

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

The regular monthly meeting of the Swatara Township Authority was held on June 15, 2022, at 6:00 P.M. The following members were present: Johnson (Chairman), Castellano (Vice Chairman), Mancuso (Treasurer), Werner, Murphy, Belles, and Fleming. Also present were Moppin (Chief Operator), Varner (Collection System & Maint. Foreman), Miller (Business Manager), Marino (Administrative Assistant), Brenner (*ARRO Consulting, Inc.*), Schober (*ARRO Consulting, Inc.*), and Coccorese (*Salzmann Hughes, PC*).

Chairman Johnson called the meeting to order at 6:03 P.M.

Following the Pledge of Allegiance, Chairman Johnson performed roll call of present board members. Mr. Johnson noted that Mr. Cichy and Mr. Lawson were absent.

Chairman Johnson entertained a motion to accept and approve the minutes of May 18, 2022. Ms. Brenner noted a correction on page 2, last paragraph, first sentence to state that she asked the *Borough of Hummelstown* if they were looking to “amend” the IMA instead of “open”. Ms. Brenner also noted a correction on page 5, third paragraph, last sentence, to change “they’re” to “their”. Chairman Johnson also noted a change on page 5, fourth paragraph, first line, change “are” to “is” to state there are currently no updates. Ms. Mancuso also noted an omission from the minutes on page 8, paragraph 5, to note that Ms. Castellano abstained from voting on approving the Executive Director’s report.

Mr. Werner motioned to approve the minutes with the noted corrections. Mr. Belles seconded the motion, with no no-votes and no abstentions; the motion carried.

Ms. Castellano presented the Executive Directors report.

Ms. Castellano provided a status update on new hire and future hires for the Operations department. Ms. Castellano stated the advertisement for the open Assistant Shift Operator position has been posted on a few sites including *Indeed* and *PMAA*. Ms. Castellano thanked Ms. Brenner for suggestions on where to post. Ms. Castellano stated that we opted out of posting in *The Patriot News* due to pricing and the fact that there was such a huge response to the job posting on *Indeed*. Mr. Moppin stated that about 40 interested applicants had been received from *Indeed* and so far, three people have been scheduled for interviews. Ms. Castellano stated that she would continue to keep the Board informed on the progress. Ms. Castellano stated that they are looking to hire three individuals for the Assistant Shift Operator position. Mr. Varner asked if they could possibly turn Mr. David Neidig’s old office into a women’s locker room, if a female applicant were to be chosen. Ms. Castellano stated that she was ok with that.

Ms. Castellano informed the Board that the level advancement letters had went out to the employees, and all employees signed the letters. Ms. Castellano noted that these are the first letters to be done regarding advancements under the new collective bargaining agreement (CBA).

Ms. Castellano discussed the future staffing needs that Mr. Varner had brought to the Board at last month's meeting. Ms. Castellano stated that Mr. Varner and herself had worked with Mr. Miller to include expanding the staff halfway through the year in the budget.

Ms. Castellano stated that the next labor management meeting is scheduled for tomorrow at 3:30 pm in her office. Ms. Castellano also stated that there will be a few topics to discuss brought to her attention by the steward today. Ms. Castellano noted that she will need to update *AFSCME* on the potential new hires coming in, so they are aware.

Ms. Castellano discussed potential grant funding. Ms. Castellano stated that one of the firms contacted her last week to inform her that due to staffing issues they would need to withdraw their proposal but wanted to provide the Authority with information for another group that they would recommend. Ms. Castellano stated that herself, Mr. Cichy, and Chairman Johnson will try to set up a meeting with the new group.

Ms. Castellano stated that things with *Fresh Express* has been quiet, and the Authority is still awaiting the floor plan and the chlorine meter to be installed. Mr. Moppin stated that *Fresh Express* is still awaiting parts for the chlorine meter.

Ms. Castellano informed the Board that no update is available on the properties taken by eminent domain due to the I-83 project.

Ms. Castellano proceeded to discuss the meeting that herself, Chairman Johnson, and Mr. Coccoresse attended with the President of *Swatara Township* Board of Commissioners Ms. Christine Zubeck, Commissioner Mr. Jeff Varner, and Township Solicitor, Mr. Kevin Hall. Chairman Johnson stated that a few topics were discussed, as well as an exchange of ideas. Chairman Johnson also stated that they discussed naming the street into the plant after Chairman Spare and *Swatara Township* Commissioners wanted to discuss obtaining a right-of-way to put a welcome sign on property that is owned by the Authority. Chairman Johnson also noted that during their conversation it had seemed as if information wasn't always getting back to the Board of Commissioners from previous meetings, but the Commissioners were open to continuing to have open conversations. Ms. Castellano stated that she offered to have quarterly meetings with them or to attend a township meeting.

Ms. Castellano discussed the potential IMA amendment and noted that *Lower Paxton Township* had a few minor grammatical corrections to the proposed IMA amendment. Ms. Castellano noted that a few items discussed by the *Borough of Hummelstown* would require additional information. Mr. Coccoresse stated that everyone that the Authority has heard from are on board with the document and the proposed changes suggested would not derail the project. Mr. Coccoresse confirmed that *Lower Paxton Township* had grammatical errors that they wanted corrected, and the *Borough of Hummelstown* changes were regarding the timing of providing their financial contribution. Mr. Coccoresse stated that the *Borough of Hummelstown* indicated that they plan to provide the funds, but they would just need an extension. Ms. Castellano noted a few concerns with offering the extension. Ms. Castellano stated the first concern would be if the *Borough of Hummelstown* loan does not come through, that they would request another extension. Ms. Castellano suggested having the *Borough of Hummelstown* make a deposit in good faith to put down on the project with the majority of funds to come at a later time. Mr. Coccoresse stated that according to the documents from *Sherwood Logan & Associates*, there is a schedule outlining when the payments are due. Mr. Coccoresse stated that the Authority would

collect the funds from the stakeholders upfront so that the Authority can make payments in stages. Mr. Coccoresse suggested the Authority figure out how much they need to spend upfront and make sure the Authority doesn't front load the payments for the stakeholders.

Ms. Castellano stated that she would like to hold off on voting on the IMA language tonight as Mr. Coccoresse would like to put together an updated IMA with the changes to the language. Ms. Castellano stated that she is still planning on invoicing the stakeholders on July 1, 2022.

Ms. Castellano discussed the vehicle insurance compliance notice that the Authority received last month from the insurance company. Ms. Castellano stated that they were initially told by the insurance company that they needed to obtain the motor vehicle record (MVR) on anyone driving an Authority vehicle. Ms. Castellano stated that she found out that all Municipal entities are exempt from having to provide this information, but it is best practice, and we are highly encouraged to do it. Ms. Castellano stated that internal discussion will need to occur to determine what the Authority would participate in. Chairman Johnson stated that the *Department of Transportation (DOT)* regulations are required, and he didn't believe that we were exempt from them. Mr. Coccoresse stated that the *DOT* regulations generally exempt Municipal entities and that his recommendation in the past has been to his clients to not comply with things that they do not have to. Mr. Coccoresse stated that he wants to make sure that the Authority is doing what is required and not missing any requirements. Ms. Mancuso asked if it was the Authority's responsibility to obtain the driving records. Ms. Mancuso also stated that she runs a commercial business with drivers on the policy and had to obtain vital statistics about drivers but never had to produce driving records. Mr. Coccoresse stated that he doesn't believe this is something that the Authority legally must do. Chairman Johnson stated that *DOT* regulations require the employee to notify their employer within 14 days of receiving a violation. Mr. Coccoresse stated that he was not sure if the required notice is in the CBA. Mr. Coccoresse stated there has been discussion regarding creating a consent form for employees to sign granting permission for the Authority to pull their information annual. Mr. Coccoresse stated that the Authority would need their consent as this would be from their personal record and not due to the CBA. Mr. Coccoresse stated that there will be a policy created internally that will satisfy some of what the insurance policy is looking for. Chairman Johnson asked if the Authority should require drivers to let the Authority know right away if their license has been suspended. Mr. Coccoresse stated that it would be a good idea.

Ms. Castellano stated that all is going well with the biosolids hauling with *Synagro*. Mr. Moppin confirmed that things were going well.

Ms. Castellano reiterated what was previously discussed regarding the proposed amendment to the IMA.

Ms. Castello proceeded to review the *ARRO Consulting, Inc.* memo regarding the project installation pros and cons to using *COSTARS* vs traditional bidding. Ms. Castellano opened the floor to any questions or comments from the Board. Ms. Castellano asked if the Board felt ready to vote on which method to utilize for installation. Ms. Castellano stated that once the decision is made, *ARRO Consulting, Inc.* would be able to put together price estimates. Chairman Johnson stated that bidding would require bonding, and if the Board choose to go with *COSTARS*, he suggests requiring bonding as well. Ms. Brenner stated that bonding would be required either way. Chairman Johnson stated that going *COSTARS* would make the most sense according to the information in the report from *ARRO Consulting, Inc.* Mr. Coccoresse stated that he agrees with

Chairman Johnson. Ms. Castellano asked the solicitor if one of the issues raised by a stakeholder had been satisfied. Mr. Coccorese stated that the gentleman Ms. Castellano had spoken was misinformed or misunderstood his Solicitor's position and he believes the issue has been resolved. Chairman Johnson asked the remaining Board members for their thoughts. Mr. Belles stated that there seemed to be more pros to going with *COSTARS* rather than traditional. Mr. Schober stated that he agrees that everyone would work together with the same goal rather than adversarial.

Ms. Mancuso motioned to amend the agenda to include a vote being taken on moving forward with *COSTARS* installation contract. Mr. Fleming seconded, with no no-votes, and no abstentions; the motion carried.

Ms. Mancuso motioned to move forward with an amendment to the current *COSTARS* contract to include *COSTARS* installation of equipment. Mr. Werner seconded, with no no-votes, and no abstentions; the motion carried.

Ms. Castellano briefly mentioned *Fresh Express* permit compliance and confirmed with Mr. Moppin that things were still going well.

Ms. Castellano asked Ms. Marino to provide the Board with an update regarding the signage. Ms. Marino informed the Board that Mr. Hummel, washed and cleaned the windows as well as sand and repaint the columns of the larger signs outside the Business Office. Ms. Marino also stated that Mr. Hummel flipped the signs around, so the more weather damaged signs were not visible from the parking lot. Ms. Marino stated that Mr. Hummel did a great job and asked if Ms. Castellano still wanted to look into replacing the larger signs since the building is proposed to move in the near future. Ms. Castellano stated that the building is estimated to move in two years and will look into better signage with the new building. Mr. Coccorese asked if we were able to resolve the concerns with *Swatara Township* regarding our employees performing the work. Mr. Varner stated that he spoke with Mr. Brenden Orth and discussed his concerns regarding power washing the windows as that would cause leaks around the windows. Ms. Castellano stated that the issued seemed to be that if the Authority's employees did the work, there could be issues with taking away work from the Township union employees. Ms. Castellano stated that she understood the reasoning but provided *Swatara Township* with a letter giving them until June 3, 2022, to have the work completed or one of the Authority's employees will perform the task needed.

Ms. Castellano informed the Board that Mr. Robert Brooks of *Doceo* came in to work on the server cabinet and asked Ms. Marino to provide additional information to the Board. Ms. Marino stated that Mr. Brooks came in and worked with Mr. Orth on getting the server and additional equipment installed in the server cabinet. Ms. Castellano stated that Ms. Marino and Ms. Tindale have been working on reorganizing the computer room as well at the Business Office.

Ms. Castellano informed the Board that the transition of IT services to *Doceo* has gone smoothly and stated that Mr. Brooks expressed his gratitude to the Board. Ms. Castellano stated that Mr. Brooks has been very helpful with providing feedback regarding the website proposals received as well as attending the *ZOOM* meetings. Ms. Castellano stated that Mr. Brooks has also been working with Mr. Varner on items for the TV Rig. Mr. Varner stated that they are also working on various items for the treatment plant. Ms. Castellano stated that with the updates being made to the treatment plant, tweaks will continue to be made as things are upgraded.

Ms. Castellano went on to discuss the *McNaughton* project and noted that it was discussed during the meeting with the Commissioners. Chairman Johnson stated one of the concerns the Commissioners still have is how many residents would have to hook up to the sewer connection. Ms. Castellano stated the initial answer continues to look like none of the residents will. Ms. Castellano stated that she had authorized *ARRO Consulting, Inc.*, and Mr. Varner to speak with *McNaughton* directly so that things were not held up by her being out of the country. Ms. Castellano stated that she spoke with Mr. Joel McNaughton while she was away to ensure that items weren't being held up to get them what they needed. Ms. Castellano stated there is a meeting tomorrow with herself, Mr. Varner, and Mr. McNaughton, to touch base and see where things are and will provide an update to the Board next month. Mr. Fleming asked where the proposed project is located. Ms. Castellano stated that it is starting near the backbone of Chambers Hill and stated that a few letters have been put together asking *McNaughton* for items that need to be more specific. Ms. Castellano stated that if the Authority decides to move forward with the project, there are still items to be discussed. Ms. Castellano stated a final agreement is still needed with *McNaughton* to be brought to the Board for discussion. Ms. Castellano stated that there have been previous conversations with *McNaughton* over the last two years regarding the proposed project, but this is the furthest the conversations have gone. Ms. Brenner stated several properties in that area have a bit of land and would probably like to have sewer installed. Ms. Brenner stated that the maps received from *McNaughton* shows potential for additional branches later, which might require residents to connect. Ms. Castellano stated that during the meeting held in December with *McNaughton*, the Authority, and *DEP*, there was discussion regarding installing piping that would be able to handle extended capacity down the road. Ms. Brenner stated that concern on the Township side would be the residents on the Chambers Hill side protesting as they did in the past. Ms. Brenner stated that *DEP* performed a study and it showed that there were a lot of on-lot septic systems a few years ago and stated that there were not enough failed systems to require public sewer being installed in that area. Ms. Mancuso stated the concern of the residents was not just about paying tapping fees to have the sewer installed but it is about paying for the whole thing. Chairman Johnson asked Ms. Brenner what the solution would be to a resident that has a system that failed. Ms. Brenner stated they would have to put another one in. Ms. Brenner stated that there are a few options but none of them that last forever. Ms. Castellano stated that she believed it was previously discussed that according to the statute or regulations that *McNaughton* would have 10 years to recoup the funds for tapping fees and they had asked the Authority to make it open ended. Ms. Castellano stated that they were told no, that the Board wanted to stick with what was there and it was highly doubtful that they would recoup anything from that in 10 years unless there is possible funding. Ms. Castellano continued to state that there are still items that still needed to be worked out that would then come to the Board for further discussion. Ms. Castellano stated that there is a tentative agreement that has been discussed with the Township and *DEP*, but should the project move along, it would be brought back to the Board. Mr. Fleming noted that the ordinance states that if a residence is within 50 ft of the right of way, they would have to connect. Ms. Castellano stated that is correct.

Ms. Castellano formally introduced Mr. Mike Schober with *ARRO Consulting, Inc.* Mr. Schober addressed the Board and introduced himself. Mr. Schober stated that is the Vice President at *ARRO Consulting, Inc.*, and has worked as an Engineer for over 30 years, with his focus being Wastewater.

Chairman Johnson presented the Board with the potential motion to authorize the Executive Director and Solicitor to negotiate updated IMA amendment language as discussed previously.

Mr. Coccorese stated that it is not a violation of the ethics act for Ms. Castellano to vote in these particular motions.

Ms. Mancuso made the motion to authorize the Executive Director and Solicitor to negotiate updated IMA amendment language. Mr. Belles seconded, with no no-votes and no abstentions; the motion carried.

Ms. Castellano addressed the Board regarding the nutrient credit sales of excess credits of phosphorous and nitrogen that the plant produces every year. Ms. Castellano stated that the Authority pursued selling them last year as income to the Authority. Ms. Brenner stated that last year roughly generated over 20,000 nitrogen credits and 3,000 phosphorous credits. Ms. Brenner stated that roughly under \$50,000.00 were generated and not all credits were sold. Ms. Brenner stated that she contacted the entities that were interested in last year and two of the entities responded quickly and they would be potentially interested in purchasing everything generated this year. Ms. Brenner stated that the nitrogen for this year will be less due to the hiccup at the plant which impacted the treatment capacity. Mr. Werner asked what the entities do with the credits. Ms. Brenner stated that they have limits as well for nitrogen and phosphorus and instead of potentially needing an update to their facility they choose to go over their limits and purchase credits from other facilities to help add to their limits.

Mr. Coccorese stated again for the record that it is not a violation of the ethics act for Ms. Castellano to vote in the upcoming motions.

Ms. Mancuso motioned to authorize the Executive Director with staff to negotiate nutrient credit sales. Mr. Werner seconded, with no no-votes and no abstentions; the motion carried.

Ms. Castellano began to discuss the laboratory sampling requirements for the *National Pollutant Discharge Elimination System (NPDES)* permit renewal. Ms. Castellano stated that it seems the sampling requirements are a bit high, and it might be attributed to the *Fresh Express* violations. Ms. Castellano stated that *ARRO Consulting, Inc.* along with herself would like to discuss it further with the *Environmental Protection Agency (EPA)*. Mr. Coccorese asked what the cost would be for the sampling. Ms. Brenner stated the lowest bid as of right now is \$19,000 but it would depend on if additional testing will be required. Mr. Coccorese asked how soon a decision needs to be made. Mr. Moppin stated that he is waiting to see what the *EPA* will require for testing prior to requesting updated quotes. Ms. Brenner stated that they are still negotiating with the *EPA*.

Chairman Johnson presented the Board with the potential motion authorizing the Executive Director and Chairman Johnson to continue conversations with *Swatara Township* re: naming and dedicating of the street near the Authority plant and asked if that was something the Board would like them to continue to do.

Mr. Murphy motioned to authorize the Executive Director and Chairman Johnson to continue conversation with *Swatara Township* re: naming and dedicating of the street near the Authority plant. Mr. Fleming seconded, with no no-votes and no abstentions; the motion carried.

Ms. Mancuso motioned to amend the agenda to include the reorganization of the Personnel Committee. Ms. Castellano seconded the motion, with no no-votes and no abstentions; the motion carried.

Ms. Mancuso stated that the current Personnel Committee consists of Chairman Johnson and herself. Ms. Mancuso stated that Mr. Cichy had stepped down and Mr. Werner has offered his assistance and she would like to add him to the Personnel Committee.

Ms. Mancuso motioned to remove Mr. Cichy and Ms. Castellano from the Personnel Committee and in addition add Mr. Werner to the Personnel Committee. Mr. Belles seconded, with no no-votes and no abstentions; the motion carried.

Ms. Castellano invited Mr. Varner to give an update on the flush truck that has been ordered. Mr. Varner stated that the flush truck is supposed to be built by the end of February 2023 and the Authority should be in receipt of the vehicle by March 2023. Chairman Johnson asked Mr. Varner if the manhole on chambers hill road has been elevated that was paved over. Mr. Varner stated it has been taken care.

Mr. Varner also informed the Board that they are starting to have problems with the call box at the top of the hill of the treatment plant. Mr. Varner stated the phone company has been onsite and ruled out any issues with the phone line. Mr. Varner thanked Ms. Mancuso for getting him in contact with the right vendor, who was then able to come out and they are currently looking at getting a new call box. Mr. Varner stated that they would like to get a whole new unit put in, as it has been in place for a few years. Chairman Johnson asked what the estimated cost is. Mr. Varner stated he currently is unsure but units he has researched were about \$2000. Ms. Mancuso stated that she believes the estimated cost would be around \$3000-\$5000 due to the current environment and possibly labor for installation. Chairman Johnson asked when the gate is closed at the treatment plant. Mr. Varner stated it is closed 24/7. Chairman Johnson asked if the trucks have openers. Mr. Varner stated yes, they do. Mr. Moppin confirmed that most employees have openers.

Mr. Miller presented the Business Manager's report.

Mr. Miller discussed the financial report that was sent out in the Board packet. Mr. Miller noted the line item regarding miscellaneous income and stated that the funds were from the *Fresh Express* payment for their violation and the scrap metal that was recycled.

Mr. Miller also pointed out that on the budget to actual report, the equipment in STA has a negative balance because it is going to be capitalized later and that account is not over budget.

Mr. Miller stated 473 accounts are currently in collections. Mr. Miller also noted that 109 new accounts were added to collections. Mr. Miller noted that 44 people paid their collection accounts in full. Chairman Johnson asked if the list was received from *Swatara Township* with a list of the accounts paid to stormwater that were for sewer. Mr. Coccoresse stated that he received the list of people that overpaid due to unknown reasons and had Mr. Miller cross reference the accounts and found only three accounts on the list. Mr. Miller stated a check has not been received for those accounts. Mr. Coccoresse stated that the tentative plan is that *Swatara Township* will be refunding those funds to the residents, and he suggested that they let them know why they were receiving the refund. Mr. Miller stated that the first batch of water shut offs

had been completed and no one had their water shut off. Mr. Miller stated that thirteen accounts were paid in full, nine are set up on payment plans and one person had a medical exemption. Mr. Miller stated there was one tenant on the list, but they received a 30-day shut off notice due to regulations and one other account already had their water shut off.

Mr. Miller provided an update regarding the *Low-Income Household Water Assistance Program (LIHWAP)*. Mr. Miller stated that eleven accounts have been paid totaling \$15,936.00 and three additional accounts have received pledges.

Mr. Miller stated that the three vendors that submitted website proposals presented their proposals via *ZOOM* and the list has now been narrowed down to two vendors at this point. Mr. Miller stated they are currently investigating online payments and will probably be looking for Board approval in July.

Mr. Miller stated there is a *ZOOM* meeting being held on June 27, 2022, to go over with *Edmunds* transition to the cloud.

Mr. Miller stated that himself and Ms. Marino worked on the new invoicing system and three invoices are currently in queue to go out on July 1, 2022.

Mr. Miller informed the Board that the Authority line of credit was paid off on May 26, 2022, from the existing savings account. Mr. Miller stated the line of credit is still open, but it is paid.

Mr. Coccoresse informed the Board that he had nothing to report.

Ms. Brenner presented the Engineer's report.

Ms. Brenner addressed the Board to inform them that she had an unexpected personal situation and wouldn't be as available and will have to take a step back from her role at *ARRO Consulting, Inc.* Ms. Brenner stated that Mr. Schober will be taking her place for now, but she will still be in the background to assist us if needed.

Ms. Brenner noted that *ARRO Consulting, Inc.* has updated the PPC/SPCC plan, which is annually done for the *NPDES* permit and was sent out to Mr. Moppin at the end of the May.

Ms. Brenner gave an updated on the I-83 project. Ms. Brenner stated they are still working with *Capital Region Water (CRW)* and *Paxtang Borough* to obtain the information needed to update the map. Ms. Brenner stated that a waiver needed to be completed for them to be able to provide information to *ARRO Consulting, Inc.*

Ms. Brenner stated that the *PennDOT* Rt. 322 project recently upped their deadline of design requirements from October to July. Ms. Brenner stated that luckily there aren't a lot of conflicts on the design. Ms. Mancuso asked Ms. Brenner for updated maps regarding the project. Ms. Brenner stated that she will check to see if *PennDOT* had any updated maps.

Ms. Brenner stated the dryer replacement project is rolling along and submittals on equipment ordered through the *COSTARS* contract have been received and comments were provided to *Sherwood Logan & Associates*. Ms. Brenner stated that *ARRO Consulting, Inc.* will

now be able to work with the contractor due to the approval today from the Board to move forward with *COSTARS* bidding for installation.

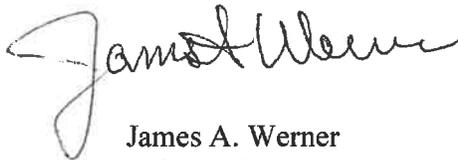
Chairman Johnson discussed the annual *Swatara Township* National Night Out. Chairman Johnson gave a brief history on the event and stated that is a great way to bring everyone together for a positive cause. Chairman Johnson suggested that the Authority have a table at the park for the event. Ms. Castellano stated that she believed it was a good idea, but she wouldn't be available that night to help with the activity. Ms. Mancuso stated that she is on vacation, but she believes that it is a good idea. Mr. Belles stated he will check his schedule to see if he is available.

Ms. Mancuso motioned to exhibit at National Night Out on August 2, 2022. Mr. Belles seconded, with no no-votes and no abstentions; the motion carried.

Chairman Johnson adjourned the regular meeting at 7:43 P.M. to go into Executive Session to discuss personnel issues.

Chairman Johnson adjourned the Executive Session at 8:10 P.M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "James A. Werner".

James A. Werner  
Assistant Secretary