

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

The regular monthly meeting of the Swatara Township Authority was held on July 27, 2022, at 6:00 P.M. The following members were present: Johnson (Chairman), Castellano (Vice Chairman), Mancuso (Treasurer), Cichy, Werner, Murphy, Lawson, 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 6:08 P.M.

Following the Pledge of Allegiance, Chairman Johnson performed roll call of present board members. Mr. Johnson noted that Mr. Belles was absent, and Mr. Coccorese will be joining the meeting late.

Chairman Johnson entertained a motion to accept and approve the minutes of June 15, 2022. Chairman Johnson noted a correction needed to be made to page 5, last paragraph, change the word “introduce” to “introduced”.

Mr. Murphy motioned to approve the minutes with the noted correction. Mr. Werner seconded the motion and Mr. Cichy abstained as he was not present at the meeting. With no no-votes and no additional abstentions; the motion carried.

Ms. Castellano presented the Executive Directors report.

Ms. Castellano provided an update on *Fresh Express* and stated that she has spoken to Mr. Kobayashi a few times and he provided projections completion dates for the changes the Authority requested. Ms. Castellano stated Mr. Kobayashi had asked for permission to communicate with Mr. Moppin and Mr. Varner directly and granted him permission to do so. Ms. Castellano discussed the updated floor plans and confirmed with Mr. Moppin and Mr. Varner that they were received. Ms. Castellano stated that Mr. Kobayashi hopes that his management team will be more respectful to Authority staff and continue to work effectively with Authority staff as well. Mr. Moppin stated that the Authority will be performing inspections of the facility at the end of September or the beginning of October.

Ms. Castellano stated that she will be contacting Mr. Schober to continue working on drafting a settlement memo to present to *PennDOT* regarding the loss of revenue to the Authority from the properties being taken by *PennDOT* for the I-83 project.

Mr. Miller stated that the Authority is currently billing *PennDOT* for two properties taken until they are capped. Mr. Cichy asked if the properties will still be billed if the water is turned off. Mr. Miller stated the Authority bills all properties even when the water has been shut off.

Ms. Castellano asked Mr. Moppin to discuss the document that has been presented to the Board regarding the impact that tank cleaning has on the amount of chlorine being used at the plant. Mr. Moppin stated that he was reviewing the chlorine usage numbers and noticed that

when the tanks were cleaned on a regular basis the chlorine usage went down. Ms. Castellano stated that Mr. Moppin wanted to show how one small factor adds up after time and how staffing issues have impacted the treatment plant. Ms. Castellano stated that Mr. Varner also distributed a memo to collection systems employees regarding down time and how it should be spent assisting with duties at the treatment plant.

Ms. Mancuso asked if the chlorine usage was more of a problem during the warmer months. Mr. Moppin confirmed that it is and explained the process involved with scrubbing the tanks to keep the algae out of the tanks and having the contact tanks pressure washed. Chairman Johnson asked if the process would take about thirty minutes. Mr. Moppin and Mr. Varner both stated that it would take about four to five hours to properly clean the tanks. Mr. Cichy stated that he is aware of covers that are made to go over the tanks and asked if that is something to look into. Mr. Moppin stated that he has been looking into that as well, instead of purchasing the brushes that attach to the ends of the arms of the tanks that would clean the tanks as the arms rotate.

Mr. Coccorese entered the meeting at 6:22 pm.

Ms. Castellano confirmed with Mr. Moppin that the biosolids hauling has been going great with *Synagro*.

Ms. Castellano asked Mr. Schober if they're any updates regarding the dryer replacement project. Mr. Schober stated that there are no updates beyond reviewing the drawings that they have recently received.

Ms. Castellano stated that Intermunicipal Agreement (IMA) will be sent out with the August board meeting packet. Ms. Castellano stated a detailed letter was received on June 1, 2022, and it was addressed promptly internally. Ms. Castellano stated that Mr. Stinnett II noted that most of what is in the letter would not be added into the IMA. Ms. Castellano stated that *The Borough of Hummelstown* also asked for a meeting within ten days' time of asking and that is not something that would be possible with such short notice. Ms. Castellano stated that there is a letter going out in the next couple weeks to *The Borough of Hummelstown* board. Ms. Castellano noted that the proposed IMA change just names the current project and the exact dollar amount associated with the project.

Ms. Castellano proceeded to discuss the Intergovernmental Cooperation Agreement (ICA) and noted that this would be an agreement among the suburban areas that feed into *Capital Region Water (CRW)* to hire a consultant to provide information regarding the rate that *CRW* bills. Ms. Castellano stated that the Authority would share the cost of the consultant with the other suburban areas. Ms. Castellano stated that Mr. Stinnett II, of *Salzmann Hughes, PC* will be taking the lead on this agreement, and she informed the board that he will be attending the meeting on August 18, 2022, with *The Department of Environmental Protection (DEP)* and *Lower Paxton Township*.

Ms. Castellano stated that the staff had cleaned the outside windows in preparation for new signs. Ms. Castellano asked Ms. Marino if there were any additional updates. Ms. Marino stated that Mr. Hummel had taken care of cleaning the windows and turning the larger signs around so that the less weather worn signs faced the public. Ms. Marino also confirmed that due to the proposed move of the building no additional signs were to be ordered other than the sign to place on the new drop box outside of the Business Office doors.

Ms. Castellano provided the Board with an update regarding the potential *McNaughton* project. Ms. Castellano stated that she held a meeting with Mr. Joel McNaughton last week and Mr. McNaughton stated *Swatara Township* would like to get the project on their agenda for their August meeting. Ms. Castellano stated a meeting has been scheduled with herself, staff, and Mr. McNaughton for August 9, 2022, to work on the final developer agreement. Ms. Castellano noted that the February letter that she sent to Mr. McNaughton on behalf of the Authority will be addressed during the meeting. Ms. Castellano stated that it appears that *Swatara Township* has given the project the green light if things can be worked out. Ms. Castellano stated that Mr. McNaughton has been slated to attend the Authority's August board meeting, at which time a report will be given regarding the August 9, 2022, meeting, and the meeting with *Swatara Township*.

Ms. Castellano stated that herself along with staff have attempted to hire four individuals, after making offers contingent on background checks, driving records, and drug screenings. Ms. Castellano stated one individual would not sign for the criminal background check, one individual had an unacceptable driving record, and another individual did not show up for the drug test. Ms. Castellano stated one individual was hired and she started on July 25, 2022. Mr. Moppin confirmed that Ms. Miltenberger did a great job on Monday. Ms. Castellano noted that Ms. Miltenberger did not come in on Tuesday, due a family emergency but she did return to work on Wednesday with a doctors note and was very apologetic.

Ms. Castellano stated that she would like to advertise for another Mechanic and would like to add that an electrical background is preferable.

Mr. Fleming motioned to authorize the Executive Director along with staff to advertise for and hire an additional Mechanic. Ms. Mancuso seconded; with no no-votes and no abstentions the motion carried.

Ms. Mancuso addressed the Board and stated that at last months meeting there was discussion regarding making a designated employee to be the metering person full time which would help with consistency, accountability, and many other things. Ms. Mancuso stated that the union was contacted, and it seems that they are amenable to the designation. Ms. Mancuso stated that a memorandum of understanding (MOU) for an hourly stipend for the metering technician would need to be created. Ms. Mancuso stated that the need for this position was brought to their attention by Mr. Varner, who also noted that this person needs to be reliable and someone that cares about their work. Mr. Cichy asked if it must be noted what the stipend amount would be. Ms. Castellano stated that it is a Collection Systems Maintenance Worker position, but the stipend would be an additional \$1.50 more per hour for that position. Mr. Coccorese confirmed that the proposed stipend amount is \$1.50 more per hour.

Mr. Werner motioned to approve a stipend for the metering specialist designation. Mr. Cichy seconded; with no no-votes and no abstentions the motion carried.

Ms. Castellano informed the Board that the Assistant Shift Operation position was readvertised with *The Patriot News*. Ms. Marino stated that *The Patriot News* also places advertisement on multiple different sites as well as running the advertisement in the paper.

Ms. Castellano informed the Board that she is looking for approval to hire Ms. Christine Miltenberger as an Assistant Shift Operator with her hire date being July 25, 2022.

Mr. Cichy motioned to approve hiring Ms. Miltenberger as an Assistant Shift Operator with her hire date being July 25, 2022. Ms. Mancuso seconded; with no no-votes and no abstentions, the motion carried.

Ms. Mancuso informed the Board that there is currently an issue with cell phone usage by employees while working. Ms. Mancuso reminded the Board that about a year and a half ago they decided to do away with Authority cell phones. Ms. Mancuso stated that the Personnel Committee is asking to do away with that recommendation and go back to company provided cell phones. Ms. Mancuso stated that the Personnel Committee is also torn between no personal cell phone usage while on the clock and limiting personal cell phone use while on the clock and would like feedback from the Board.

Mr. Varner recommended that personal cell phone usage should be kept to breaks and lunches and to make it known that it is an automatic write up if caught on your cell phone outside of those times. Ms. Mancuso stated that one problem with that is that some employees are out in the field in Authority vehicles while working and take their breaks and lunches in the Authority vehicles. Mr. Cichy asked how the employees out in the field are contact if needed. Mr. Varner stated that they are currently called on their personal cell phones. Ms. Mancuso stated that the Collection Systems employees are currently receiving a cell phone reimbursement quarterly. Mr. Cichy asked how the plant employees are contacted as well. Mr. Moppin stated that he would call or text the employees on their personal cell phones. Ms. Castellano provided her input and stated that if someone needs to use their cell phone outside of breaks or lunch, that they should let their supervisor know and ask for permission. Ms. Castellano noted that this would be for both employees in the field as well as at the plant. Ms. Castellano informed the Board that the request isn't coming from management but from employees, that are witnessing other employees on their phone often. Chairman Johnson asked if it would be better for a policy to be put together and then have the Board review it. Ms. Castellano stated that it has been discussed but everyone had different thoughts. Ms. Mancuso stated that if everyone is amenable to moving forward and voting on authorizing the purchasing of Authority cell phone plans for field staff.

Mr. Werner motioned to reinstate company cell phones for the Collection Systems Maintenance Workers as per the recommendation of the Personnel Committee. Ms. Castellano seconded. Mr. Coccorese stated that he believes that *AFSCME* could argue about this change. Mr. Cichy asked if the employees will be responsible for taking the phones home. Ms. Castellano clarified that each employee would need their own phone due to being on call for emergencies. Mr. Coccorese noted that if they each have their own phone, it would be easier to locate misuse. Ms. Castellano stated that the phone plans would cost the Authority about \$35 a month and the employees could reuse the old Authority provided cell phones. With no no-votes and no abstentions, the motion carried.

Ms. Mancuso motioned to authorize the Executive Director to update the personal cell phone use policy for field employees. Mr. Lawson seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano informed the Board that she attended initial meetings via *ZOOM* yesterday with both companies that provided the Authority with quotes for grant funding services. Ms. Castellano stated that she also had Ms. Marino attend so that she may take notes during the meetings. Ms. Castellano stated that she discussed her concern of the chosen firm representing another entity within the same legislative district. Ms. Castellano relayed that both companies stated that they are not currently representing, nor will they take on another entity within the Authority's legislative district if we choose their company. Ms. Castellano stated that she explained to the companies that the Authority has stakeholders as well that would share in any potential grant funding received. Ms. Castellano provided a brief history on a previous interaction with the representative from *Hawke McKeon & Sniscak LLP (HMS)* and confirmed that the Authority would be working directly with Ms. Judith Cassel and additional supporting staff if chosen. Ms. Castellano also noted that *Saxton & Stump (S&S)* was recommended to the Authority and the feeling is that they could do a good job for the Authority, but they would be pulling in other individuals to assist with the funding. Ms. Castellano outlined the fee structure of both companies to the Board. Ms. Castellano also suggested a tweak to a certain section of the agreement proposed by *HMS*. Ms. Castellano also noted her concern regarding possible guidelines or restrictions obtaining funding due to the Authority having to sign for the equipment purchase for the dryer before prices would increase if not signed by April 30, 2022. Mr. Schober stated that another thing to keep in mind is that grant money also comes with Federal requirements that could make things more difficult. Mr. Cichy stated that *PENNVEST* has funding available and asked if it would be worth looking into. Ms. Castellano asked Mr. Schober to have someone look into *PENNVEST*. Chairman Johnson asked if the idea is to start working on obtaining grants now while funds are available. Ms. Castellano confirmed that it was. Chairman Johnson also noted that one firm has a variable rate and the others a fixed rate.

Ms. Castellano recommended working with *HMS* as they would know more about the Authority, the Township, and Dauphin County. Chairman Johnson stated that he likes the fixed cost associated with *HMS*. Mr. Cichy stated he wouldn't be ready to say yes just yet, and he hasn't seen guidelines released just yet and should possibly table it for a month. Ms. Castellano stated there is also other funds available besides *PENNVEST* and this would afford the Authority the ability to get ahead of the funding. Chairman Johnson stated another concern would be that another entity obtaining the services of one of the proposed outfits thereby eliminating the possibility of the Authority using that vendor. Ms. Mancuso stated that she believes it is a good idea to get moving on obtaining funding and it wouldn't stop Mr. Schober from looking into *PENNVEST*. Ms. Mancuso also stated that she would like for the Authority to move forward as it has been discussed for about four months.

Ms. Mancuso motioned to select *HMS* to partner with the Authority for potential grant funding efforts. Mr. Fleming seconded, Mr. Cichy was a no-vote, and Ms. Castellano abstained as she made the recommendation and presented the Board with the information. With no other no-votes and no other abstentions, the motion carried.

Ms. Castellano requested a motion to approve the proof of publication of the July meeting date change in *The Patriot News*. Mr. Werner made the motion. Mr. Cichy seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano stated that Mr. Brooks of *Doceo* contacted her and offered the cloud application free of charge for the first year to enhance the cyber security of the Authority, but there will be a cost associated down the road.

Ms. Mancuso motioned to approve the cloud application security enhancement service by *Doceo*. Mr. Fleming seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano stated that the *Doceo* Out-of-Scope fee schedule wasn't very clear as to what was included or what would fall under that category. Ms. Castellano noted that Mr. Brooks sat in on the interviews for website proposals and other projects that the Authority needed his input on and that would go beyond the normal scope of support. Ms. Castellano stated that she had *Doceo* submit a fee schedule addendum to be included with the contract.

Mr. Werner motioned to approve the *Doceo* Out-of-Scope fee schedule addendum. Mr. Lawson seconded the motion; with no no-votes and no abstentions, the motion carried.

Ms. Castellano informed the Board that issues are being experienced with the software that was purchased with the TV Rig about a year ago. Ms. Castellano stated one of the issues is that the vehicle was to include *IT Pipes* software for televising the lines. Ms. Castellano stated that when training started, the Authority was told that it would need a cloud service to use the software. Ms. Castellano stated that meetings have been held with Mr. Ross Stafford of *Golden Equipment Company* that sold the Authority the vehicle and Mr. Ross Brown of *IT Pipes* regarding the additional cost of the cloud service that was not listed in the contract. Ms. Castellano stated that *IT Pipes* offered a free year and that she argued that year does not start when the Authority took receipt of the vehicle but when the Authority starting using it. Ms. Castellano stated that they tried to train the employees, but it was never completed. Ms. Castellano stated that she asked them to provide years 2 thru 5 for free but they are digging their heels in on the matter. Ms. Castellano stated they are trying to say that they discussed the subject with the interim Foreman, but they may not have discussed in detail the requirements the Authority would need to use the software. Ms. Castellano stated that she asked Mr. Varner to see if they are the only provider in town or if we could find another company with similar software and have someone come out and provide an estimate. Ms. Castellano stated that Mr. Varner spoke with *A&H Equipment Company*, and they stated they could provide us with a similar software. Ms. Castellano stated that the company came out to see if the software would work with our vehicle. Ms. Castellano asked the Board for direction as to where they would like her to focus her efforts. Ms. Castellano asked if the Board would like her to continue to fight with *IT Pipes* to get them to possibly give the Authority the few years included in the contract, or would they prefer to look into the other company and fight to get our money back from *IT Pipes* that is included in the contract. Mr. Varner provided a price comparison of what the Authority would pay for the software and the cost of paying *EK Services* to do the work. Mr. Coccorese stated that his biggest concern is what information did they share or what requirements were conveyed to the representative of the Authority that was tasked with communications with *IT Pipes*. Ms. Mancuso asked if anyone asked the interim Foreman at the time if any of this was discussed. Mr. Varner stated he didn't believe so. Mr. Cichy asked what the cost would be. Ms. Castellano stated that including the \$4500 that is in the contract, it would be an additional \$1800. Mr. Cichy asked if the Authority wouldn't spend more in legal fees trying to recoup the cost. Mr. Coccorese stated that it is possible. Mr. Cichy asked if the *WinCam* software would require a cloud service as well. Mr. Varner stated that it is being looked into. Mr. Coccorese explained that a full lawsuit would be needed to pursue *IT Pipes* financially. Chairman Johnson clarified that the Boards direction would be to have the Executive Director to work with *IT Pipes* to negotiate the cost or possibly pursue litigation, but the end goal would be to get the software up and running so that the vehicle could be used.

Ms. Castellano addressed the laboratory sampling required for the *National Pollutant Discharge Elimination System (NPDES)* permit and noted that *The Department of Environmental Protection (DEP)* did accept the letter sent to them from Ms. Castellano and Chairman Johnson. Ms. Castellano stated that Mr. Moppin asked for updated quotes from vendors. Mr. Schober suggested putting a bid form together and placing it on *PennBid*, that way vendors can put in their bids. Mr. Schober stated that he is hoping to have it ready to go on *PennBid* by next week and have results by next months meeting. Mr. Moppin stated that the three companies that have provided quotes asked to be informed when the bid is listed.

Mr. Cichy motioned to authorize staff to put the bid together for laboratory sampling and place it on *PennBid*. Mr. Werner seconded; with no no-votes and no abstentions, the motion carried.

Mr. Miller presented the Business Manger's report.

Mr. Miller noted that a correction was made to the budget to actual report, noting the change was about \$20,000 to *PPL* that was placed all on STA but should have been to the treatment plant.

Mr. Miller provided the Board with an update on the status of incorrectly printed bills and noted that the bills were sent out with incorrectly projected penalties. Mr. Miller stated a software upgrade occurred and when they tried to load it, it did not load properly. Mr. Miller stated that *Edmunds GovTech* suggested they download our data and put it in their software and then reload their software. Mr. Miller then stated that the bills ran, everything looked fine, but everything was right except the projected penalty did not function correctly. Ms. Castellano clarified that the software upgrade that occurred was something that *Edmunds GovTech* had been contacting the Authority about since last summer. Ms. Castellano stated she had a meeting with *Edmunds GovTech* to find out what happened. Ms. Castellano stated that Mr. Miller authorized *Edmunds GovTech* to do the upgrade and they stated that the bills do come in the office and are expected to be reviewed. Ms. Castellano stated that each spool should be reviewed and not just one bill. Mr. Miller stated that one of the reasons the upgrade wasn't done was that the Authority was looking at going to the cloud. Mr. Miller stated that they're leaning towards a rebill of about 2,298 bills, as some were accurate.

Ms. Mancuso stated in a normal billing cycle she was under the impressions that roughly 10% were late in a regular billing cycle. Ms. Castellano stated that the question from that night was that about 10% of residents pay the bill in the next three weeks. Mr. Miller stated that about 5% get the penalty. Ms. Castellano stated that during the meeting that was held, the decision was that unpaid accounts would be pulled yesterday by Mr. Miller and *Edmunds GovTech*, as the due date was the 20th, and then we will be rebilling those individuals. Ms. Castellano stated that some of those individuals are going to pay and get the rebill but there is a letter accompanying the rebill will explain the error. Ms. Castellano also stated that the legal discussion was that if we tried to apply the late fees, that would not be honoring the bills that were sent out and begged the question as to what to do. Ms. Castellano stated that it also brought about the question of the accounts that would be sent to *Modern Recovery Services (MRS)*, the legal stance is that we shouldn't be placing the late fees on the accounts when it wasn't listed on their bills. Ms. Castellano stated the rebills should be out by the beginning of August with the letter, and the due

date of those bills will state August 20, 2022. Mr. Miller stated that he has to get with *Edmunds GovTech* to make sure the rebill will not have a penalty on the penalty.

Mr. Miller began to discuss the issue with honoring the postmark on the payment envelopes. Ms. Castellano stated that what the Board has always been told is that the office goes by the postmark date on the envelopes. Ms. Castellano stated staff came to her regarding mail being received without a postmark and bill payer checks being received in bundles with a range of check dates. Ms. Castellano stated that upon further discussion she found out that there was subjectivity with some people being late and some people not and it has raised the question that their needs to be an internal policy put into place so that the Authority is being fair. Ms. Castellano stated that the Rate, Rules, and Regulations have no mention of a policy and begs the questions if that needs updated. Ms. Castellano stated that the Authority does not offer online billing at this point and using a bill payer is the only thing that residents can utilize as an online option. Mr. Miller stated that most envelopes that are received in the office have postmarks on the envelopes, but some bill payers will send the checks with a full range of dates. Ms. Castellano stated that during the conversation yesterday, the customer is not backdating it, that the bank is the one that is backdating the date on the check. Ms. Castellano asked when the decision was made to penalize residents for the bank holding the check to be sent in with other checks. Mr. Miller stated that he doesn't recall where it came from, but it has been the practice in the office. Ms. Castellano stated that she believes a policy should be put in place by the governing Board. Mr. Werner asked if the office has spoken with the entity that has been sending in the checks. Mr. Miller stated that it seems to be a third party that is submitting the check, and he is not sure why they are holding the checks. Ms. Mancuso stated that they are probably sitting on the checks to send them out in bulk to save on postage. Mr. Miller stated that some also come through with a later date printed on the checks and those we hold in the drawer until the date on the check. Ms. Marino confirmed that the checks with a later date are held in the drawer until that date comes but the issue is with the checks that are received in one envelope with a range of dates and not honoring any of them in the envelope even if the date is before the due date. Mr. Miller stated that was not his read on things. Ms. Marino proceeded to discuss the penalty on unpaid balances that is placed on accounts every 6 months. Ms. Castellano stated this is something that she brought up to Mr. Miller as it was prior to the Authority having *MRS* handle the collection accounts and it is just another fee going on top of other fees. Mr. Miller stated that he does not like the fee either. Mr. Coccorese confirmed that the penalty on the unpaid balances is referenced in the Rates, Rules, and Regulations even though it is not widely known. Chairman Johnson asked what percentage of our bills are paid with bill payer checks. Ms. Marino stated quite a few. Chairman Johnson stated he believes that part of the solution will be once the Authority has its website up and running to offer online payments. Ms. Mancuso stated that she believes that moving forward the bill payer checks received on or before the due date should not be penalized because their bank wants to save on postage. Chairman Johnson stated that it sounds like the consensus of the Board is that the Authority honor the date on the check from bill payers and continue to go by the postmark date on checks that are postmarked. Ms. Castellano asked if the Board would like herself and Mr. Coccorese to look into the Rates, Rules, and Regulations regarding the penalty on the unpaid balance fee. The consensus of the Board is yes.

Mr. Miller provided the Board with an update on the *Low-Income Household Water Assistance Program (LIHWAP)* update on the payments that have been received and pending.

Mr. Miller gave an update on the website development for the Authority. Mr. Miller stated that the Authority started with three companies, and it has been narrowed down to two

companies. Mr. Miller stated he did follow up with information that was requested by the companies and sent information out based on the comments received. Mr. Miller stated that he prefers the local company to the national company as they are local and offer a lower cost. Chairman Johnson asked if they specialized in municipalities. Mr. Miller stated that they did not, but the local company has the endorsement of the *PA State Association of Boroughs (PSAB)*. Ms. Mancuso stated that Mr. Brooks provided his opinion on both companies, and he is leaning towards the smaller company, *Triscari*. Ms. Mancuso mentioned that *Triscari's* listed time is less than 9 weeks, and the other company is listing 13-17 weeks, and *Triscari* is at a lower cost. Ms. Mancuso mentioned that with the listed time frame for *Triscari* the website could be done in October, which would allow for testing to be done with a billing and to go live in the beginning of 2023. Chairman Johnson agreed that *Triscari's* has the better pricing with similar services, and they are local.

Ms. Mancuso motioned to select *Triscari* as the website provider for the Authority. Mr. Werner seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano discussed the extra fee for the *Edmunds GovTech* Cloud services. Ms. Castellano noted that this is a charge for the service, but it is recommended that the Authority move to cloud services. Mr. Miller stated that the service is their cloud system where they would host the Authority's information. Mr. Miller stated that once the decision is made to move to the cloud that *Edmunds GovTech* would walk the Authority through the process, along with testing it before it goes live. Ms. Castellano stated that *Edmunds GovTech* has offered to provide this service to the Authority for free for one year due to the incident with bills and share the responsibility with the Authority as the Authority did tell them to proceed with processing the bills. Ms. Castellano read to the Board what came with the cloud services and the amount that would be due after year one.

Mr. Werner motioned to authorize the Executive Director to discuss and execute *Edmunds GovTech* contract for Cloud services. Mr. Cichy seconded; with no no-votes and no abstentions, the motion carried.

Ms. Mancuso stated that staff needs to work on it quickly and be comfortable with it quickly. Mr. Miller noted that even though the Cloud service is free, that there is still a maintenance fee yearly.

Mr. Miller stated that the new invoicing system has rolled out successfully using the *Sage* accounting software.

Mr. Miller provided an update on the vehicle insurance compliance. Mr. Miller stated that records have been pulled and being utilized for all new hires. Mr. Miller stated that he is not sure where the Authority will go with it in the long run, as the Authority is exempt but decided it is best to continue to pull the records.

Mr. Miller stated the Authority's line of credit was paid at the end of May, but it remains open with no balance. Ms. Mancuso asked what the percentage is plus prime. Mr. Miller stated that he will have to look into that.

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

Mr. Schober presented the Engineer's report.

Mr. Schober stated that the Rt 322 project was forwarded to *PennDOT* with standard details and specification details to incorporate into the project. Mr. Schober also provided an update on the interchange project and notified the Board that the design team will be meeting on Friday.

Mr. Schober stated the quote has been received from the survey firm to check the easements at the pump stations for the generator projects. Mr. Schober stated that one of the pump stations hardly has an easement and they will be look into the property behind the easement, which is another stormwater easement to see if they can locate the owner of that easement.

Mr. Schober provided a development review update on *StayAPT Suites* and noted that the letter has been issued today. Mr. Schober also noted that a new development review has been received for *Faulkner* dealerships facility upgrade.

Mr. Varner addressed the Board regarding receiving approval of the cost for the site surveys from Mr. Dave Kee with *ARRO Consulting Inc*, for pump station 4 and 5. Ms. Castellano confirmed with Mr. Coccoresse that due to the nominal amount it would just need majority approval by the Board officers. Ms. Castellano asked Chairman Johnson, Ms. Mancuso, and Mr. Cichy to review the proposal and provide their approval or denial to her via email.

Mr. Murphy asked if any calls had been received by residents regarding flooding during the storms. Mr. Varner stated that no calls or complaints were received.

Chairman Johnson adjourned the regular meeting at 8:28 P.M. to go into Executive Session to discuss personnel matters, CBA matters, and public security issues.

Chairman Johnson reconvened the regular meeting at 9:30 P.M.

Ms. Mancuso stated a few actions needed to be taken after reconvening from Executive Session.

Ms. Mancuso presented the Board with the motion to implement enhanced security measures as discussed in Executive Session. Mr. Werner made the motion, and Mr. Lawson second. With no no-votes and no abstentions, the motion carried.

Ms. Mancuso presented the recommendation of the Personnel Committee to authorize staff to hire qualified candidate for the operations department. Mr. Werner made the motion, and Mr. Lawson second. Ms. Castellano abstained as she is the Executive Director; with no no-votes and no other abstentions, the motion carried.

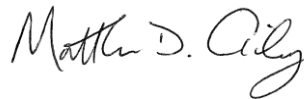
Ms. Mancuso motioned to reclassify the current position of the Business Office Administrative Assistant to Executive Coordinator. Ms. Mancuso stated that the Personnel Committee was briefed on Ms. Marino's evaluation, and she feels that Ms. Marino has been doing a great job, and her duties has expanded since she started, and a position has been created of an Executive Coordinator. Ms. Mancuso stated that Ms. Marino will be overseeing the Administrative Assistant at the treatment plant and the part time clerical position at the Business Office and will be reporting directly to the Executive Director. Ms. Mancuso informed Ms. Marino that the new position also comes with a pay increase and her position will be salaried.

Ms. Mancuso presented the motion to reclassify the current position of the Business Office Administrative Assistant to Executive Coordinator. Mr. Werner made the motion, and Mr. Murphy second. Ms. Castellano abstained as she is the Executive Director; with no no-votes and no other abstentions, the motion carried. Ms. Marino thanked the Board and accepted the offer proposed by the Board.

Chairman Johnson addressed National Night Out and asked any available Board members to attend along with himself and Mr. Belles. Ms. Marino informed the Board of the items that she will be purchasing for National Night Out. Chairman Johnson suggested putting together a fact sheet with information on the Authority.

Chairman Johnson adjourned the meeting at 9:36 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