

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

The regular monthly meeting of the Swatara Township Authority was held on October 19, 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), 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 entertained a motion to accept and approve the minutes of September 21, 2022.

Mr. Belles motioned to approve the minutes and Mr. Werner seconded the motion. With no no-votes and no abstentions; the motion carried.

Chairman Johnson explained that the Executive Directors report was previously emailed to Board members ahead of time and asked if anyone had any questions.

Ms. Mancuso asked for clarification regarding employees that will have excess of leave at the conclusion of FY 2022 and asked if employees were denied usage of their leave due to staff shortages. Mr. Moppin confirmed that he did have to deny leave due to staff shortages. Ms. Mancuso asked how much it would cost for the employees to be paid out for their leave. Mr. Coccorese asked if the Board would be leaning toward paying out the employees for the excess leave. Ms. Castellano stated that she could see offering the employees a one-time buyout or having the employees roll their time over. Mr. Coccorese confirmed that this would require a Memorandum of Understanding (MOU) with *AFSCME*. Ms. Mancuso asked if employees were offered a buyout of their leave last year. Ms. Castellano confirmed that they were. Chairman Johnson asked if the Board allowed the employees to carry their leave over to 2023, if that would not create the same problem for next year. Ms. Castellano confirmed that Chairman Johnson is correct, as new employees would not be eligible to be on call for 6 months. Ms. Mancuso asked if it would be possible to offer a hybrid of leave and let the employee's choice to be paid out and carry some of their time over. Mr. Coccorese confirmed that the Board can decide which option they would prefer, and he would present it to *AFSCME* for agreement. Mr. Coccorese stated that ultimately it would require a MOU and if *AFSCME* agrees the MOU would have to be presented to the Board for final approval or denial. Mr. Werner asked how many employees would this impact. Mr. Moppin stated it would impact a small handful of employees in the Operations department. Mr. Belles suggested offering the cash buyout to the employees that this would impact so that this does not become an issue again at the end of next year.

Ms. Mancuso motioned to authorize staff to negotiate with *AFSCME* regarding a one-time buyout of excess leave. Mr. Belles seconded the motion, and Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions the motion carried.

Chairman Johnson performed roll call of present board members and attendees. Mr. Johnson noted that Mr. Murphy and Mr. Varner were absent.

Mr. Cichy asked the status of the Authorities grant fund efforts, as he believes there is funding available with a deadline to apply in December. Ms. Castellano stated that a meeting was scheduled but had to be rescheduled due to the representative from *HMS* having an illness. Ms. Castellano noted that she will be coordinating a new date for the meeting with *HMS*.

Ms. Castellano asked Mr. Moppin if *Fresh Express, Inc.* is staying on track. Mr. Moppin confirmed the only thing left is the inspection and that is planned for the end of October or the beginning of November. Mr. Moppin stated that the Chlorinator has been installed.

Ms. Castellano stated that herself and Mr. Coccorese have looked at the *Rates, Rules, and Regulations*, and have created a list of items to be addressed. Ms. Castellano stated that if any of the Board Members had additional items they would like to add to the list, to let her know. Chairman Johnson asked Ms. Castellano what some of the items were. Ms. Castellano stated that they needed to update the language regarding honoring the date on bill payer checks, and accepting online payments, which will need discussed and voted on by the December meeting.

Ms. Castellano discussed the *Intergovernmental Cooperation Agreement (ICA)* to perform the rate study into *Capital Region Water (CRW)* rates. Ms. Castellano stated there is a meeting scheduled for October 25, 2022, that is being hosted by Mr. Weaver of *Lower Paxton Township*. Ms. Castellano stated that herself, along with Mr. Schober, and possibly the Authority's legal council will be attending.

Ms. Castellano discussed the potential *McNaughton* project and noted that she is presently awaiting the latest draft agreement from Mr. Joe McNaughton. Ms. Castellano stated that she spoke with Mr. McNaughton, and he is currently working on the agreement and hoping to have it ready to be reviewed by Authority staff and then meet with the Board at the November meeting.

Ms. Castellano briefly discussed the purchase of the *Rotork Actuator* the grinder for the treatment plant.

Mr. Cichy motioned to retroactively approve the purchase of the *Rotork Actuator*. Mr. Fleming seconded the motion; with no no-votes and no abstentions, the motion carried.

Ms. Castellano stated she attended the mediation hearing with *AFSCME* regarding the three COVID grievances, along with Mr. Coccorese. Ms. Castellano stated that they came to an agreement to change the type of leave one employee used during that time and is seeking approval from the Board on the settlement agreement.

Ms. Mancuso motioned to approve the settlement agreement for the employee grievance. Mr. Werner seconded the motion and Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Belles motioned to approve the retroactive modification of employment for Mr. William Hummel to include an additional stipend for metering. Mr. Cichy seconded, and Ms. Castellano abstained, as she is the Executive Director. With no no-votes, and no other abstentions; the motion carried.

Ms. Castellano briefly discussed the issue with the alarm system at the treatment plant.

Mr. Lawson motioned to authorize the Executive Director, Chief Operator, and staff to assess and possibly order alarm safety repairs/equipment. Mr. Werner seconded; and with no no-votes and no abstentions, the motion carried.

Ms. Castellano asked Mr. Coccorese if there has been any development regarding the Eddington Avenue property. Mr. Coccorese stated that it does not appear to have been sold as it was pulled from the county website, and no additional information has been received. Mr. Coccorese stated that staff is currently working on different avenues to obtain the information needed and he will convey any findings to the Authority. Mr. Fleming asked why the easement was not recorded. Mr. Coccorese explained that if the property was set up as a separate lot to be transferred to the Authority, an easement would not have been needed. Mr. Schober asked if there is a resolution to get an easement from the current property owner, as additional space behind the pump station will be needed for the generator. Mr. Coccorese stated that if additional space is needed, an easement would have to be obtained.

Ms. Castellano informed the Board that funds have been received from some of the shareholders for the Dryer Replacement Project. Ms. Castellano also stated that the *Dryer Project Account* had been created at *Orrstown Bank*.

Mr. Werner motioned to retroactively approve for the Executive Director and Board Officers to establish the *Dryer Project Account* at *Orrstown Bank*. Mr. Belles seconded; with no no-votes and no abstentions, the motion carried.

Ms. Castellano discussed her recommendation to cease the Authorities contract with *Modern Recovery Services (MRS)*. Ms. Castellano stated that questions have arisen regarding the fees being charged and various other items. Mr. Coccorese, Mr. Miller, and Ms. Castellano continued to discuss the accounts currently with *MRS*. Mr. Coccorese also explained to the Board how the lien process works. Ms. Castellano stated that if the Authority would decide to go back to using a collection agency for past due accounts, that the Authority would put it out to bid.

Mr. Fleming motioned to cease the contract with *MRS* and to provide a letter to *MRS* on November 1, 2022, informing *MRS* of the Authority's intentions. Mr. Belles seconded, and Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no abstentions; the motion carried.

Ms. Castellano asked Mr. Schober if there has been an update to the next phase of the *Generator Installation Project*. Mr. Schober stated that they are currently waiting until the property issues have been resolved on Eddington Avenue.

Ms. Castellano discussed the contract with *Wincon* for the TV Rig software. Ms. Castellano stated that *Wincon* currently does not have a contract on file, but they have provided information to her and Mr. Coccorese so that they can work on putting a contract together.

Ms. Mancuso motioned to authorize the Executive Director and Solicitor to create and execute a contract with *Wincon* for TV Rig software. Mr. Lawson seconded; with no no-votes and no abstentions, the motion carried.

Chairman Johnson asked if the Storage Tank registration had been received. Mr. Moppin stated that it has not been received as of yet.

Mr. Miller presented the Business Manger's report.

Mr. Miller briefly discussed the financial report and noted that the insurance dividend from *Selective Insurance Company* has been received and noted that the miscellaneous credit is due to the sale of three of the Authority vehicles.

Mr. Miller continued to briefly discuss the Budget to Actual report and discussed the changes he made to the Engineering accounts.

Mr. Miller stated that the office had received calls from customers regarding the letter sent out with the third quarter bills and noted that most of the calls were from customers that the letter did not pertain to.

Mr. Miller addressed the double payments being made to customer accounts as a result of the incorrectly printed bills and noted that fourteen checks had been sent back to customers that could not be contacted.

Mr. Miller provided the Board with a breakdown of the accounts scheduled for water shut off due to delinquent accounts and informed the Board that *MRS* will be tagging forty-two more accounts next week. Ms. Castellano asked Mr. Miller about the forms of payments being accepted with the shut off notices, as the letter from *MRS* states specifically which forms of payments that will be accepted. Mr. Miller stated that he was not sure what the letter stated.

Mr. Miller provided an update of the *Low-Income Household Water Assistance Program (LIHWAP)* payments received and pledged. Mr. Miller noted that the program ends in a week.

Mr. Miller provided the Board with an update on the delinquent accounts currently in *MRS*.

Mr. Miller gave an update on the website development for the Authority. Mr. Miller stated that the design has been selected and *Triscari* offers an option to use drones to obtain photos of the Treatment Plant. Ms. Castellano stated that she spoke with Mr. Travis Snyder of *Triscari* and stated that the Authority will likely choose to have *Triscari* use their drones to obtain the photos. Ms. Castellano asked Mr. Schober if *ARRO Consulting, Inc.* have the latest pictures of the Treatment Plant. Mr. Schober stated that he would look into this and let Ms. Castellano know. Mr. Miller stated that Phase 1 of the project is complete.

Mr. Miller stated that the agreement with *Edmunds GovTech* has been signed for them to begin the background work for online payments. Mr. Miller stated that they will also provide training for the program, once it is complete.

Mr. Miller stated there is no update on the vehicle insurance compliance. Ms. Castellano stated that she reached out to the insurance company when she realized that official documentation stating that the audit has been closed out was not received. Ms. Castellano noted that the insurance company sent over the information in writing after her request.

Mr. Miller addressed the Board regarding payments being put aside by Ms. Marino and Ms. Tindal for accounts that would end up with a credit balance if the payment was posted. Mr. Miller asked the Board for direction regarding how they would like him to handle the payments.

Ms. Castellano suggested calling the customers to inform them of this and asking them how they would like to proceed. Mr. Coccorese suggested updating the *Rates, Rules, and Regulations* to include verbiage to address the threshold as to which a credit can be applied to customer accounts.

Mr. Miller presented the Board with the draft 2023 budget and briefly discussed its contents. Mr. Miller proposed raising the sewer rates to help offset the deficit that would be created in the budget without an increase.

Mr. Schober presented the Engineer's report.

Mr. Schober provided the Board with an update on the available nutrient credits that the Authority would be able to sell. Mr. Schober stated that once the final numbers are received and certified by *The Department of Environmental Protection*. Mr. Schober noted that they will be using last year's agreements and updating the appropriate information for the proposed buyers and will send the updated agreements over to legal for final approval.

Mr. Schober provided an update regarding the I-83 project. Mr. Schober stated that he attended the virtual progress meeting today with *PennDOT* and noted that *PennDOT* stated the extra survey that was requested has been completed and will be sent to *ARRO Consulting, Inc.* shortly.

Mr. Schober provided an update on the Dryer Replacement Project and noted that a review meeting is scheduled for Wednesday morning to try and get different components approved so they can move into the manufacturing phase to prevent any delays.

Ms. Castellano asked how many homes or businesses that the Authority could lose due to the I-83 project. Mr. Miller stated that it is pushing one hundred units according to the maps provided. Ms. Castellano requested that Mr. Schober locate a contact for *PennDOT* to send a letter to obtain reimbursement for the revenue the Authority would be losing.

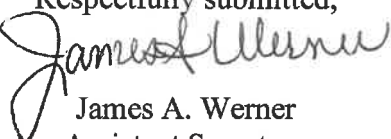
Mr. Cichy asked Mr. Schober if *ARRO Consulting, Inc.* intends to use *COSTARS* for the purchases of the pump station emergency generators. Mr. Schober confirmed that they are.

Chairman Johnson adjourned the regular meeting at 8:04 P.M. to go into Executive Session to discuss personnel matters and legal issues.

Chairman Johnson reconvened the regular meeting at 9:04 P.M.

Chairman Johnson entertained a motion to adjourn the meeting. Ms. Mancuso made the motion, and Mr. Lawson seconded. With no no-votes and no abstentions; the motion carried.

Chairman Johnson adjourned the meeting at 9:05 P.M.

Respectfully submitted,

James A. Werner
Assistant Secretary

Swatara Township Authority

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MEMO

To: Authority Board
From: Melissa DiSanto Castellano, Executive Director
Date: October 20, 2022
Re: October Meeting/Abstentions



I abstained from the following motions for the reasons noted:

- Authorizing the Executive Director and staff to negotiate with AFSCME a potential one-time leave buyout of excess leave for several employees.
As the Executive Director, I manage and oversee the staff.
- Approval of the settlement agreement for an employee grievance.
As the Executive Director, I manage and oversee the staff.
- Approval of retroactive modification to the employment of Mr. William Hummel.
As the Executive Director, I manage and oversee the staff + crafted Mr. Hummel's modification.
- Approval to cease the contract with *Modern Recovery Services (MRS)* effective November 1, 2022 and authorize the Executive Director to execute this process.
As the Executive Director, I will oversee the cessation of working with MRS.

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