

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

The regular monthly meeting of the Swatara Township Authority was held on December 15, 2021, at 6:00 P.M. The following members were present: Castellano (Chairman), Cichy (Vice Chairman), Mancuso (Treasurer), Johnson (Secretary), Werner, Murphy, Lawson, 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 6:02 P.M.

Following the Pledge of Allegiance, Chairman Castellano asked the Board for their input on ordering plaques for past Board members Mr. Spare and Mr. Schreffler. Mr. Johnson suggested planting roses for Mr. Spare. Ms. Castellano asked the Board members to provide their input by the end of the year so the plaques can be ordered in January.

Chairman Castellano performed a roll call of present Board Members and visitors.

Chairman Castellano entertained a motion to accept and approve the minutes of November 17, 2021. Mr. Werner motioned to accept the minutes. Mr. Murphy seconded, and the motion carried.

Chairman Castellano presented the Executive Director's report.

Chairman Castellano asked Mr. Moppin and Ms. Brenner to provide the Board with a brief update on the *National Pollutant Discharge Elimination System (NPDES)* permit. Ms. Brenner explained that the permit allows the treatment plant to discharge into the Swatara Creek. She stated that the permit has been on the *Department of Environmental Protection (DEP)* desk for two years due to a backlog, and the draft permit was recently issued. Ms. Brenner stated that they would address any comments made by *DEP*. Ms. Castellano stated that Mr. Lee Stinnett, II of *Salzmann Hughes* will perform a review of the comments as well. Ms. Castellano asked Mr. Moppin if he confirmed that the correct lab numbers were updated on the form and the incorrect submission was corrected. Mr. Moppin stated that they have been updated. Mr. Johnson asked what the terms were of the permit. Ms. Brenner stated that the permit is good for 5 years and the renewal is submitted within 180 days prior to the expiration date.

Chairman Castellano discussed the purchase of the Rotork Master Station for the treatment plant and asked Mr. Moppin to provide a brief of explanation of what the device does. Mr. Moppin informed the Board that the station is the main controller that runs all the valves in the plant. He stated that it has been out for months which means that all the valves had to be turned manually instead of automatically.

Mr. Johnson motion to approve the purchase of the Rotork Master Station. Mr. Cichy seconded, and the motion carried.

Mr. Moppin gave an update on the biological oxygen demand (BOD) Incubator that was approved for purchase at the November Board meeting. Mr. Moppin stated that it has been ordered and is currently tracking the shipment.

Chairman Castellano informed the Board that we have received the nutrient credits trading payments from all entities.

Chairman Castellano informed the Board that she met with the Board Officers as well as the Personnel Committee members last night and per the recommendation of the Personnel Committee the only update to COVID-19 is working internally on updating the screening, quarantining, and contact tracing procedures. There would be a checklist for Mr. Moppin and Mr. Varner to follow. Ms. Castellano stated there hasn't been any further federal guidance released as well.

Chairman Castellano stated a formal letter was sent to the Township Commissioners with our ask of Federal COVID-19 funds for Municipal entities. Ms. Castellano asked that the Board members reach out to their commissioners and urge them to read the letter and to reach out if they have any questions.

Chairman Castellano asked Ms. Brenner to provide an update on the Dryer purchase. Mr. Coccorese stated that they are still waiting on vendor clarification on their *COSTARS* status. Mr. Johnson asked if there would be a performance bond with *COSTARS*. Mr. Coccorese stated that we could attempt to negotiate that option with potential parties.

Mr. Coccorese stated that at this time they would like to ask the Board to authorize the Solicitor and Engineers to proceed with obtaining necessary documents to proceed with the purchase through *COSTARS*. Mr. Murphy made the motion. Ms. Mancuso seconded, and the motion carried.

Mr. Cichy asked Mr. Moppin if any progression was made with *Derry Township* to provide them with data regarding overloading their system. Mr. Moppin stated that he had not. Ms. Brenner stated that they will start to work on updating the information as it has been a few years old.

Chairman Castellano asked Ms. Brenner to have *ARRO* provide an estimated scope of service and budget for the proposed dryer by January 7, 2022.

Chairman Castellano stated letters were received from *Hummelstown Borough* and *Lower Paxton Township* regarding a possible regional biosolids dryer. Ms. Castellano stated she has not responded to the letter as of yet and will work on a response. Ms. Mancuso stated that she believes that a regional biosolids dryer would be something that can be investigated further, but our current dryer needs immediate attention. Ms. Castellano stated that she will speak with Mr. William Rehkop of *Derry Township* after the holidays, but our focus is on our current dryer. Ms. Castellano stated a study would be something they could look into, but she will follow up with Mr. Rehkop in the new year. Ms. Brenner asked Mr. Cichy what information *Derry Township* is requesting. Mr. Cichy stated that it would be best for her to reach out to Mr. Rehkop to provide loading information for the study.

Chairman Castellano gave an update on the Southeast Drainage Basin meeting that she attended with Mr. Joel McNaughton, his attorneys, *ARRO*, and *DEP*. Ms. Castellano stated the meeting went well and *DEP* gave their blessing to move forward. Ms. Castellano stated they will need to be more discussion regarding the project with Township Commissioner's to bring them up to speed. Ms. Castellano stated *McNaughton* plans to send drones out and obtain more data and pictures. She also stated *McNaughton* will be working a draft agreement.

Chairman Castellano discussed the *Keystone* recommendation of upgraded electrical services and adding the garage doors to the generator. Ms. Castellano stated two separate quotes have been received: one quote from *Keystone* and another from *JA Kolva*. Ms. Castellano stated that Mr. Moppin reached out to *Keystone* to inquire about the vast difference in pricing between the second quote received and offered them to go back and rework their estimate. Mr. Moppin confirmed that the revised quote has not been received yet. Ms. Mancuso stated the second bidder had done work for her company and she found that they were very detailed oriented, provided follow-up after install and they are very pleased with their work.

Mr. Johnson motioned to move forward with the quote received from *JA Kolva* to have them perform the electrical work on connecting the garage doors to the generator. Mr. Lawson seconded, and the motion carried.

Mr. Moppin thanked the Board and wished everyone a Happy Holiday.

Chairman Castellano stated that Mr. Varner had informed her that the *Polaris* and new TV Rig vehicle has been received and training has begun. Ms. Castellano stated that they are working on outfitting the *Polaris* for snow removal with purchasing add-ons. Ms. Castellano stated that they are having difficulty obtaining the add-ons due to the current state of things and will probably not be in use for snow removal this winter season. Ms. Castellano stated the next steps would be to have *DII Computers, Inc.* look at the software and assist the staff with any questions.

Chairman Castellano then stated that Mr. Varner was able to have one demo on-site of a new flush truck. He had informed Ms. Castellano that the first demo was done by *Aries/Golden*, and the other vendor demo would have to be cancelled due to the size of their vehicle not being able to fit in the garage.

Chairman Castellano stated that *E K Services* maintenance contract is up for renewal at the beginning of next year with the option to reup for three additional years. Ms. Castellano stated that the one item she would like to change in the clause regarding emergency work, would be that *E K Services* not only absorb the cost of the work but also the cost of our employee wages. Mr. Cichy asked if they would be proposing an escalator for 2022-2023 with the contract for the first year. Ms. Brenner stated that she would have to look into what was done three years ago. Ms. Brenner stated that we do have an option to rebid after the first year, if the escalator is not to our liking. Mr. Coccorese stated that *E K Services* would have to notify the Authority what the price would be the following year, but it would not be written within the first year of the contract.

Ms. Mancuso motioned to authorize staff to prepare and advertise the documents to rebid the collections system maintenance contract. Mr. Werner seconded, and the motion carried.

Chairman Castellano stated that she is currently working on an employment offer letter for Mr. Varner, as previously discussed. Ms. Castellano informed the Board that Mr. Varner has already selected three courses he would like to attend, as part of his requirements.

Chairman Castellano stated the IT merger project continues and the new *Voice over Internet Protocol (VOIP)* system will be installed on December 20, 2021. Ms. Castellano also stated that the IT contract is current being reviewed by their attorneys and we should have it back in January.

Chairman Castellano also stated that the current engineering contract on file is from 1993 and it list the firm as *Heider*. Ms. Castellano stated that *ARRO* has sent over a new agreement, and it is currently being reviewed by Mr. Coccoresse and Ms. Castellano.

Chairman Castellano mentioned that a meeting was held with the Township regarding the closeout of stormwater. Ms. Castellano stated the last check will be turned over to the Township from the stormwater account. Ms. Castellano stated more documents may need to be provided to the Township for them to reconcile the account on their end. Ms. Castellano also stated a check was received for our share of the health insurance reimbursement from the Township.

Mr. Murphy motioned to accept the Executive Director's report. Mr. Belles 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 noted that fifty-three properties were tagged for water shut off. He stated that nine accounts were shut off and three of those accounts paid off the balances in full. Mr. Miller also noted that one of the accounts is currently in sheriff sale, one resident is deceased, four accounts are still unpaid and turned off. Mr. Miller also stated that four hundred and fifty-five accounts are still in collections totaling about \$9.5 million.

Mr. Miller reminded the Board that \$2.9 million dollars that was borrowed in the summer for the dryer will be disbursed on December 28, 2021.

Mr. Miller presented the final draft of the 2022 budget and highlighted a few items. Mr. Miller noted that with the lost of properties due to the I-83 expansion, the Board might have to consider a rate increase for 2023.

Mr. Cichy asked if the houses that are vacant due to the I-83 expansion are still being billed. Mr. Miller stated that they are. Ms. Castellano stated that she would like to see if *PennDOT* would provide payment for those properties.

Mr. Murphy motioned to approve the 2022 budget presented by the Business Manager. Ms. Mancuso seconded, and the motion carried.

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

Mr. Coccorese thanked the Board and wished everyone a Happy Holiday.

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

Ms. Brenner presented the Engineer's report.

Ms. Brenner presented the updated lifecycle cost comparison to reflect options of a 90/hr. week run time vs. a 168/hr. week run time. Ms. Brenner noted that they're options available to reduce the temperature slightly and reduce power consumption cost. Ms. Brenner stated she spoke with *Huber*, and they wouldn't recommend idling for more than 3-4 days at a time.

Ms. Brenner informed the Board that they are currently looking into options for removing biosolids cake out of the building and cost that would be associated. Ms. Brenner stated that Mr. Moppin did additional testing of the biosolids, and it showed that the biosolids would not meet the Class B requirements without modifications. Ms. Brenner stated that the landfill would not take un-stabilized solids any longer, and staff is currently looking into other options.

Ms. Brenner stated that *Gannet Fleming* reached out to the staff to start working on the preliminary design regarding the I-83 project and projected to have the preliminary plans to them by February of 2022. Ms. Brenner stated that preliminary drawings show conflict with the Authority's sewer lines and once approved, they will begin to look at the conflicts and work with the other teams. Ms. Castellano asked Ms. Brenner to include Mr. Varner on the I-83 project as well as future projects. Ms. Brenner stated that they will need his assistance with confirming information on designs and will continue to work with Mr. Varner.

Ms. Brenner informed the Board that the annual Joint User meeting is typically held on President's Day and the proposed date for 2022 would be February 21, 2022. Ms. Brenner asked if the date would work for the Authority. Ms. Castellano stated that she would suggest the meeting be via *ZOOM* and she will be in touch with Ms. Brenner concerning the date and format.

Ms. Brenner stated development reviews were submitted and comments sent back for *900 Eisenhower Blvd*, *Dollar General*, and *Capital Manor*. Ms. Brenner also stated that plans have been received for *Brandtdon Estates* and they will review the plans and provide comments.

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

Chairman Castellano adjourned the Regular Meeting at 7:25 P.M. to go into Executive Session.

Chairman Castellano reconvened the Regular Meeting at 8:04 P.M.

Mr. Murphy motioned to approve the fiscal year cost-of-living adjustments for non-union staff as recommended by the personnel committee at the rate of 5% effective January 1, 2022. Ms. Mancuso seconded, Ms. Castellano abstained, and the motion carried.

Chairman Castellano adjourned the Board Meeting at 8:07 P.M.

Respectfully submitted,

A handwritten signature in blue ink that reads "Paul Johnson". The signature is written in a cursive style with a large initial "P".

Paul R. Johnson
Secretary