

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

The regular monthly meeting of the Swatara Township Authority was held on September 15, 2021, at 6:00 P.M. The following members were present: Castellano (Chairman), Mancuso (Treasurer), Johnson (Secretary), Werner, Murphy, Lawson, Belles, and Fleming. Also present were: Miller (Business Manager), Marino (Administrative Assistant), Brenner and Morrison (ARRO Consulting, Inc.), and Coccoresse (Salzmann Hughes, PC).

Chairman Castellano called the meeting to order at 6:02 P.M.

Following the Pledge of Allegiance, Chairman Castellano welcomed Mr. Fleming to the Authority Board.

Chairman Castellano announced that the consideration of the minutes has been tabled.

Chairman Castellano announced that the following guests were in attendance: Mr. Ken Miller; and Mr. George Moppin.

Chairman Castellano presented the Executive Director's report.

Chairman Castellano began by discussing several COVID-19-related policy issues:

- The masking policy that was discussed at the September 2, 2021 special meeting, as multiple members and staff left that meeting not completely understanding what the final agreement was on the policy.
- If the Board wanted to continue the daily temperature checks of all employees.
- Further input has been received from several vaccinated employees, but they do not feel comfortable attending the meeting out of concern that the unvaccinated employees would be upset.
- The employees at the Authority's Township office questioned if they would need to wear a mask when working together in the office location, as three out of the four employees are vaccinated.
- One aspect of the new federal guidance requires all federal employees and federal contractors be vaccinated within 75 days. There should also be another federal guidance soon, in the form of rulemaking from the U.S. Department of Labor, requiring vaccinations or weekly testing for employers with 100 employees or more. Chairman Castellano stated that the Board will be looking to the federal guidelines since the COVID-19 leaves and such were offered, even though the Board did not have to do so due to the lower number of employees. Mr. Johnson suggested waiting to see what the federal guidelines are going to be and base the Board's decision from that. Mr. Werner stated he believes that if the Federal Guidelines were followed all along, then the Board should continue to follow suit. Mr. Coccoresse stated that he will inform the Board of the federal guidances, once the information has been received.

- Chairman Castellano announced that she had asked Mr. Murphy, Mr. Werner, and Ms. Mancuso to form a COVID-19 Committee.

Mr. Johnson stated that he believed the Board had decided to let the vaccine incentive program expire at the end of September. Chairman Castellano confirmed that. Mr. Werner asked what happens if someone gets COVID or is exposed to someone with COVID and must use leave. Ms. Mancuso stated that it would be separate, and the committee will need to work on the verbiage to get it down by October 1, 2021. Mr. Coccorese stated that the federal guidance, which we are currently awaiting from the Department of Labor, does not address the leave due to COVID-19-related reasons. Rather, it deals with mandatory vaccines for employers with 100 or more employees or weekly testing. Mr. Coccorese also stated that he believes that at the last meeting it was decided that the employees would have to use their personal time if they or someone in their family gets COVID-19. However, allowing this would require the Authority to come to an agreement with the union during the scheduled monthly Labor-Management meeting next Thursday. Chairman Castellano asked what type of leave an employee needs to use after the COVID-19 leave program expires on September 30, 2021, should they would need to quarantine. Mr. Coccorese stated that the Board would need to discuss what type of leave employees would have to use, whether they need to quarantine or have COVID-19.

Mr. Johnson motioned to extend the COVID-19 vaccine incentive program for another 30 days. Mr. Belles seconded, and the motion carried.

Chairman Castellano confirmed with Mr. K. Miller, Union Assistant Steward, that he understood what exactly the Board had discussed and to what they had agreed. Notably, she asked if Mr. K. Miller and the employees understood that, after the COVID-19 leave program expires on September 30th, employees must use their own personal leave for things such as quarantine, COVID-19 positive cases for themselves or household members, and childcare/school closure. Mr. K. Miller confirmed that he and the employees understood this, and he would be sure to share this information with the employees tomorrow.

Chairman Castellano confirmed with the Board that they are tabling the vaccine mandate until the October Board Meeting.

Chairman Castellano asked Mr. K. Miller if the temperature checks are still being done at the treatment plant. Mr. K. Miller confirmed that they are. Chairman Castellano also stated that the township office is still performing temperature checks on employees, as well as any other individuals that are visiting the office. Mr. Johnson asked what the temperature cut off is. Mr. Coccorese stated that technically the cut off should be 100.4 degrees.

Ms. Mancuso wanted to discuss Mr. Murphy's motion regarding masking from the September 2, 2021 Special Board Meeting. Ms. Mancuso stated that, at that meeting, she had interrupted Mr. Murphy to clarify whether it be for only unvaccinated or vaccinated employees as well, and to have it changed to apply to all employees. Chairman Castellano said this was where there was discrepancy amongst several folks, and the recording of the meeting was unclear. Chairman Castellano also reiterated the question from township office employees regarding if they would need to wear a mask when working together. Mr. Johnson asked what the township building policy is. Chairman Castellano stated that they have asked her what our policy is. There was discussion that two of the Township office employees (Ms. Castellano and

Mr. G. Miller) have their own offices, and otherwise social-distancing can be maintained when needed.

Ms. Mancuso motioned that all employees – regardless of vaccination status – should be wearing a mask when unable to social distance, when riding in vehicles with other employees, or when in shared spaces in which social-distancing is not possible; with the exception being issues of safety. Mr. Werner seconded, and the motion carried.

Mr. K. Miller stated that they have not been aware of any other employees from Operations stating they feared the unvaccinated employees at the treatment plant. Mr. K. Miller then stated he has heard that the vaccinated employees do feel better now that unvaccinated employees are wearing their masks. Chairman Castellano suggested that Mr. K. Miller have a meeting with staff and the union, to discuss how everyone feels and how best to move forward working together so this does not become an issue.

Chairman Castellano stated a meeting was held via Zoom on Monday with the Board Officers, Engineers, and Mr. Coccorese regarding the dryer. She stated that the process of selecting a new dryer was halted by COVID-19, and employees and staff had to delay on-site visits. Since 2020, the choices have been narrowed down to the *Gryphon* or *Huber* dryers. Chairman Castellano stated that staff and engineers were able to visit two sites with *Gryphon*. She has requested that *Gryphon* provide something in writing stating that its machine will efficiently work to dry the Authority's biosolids; this has not been received yet. Chairman Castellano stated that a site visit was now being planned to see the *Huber* dryer in Charlotte, NC; she would also like to have the Authority's sludge tested by them as well. Chairman Castellano then asked Ms. Brenner why the engineers settled on a belt-dryer instead of another rotary-drum dryer, since it seems that some of the local area farmers have expressed satisfaction with the biosolids quality produced from rotary-drum dryers. Ms. Brenner stated it was mainly due to safety, as the higher temperatures of rotary-drum dryers could cause fires. Chairman Castellano asked if Ms. Brenner was aware of what type of dryer the City of Lebanon has. Ms. Brenner stated that she believed it is a *Komline Sanderson* dryer. Mr. Moppin interjected that Lebanon has a paddle dryer. Mr. Morrison stated that he believes both Derry Township and Pottstown have that type of dryer and have had to replace them. Mr. Morrison stated that the difference between the *Huber* and the *Gryphon* is that the *Huber* is a double decked machine, while the *Gryphon* machine is one long belt on a single level.

Chairman Castellano stated that Mr. Moppin is currently working with *Campbell Crops*, owned by Mr. Johnathan Campbell, who is interested in purchasing the Authority's biosolids. She reported that an internal meeting was held regarding *Campbell Crops'* interest in the composition of the current sludge and the spreadability of it. Mr. Campbell did express concern with the type of sludge we would be able to offer with the new dryer. Mr. Johnson inquired as to whether any responses had been received from the ads we placed. Mr. Moppin stated that he had received two emails from farmers who were interested, but they were unsure of how they would be able to haul it. Chairman Castellano stated that she and Mr. Coccorese need to work on a draft contract to be sent to *Campbell Crops*. She also reported that the *Synagro* contract was extended for an additional 30 days thru October 10, 2021. Chairman Castellano asked the Board for its approval to extend the contract with *Synagro* as-needed in the future, and to authorize her to negotiate with *Synagro* and potentially make *Synagro* the backup for hauling (she has a couple ideas of how this could work).

Mr. Murphy motioned to authorize Chairman Castellano to extend the current agreement with *Synagro* until a contract can be entered into with a permanent hauler, as well as to negotiate as-appropriate for a potential long-term relationship with *Synagro*. Ms. Mancuso seconded, and the motion carried.

Mr. Morrison stated that there is a possibility that the process with Mr. Campbell could go more quickly, and his concern is that the new dryer would produce sludge that would be more difficult to spread. Mr. Morrison suggested possibly offering an option to lower the amount charged if the consistency of the sludge changes. Mr. Coccorese suggested waiting until that happens, and a new price is requested.

Mr. Werner motioned to authorize Ms. Castellano, in consultation with staff, to negotiate an agreement with *Campbell Crops*. Mr. Murphy seconded, and the motion carried.

Mr. Morrison asked Mr. Moppin which polymer is currently being used at the treatment plant. Mr. Moppin stated that the current product works just as well as the previous one, so they have switched back since it is cheaper. Ms. Mancuso asked how many different choices of polymer are available. Mr. Moppin explained that the representative has multiple brands in a case, then test each one and see which works best.

Ms. Brenner discussed the nutrient credit trading process and stated that she has been contacted by multiple entities interested in large quantities. She and Ms. Castellano are currently working on negotiating. Ms. Mancuso asked if last year was the only year credits were not sold or if it had occurred in the past. Mr. Morrison stated they had sold it previously, but for much less. Chairman Castellano stated that Mr. Stinnett with *Salzmann Hughes* had sent out a contract template to be used and, once sold to various entities, she and Ms. Brenner would inform the Board of the final amount of revenue to be realized by the Authority.

Mr. Morrison stated that he is currently transitioning to retirement, and that Ms. Brenner will be at the forefront more. Mr. Morrison also suggested having the new members of the Board take a plant tour to get a better understanding of the process. Ms. Mancuso and the Board thanked Mr. Morrison for his many years of service. Ms. Castellano said that she and the Authority will look forward to a new working relationship with Ms. Brenner, but also continuing to consult Mr. Morrison periodically.

Chairman Castellano stated that a meeting was held with *McNaughton*, regarding their draft proposal for work in the Southeast Drainage Basin area. In attendance for the Authority were Ms. Castellano, Mr. Coccorese, Mr. Stinnett, Mr. Morrison, Ms. Brenner, Mr. Moppin, Mr. Christopher Heagy (Foreman), and Board Members Mr. Johnson and Mr. Cichy. Also in attendance were Mr. Joel McNaughton, Mr. John Andrews (Mr. McNaughton's attorney), and President Tom Connolly (representing the Township Board of Commissioners). Ms. Brenner stated they discussed *McNaughton* calling the Pennsylvania Department of Environmental Protection (DEP), to see how DEP might allow them to proceed. Mr. Morrison stated that the concern is that the Township submitted an Act 537 plan, which DEP has never formally approved.

Ms. Mancuso gave an update from the Personnel Committee. She stated that the Personnel Committee asked Ms. Castellano and Mr. Coccorese to work on updating the *Employee*

Handbook, to not only match the current Collective Bargaining Agreement (CBA) but also to reflect other additional policies. Following completion of the handbook draft, Ms. Castellano and Mr. Coccorese were then asked to create formal job descriptions for all management positions and complete the *Levels Advancement Program* (which they have partially drafted, based on their work the past couple years). The goal would be to have these projects completed by February/March 2022. Ms. Mancuso informed the Board that the next Labor-Management meeting will be held on September 23, 2021 in Ms. Castellano's office.

Chairman Castellano stated that *EK Services* is wrapping up its contract. She and staff will soon be working on the list for next year.

Ms. Mancuso motioned to accept the Executive Director's report. Mr. Murphy seconded, and the motion carried.

Mr. G. Miller presented the Business Manger's report.

Mr. G. Miller presented the monthly summary and budget-to-actual reports, and reviewed items addressed in the report. Mr. G. Miller stated that he and Ms. Crystal Skotedis of *Boyer & Ritter* are working on finalizing the 2020 audit. The Authority will be sending the remaining stormwater funds over to Swatara Township Stormwater Authority.

Mr. G. Miller gave an update on accounts currently in collections. He stated 194 letters were sent to ratepayers in August; 93 accounts were sent to collections; and 440 *Modern Recovery Services (MRS)* accounts were hit for about \$58,000 (when penalties were booked yesterday on the unpaid balances). Water shut-off notices were tagged on about 40 accounts. Thus far, the Authority has heard from only three customers, however they do have 10 days to act. Mr. G. Miller stated that third-quarter invoices should be processed on Tuesday next week, depending on when the remaining water imports are received from *Suez*. Based upon the customer contact forms sent to all ratepayers back in June, the Authority has updated contact information for nearly 2/3 of the forms received. Having this updated information would be a good starting point to rolling out alternate payment options.

Mr. G. Miller stated that Lower Paxton Township has requested under the consent decree motion to re-up 168 permits. Mr. Morrison clarified that we offer them the usage of 168 EDUs and recommended we approve the motion.

Mr. Murphy motioned to re-up the 168 permits to Lower Paxton Township. Mr. Werner seconded, and the motion carried.

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

Ms. Brenner presented the Engineer's report.

Ms. Brenner stated that Lower Paxton Township's annual Infiltration & Inflow (I&I) progress meeting was held and there were no major concerns. She also informed the Board that a conference call was held this morning with PennDOT regarding the first phase of the I-83 project. Ms. Brenner asked for the map to be put on the screen, and continued to explain what

the different colors meant on the map that was presented by PennDOT. PennDOT reports it expects to have the final design completed by April 2022, and that is when they will review it with staff for conflicts.

Ms. Brenner informed the board that the 29th Street Bridge conflicts were submitted to PennDOT on August 27, 2021, and a letter requesting incorporation was submitted on September 1, 2021.

Ms. Brenner stated that *Keystone* had sent over a draft report for the Authority's plant and field assessment. Hopefully, there will be more information to report by the October Board Meeting. Chairman Castellano stated that she requested that Keystone's assessment take a three-tiered approach: items should have been addressed already, items that should be completed or changed in the couple years, and items suggested for future planning and budgeting. Chairman Castellano stated the IT merger project is currently underway with *DII*, and they will also be helpful on some of the items mentioned in the *Keystone* assessment.

Ms. Brenner then stated a letter was submitted to the Authority for a *Dollar General Store* on Derry Street. She stated they have prepared an "Intent to Serve" letter for one equivalent dwelling unit (EDU).

Ms. Brenner informed the Board that the *Wynchase Development* has submitted a request for an additional five EDUs for a total of 42 EDUs. She stated that *ARRO* will have Mr. Moppin sign the finalized module, and then it will be sent out to the developer and Lower Paxton Township.

Ms. Brenner stated that the Rupp Road sewer project is currently on hold for an indefinite period of time.

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

Chairman Castellano sought a motion to approve the Special Board Meeting minutes of July. Ms. Mancuso motioned to approve the Special Board Meeting minutes from July 7, 2021. Mr. Fleming seconded, and the motion carried.

Chairman Castellano requested a motion to approve the minutes of the August Board Meeting. Mr. Johnson motioned to accept the Board Meeting minutes from August 18, 2021. Mr. Werner seconded, and the motion carried.

Chairman Castellano asked for ratification of the motions made at the August Board Meeting, since the meeting location was changed that evening due to a building emergency. Mr. Johnson motioned to ratify the motions made during the August 18, 2021, meeting due to the unexpected nature of the last-minute change in location. Ms. Mancuso seconded the motion, and it passed.

Chairman Castellano looked for a motion to approve the Special Board Meeting Minutes of earlier this month. Mr. Werner motioned to accept the Special Board Meeting minutes of

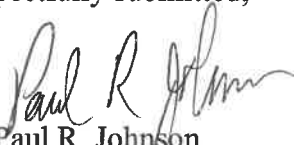
September 2, 2021, as corrected regarding the mask motion wording discussed this evening. Ms. Mancuso seconded, and the motion carried.

Chairman Castellano adjourned the Regular Meeting at 7:44 P.M. to go into Executive Session.

Chairman Castellano reconvened the Regular Meeting at 8:27 P.M.

Chairman Castellano adjourned the Board Meeting at 8:27 P.M.

Respectfully submitted,



Paul R. Johnson
Secretary