

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

The regular monthly meeting of the Swatara Township Authority was held on March 23, 2022, at 6:00 P.M. The following members were present: Johnson (Chairman), Castellano (Vice Chairman), Mancuso (Treasurer), Cichy (Secretary), Werner, and Belles. Also present were: Miller, (Business Manager), Marino (Administrative Assistant), Brenner (ARRO Consulting, Inc.), Morrison (ARRO Consulting, Inc.), and Coccoresse (Salzmann Hughes, PC).

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

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

Chairman Johnson entertained a motion to accept and approve the minutes of February 16, 2022. Mr. Werner motioned to approve the minutes. Ms. Castellano seconded, and the motion carried.

Ms. Castellano presented the Executive Directors report.

Ms. Castellano began by discussing the current COVID protocols in place and asked if the Board wanted to remove the current masking requirements. Ms. Castellano stated that currently mask are required in shared vehicles and spaces, as well as signs requiring visitors and guest to wear a mask at both the plant and Business Office. Chairman Johnson asked Mr. Varner and Mr. Moppin for the current feedback they are receiving from employees. Mr. Varner stated that the employees at the plant have been wearing their mask while in the vehicles and they have been asking when the mask requirements would be lifted. Ms. Castellano asked Mr. Coccoresse what the current CDC guidelines were. Mr. Coccoresse checked the CDC website and confirmed that the guidance is still the same as last reviewed. Ms. Castellano asked the Board if they would like her to create an updated memo to employees regarding the COVID policies and lifting the mask requirement.

Ms. Castellano motioned to update the COVID policy memo to state that within shared vehicles masking would not be required but will be dependent on an individual's comfort level. Ms. Mancuso seconded, and the motion carried.

Ms. Castellano proceeded to inform the Board that an internal posting had been created to hire a Mechanic for the treatment plant. Ms. Castellano stated that Mr. David Shearn had applied for the position and had interviewed with Mr. Varner and Mr. Moppin. Ms. Castellano stated that both Mr. Varner and Mr. Moppin agreed that Mr. Shearn would be a great fit for the position as he is always willing to learn or assist in any way. Ms. Castellano stated that he has been offered the position based off his performance and the recommendation of Mr. Varner and Mr. Moppin. Ms. Castellano stated that this would be a lateral move for Mr. Shearn from Assistant Shift Operator, Level II, to Mechanic, Level II.

Mr. Werner motioned to approve the appointment of Mr. David Shearn as the new Mechanic. Mr. Belles seconded, and the motion carried.

Ms. Castellano informed the Board that they had also posted internally for two Operators. Ms. Castellano stated that two employees currently within the operations department had applied for the positions and they are in the process of setting up interviews. Ms. Castellano stated that once the interviews have been taken care and applicants selected, she would then like to advertise externally for a few Assistant Shift Operators.

Ms. Castellano informed the Board that the flushing notifier transition plan is underway, and final notice is being sent out to residents as an insert in the first quarter sewer invoices going out at the end of March. Ms. Castellano stated that in the past paper notifiers were placed on resident's doors and this notice is to let them know that we will be utilizing a system that will call, text, and email to notify them of flushing and precautions to be taken. Mr. Varner stated that himself and Ms. Pamela Zimmerman tested the On Call system to verify how it would notify residents. Mr. Varner stated that the system will try to reach out to the resident at least 8 times to notify them. Mr. Varner also stated that his employees will be carrying the customer contact forms for any residents that they encounter that would like to fill one out.

Ms. Castellano stated that Mr. Robert Brooks, our lead IT consultant, has created the .GOV domain for Board members. Ms. Castellano stated the next phase would be to migrate the plant and herself to the new .GOV domain, as the Business Office has already been migrated. Ms. Castellano also stated that Mr. Miller will be working on obtaining information to get a website up and running.

Ms. Castellano asked Mr. Varner to provide an update on the jet flush truck replacement. Mr. Varner stated that he has gathered information on potential vehicles, and they will be ready to move forward with the purchase shortly. Mr. Varner also provided an update on the expected delivery of the crew cab. Mr. Varner stated that it was slated to be delivered today at 11am but there was an issue with wiring, which caused the battery to drain quickly, so the dealer had to take the truck back to *Lancaster Truck Body* to be fixed. Mr. Varner stated that they are hoping to have it delivered tomorrow, Friday, or a day next week. Mr. Varner also stated that Mr. Ross Stafford, *Golden Equipment Company*, will be out to provide additional training on the new TV Rig.

Mr. Varner asked the Board to consider listing truck 5 and old truck 4 on *Municibid* for sale. Mr. Varner also informed the Board that after demoing other flush trucks, they have narrowed it down to the *Vactor* flush truck through *A&H Equipment Company*. Mr. Varner stated that *A & H Equipment Company* has offered \$9,000.00 for the trade on the old flush truck. Mr. Varner passed around a breakdown of cost received by *A&H Equipment Company* for the Board members to review. Mr. Cichy asked *A&H Equipment Company* would also be lettering the vehicle. Mr. Varner stated that the lettering would be done *911 Rapid Response*. Chairman Johnson asked what type of Chassis would be on the truck. Mr. Varner stated that it would be *International*. Mr. Cichy asked if the vehicle would require the drivers to have a *Commercial Driver's License (CDL)*. Mr. Varner stated that the *Vactor* would require a CDL. Ms. Mancuso asked if Mr. Varner could obtain an updated quote showing today's date, giving us 30 days from the date of the quote to decide. Mr. Varner stated that he would reach out to *A&H Equipment Company* to obtain an updated quote. Mr. Johnson asked if Mr. Varner could ask them to provide a quote good for 45 days instead of 30 days to give enough time for formal approval during the April meeting.

Ms. Castellano gave an update to the reorganization at the Business Office. Ms. Castellano stated that the office is currently working on organizing things, moving certain files to storage, and continue to work on heightening security.

Ms. Castellano stated that they are currently working on obtaining a new biosolids hauling contract for a longer period of time. Ms. Castellano stated they are currently between two haulers, *Amerigreen* and *Synagro*. Ms. Castellano stated that *Amerigreen* is currently offering \$26.00 a ton for two years, and *Synagro* is \$31.50 per ton plus an additional fuel surcharge but they would be willing to remove the fuel surcharge going forward. Mr. Coccorese noted that in the *Amerigreen* contract they have it written that the Authority would have to provide them with a certain amount of biosolids for the length of the contract. Mr. Coccorese stated he would like to request that the language be updated to state that *Amerigreen* would haul whatever amount of biosolids the Authority provides them with. Mr. Johnson asked if *Amerigreen* would be willing to haul our biosolids when the new dryer is being installed and under construction. Ms. Brenner stated they would not be able to, as that would require a different class of licensing.

Ms. Mancuso motioned to approve the contract with *Amerigreen* subject to the approval of the final wording with the Solicitor. Mr. Werner seconded, and the motion carried.

Ms. Castellano asked the Board to approve the contract extension of the current *Synagro* contract to April 10, 2022, until the *Amerigreen* contract can be put in place. Mr. Cichy made the motion; Ms. Mancuso seconded, and the motion carried.

Ms. Castellano proceeded to discuss the different service agreements with *ARRO Consulting Inc.*, one for professional services and another for the dryer replacement project. Ms. Castellano asked the Board if they wanted to see the finalized contract for the dryer replacement project again and vote on it in April, or if they felt comfortable voting on it as reviewed by staff. Ms. Castellano stated that the dryer replacement project contract has been reviewed and edited internally and staff agrees with the finalized contract. Mr. Cichy stated that he would prefer to see the contract again and then have the Board take a vote in April. Ms. Castellano stated that she would send out the contract to the Board to review and have the vote at the April meeting.

Ms. Castellano continued to discuss the award of the maintenance contract to *E.K. Services, Inc.* Mr. Morrison stated that the contract has been reviewed and sent to legal, and their recommendation to the Board is to proceed with executing the contract.

Ms. Mancuso motioned to authorize the Executive Director to execute the final contract with *E.K. Services Inc.* Mr. Cichy seconded, and the motion carried.

Ms. Castellano discussed the permit request from *Lower Paxton Township* to seek Board approval. Mr. Morrison explained that this is a long-standing agreement that states we approve 168 equivalent dwelling units (EDUs) to *Lower Paxton Township*, on the condition that we will approve one EDU worth of flow for every two EDUs of infiltration and inflow (I/I) they take out. Mr. Morrison states that *Lower Paxton Township* has taken out well over the two EDUs of I/I.

Mr. Cichy motioned to approve *Lower Paxton Township* permit request. Mr. Belles seconded, and the motion carried.

Ms. Castellano informed the Board of the violations recently made by *Fresh Express Inc.* Ms. Castellano stated that both Mr. Varner and Mr. Moppin have attended two meetings with representatives from *Fresh Express Inc.* to discuss the violations. Mr. Morrison provided the Board with the amount of chlorine that was dumped into the system by *Fresh Express Inc.*, and that the chlorine was significant enough to cause inhibition to the organisms at the treatment plant. Ms. Castellano informed the Board that after that incident she received a call from Mr. Varner on February 26, 2022, stating that he smelled chlorine at the treatment plant. Ms. Castellano stated that he proceeded to obtain samples and the chlorine levels were elevated. Ms. Castellano stated meetings have been held with staff regarding the amount of the fine to impose on *Fresh Express Inc.* and they came up with an amount of \$10,000.00. Mr. Moppin stated that he received a phone call from Mr. Aaron Miller with *Fresh Express Inc.* stating that he would like to hold a meeting with the Executive Director and staff. Mr. Moppin informed Mr. Miller that it would take time to get everyone's schedule together but that the meeting would not be held on the day's he is requesting. Mr. Moppin did inform Mr. Miller of the Board meeting tonight and invited him to attend. Ms. Castellano informed the Board that *Fresh Express Inc.* does have the right to request a hearing or meeting. Mr. Coccorese stated that it would be best for them to submit their request for a meeting in writing.

Ms. Mancuso motioned to proceed with the Notice of Violation and impose a \$10,000.00 fine to *Fresh Express Inc.* Ms. Castellano seconded, and the motion carried.

Ms. Castellano discussed the potential of possible grants that the Authority could obtain and asked the Board for approval to proceed. Mr. Werner motioned to authorize the Executive Director and staff to negotiate a potential contract with an outside entity to pursue and secure grant funding. Mr. Belles seconded, and the motion carried.

Mr. Varner addressed the Board regarding the current requirement for the Mechanic job position to obtain a commercial driver's license (CDL). Mr. Varner stated that the requirement would only be beneficial once a year when taking the vehicles to be inspected and asked the Board to consider removing the requirement, as it is not vital.

Ms. Mancuso motioned to remove the CDL requirement from the Mechanic job description. Mr. Werner seconded, and the motion carried.

Mr. Cichy 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 \$3.8 million and change on the financial report is the money borrowed and the first repayment occurred in February. Mr. Miller noted that we will be making payments toward the loan every February and August. Mr. Miller also noted the payment towards insurance for the year has been made but wanted to note that the amount does not include flood insurance that is done through the federal government and is paid separately.

Mr. Miller also noted that the January budget to actual report that was approved at the January meeting was for January of 2021 instead of 2022 and noted that the January 2022 budget to actual report is attached in this month's packet.

Mr. Miller noted that there are currently 467 accounts in collections and that the audit is due to start Easter Monday. Mr. Miller also noted that the first quarter bills were sent to the printer, including the final customer contact form.

Mr. Miller asked Ms. Castellano if the *Low-Income Household Water Assistance Program (LIHWAP)* would be an option for the Authority to utilize. Ms. Castellano stated that she is still in need of clarification on the requirements with accepting the payments from the program.

Mr. Werner motioned to accept the Business Manager's report. Ms. Castellano seconded, and the motion carried.

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

Ms. Brenner presented the Engineer's report.

Ms. Brenner stated that a draft contract from *Sherwood Logan & Associates* had been received for the equipment only option which included the live bottom hopper, the pump (which may need a small update to the odor control system), place holders for the drag train conveyor, and the crane to facilitate maintenance on the top of the dryer. Ms. Brenner stated that staff and legal reviewed the draft contract. Ms. Brenner stated they needed to work on streamlining the times provided or start up warranties, and further define training being provided. Ms. Brenner stated that Mr. Shearn also asked to review the documents and provided additional comments and questions. Ms. Brenner stated that Mr. Shearn would prefer a stainless steel live bottom hopper to prevent corrosion issues. Mr. Cichy stated that an installation warranty would be preferred. Ms. Brenner stated that they discussed the bonding issues that need to be incorporated in the contract. Mr. Cichy asked if the other stakeholders would have the funds available to move forward with the dryer purchase if the Board decided to go that route. Ms. Castellano confirmed that the stakeholders have all been informed of the estimated cost and it would be up to them to obtain funding. Mr. Morrison stated that they met with the installing contractor at the treatment plant along with staff and found that the contractor has the most experience within the area. Mr. Morrison also stated that there is an option to have the contractor come in and make a presentation to the Board if they would like. Mr. Coccorese asked what the estimated installation cost would be. Ms. Brenner stated that she will work on getting that information together. Mr. Morrison stated that the cost would be about 30% of the equipment cost as a rough ballpark. Ms. Brenner stated that a benefit of going through *COSTARS* is that you can have a buy in on the installer contractor while going through the design phase. Ms. Brenner stated that *ARRO Engineering* is looking for conditional approval from the Board for staff to continue to negotiate/execute any addendums regarding equipment.

Ms. Mancuso asked what material the live bottom hopper was made of. Mr. Morrison stated that it is galvanized now, and the sludge is causing it peel away and eat through the carbonized steel. Ms. Mancuso asked if *Sherwood Logan & Associates* would be willing to guarantee the price for stainless steel right now at the current rate. Ms. Brenner stated that they have confirmed the price will hold for sixty days.

Ms. Mancuso motioned for the Authority to proceed with dryer/equipment purchase through *COSTARS*, and to task staff to continue to negotiate/execute any addendums as needed regarding equipment. Mr. Werner seconded, Mr. Cichy abstained, and Mr. Coccorese noted that Mr. Cichy

abstained because he works for an engineering company that represents several entities in the area with an interest in the dryer project. With no other objections, the motion carried.

Ms. Brenner stated that the updated opinion of probably cost has been provided to the Board and asked if anyone had any questions. Ms. Brenner noted that during the annual meeting the stakeholders requested *ARRO Consulting Inc.*, provide two options for the dryer purchase. Ms. Brenner stated that they reviewed a smaller unit which is designed to perform at the current capacity flow, which would require an expansion down the road. Ms. Brenner stated that smaller unit would save about \$50,000.00 but you would have to add the additional pieces. Ms. Brenner stated that the smaller unit would not require a building extension, which would save about \$200,000.00 in total. Ms. Brenner stated that the smaller unit would require additional run time, additional gas consumption, and would possibly require a third shift, which may require the Authority to hire an additional person to run or monitor the equipment. Ms. Brenner stated that if you look at that over the 20-year life of equipment and you will end up sending more money if the Authority chooses the smaller BT-8 unit. Ms. Brenner stated that *ARRO Engineering* would recommend the BT-10 model, which is the bigger unit. Ms. Brenner stated that there have been some cost increases in material since November of 2021, and that one item doubled in cost and the remaining items showed about a 20% increase. Ms. Brenner stated that after speaking with the proposed contractor, the cost of the demolition has been lowered.

Ms. Brenner proceeded to discuss biosolids hauling and having a backup plan available. Ms. Brenner stated that *Kline's* notified Mr. Moppin that they will no longer be able to process the liquid sludge and the best they can do is haul it to a holding tank and then bring it back to the plant later. Ms. Brenner stated another option would be to have it removed in cake form which would require additional equipment and licensing. Ms. Mancuso asked why *Kline's* is no longer going to be accepting sludge for hauling. Mr. Moppin stated that the problem is that they are at capacity at their own facility.

Ms. Brenner gave an update on the I-83 project. Ms. Brenner stated they are currently working to get drawing completed to be able to identify possible conflicts. Ms. Brenner stated that they should have them ready this week and would have less than a month to get right-of-way requests back to *PennDOT* and noted that the total preliminary design package is due back on August 19, 2022.

Mr. Morrison stated that a reply was received from Mr. Benjamin Uhler, *Land Studies Inc.*, stated that the Township still needs to acquire funding to help pay for construction, but they expect it to move forward.

Ms. Brenner stated that *ARRO Consulting, Inc.* is working on completing the annual Chapter 94 report that is due March 31, 2022.

Ms. Brenner discussed the current developments plans that are being reviewed including, 900 Eisenhower Boulevard, Capital Manor, Brandtdon Estates, and Rutherford Garden Homes.

Mr. Castellano motioned to accept the Engineer's report. Mr. Lawson seconded, and the motion carried.

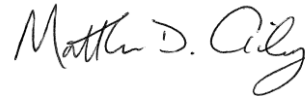
Mr. Johnson adjourned the Regular Meeting at 7:51 P.M. to go into Executive Session.

Mr. Johnson reconvened the Regular Meeting at 9:04 P.M.

Ms. Mancuso motioned to approve the recommendation of the Personnel Committee relative to an employee discipline matter. Mr. Lawson seconded, Ms. Castellano abstained, and the motion carried.

Mr. Johnson adjourned the Board Meeting at 9:05 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Matthew D. Cichy". The signature is written in a cursive style with a large, looping initial "M".

Matthew D. Cichy
Secretary