

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

The regular monthly meeting of the Swatara Township Authority was held on September 21, 2022, at 6:00 P.M. The following members were present: Johnson (Chairman), Castellano (Vice Chairman), Mancuso (Treasurer), Cichy, Werner, 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 Coccorese (*Salzmann Hughes, PC*).

Chairman Johnson called the meeting to order at 6:02 P.M.

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

Also present is Mr. Isaac Wakefield of *Salzmann Hughes, PC*.

Chairman Johnson entertained a motion to accept and approve the minutes of August 31, 2022. Mr. Belles noted a correction to page 3, paragraph 1, line 8, change the word “conduction” to “conducting”. Mr. Belles noted a second correction to page 7, paragraph 7, line 3, change the word “represented” to “representative”. Ms. Mancuso noted a correction to page 5, paragraph 8 and paragraph 9, to correct the spelling of the company from “*McGuire’s*” to “*Maguire’s*”. Ms. Castellano noted that she submitted abstention memos for the August meeting.

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

Chairman Johnson adjourned the regular meeting at 6:06 P.M. to go into Executive Session to discuss personnel matters and legal issues.

Ms. Castellano did not attend the Executive Session and she did not return to the regular meeting when it reconvened.

Chairman Johnson reconvened the regular meeting at 7:10 P.M.

Chairman Johnson entertained the motion to authorize the Executive Director along with staff to hire Malcom Winne as an Assistant Shift Operator with a start date of September 19, 2022. Mr. Fleming made the motion and Mr. Cichy seconded. With no no-votes and no abstentions, the motion carried.

Chairman Johnson asked for clarification on the potential motion regarding the recommendation for use of employee leave balances. Ms. Marino, Mr. Varner, and Mr. Moppin explained and discussed the policy on leave carry over. Mr. Varner explained that there are a handful of employees that will have more than the maximum 30 hours of vacation time when their 2023 leave is deposited into their leave banks come January 1, 2023. Ms. Mancuso asked Mr. Coccorese how it would look to *AFSCME* if the Authority decided to afford those employees

the ability to roll all of their time over. Mr. Coccorese stated it would require a memorandum of understanding (MOU) to amend the current agreement.

Mr. Belles motioned to authorize staff along with legal to discuss with *AFSCME* the carryover of leave time for bargaining unit employees. Mr. Werner seconded; with no no-votes and no abstentions, the motion carried.

Mr. Moppin discussed why the current ORP Probes and DO Probes need replaced, and how crucial they are to the process at the treatment plant.

Ms. Mancuso motioned to authorize the purchase of the ORP Probes, DO Probes, and Controls for the Operations Department. Mr. Fleming seconded; with no no-votes and no abstentions, the motion carried.

Mr. Varner provided the Board with an explanation of what the *Franklin-Miller* Taskmaster Titan Grinder does and the current issues they are having with the Dimminutor. Chairman Johnson asked Mr. Schober for his opinion regarding the replacement request. Mr. Schober stated that the proposed *Taskmaster* Titan Grinder is the industry standard. Mr. Fleming asked if the price quoted includes installation. Mr. Varner stated that it does not and stated they will need to rent a crane to lower the equipment into place. Mr. Varner stated that the quote does provide one full day of training for employees.

Ms. Mancuso motioned to authorize the purchase of the *Franklin-Miller* Taskmaster Titan Grinder for the Maintenance Department. Mr. Belles seconded; with no no-votes and no abstentions, the motion carried.

Chairman Johnson introduced the motion to authorize the repair/replacement of the gate system at the plant location entrance and asked Mr. Varner to provide background on the issue. Mr. Varner explained to the Board the intermittent issues they are having with the gate and what would need repaired/replaced.

Mr. Werner motioned to authorize the repair/replacement of the Gate System at the plant location entrance. Mr. Cichy seconded; with no no-votes and no abstentions, the motion carried.

Mr. Miller presented the Business Manger's report.

Mr. Miller provided a brief overview of the Financial Report and noted the amount in the miscellaneous column is the refund from *Golden Equipment, Inc.* for the *IT Pipes* software.

Mr. Miller provided a brief overview of the Budget to Actual Report.

Mr. Miller provided a status update on the incorrectly printed bills. Mr. Miller provided an update regarding the 88 accounts that had their double payments credited to their accounts as well as the additional 80 accounts that have sent in double payments since the last meeting. Mr. Miller asked for direction from on the Board on what to do with the checks that have been received but unable to reach the customer. Ms. Mancuso suggested sending the checks back to customers that he has not been able to reach. The Board directed Mr. Miller to mail the checks back to those customers that he has not been able to reach.

Ms. Mancuso discussed the Authority's current way of accepting payments after the due date and honoring the postmark on the envelope or the date on the check for bill payers. Ms. Mancuso asked Mr. Coccorese if the *Rates, Rules, and Regulations* have been updated to reflect such. Mr. Coccorese stated that they have not been able to start working on that yet.

Mr. Miller discussed water shutoffs and noted that there will be more accounts tagged for shutoff next week.

Mr. Miller discussed the payments and pledges received through the *LIHWAP* program and noted that the program ends on October 28, 2022.

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

Mr. Miller stated that the contract has been signed with *Triscari* on Monday by both parties for the development of the Authority's website. Mr. Miller noted that he forwarded the list Ms. Mancuso had put together of suggestions for the website to *Triscari* and noted that they are beginning Phase 1 of the design process and will be providing the Authority with a rough draft.

Mr. Miller stated that he will be working with *Edmunds GovTech* regarding the online payments portion for the website. Mr. Miller stated he has received the quote for this service, and he has also received the fee that would be associated with accepting credit card payments as well as the check fees.

Mr. Miller informed the Board that he received the Municipal Minimum Obligation (MMO) from *Pennsylvania Municipal Retirement System (PMRS)*. Mr. Miller provided the Board with a copy of the MMO. Mr. Miller noted that this was the first time the MMO calculated to a negative number but that was due to the change in participants. Ms. Mancuso asked Mr. Miller if he still planned on contributing the higher amount this year as well. Mr. Miller confirmed that he does plan to continue to contribute as he did in the past.

Mr. Coccorese noted that with the CBA all new hires are not in the plan being discussed, but they will be in a cash balance plan which is part of what *PMRS* will assume as the current employees continue to contribute to the plan. Mr. Coccorese stated it would not be a bad idea to continue to contribute some money to help balance things out.

Mr. Miller discussed the internal budget meeting that was held yesterday and noted that he will start working on putting together the budget. Mr. Miller continued to discuss future predictions with increasing inflation which will contribute to increase cost within the budget. Mr. Miller discussed the possibility of raising the sewer rates and provided the Board with examples of percentage increases. Mr. Miller suggested the Board consider raising the rates between 5-10%.

Mr. Schober presented the Engineer's report.

Mr. Schober began by discussing the contract issued to *ALS Environmental* to perform the headworks analysis required for the Authority's *NPDES* permit. Mr. Schober noted the *ALS Environmental* had comments to the agreements that are now currently being reviewed by legal.

Mr. Schober stated a revised agreement has been received from *McNaughton* and meetings are currently being set up to discuss them.

Mr. Schober provided the Board with the current nutrient trading numbers and noted that they do have buyers lined up for all of the nutrient credits for this year.

Mr. Schober stated the monthly I-83 update meeting was held today with the *PennDOT* consultant, and they stated the additional survey information requested by *ARRO Consulting Inc.* is currently being worked on.

Mr. Schober provided an update regarding the RT 322 project. Mr. Schober stated *PennDOT* is offering a modified agreement that will have the Authority purchase the materials needed for the adjustments to the manholes and *PennDOT* will have them installed. Mr. Schober stated he would suggest the Authority accept their offer to provide them with the equipment and have them perform the installation.

Mr. Schober provided an update on the Biosolids dryer project. Mr. Schober stated that they have received submissions of shop drawings and have met with the contractor and suppliers. Mr. Schober stated the shop drawings from *Huber* have been received with all the components which is 900 pages long. Mr. Schober stated that they will be reviewing the drawings in phases so orders and such can continue to move along. Mr. Schober noted there will be a meeting tomorrow morning regarding the drag train conveyor.

Mr. Schober stated there is one development review that was received since the report was created and it is for the Harrisburg *Dollar General Store* and a letter has been sent to Mr. Miller with comments.

Chairman Johnson noted that Ms. Castellano had informed him that the Authority received the check from *Lower Paxton Township* for their portion of the dryer replacement project.

Ms. Mancuso asked Mr. Schober if there has been any progress regarding the Authority being reimbursed for the properties taken by eminent domain due to the I-83 project. Mr. Schober stated that they are waiting on the additional surveying that *ARRO Consulting, Inc.* requested *PennDOT* to provide.

Chairman Johnson asked where things stood regarding the tax sale of the property where one of the Authority's pump stations are located on the easement. Mr. Coccorese stated that they could not locate a record of the easement, but they are still looking into it.

Ms. Mancuso asked about the manhole that was buried by the resident. Mr. Coccorese stated that the *Rates, Rules, and Regulations* state that you cannot obstruct manholes and they need to figure out what the *Rates, Rules, and Regulations* said at the time the infraction occurred. Mr. Coccorese provided the Board with possible options to try to recoup all or some of the cost of the repair from the homeowner.

Mr. Coccorese informed the Board that the labor management meeting was held in September even though the *AFSCME* representative did not attend. Mr. Coccorese did note that Mr. Kenneth Miller, the union steward, was in attendance.

Chairman Johnson asked Mr. Varner and Mr. Moppin if they have received responses from the advertisement of vacant positions was placed in *The Patriot News*. Mr. Varner stated that Mr. Moppin received an email of an applicant but when Mr. Varner reached out, he did not receive a response. Mr. Moppin stated that he also received an email right before the meeting, and he will try to contact the applicant tomorrow.

Chairman Johnson entertained a motion to adjourn the meeting. Mr. Cichy made the motion, and Mr. Belles seconded. With no no-votes and no abstentions, the motion carried.

Chairman Johnson adjourned the meeting at 8:10 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Matthew D. Cichy".

Matthew D. Cichy
Secretary