Castellano adjourned the meeting at 8:27 P.M.

Respectfully submitted,



Paul R. Johnson
Secretary