

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

The regular monthly meeting of the Swatara Township Authority was held on August 31, 2022, at 6:00 P.M. The following members were present: Johnson (Chairman), Castellano (Vice Chairman), Mancuso (Treasurer), Cichy, Werner, Lawson, Belles, and Fleming. Also present were Moppin (Chief Operator), Varner (Collection System & Maint. Foreman), Miller (Business Manager), Marino (Executive Coordinator), Schober (*ARRO Consulting, Inc.*), and Coccoresse (*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. Murphy was absent.

Chairman Johnson entertained a motion to accept and approve the minutes of July 27, 2022. Chairman Johnson noted a correction needed to be made to page 4, paragraph 4, line four to change the word “filed” to “field”. Chairman Johnson noted a second change to page 5, paragraph 2, line 7 to clarify the sentence by adding “thereby eliminating the possibility of *Swatara Township Authority* using that vendor”. Ms. Castellano informed the Board that she submitted her abstention memo to accompany the July minutes. Ms. Mancuso noted a correction to page 5, paragraph 1, sentence 3, to change the word “attended” to “attend”. Ms. Mancuso also noted clarification needed to be made to page 9, paragraph 8, second sentence to state that “Ms. Mancuso asked what the percentage is plus prime”.

Mr. Cichy motioned to approve the minutes with the noted correction. Mr. Werner seconded the motion. With no no-votes and no abstentions; the motion carried.

Ms. Castellano presented the Executive Directors report.

Ms. Castellano provided a personnel update to inform the Board that on July 25, 2022, the new Assistant Shift Operator employee was hired, and the same employee called off on July 26, 2022. Ms. Castellano stated that the employee has also called off multiple times since then, and the doctors notes provided turned out not to be accurate, so the employee was terminated last week. Ms. Castellano stated a new Shift Operator will be onboarded on August 29, 2022, and that employee will be coming in as a Level 3. Ms. Castellano stated that this was discussed with the union, and they noted that the Authority has the right to bring someone in at a higher level based on their qualifications. Ms. Castellano noted that the new employee is also known to staff and *ARRO Consulting Inc.* Ms. Castellano also stated that they are looking to extend an offer to another applicant.

Ms. Castellano stated the Metering Specialist position has been posted and currently one employee has put in for the position. Ms. Castellano stated that it is the recommendation of staff that the employee be placed into that position. Ms. Castellano stated that herself, along with Mr. Varner, will work on informing the employee and she will work on informing *AFSCME* of the appointment. Mr. Coccoresse stated that *AFSCME* has not objected yet to the position, but more

details need to be discussed. Ms. Castellano did note that the interested employee did speak with her directly about the position as well.

Ms. Castellano informed the Board that Mr. Heagy resigned employment with the Authority effective August 4, 2022. Ms. Castellano stated a meeting was to be held on that day with Mr. Heagy when his resignation letter was received. Ms. Castellano stated that the Personnel Committee held a meeting last week and discussed hiring a replacement for the position. Mr. Varner stated that he would like to hire two employees for Collection Systems and another Mechanic due to already falling behind and not having enough employees to keep up with the workload. Ms. Castellano suggested placing one employment advertisement listing all open positions with the *The Patriot News* as they also advertise on other job posting sites. Ms. Castellano asked Mr. Coccorese for his opinion on having candidates fill out applications vs resumes. Mr. Coccorese stated that the standard is to use one standard application, as resumes can show different things and an application will have the information the Authority needs. Ms. Castellano asked Mr. Moppin for his opinion. Mr. Moppin stated that he would suggest having them come in to fill out the application and interview at the same time. Mr. Moppin asked to also include the open Assistant Shift Operator position in the advertisement. Ms. Castellano stated that she and Ms. Marino will work on putting the combined advertisement together.

Ms. Castellano stated that the labor management meeting that was held in August was very productive. Ms. Castellano stated a pre-meeting was held with Mr. Darrin Spann, Ms. Elaine Barber of *AFSCME*, herself, and Mr. Coccorese as the Authority has passed the one-year mark and wanted to discuss a few suggestions and evaluate how things are going.

Ms. Castellano stated the *Intermunicipal Agreement (IMA)* amendment that was drafted by legal to reflect the current dryer replacement project was ready for each entity and time for each entity to vote on the proposed IMA amendment. Ms. Castellano opened the floor for questions or comments by Board members.

Ms. Mancuso motioned to approve the IMA amendment to reflect the dryer replacement project. Mr. Werner seconded the motion; with no no-votes and no abstentions, the motion carried.

Ms. Castellano presented the Board with the previously discussed Intergovernmental Cooperation Agreement (ICA) that 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 Mr. Stinnett II, of *Salzmann Hughes, PC* spoke with Mr. Gary Shambaugh, principal of *AUS Consultants*, and there is a breakdown of the cost to the Authority based on everyone's share. Mr. Coccorese stated that Mr. Stinnett II has also provided input and made changes to the originally proposed agreement and *Salzmann Hughes, PC* is good with the document.

Mr. Cichy motioned to approve the ICA agreement regarding engagement of a consultant for suburban municipalities in relation to *CRW*. Mr. Belles seconded the motion; with no no-votes and no abstentions, the motion carried.

Ms. Castellano discussed the potential tax sale of a property at Pump Station 5 off Eddington Avenue for failure to pay back taxes. Ms. Castellano stated that the question is if the property was conveyed to the Authority, or does it belong to the property owner that is listed on the tax

sale. Mr. Varner stated that it does belong to the property owner. Mr. Coccorese stated that *Salzmann Hughes, PC* found the land development plan that showed two separate lots for lot 38 and 38A. Mr. Coccorese stated the 38A square is where the pump station is, along with a note that states it will be conveyed to the Authority. Mr. Coccorese stated that as far as they can tell, that might have not officially occurred, and that could make it more complicated if the transaction has not occurred. Mr. Coccorese stated that it might be a bit of a process, as the county shows it all as one tax parcel, and that is why the tax sale is concerning. Mr. Coccorese stated that it would depend on what is officially recorded, and they are conducting a more detailed search. Mr. Cichy asked if they did a quitclaim deed, as it has been 30 years. Mr. Coccorese stated that it would depend on the current status, and that may be the answer, or the Authority takes the property by eminent domain. Mr. Coccorese stated they are doing a title search and should determine what exactly has happened since the land development plan has been filed.

Ms. Castellano stated that the Authority has retained *HMS* to look into grant funding, and a few edits to the proposed contract that were discussed at last month's meeting has been made. Ms. Castellanos stated that the contract has been executed and the retainer fee has been paid.

Ms. Castellano asked Mr. Moppin if there were any updates regarding *Fresh Express*. Mr. Moppin stated there were none.

Ms. Castellano asked Mr. Schober if there were any updates regarding the properties being taken by eminent domain for the I-83 project. Mr. Schober stated they are still waiting on survey information to come in and will provide an update once it is received. Ms. Castellano stated that a letter will be written once the information is received.

Ms. Castellano provided the Board with an update regarding employee cell phones. Ms. Castellano stated that the cell phones have been purchased and the employees have them in their possession. Ms. Castellano stated that the updated cell phone policy has been created and ready to share with staff.

Ms. Mancuso motioned to approve the updated cell phone policy. Mr. Werner seconded, and Ms. Castellano abstained as she is the Executive Director and wrote the policy. With no no-votes and no other abstentions; the motion carried.

Ms. Castellano provided an updated regarding the *Rates, Rules, and Regulations* as the Board requested it be reviewed and recommendation made regarding changes. Ms. Castellano presented the three options available regarding the penalty on the unpaid balance that is listed in the *Rates, Rules, and Regulations*. The Authority Board along with Mr. Miller and Mr. Coccorese discussed the late fees and the proposed changes.

Mr. Cichy motioned to amend the agenda to include the potential motion to amend the Rates, Rules, and Regulations, section 7.02: "if not paid by the 15th of the previous month, a new penalty of 5% of the unpaid balance shall be added to each April 1 and October 1 quarterly billings until the account is paid in full." Mr. Werner seconded, and with no no-votes and no abstentions; the motion carried.

Mr. Cichy motioned to amend the Rates, Rules, and Regulations, to remove the language from section 7.02: "if not paid by the 15th of the previous month, a new penalty of 5% of the

unpaid balance shall be added to each April 1 and October 1 quarterly billings until the account is paid in full." Ms. Mancuso seconded and with no no-votes and no abstentions; the motion carried.

Chairman Johnson suggested putting a committee together to review the current *Rates, Rules, and Regulations*, and present their recommended changes to the Board. Chairman Johnson appointed Ms. Mancuso, Mr. Belles, and Mr. Werner to the committee and asked them to report back to the Board at either the November or December Board meeting.

Ms. Castellano discussed the laboratory sampling required for the *National Pollutant Discharge Elimination System (NPDES)* permit and noted asked Mr. Schober to provide an update to the Board. Mr. Schober stated that the bids were received from *PennBid* and handed out a summarized sheet to Board members and other attendees. Mr. Schober recommended awarding the bid to *ALS Environmental*. Mr. Moppin provided the Board with his feedback regarding the two companies that the Authority currently uses for sampling.

Mr. Cichy motioned to award the bid for laboratory sampling required for the *National Pollutant Discharge Elimination System (NPDES)* permit to *ALS*. Mr. Lawson seconded; with no no-votes and no abstentions, the motion carried.

Ms. Mancuso motioned to retroactively approve the bid advertisement for the Headworks Analysis, published by *ARRO Consulting, Inc.* in *The Patriot News*. Mr. Werner seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano confirmed with Mr. Moppin that the biosolids hauling was still going well.

Ms. Castellano asked Mr. Schober to provide an update on the dryer replacement project. Mr. Schober stated that the drawings were received for the major equipment and a meeting is set up for September 12 with staff, *ARRO Consulting Inc.*, contract, and suppliers to start reviewing the preliminary drawings and plans. Mr. Schober stated that the intent is to have the drawings ready so the contractor can provide pricing.

Ms. Castellano stated that *The Borough of Hummelstown* has been in touch regarding the comments they had provided on the IMA. Ms. Castellano stated she informed *The Borough of Hummelstown* that the IMA is ready for signatures by the stakeholders and that the Authority would be happy to have a meeting with them to discuss other items.

Ms. Castellano informed the Board that the annual *Department of Environmental Protection (DEP)* meeting was held at the *Lower Paxton Township* office on August 18. Mr. Moppin provided the Board with a brief overview of what was discussed at the meeting.

Ms. Castellano stated that the new sign for the drop box outside the Authority door is currently being worked on with Mr. Brenden Orth of *Swatara Township*. Ms. Castellano stated that the security cameras have been received and will be installed. Ms. Castellano also informed the Board that business cards will be ordered shortly for staff.

Ms. Castellano discussed placing a camera at the payment window area at the Authority Business Office.

Mr. Werner motioned to install a video/audio camera at the Authority Business Office payment window. Mr. Fleming seconded. Mr. Cichy asked if there will need to be a sign placed letting individuals know that they are being recorded. Mr. Coccorese stated that if the camera is also recording audio, there will need to be a sign. With no no-votes and no abstentions, the motion carried.

Ms. Castellano provided an update regarding the *McNaughton* project. Ms. Castellano stated a meeting was held regarding the project, which included a field trip to one of the pump stations. Ms. Castellano stated more technical comments were discussed with the representatives from *McNaughton*, and they informed her that they have received approval from *Swatara Township* to proceed with the project. Ms. Castellano stated a few comments and technical items still needed to be hashed out. Ms. Castellano stated a tentative meeting is scheduled for September 15, 2022, with *McNaughton* if they are able to obtain the information the Authority would need to review at least a week prior to the meeting. Ms. Castellano stated that if the information is received and the meeting is held, the plan would be for Mr. Joel McNaughton to attend the September Board meeting.

Ms. Castellano discussed the on-going issue with the TV rig software. Ms. Castellano stated that the Authority's contract is with *Golden Equipment Inc.* and after speaking with Chairman Johnson, Ms. Mancuso, and legal, it was decided to pursue receiving a refund for the unusable software directly from *Golden Equipment Inc.* Ms. Castellano informed the Board that refund amount of \$21,937.50 was received via wire transfer. Ms. Castellano stated the alternative software, *WinCan*, has been reviewed and estimated to be about \$10,000 to \$11,000 plus any IT charges to assist with getting the software working.

Mr. Werner motioned to authorize the Executive Director and staff to pursue alternative software for the TV Rig. Mr. Belles seconded, and Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Ms. Castellano discussed purchasing a new laptop for the Authority Business Office as the current laptop is older, slower, and doesn't interface well with projected things the Authority would like to do such as casting from the laptop to the TV for *ZOOM* meetings. Ms. Castellano stated that currently, herself or Mr. Coccorese would have to use their laptop for *ZOOM* meetings which makes it difficult as they both require use of their laptops for the meetings. Ms. Castellano stated the Authority would need to purchase a new TV as well that would offer casting capabilities.

Ms. Castellano stated the previously discussed *Edmunds GovTech* Cloud Services contract has been executed by herself at no cost to the Authority for the first year.

Mr. Cichy motioned to approve the executed *Edmunds GovTech* contract for Cloud Services. Mr. Lawson seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano stated the Authority has received offers for the potential sale of the Ford Escape and the highest offer came from *Maguire's Ford Inc.* for \$22,000.00

Mr. Belles motioned to approve the potential sale of the Ford Escape at \$22,000.00 to *Maguire's Ford Inc.* Mr. Werner seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano discussed the potential sale of Old Truck 5. Ms. Castellano stated that Mr. Varner placed the vehicle up for bid on *MuniciBid* and the winning bid was \$11,300.00 from Mr. Tom Ward.

Ms. Mancuso motioned to approve the potential sale of Old Truck 5 at \$11,300.00 to Mr. Tom Ward. Mr. Cichy seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano began to discuss the potential sale of the 2008 Old TV Rig for \$50,101.00. Ms. Castellano stated that Mr. Joseph Coy was the winning bidder.

Mr. Cichy motioned to amend the agenda to add the approval of the potential sale of the 2008 Old TV Rig for \$50,101.00 to Mr. Joseph Coy. Mr. Belles seconded; with no no-votes and no abstentions, the motion carried.

Mr. Werner motioned to accept the bid of \$50,101.00 from Mr. Joseph Coy for the 2008 Old TV Rig. Ms. Mancuso seconded; with no no-votes and no abstentions, the motion carried.

Mr. Varner addressed the Board and provided an update on current projects. Mr. Varner stated that they are currently flushing in Oberlin-Enhaut-Bressler (OEB) area, and they are two weeks behind. Mr. Varner stated due to the delay, tv-ing will have to fall back to the maintenance contract for next year. Mr. Varner asked the Board to consider penalizing residents that bury manholes due to the issues it causes. Mr. Varner provided the Board with examples of manholes that have been buried or covered by residents and the cost it poses to the Authority. Mr. Coccorese stated that he would need to review the Rates, Rules, and Regulations to see if there is verbiage regarding such actions. Chairman Johnson suggested having the committee look into the Rates, Rules, and Regulations to see if there is verbiage regarding such actions and asked legal to review if they're easements in place for those properties that Mr. Varner provided the examples of.

Ms. Castellano stated there will be an internal budget meeting set for September 19, 2022, with staff. Ms. Castellano stated that one was held last year, and she will start to have information for the Board in the coming months.

Mr. Miller presented the Business Manger's report.

Mr. Miller informed the Board that the municipal prorated fees are in the financial report, as well as an electric rebate that was received. Mr. Miller proceeded to provide a brief overview of the remaining items on the report.

Mr. Miller stated a few residents made double payments to their accounts due to confusion with the second billing due to the incorrect bills being sent out. Mr. Miller proceeded to discuss the number of double payments that came into the office after the initial meeting. Chairman Johnson asked if more letters should be sent out. Ms. Castellano stated that she believes the accounts with double payments should be contacted to help with the confusion. Chairman Johnson suggested reaching the resident by phone and if they cannot be reached, that a letter be sent. Mr. Cichy suggested possibly putting door hangers on the residents that cannot be reached.

Ms. Castellano informed the Board that there currently is not anything in writing regarding honoring postmarks and she will continue to work on changing the Rates, Rules, and Regulations to address the issue.

Mr. Miller provided an update of the accounts tagged for water shutoffs as well as an update on *Low-Income Household Water Assistance Program (LIHWAP)* payments received and pledged.

Mr. Miller gave an update on the website development for the Authority. Mr. Miller stated that he contacted both vendors the Authority has interviewed and reviewed and informed them of the Authority's choice. Mr. Miller stated he received the contract from *Triscari* and the next step would be for it to be reviewed by legal.

Mr. Miller stated there is currently no status updates on online payments until the website is developed.

Mr. Miller stated the new invoicing software has only been used for the pro rata invoices so far.

Mr. Miller stated the vehicle insurance compliance procedure is still being used for pulling driving records for all new hires.

Mr. Miller provided an update on Authority credit cards. Mr. Miller stated that Ms. Castellano is still listed as the authorized officer, and he is now listed as an authorized representative. Mr. Miller stated that he has cancelled the credit card for a previous employee, as well as added two new cards for other employees and those cards have been received.

Ms. Castellano addressed the Board regarding the auditor engagement letter that she had received. Ms. Castellano stated that the auditors contacted her regarding the letter that was sent on May 11, 2022. Mr. Miller stated this is something that is done annually, as the Authority usually engages the auditors every three years prior to the audit. Mr. Miller stated that he informed the auditors to send the letter to Ms. Castellano's attention as he previously gave it to Mr. Jim Spare.

Mr. Belles motioned to amend the agenda to include the potential approval of the *Boyer & Ritter LLC* engagement letter. Mr. Werner seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano stated that Ms. Crystal Skoedis reached out to her regarding the engagement letter and Ms. Skoedis has offered to make herself available to come in and speak with the Board sometime in September and is hopeful that the audit will be completed by that time.

Ms. Mancuso motioned to accept the engagement of audit letter from *Boyer & Ritter LLC*. Mr. Belles seconded; with no no-votes and no abstentions, the motion carried.

Mr. Miller continued to provide the Board with an update regarding accounts currently in collections with *Modern Recovery Services (MRS)*.

Chairman Johnson suggested forming an audit committee. Ms. Castellano noted that the Authority has had an audit committee in the past.

Mr. Coccorese presented the Solicitor's report.

Mr. Coccorese discussed the change of the Authority's pension plan as a result of the union negotiations. Mr. Coccorese stated that new hires are not eligible for the current defined benefits plan, but they would be in a cash balance plan to participate in. Mr. Coccorese presented the Board with the adoption agreement that needs to be signed off on.

Ms. Mancuso motioned to approve the Resolution and documents to amend the Authority's pension plan with *Pennsylvania Municipal Retirement System (PMRS)* to close the Defined Benefit Plan to new hires and add a Cash-Balance Plan for new hires. Mr. Werner seconded, and Ms. Castellano abstained. With no no-votes and no other abstentions; the motion carried.

Mr. Coccorese stated that one document pertaining to the employer contribution amount per the contract. Mr. Coccorese stated previously the employee would contribute \$2,000.00 and the Authority would match up to \$2,000.00. Mr. Coccorese stated that with the new agreement the Authority would contribute up to 4.5%, which would require *AFSCME's* agreeing but this is a requirement of *PMRS*.

Mr. Schober presented the Engineer's report.

Mr. Schober stated the Nutrient trading water year ends on September 30, 2022. Mr. Schober stated that he started soliciting previous entities that purchased credits from the Authority in the past. Mr. Schober stated that he heard back from *Furmano Foods*, and their initial offer was for \$2.00 but Mr. Schober countered with \$2.50, and they accepted. Mr. Schober stated the recent count of phosphorous credits is about 2857 and will probably be around 3000 towards the end of the water year. Mr. Schober stated that agreements will be sent over for review. Mr. Schober also noted that Nitrogen credit feelers have also been sent out and are currently awaiting about 12,000 nutrient credits available for sale.

Mr. Schober stated *PennDOT* canceled the August update meeting, and an email was received stating that *PennDOT* did engage surveys to go out.

Mr. Schober stated the development review was received from *Faulkner* for the dealership campus and a letter has been issued to Mr. Miller towards the end of last month.

Chairman Johnson adjourned the regular meeting at 8:07 P.M. to go into Executive Session to discuss personnel matters and legal issues.

Chairman Johnson reconvened the regular meeting at 9:27 P.M.

Ms. Mancuso motioned to amend the agenda to accept the performance improvement plan for an Authority employee. Mr. Werner seconded; with no no-votes and no abstentions, the motion carried.

Ms. Mancuso motioned to accept the performance improvement plan for an Authority employee. Mr. Lawson seconded, and Ms. Castellano abstained. With no no-votes and no other abstentions the motion carried.

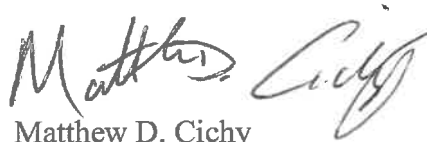
Ms. Mancuso motioned to authorize advertising for Collection Systems staff. Mr. Werner seconded; with no no-votes and no abstentions, the motion carried.

Ms. Mancuso motioned to accept the Personnel Committee recommendation regarding Article 14: On-Call Duty to not change the current CBA language. Mr. Cichy seconded, and Ms. Castellano abstained. With no no-votes and no abstentions, the motion carried.

Chairman Johnson provided an update regarding National Night Out. Chairman Johnson stated it was a successful event that was fun, and everyone enjoyed the prizes. Chairman Johnson stated it would be fun to continue to participate in the future.

Chairman Johnson adjourned the meeting at 9:30 P.M.

Respectfully submitted,


Matthew D. Cichy
Secretary

Swatara Township Authority

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MEMO

To: Authority Board
From: Melissa DiSanto Castellano, Executive Director
Date: September 1, 2022
Re: August Meeting/Abstentions



I abstained from the following motions for the reasons noted:

- Approval of the updated cell phone policy.
As the Executive Director, I created the policy.
- Authorizing the Executive Director to pursue alternative software for the TV Rig.
As the Executive Director, I will pursue and negotiate alternative software.
- Approval of the documents to amend the Authority's pension plan with Pennsylvania Municipal Retirement System (PMRS).
As the Executive Director, I may participate in PMRS.
- Approval of a Performance Improvement Plan (PIP) for an employee.
As the Executive Director, I manage and oversee the staff.
- Acceptance of Personnel Committee recommendation not to change the current language in the CBA for *Article 14: On-Call Duty*.
As the Executive Director, I manage and oversee the staff.

If you have any questions or concerns, please do not hesitate to contact me.