

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

The regular monthly meeting of the Swatara Township Authority was held on October 20, 2021, at 6:00 P.M. The following members were present: Castellano (Chairman), Cichy (Vice Chairman), Mancuso (Treasurer), Johnson (Secretary), Werner, Lawson, Belles, and Fleming. Also present were: Miller (Business Manager), Marino (Administrative Assistant), Brenner (ARRO Consulting, Inc.), and Coccorese (Salzmann Hughes, PC).

Chairman Castellano called the meeting to order at 6:00 P.M.

Following the Pledge of Allegiance, Chairman Castellano performed a roll call of present Board Members and visitors.

Chairman Castellano entertained a motion to accept and approve the minutes of September 15, 2021. Mr. Cichy requested a change to the minutes to reflect that he was not in attendance at the above-mentioned meeting. Ms. Mancuso motioned to accept the minutes. Mr. Werner seconded, Mr. Cichy abstained, and the motion carried.

Chairman Castellano presented the Executive Director's report.

Chairman Castellano began by discussing the selection of a new dryer between the *Gryphon* and *Huber*. Ms. Castellano stated that *Gryphon* is requesting additional testing on our current sludge composition. Ms. Castellano stated that permission was granted with the condition that all expenses related to sending the samples would be at their cost and the results of the testing will need to be received by our office by November 12, 2021. Ms. Castellano announced that the *Huber* site visit is scheduled for November 8, 2021, with live streaming to allow our maintenance staff to attend and a Zoom meeting will be held after the tour with staff and a few members of the Board.

Ms. Brenner noted that during the *Huber* visit they will be going to a wastewater treatment plant that houses the *Huber* as well as the factory to see how it is made. Ms. Brenner stated that they narrowed it down to the belt dryer as it runs at a lower temperature which offers a better level of safety for the operators. Ms. Brenner stated that question has been raised as to the life expectancy of the equipment. She stated it is designed to last at least 20 years. Mr. Johnson asked the age of the current dryer. Ms. Brenner stated it is about 11 years old. Mr. Cichy asked if the dryers under review for purchase have been around long enough to prove that they can last as many years as projected. Ms. Brenner stated that the *Huber* has been around for many years but the *Gryphon* has mainly been in operation in non-municipal industries but limited time in municipal environment. Ms. Brenner presented the report created by *ARRO* outlining the evaluation matrix including the cost, lifecycle cost, and various other items on both dryers for consideration. Ms. Brenner noted that Mr. Jonathan Campbell of *Campbell Crops* has concerns regarding the consistency of sludge the potential new belt dryer would produce. Ms. Brenner stated that the *Gryphon* dries on a single level and the *Huber* is double decked, which makes the density of the *Huber* a bit less than the *Gryphon*. Ms. Brenner stated additional equipment can be purchased, such as a screen, that would take out the chunks making it more like a pellet. Ms.

Mancuso asked if *Huber* has tested our current sludge. Ms. Brenner stated they have, and their comments stated that our sludge was a bit sticky, and they would recommend an additional piece of equipment to be placed on the end of their dryer. Ms. Brenner also noted that this additional piece of equipment would work for either dryer option to help improve the product for sale to farmers. Mr. Werner asked what the reliability difference between both potential dryers are, as they have not been in the municipal market as long and how much support would they be able to provide if issues arise. Ms. Brenner stated that the *Pottstown* dryer has had a few operational issues in the beginning and *Gryphon* came out and fabricated a few changes without extra cost to *Pottstown*. Ms. Brenner stated that we have requested a statement be provided in writing stating that if any issues would arise, they would fix them at no cost to the Authority. Mr. Johnson asked how long the *Pottstown* dryer has been in service. Ms. Brenner stated about three to four years. Mr. Cichy asked if a different style dryer would offer a better option for drying our sludge, where we are on the design process, and timeline of the project. Ms. Brenner stated it depends on how long it would take *Department of Environmental Protection (DEP)* to provide approval. Ms. Brenner also stated that an option would be to go through *Co-Stars*. She also stated that the *Huber* has a 26-34 week turn around time, and the *Gryphon* would be about 20-24 weeks. Ms. Mancuso asked how recent the quotes are for both dryers. Ms. Brenner stated that *Huber* was received in September and the *Gryphon* in August and they're good for sixty to ninety days. Ms. Brenner wanted to note that the *Huber* cost did go up a bit. Mr. Cichy asked if it would benefit the Authority to have them bid against each other. Ms. Brenner stated there might be a way to write the specs for both companies to be able to bid on it if there would be a bid instead of going through *Co-Stars*.

Chairman Castellano asked the new visitor to introduce himself. Mr. George Taylor announced that he is a resident of the Township just wanting to observe the meeting.

Chairman Castellano then discussed the biosolids hauling and the draft contract for biosolids hauling with Mr. Campbell of *Campbell Crops*. Ms. Castellano stated that a draft contract has been created to be able to form a relationship with Mr. Campbell, have a meeting with him, and work out the technicalities of the contract. Chairman Castellano proposed a motion to approve the contract between the Swatara Township Authority and Mr. Jonathan Campbell (*d/b/a Campbell Crops*) for the purchase and hauling of the Authority's biosolids, and authorizing the Executive Director to execute the agreement subject to the Solicitor's approval as to form and content. Mr. Johnson made the motion; Mr. Werner seconded, and the motion carried.

Chairman Castellano also proposed a motion to approve the contract extension between the Swatara Township Authority and *Synagro* for the hauling of the Authority's biosolids, and authorizing the Executive Director to execute a potential long-term agreement to utilize *Synagro* as a backup biosolids hauler, subject to the Solicitor's approval as to form and content. Ms. Mancuso made the motion; Mr. Johnson seconded, and the motion carried.

Chairman Castellano asked Ms. Brenner to give an update on the nutrient trading progress. Ms. Brenner stated that one of the food production companies contacted her to inform her that they had found credits at a lower price and was no longer interested in purchasing. She stated that *Mount Joy Borough Authority* also contacted her, and they are interested in purchasing credits. Ms. Castellano confirmed with Ms. Brenner that the statewide meeting to approve the sale of the credits is November 5, 2021 before the next board meeting so a motion would be

needed to authorize the Executive Director along with staff to negotiate with all potential companies.

Mr. Johnson motioned to approve contracts between the Swatara Township Authority and potential entities *Furmano Foods, Knouse Foods, Zerbe Township, Hughesville Wolf Authority, Conewago Township Authority, Bell & Evans*, and *Mount Joy Borough Authority* for the purchase of a certain number of nutrient credits for each entity of the Authority's nitrogen or phosphorous credits and authorizing the Executive Director to execute the agreement subject to the Solicitor's approval as to form and content. Mr. Werner seconded; Mr. Cichy asked to amend the motion to include negotiations with any other potential entities that were not previously mentioned. Mr. Johnson motioned to approve the amended motion. Mr. Werner seconded, and the motion carried.

Ms. Brenner gave an update on the evaluation received from *Keystone Services* including recommendations and timelines. Ms. Brenner highlighted some of the major items included in the evaluation such as the electrical valve actuator and the raw pumps. Ms. Brenner also noted that the collections garage doors at the treatment plant do not open when the backup power is in use, as the backup generator is not connected. Mr. Cichy asked if the generator does not provide power to the garage. Mr. Moppin stated it does not, as it appears that when it was installed it must have been determined to have been difficult for them to run power to the doors, so it was not done. Ms. Brenner stated it was also recommended to have remote cameras at the pump stations to be installed next year to provide some level of security. Mr. Cichy asked if all the pump stations were fenced in. Mr. Varner stated that three out of the seven pump stations were not fenced in, and two pump stations did not have a backup generator. Ms. Castellano noted that *Keystone Services* had requested a blank purchase order to begin working on the critical items that needed fixed, but she was not comfortable signing a blank or open purchase order with a range of pricing and would request an actual cost. Mr. Moppin stated that during the last rain event the alarm for the raw pumps showed that they had failed but after further review it appeared as if they were still operational. Ms. Castellano stated that *Keystone Services* believes it may be a training problem but would need to evaluate and then provide training to the employees on how the system works. Ms. Mancuso asked who installed the *Supervisory Control and Data Acquisition (SCADA) System*. Mr. Moppin stated it was installed during the plant upgrade. Ms. Mancuso asked if the system needs an update and if instruction manuals were provided, as well as a schedule for updates. Mr. Moppin stated he isn't aware of any manuals being provided and confirmed that the system needs an update. Mr. Johnson motioned to authorize the Executive Director to negotiate obtaining training for the *SCADA* system. Mr. Fleming seconded, and the motion carried. Mr. Cichy asked if we can ask *Keystone Services* to develop a Standard Operating Procedure (SOP) to be used by employees. He also stated that the *SCADA* system can monitor as well as control and he would like to learn and obtain more information. Ms. Brenner stated that the pump station flows are currently being monitored by *OmniSite*. She stated that the *Department of Environmental Protection (DEP)* has requested additional information regarding flows through the pump stations and the updates to the *SCADA* system would be able to provide that information. Ms. Brenner stated that *OmniSite* has the potential for an upgrade, but it is not monitoring actual flow, they are using calculations and not real time data.

Chairman Castellano announced that two Memorandums of Understanding (MOUs) were sent out. Chairman Castellano entertained a motion to approve the MOU between Swatara Township Authority and *AFSCME*, requiring Mr. Christopher Heagy to train the Acting Foreman

and authorizing out-of-class pay in accordance with the CBA. Ms. Mancuso made the motion; Mr. Johnson seconded, and the motion carried.

Chairman Castellano then entertained a motion to approve the MOU between the Swatara Township Authority and AFSCME, appointing Mr. Michael Varner as the Authority's Acting Foreman. Mr. Werner made the motion; Mr. Johnson seconded, and the motion carried.

Mr. Varner gave an update to the Board of the status of Truck 3. He reported that it currently has a head gasket issue and should be fixed by tomorrow and once that is done, he will let *Hummelstown Borough* know that they do not have to provide backup coverage any longer. Mr. Varner also reported that the metering laptop is having issues and will be worked on by Mr. Robert Brooks with *DII* to see if it can be fixed and possibly budget to have it replaced every four years as it is heavily used. Mr. Varner stated that Ms. Castellano and Mr. Brooks received pricing for a new laptop, and it would be about \$2,900.00. Mr. Johnson asked if a new laptop is obtained, would the current laptop be kept as a backup. Mr. Varner confirmed that it would be. Mr. Varner also stated that they were notified that the new TV Rig truck would not be available until next year. and after a few back and forth emails the finished product should be done by the first of November and training should be beginning late November or early December.

Mr. Varner stated that a line was replaced off Cardinal Drive and the homeowner that currently takes care of that area reached out to see when the grass would have been repaired. Mr. Varner stated that Mr. Heagy reached out to *E K Services*, and they will set up a time to have the repair done. He then informed the Board that a homeowner off Bayard Drive had a heavy duty truck run over her lateral, so they inspected the lateral and determined that the line was still intact.

Chairman Castellano informed the Board that the transition of having Mr. Varner as the Authority's Acting Foreman is going well and we will soon be transitioning the replacement of Mr. Heagy's contact information with Mr. Varner's. Ms. Mancuso asked for an update on the crew cab. Ms. Castellano stated that the earliest, right now, would be December 31st, 2021, but we will follow-up around Thanksgiving.

Chairman Castellano gave an update regarding COVID-19. Ms. Castellano stated that there currently is no federal guidance out yet. Mr. Coccoresse stated that it is getting closer as *Occupational Safety and Health Administration (OSHA)* had submitted a draft to the White House last week. Mr. Lawson handed out updated statistics regarding COVID-19 deaths, and statistics from hospitals as of September 17, 2021. Mr. Johnson made a motion to extend the gift card incentive for another thirty days for employees to receive the COVID-19 vaccine. Mr. Lawson seconded, Mr. Werner was a no vote, and the motion passed. Chairman Castellano then informed the Board that an offer was taken to the union for a liberal leave policy that Ms. Mancuso, Mr. Coccoresse, Mr. Cichy, and Mr. Johnson had put together and the union did not accept it. Ms. Castellano stated the default legal position is that the employees would have to use their comp time or personal time due to a daycare or school COVID-19 closure. She stated that the employees would not be eligible to use vacation time as that has to be scheduled by the 18th of the previous month nor does it qualify for family sick leave or regular sick unless the employee themselves are sick. Mr. Coccoresse confirmed that the Board decided to have the COVID-19 leave expire on September 30, 2021.

Chairman Castellano adjourned the Regular Meeting at 7:27 P.M. to go into Executive Session.

Chairman Castellano reconvened the Regular Meeting at 7:40 P.M.

Ms. Mancuso provided the Board with a Personnel Committee update stating the first grievance has been received from the union and the Authority has ten days to respond. Ms. Mancuso also stated that the monthly labor management meeting will occur tomorrow October 21, 2021. Ms. Mancuso then stated that we are currently discussing replacing the time clocks at the plant with ones that are digital and would provide us with more accurate data. She also stated we are looking into installing Global Positioning System (GPS) devices in all Authority vehicles.

Chairman Castellano entertained a motion by the recommendation of the Personnel Committee to approve the installation of GPS devices in Authority vehicles and authorizing the Executive Director to execute the necessary documents with *Verizon* to provide such, subject to the Solicitor's approval as to form and content. Mr. Belles made the motion; Mr. Werner seconded, and the motion carried.

Chairman Castellano entertained a motion by the recommendation of the Personnel Committee to approve the installation of new timeclock software on the Authority timeclocks and authorizing the Executive Director to execute the necessary documents with *Paychex* to provide such, subject to the Solicitor's approval as to form and content. Mr. Johnson made the motion; Mr. Fleming seconded, and the motion carried.

Ms. Mancuso announced that a milestone has been obtained by one of the employees Mr. Moppin and would like to entertain a motion to grant a longevity stipend to Mr. George Moppin, Chief Operator, in recognition of 30 years of service to the Swatara Township Authority. Mr. Werner made the motion, Mr. Johnson seconded, and the motion carried. The Board thanked Mr. Moppin for his years of service.

Chairman Castellano informed the Board that the IT Merger is underway with *DII* as Mr. Brooks has been at the Business Office to install equipment and start the transition.

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

Mr. Miller presented the Business Manger's report.

Mr. Miller presented the monthly summary and budget-to-actual reports, and reviewed items addressed in the report. Mr. Miller stated that he will be presenting the first draft of the budget at the November meeting and will have the final to be approved at the December meeting.

Mr. Miller gave an update on accounts currently in collections. He stated 399 accounts are still in collections totaling \$807,900. Water shut-off notices were tagged on about 40 accounts, and only three accounts were shut off. Thus far, two accounts are paid in full with the third on a payment plan and will create another group to be notified of potential shut-off within the next week or two.

Mr. Miller stated another I-83 highway expansion meeting was held and will continue to be held on the third Wednesday of every month. He thanked *ARRO* for obtaining the addresses of the properties that would be lost due to the expansion from PennDOT. He then stated that he will wait until penalties are applied on past due accounts to file liens with *Salzmann Hughes* for any of the properties that would be lost due to the expansion. He also stated that we received about 4,000 data collection sheets with about 3,200 requiring changes to the accounts and about 400 left to be completed.

Mr. Belles motioned to approve Mr. Miller's report. Mr. Fleming seconded, and the motion passed.

Mr. Coccorese presented the Solicitor's report.

Mr. Coccorese announced that Mr. Scott Wyland of *Salzmann Hughes* will be giving a presentation at the *PMAA Conference* next month about ways to fight off privatizing municipal services.

Chairman Castellano announced that the Solicitor's report was accepted by acclamation.

Ms. Brenner presented the Engineer's report.

Ms. Brenner stated that most items were previously discussed during the Executive Director's report, but she did want to note that there was a development review for 900 Eisenhower Blvd for a potential *Dunkin Donuts*.

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

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

Chairman Castellano reconvened the Regular Meeting at 8:29 P.M.

Chairman Castellano adjourned the Board Meeting at 8:31 P.M.

Respectfully submitted,



Paul R. Johnson
Secretary