

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

The regular monthly meeting of the Swatara Township Authority was held on February 16, 2022, at 6:00 P.M. The following members were present: Castellano (Chairman), Cichy (Vice Chairman), Mancuso (Treasurer), Johnson (Secretary) via ZOOM, Werner, Murphy, Belles, and Fleming. Also present were: Marino (Administrative Assistant), Brenner (ARRO Consulting, Inc.), Morrison via ZOOM (ARRO Consulting, Inc.), and Coccorese (Salzmann Hughes, PC).

Chairman Castellano called the meeting to order at 6:06 P.M.

Following the Pledge of Allegiance, Chairman Castellano performed a roll call of present Board Members and visitors. Chairman Castellano asked the visitor to introduce themselves asked if there were any topics they would like to address. Visitor, Ms. Kim Bloom, stated that she was just a resident of 50th street there to observe.

Chairman Castellano stated that tonight's meeting would also cover the reorganization of the Board, as the January meeting with cancelled.

Chairman Castellano opened nominations on the reorganization of the Board. Ms. Mancuso nominated the following board members for the listed positions:

- Mr. Paul Johnson for Chairman.
- Ms. Melissa Castellano for Vice Chairman.
- Mr. Matthew Cichy for Secretary.
- Ms. Allison Mancuso for Treasurer.

Mr. Werner made a motion to accept Ms. Mancuso's recommendation and close the nominations. Mr. Murphy seconded, and the motion carried. Chairman Castellano suggested also appointing an Assistant Secretary in case Mr. Cichy is not available. Ms. Mancuso nominated Mr. Werner. Ms. Castellano seconded, and the motion carried.

Mr. Belles motioned to accept and approve the nominated board officers. Mr. Murphy seconded, and the motioned carried.

Mr. Cichy motioned to appoint *Salzmann Hughes* as legal counsel and Mr. Steven Coccorese as lead counsel. Ms. Mancuso seconded, and the motion carried.

Mr. Cichy motioned to appoint *ARRO Consulting, Inc.* as the Engineer. Mr. Werner seconded, and the motioned carried.

Mr. Cichy motioned to appoint *DII Computers, Inc.* as information technology (IT) provider with Mr. Robert Brooks as lead consultant. Ms. Mancuso seconded, and the motion carried.

Ms. Mancuso motioned to approve the IT contract with *DII Computers, Inc.* Mr. Belles seconded, and the motion carried.

Ms. Castellano began by discussing the two agreements that are currently being worked on with *ARRO Consulting, Inc.*, the Engineering General Services Agreement and one specifically for the dryer project. Ms. Castellano stated the agreement for the dryer is currently being worked on and will be presented to the Board prior to the March meeting. Ms. Castellano stated the Engineering General Services Agreement has been vetted through the Board Officers and legal counsel. Ms. Castellano also stated that the only thing the contract currently does not include is retainer services. Ms. Castellano asked the Board if they would like to table the agreement, approve it as is, or to approve the agreement with the caveat to continue discussions regarding adding a retainer. Chairman Johnson suggested approving the contract with the caveat to continue discussion regarding the retainer. Mr. Coccorese stated that adding the addendum to the contract regarding the retainer would just be an addition and wouldn't require additional work.

Chairman Johnson motioned to approve the professional services agreement with *ARRO Consulting, Inc.* with the caveat that we continue to have conversations with regarding adding a retainer and to report back to the Board in March. Mr. Belles seconded, and the motion carried.

Ms. Castellano proceeded to discuss the Opinion of Probable Cost spreadsheet for the Huber dryer presented by *ARRO Consulting, Inc.* Ms. Brenner stated that the spreadsheet provided a breakdown of how the estimated 7.3-million-dollar cost came about. Ms. Brenner opened the floor to any questions regarding the breakdown. Ms. Castellano stated if anyone had questions after the meeting, they could send the questions to her, and she can get them to Mr. Morrison and Ms. Brenner.

Ms. Castellano announced that a meeting was held with the *Borough of Hummelstown* following the yearly stakeholders meeting, regarding the cost of purchasing a new dryer and addressing any questions they may have had. Mr. Cichy asked Ms. Brenner if any building modifications are included in the Opinion of Probably Cost spreadsheet. Ms. Brenner stated that it does not include the building modification that has been discussed. Ms. Brenner stated that in the revised version, that would be an additional line item. Ms. Brenner also noted that staff and *ARRO* have been discussing the possibility of an overhead crane to assist with equipment and that would also have its own line item.

Ms. Castellano entertained a motion to approve the repair of the Wilo sub pump totaling \$5,938.74. Mr. Murphy motioned to approve the repair. Mr. Cichy seconded, and the motion carried.

Ms. Castellano entertained a motion to approve the repair of the power flame burner totaling \$3,549.03. Ms. Mancuso motioned to approve the repair. Mr. Werner seconded, and the motion carried.

Ms. Castellano proceeded to discuss the hauling of biosolids. Ms. Castellano stated that Mr. Moppin contacted a second company to obtain an additional quote for hauling. Ms. Castellano stated that *Synagro* is still working on providing us with a new quote as our current contract expires on March 10, 2022.

Ms. Castellano entertained a motion to authorize staff to pursue and execute an agreement for biosolids hauling with the best company and present the agreement at the next Board meeting. Ms. Mancuso made the motion. Mr. Fleming seconded, and the motion carried. Ms. Castellano

stated that things are going well with the current hauler and that they were just looking for a longer contract.

Ms. Castellano entertained the motion to approve Mr. Varner as the Maintenance Manager, retroactive to January 23, 2022, added onto his duties as Collection Systems Foreman. Mr. Werner made the motion. Mr. Murphy seconded, and the motion carried.

Ms. Castellano thanked Mr. Varner and Mr. Moppin for all their help during the transition, taking care of things at the plant, attending meetings, and being available to the Board.

Ms. Castellano entertained the motion to approve the conditional award of the maintenance contract to *E.K. Services Inc.*, pending staff analysis and approval of provided documentation. Ms. Brenner confirmed that the contract is currently written as a one-year contract with the option to reup as a five-year contract that runs from January 1 to December 31. Mr. Cichy asked how many bids were submitted. Mr. Varner stated there were three bidders: *E.K. Services Inc.*, *Shiloh Paving & Excavating Inc.*, and *Ankiewicz Enterprise Inc.* He also noted that all three bidders attended the bid meeting. Mr. Cichy asked how the price compared between bidders. Mr. Varner stated that *E.K. Services, Inc.* was the lower bidder with *Shiloh Paving & Excavating Inc.* coming in second, and *Ankiewicz Enterprise Inc.* third.

Ms. Mancuso motioned to conditionally award the maintenance contract to *E.K. Services Inc.* pending final competition of the necessary documents. Mr. Fleming seconded, and the motion carried.

Ms. Castellano entertained a motion to approve the purchase of portable metering equipment. Ms. Castellano explained that this is something that has been discussed within the last year and it has also been discussed by *Keystone* during their evaluation. Mr. Varner explained to the Board that the equipment would also include a one-year subscription to the *Telelog* website which would communicate information from the meters directly to the website that employees would have access to see flows and any possible issues in real time. Ms. Mancuso asked why only purchase four this year and four next year. Mr. Varner stated it was due to budgeting. Mr. Cichy asked if the meters would require calibration. Mr. Varner stated that they would require maintenance to ensure accurate information is being communicated. Chairman Johnson asked what the anticipated life of the meters would be. Mr. Varner stated that *Lower Paxton Township* has had their meters for three years with no problems. Ms. Mancuso suggested looking at the budget to see if there was a way to purchase the additional four meters slated for 2023 this year.

Mr. Werner motioned to approve the purchase of four meters at minimum and vesting Mr. Varner to work with Mr. Miller regarding the budget to see about replacing the additional four meters. Mr. Murphy seconded the motion, and the motion carried.

Ms. Castellano asked for an update on the Rotork Master Station purchase. Ms. Marino informed the Board that she followed up with the vendor and they estimated that it will be shipped out on June 17, 2022.

Ms. Castellano asked Ms. Brenner to provide an update on the dryer and informed the Board that the discussion regarding the Huber *COSTARS* equipment purchased will be tabled until the March Board meeting. Ms. Brenner stated they received a rough draft of the agreement from the vendor yesterday and unfortunately have not had an opportunity to review it. Ms. Brenner also

stated that they will be working with the vendor to break down the pieces of the dryer, odor control, boilers, pumps, conveyors, and intends to present that information at next month's meeting. Mr. Cichy asked if any of the engineering work is needed prior to purchasing or approving the *COSTARS* order. Ms. Brenner stated there is still design work needed to do detail drawings and receive specifications. Mr. Coccorese stated that part of the issue with the dryer agreement with *ARRO* is that we do not know yet if it will be *COSTARS* installation or a bid installation and it would be defined in the agreement. Ms. Brenner stated that there can always be an addendum to the agreement.

Ms. Castellano provided an update on IT projects. Ms. Castellano stated they are currently looping Mr. Robert Brooks, our lead IT consultant, in other various projects to make sure things are secure. Ms. Castellano also stated that we were finally approved for the .gov address and will provide Mr. Brooks with email address preferences and will then have to update our email address with vendors. Ms. Castellano also stated a few issues occurred with the new firewall restrictions and we are currently working on finding a middle ground for security due to connectivity issues. Mr. Coccorese suggested also obtaining email addresses for Board members as well to keep communications more secure. Ms. Castellano stated that she will speak to Mr. Brooks.

Ms. Castellano stated there was Flagger training for all collection system maintenance workers held at the Township building. She stated there was also TV rig training scheduled for today but due to the security issues they will be rescheduling the training. Ms. Castellano also noted that a few employees are working on advancing their levels.

Ms. Mancuso provided a Personnel Committee update. Ms. Mancuso stated that the February Labor Management meeting was canceled, and the next meeting will be an all-employee meeting on March 10, 2022, at 1:30 pm. She also noted that Ms. Castellano has declined her Board Stipend for 2022 and holiday gift cards were given to employees in December and Ms. Castellano declined hers.

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

Ms. Castellano entertained a motion to accept and approve the minutes of December 15, 2021. Ms. Castellano noted a correction to the minutes where she abstained regarding cost-of-living adjustments (COLA) recommendations. Mr. Cichy motioned to approve the minutes as corrected. Mr. Werner seconded, and the motion carried.

Ms. Castellano announced that Mr. Miller is ill and could not be at the meeting tonight, but everything has been provided for his report. Ms. Castellano asked Ms. Marino if there was anything specific to be discussed. Ms. Marino stated that they will be looking to process payment for the 2022 PMRS Minimum Municipal Obligation (MMO) as well as approval of payment to *Marco* for their final invoice. Ms. Castellano looked to the Board for any objections to proceed with the payment as previously discussed. Mr. Coccorese stated that another approval would not be needed as initial approval had been received from the Board at the November meeting.

Ms. Castellano addressed the *Marco* invoice that was received and recommended to Mr. Miller that we pay the prorated amount that we believe is accurate, along with a brief letter

stating why are we only paying the prorated amount and not the termination fee. Ms. Castellano noted that the payment would be \$1,523.33 and decline to pay the termination fee of \$541.63.

Ms. Marino stated that as expected Engineering and Legal fees are up and if anyone had any additional questions regarding the reports the office would be happy to address them. Mr. Cichy asked if the new TV rig had been received, as he noticed the payment on the report. Mr. Varner confirmed that it has been received and that they are currently awaiting the plates. He also noted that the new pickup truck should be received in April, at which time he would then like to place truck 5, 4, and 10 on *Municibid* for sale. Mr. Varner also noted that the old jet truck is currently at *M-D Truck Sales* for repair. He also noted that *A&H Equipment* was able to obtain a jet truck to be demoed. Mr. Varner also noted that between the vehicles demoed the employees the RAM Jet due to the performance and capability of the vehicle. He stated the cost of the RAM Jet would be \$283,576.00. Ms. Castellano noted that the new Jet truck was budgeted for in 2022. Chairman Johnson asked if it would be a *COSTARS* purchase. Ms. Castellano confirmed that it was. Chairman Johnson asked what the lead time would be on deliver. Mr. Varner stated that it would be at least a year. Ms. Mancuso asked if *COSTARS* guarantees the price of the quote regardless of time frame. Mr. Varner stated that both vendors guaranteed the price quoted and that the price wouldn't change even if the item is more expensive to the vendor.

Mr. Werner motioned to amend the agenda due to pricing being received for the jet flush truck and would like to move forward with negotiating the purchase. Mr. Fleming seconded, and the motion carried.

Chairman Johnson motioned to allow staff to begin negotiating a price and purchase of the new jet flush truck as noted in the budget. Ms. Mancuso seconded, and the motion carried.

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

Mr. Coccorese thanked everyone for continued confidence and reappointment as Solicitor.

Mr. Murphy motioned to accept the Solicitor's report. Mr. Werner seconded, and the motion carried.

Ms. Brenner presented the Engineer's report.

Ms. Brenner thanked everyone for the reappointment of *ARRO* as Authority's Engineer. Ms. Brenner stated that *ARRO* reviewed and provided comments on a revised draft agreement. She also noted that *PennDOT* did not hold a January meeting regarding the I-83 project. Ms. Brenner noted that *PennDOT* came to *ARRO* and changed the schedule and will be provided preliminary documents in February instead of April. Ms. Brenner also noted that they have asked *ARRO* to provide preliminary request to reroute sewer by April 22, 2022. She also stated that the preliminary design modifications are due August 2022, which was originally due in December. Mr. Cichy asked if our current right-of-ways will be impacted. Ms. Brenner stated that *PennDOT* has given *ARRO* the preliminary right-of-way (ROW) drawings for Contract 1, and we can request extensions to those, if needed, by April 22. Ms. Brenner noted that the Annual Joint Users meeting was held on January 31, 2022, and most of the discussion was regarding the dryer project with more meetings to be held more frequently in the future.

Ms. Brenner stated they are still currently working on the chapter 94 report that is due at the end of the March, as well as development reviews that are on-going.

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

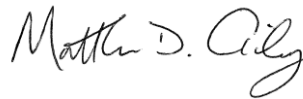
Mr. Cichy informed the Board that he recently became aware of a grant program being offered by CFA. That it is very competitive, and applications are due March 15, 2022, so it has a very quick turn around and can be used to purchase equipment and projects. Mr. Cichy stated that if this was something the Board would like to pursue it would require a Board resolution for submission. Ms. Castellano asked Mr. Coccorese if a quorum of the Board would be required to pass the resolution. Mr. Coccorese confirmed that it would be needed as well as advertisement of the Special Meeting.

Ms. Castellano adjourned the Regular Meeting at 7:34 P.M. to go into Executive Session.

Ms. Castellano reconvened the Regular Meeting at 8:44 P.M. No action was taken.

Ms. Castellano adjourned the Board Meeting at 8:45 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Matthew D. Cichy". The signature is written in a cursive, flowing style.

Matthew D. Cichy
Secretary