

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

The regular monthly meeting of the Swatara Township Authority was held on November 16, 2022, at 6:00 P.M. The following members were present: Johnson (Chairman), Castellano (Vice Chairman), Mancuso (Treasurer), Werner, Murphy, Lawson, Belles, and Fleming. Also present were Moppin (Chief Operator), Varner (Foreman & Maint. Manger), Marino (Executive Coordinator), Schober (*ARRO Consulting, Inc.*), and Coccoresse (*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 October 19, 2022.

Chairman Johnson noted one change to page 2 to expand on what the *Rotork Actuator* is for. Mr. Varner explained that it is the Master Station that communicates with the probs for the SCADA station. Mr. Belles motioned to approve the minutes with the suggested edit and Mr. Werner seconded. With no no-votes and no abstentions; the motion carried.

Chairman Johnson performed roll call of present board members and attendees. Mr. Johnson noted that Mr. Cichy is absent.

Ms. Castellano introduced present visitors, Mr. Joel McNaughton and his attorney Mr. Johnathan Andrews.

Mr. Andrews addressed the Board regarding the potential McNaughton project to sewer the backbone of Chambers Hill Road and opened the floor to questions from Board Members. Chairman Johnson asked present Board Members if they were able to review the agreement proposed and asked if they had any questions. Ms. Castellano asked Mr. Andrews if they have a date or plan as to when they would approach Swatara Township. Mr. Andrews stated their plan was to start with the Authority and then they would approach the Township once they have received approval from the Authority Board.

Ms. Mancuso motioned to approve the *McNaughton Developer Agreement*. Ms. Castellano noted that Mr. Cichy had reached out and provided his verbal support of this project. Mr. Lawson seconded the motion, and Ms. Castellano abstained as she negotiated the agreement. With no no-votes and no other abstentions; the motion carried.

Mr. Andrews and Mr. McNaughton thanked the Board for working with them through the process of working out the agreement regarding the sanitary sewer extension and exited the meeting.

Ms. Castellano explained that the Executive Directors report was previously emailed to Board members and asked if anyone had any questions.

Ms. Mancuso asked if there has been any progress with the Eddington Avenue easement. Mr. Coccoresse stated that another attorney Mr. Justin George has been working on it and

unfortunately, no one has been able to locate any documentation showing it was conveyed to the Authority. Mr. Coccorese stated that it appears the company *BLine Homes* had previously owned the property, but the company has been dissolved a few years ago, so technically no owner exists. Mr. Coccorese stated that Mr. George suggested a quiet title action and explained to the Board how that process would work. Mr. Coccorese noted that the space around the pump station is still owned by the property owner, and if additional space is needed, the Authority will need to reach out to the property owner. Mr. Coccorese suggested that Mr. Varner reach out to the property owner directly. Mr. Varner stated that he is going to try and go out to the property to speak with the property owner tomorrow. Mr. Varner stated that if he is unable to contact the property owner, he will then write the property owner a letter.

Ms. Mancuso asked if the easement is obtained for the extra space, would the Authority be able to proceed with placing the generator on the property. Mr. Coccorese stated that once Mr. Varner has the conversation with the property owner, and an easement agreement is drawn up and recorded with the county, the Authority can move forward with the generator. Ms. Castellano stated that in the upcoming year herself and staff will be looking into other properties that should have easement agreements with the Authority.

Chairman Johnson entertained a motion to amend the agenda to approve a letter by *ARRO* signed by Ms. Castellano regarding providing *PennDOT* with the ring risers for their RT322 project. Mr. Belles made the motion and Mr. Werner seconded. With no no-votes and no abstentions; the motion carried.

Ms. Castellano noted that the cost is approximately up \$20,000.00. Mr. Varner also noted that instead of the manhole risers *PennDOT* will be using donuts and then filling it with grout.

Ms. Mancuso motioned to approve the letter from *ARRO* to *PennDOT* regarding the manhole on RT322, and Mr. Belles seconded. With no no-votes and no abstentions; the motion carried.

Chairman Johnson entertained the motion to offer payment to Ms. Linda Zeiders, the Authority's former Assistant Business Manager, at her previous rate of pay on a part-time/temporary basis. Mr. Werner made the motion, and Mr. Lawson seconded. With no no-votes and no abstentions; the motion carried.

Ms. Mancuso motioned to pay the Authority's former employee, Ms. Linda Zeiders, at her previous rate of pay on a part-time/temporary basis. Mr. Werner seconded, and Ms. Castellano abstained as she is the Executive Director. With no no-votes and no other abstentions; the motion carried.

Mr. Murphy motioned to amend the agenda to authorize legal counsel to pursue a quiet title action regarding the property on Eddington Avenue. Mr. Fleming seconded the motion and with no no-votes and no abstentions; the motion carried.

Ms. Mancuso motioned to authorize the pursuit of a quiet title action regarding the property on Eddington Avenue, and Mr. Werner seconded the motion. With no no-votes and no abstentions; the motion carried.

Mr. Belles motioned to approve the offer of employment to new-hire Mr. Joshua Blouch. Mr. Werner seconded the motion, and Ms. Castellano abstained as she drafted the offer letter. With no no-votes and no other abstentions; the motion carried.

Chairman Johnson entertained the potential motion for Board approval of the MOU for a one-time adjustment to employee leave bank balances. Ms. Castellano provided a brief recap of the discussion held at last months meeting regarding the proposed MOU. Ms. Mancuso made the motion and Mr. Werner seconded. Ms. Castellano abstained as she drafted the MOU, and with no no-votes and no other abstentions; the motion carried.

Mr. Werner motioned to authorize the Executive Director and legal counsel to write the informational letter to customers re: *Rates / Rules / Regulations* updates, to be included with the December invoices. Mr. Belles seconded the motion and with no no-votes and no abstentions; the motion carried.

Chairman Johnson entertained the motion to approve the Authority's Tapping Fee Schedule, in effect since January 2013. Ms. Castellano noted that the document was not signed at that time, and this would be reauthorizing what has been in place for 10 years. Ms. Castellano stated that it would be reauthorizing the \$1,600.00 tapping fee as originally approved by the Board in February 2013, after forming a committee in January 2013, and bringing their recommendation to the Board.

Ms. Mancuso made the motion to reauthorize the Tapping Fee Schedule that has been in effect since January 2013, and Mr. Werner seconded. With no no-votes and no abstentions; the motion carried.

Chairman Johnson entertained the motion to approve the Executive Director execution of the management representation letter on behalf of the Authority to *Boyer & Ritter LLC*. Ms. Castellano informed the Board that this year's document has been revised and reviewed by legal counsel to note that she is signing the letter as the Executive Director and not the person that provided *Boyer & Ritter LLC* with the documents they requested. Ms. Castellano stated that *Boyer & Ritter LLC* agreed with the changes. Ms. Castellano informed the Board that once the letter is signed and approved it will trigger for *Boyer & Ritter LLC* to proceed with the final audit.

Mr. Belles made the motion to approve the Executive Director execution of the management representation letter on behalf of the Authority to *Boyer & Ritter LLC*. Mr. Lawson seconded the motion and with no no-votes and no abstentions; the motion carried.

Ms. Mancuso motioned to approve the Nutrients Credits Sales Agreement with *Altoona Water Authority* in the amount of \$17,122.50. Mr. Werner seconded the motion and Ms. Castellano abstained, as she participated in the negotiations. With no no-votes and no other abstentions; the motion carried.

Mr. Belles motion to approve the Nutrients Credits Sales Agreement with *Bell & Evans / Keystone Protein Company* in the amount of \$29,572.50. Mr. Lawson seconded the motion and Ms. Castellano abstained, as she participated in the negotiations. With no no-votes, and no other abstentions; the motion carried.

Mr. Werner motioned to approve the Nutrients Credit Sales Agreement with *Furmano Foods* in the amount of \$6,957.50. Mr. Fleming seconded the motion and Ms. Castellano abstained, as she participated in the negotiations. With no no-votes and no other abstentions; the motion carried.

Chairman Johnson entertained the potential motion to authorize the Executive Director and legal counsel to execute an extension of the Authority's insurance policies with *Alera Group / AIA*.

Ms. Castellano informed the Board that the reasoning is that the Authority does not have copies of the policies in the Business Office, and she has asked *Alera Group / AIA* for copies and have finally received the information. Ms. Castellano stated they asked for her to meet before Thanksgiving and sign off on increasing the policies. Ms. Castellano stated she spoke with Ms. Mancuso, as she is the Board Treasurer, as well as legal counsel to ensure that an extension would be an option. Ms. Mancuso noted that insurance policies are set to renew on January 1, 2023. Ms. Castellano noted that *Alera Group / AIA* are the brokers, and they will be reaching out to the insurance company directly to ensure an extension would be possible.

Ms. Mancuso motioned to authorize the Executive Director and legal counsel to execute an extension of the Authority's insurance policies with *Alera Group / AIA* and Mr. Belles seconded the motion. With no no-votes and no abstentions, the motion carried.

Chairman Johnson presented the Board with the request of approval to proceed with the order with *Heisey Mechanical* to fabricate and deliver pipe for the current dryer at \$3,900.00. Chairman Johnson asked how long it would take to receive the pipe. Ms. Castellano stated it would be a few weeks as the part needed to be ordered. Mr. Varner stated that it will be stainless steel to prevent rotting.

Mr. Werner motioned to proceed with the order with *Heisey Mechanical* to fabricate and deliver pipe for the current dryer at \$3,900.00. Mr. Lawson seconded the motion, and with no no-votes and no abstentions; the motion carried.

Chairman Johnson entertained the potential motion to authorize the purchase of a laptop and docking station for the Executive Coordinator. Ms. Castellano stated that this has been discussed previously and can be done in the FY 2023 budget but as it is an IT purchase, she wanted to present it to the Board. Ms. Mancuso asked for clarification on the laptop that was previously purchased for the office. Ms. Castellano stated that laptop was purchased to replace the older laptop used in the office during busy quarters and what Ms. Pamela Zimmerman uses when she comes up to help in the office. Ms. Castellano explained that this laptop would replace Ms. Marino's current desktop, as she currently uses her personal laptop when doing remote work. Mr. Belles asked what the price of the laptop would be. Ms. Castellano stated that she would be looking for guidance from Mr. Robert Brooks, as he would know when the best deals would be available.

Mr. Belles motioned to authorize the purchase of a laptop and docking station for the Executive Coordinator. Mr. Lawson seconded and with no no-votes and no abstentions; the motion carried.

Mr. Varner provided an update to the Board regarding *E K Services* progress and invoices received. Mr. Varner stated that there are currently three jobs remaining, but Lancaster Street is dependent on when *Veolia* can come in to move their line. Mr. Varner also discussed the increased in cost to the manhole on Center Street due to the negligence by the homeowner, which in turn caused the budget for *E K Services* to be overbudget. The Board continued to have discussion regarding the issue. Mr. Coccorese stated that there is language in the *Rates, Rules, and Regulations* that discusses this issue and stated the only issue would be figuring out what the language of the *Rates, Rules, and Regulations* said at the time. The board continued to discuss what avenues they would like to pursue regarding this instance. Chairman Johnson instructed staff to draft a letter to the homeowner.

Ms. Castellano stated that the *Fresh Express* PH analyzer and chlorinator have been installed as well as the inspection completed, and a new manager has been put in place.

Ms. Castellano noted that a meeting was held with *HMS* regarding possible grant funding, and she will be working on compiling information to proceed with the process and discussed certain points that were address during the meeting.

Chairman Johnson asked where things stood with the water shutoffs. Ms. Castellano turned the floor over to Ms. Marino as she created the Financial Report and Budget to Actual Report. Ms. Marino informed the Board of the number of accounts that were turned off due to non-payment and informed the Board that this would be the last group for the year. Ms. Marino stated that she spoke with *Veolia* regarding the process involved with processing water shutoffs in office instead of using *Modern Recovery Services*.

Ms. Castellano discussed the meeting that was held with *Triscari* regarding the progress of the Authority's website and noted that they will be out to take pictures with their drones. Ms. Castellano stated that she will be working on the verbiage for the website and is hopeful to have it competed by December 5, 2022. Ms. Castellano also noted that online payments are set to begin with the 1st quarter of 2023.

Mr. Schober presented the Engineer's report.

Mr. Schober provided an update regarding the I-83 project and stated that he did receive the additional survey from *PennDOT*. Mr. Schober stated that he is shooting to have a meeting in mid-December to go over what impact the survey would have on the Authority. Mr. Schober also stated that he has reached out the *PennDOT* utility coordinator to obtain contact information for the eminent domain issues. Mr. Schober also stated that a biosolids dryer meeting was held this morning on-site to coordinate layouts, dimensions, and ensure that the equipment would fit.

Chairman Johnson adjourned the regular meeting at 7:06 P.M. to go into Executive Session to discuss personnel matters and legal issues.

Ms. Castellano exited the Executive Session at 7:37 P.M.

Chairman Johnson reconvened the regular meeting at 8:30 P.M.

Ms. Mancuso presented for approval the Personnel Committee recommendation of a stipend for an employee with the next step of seeking *AFSCME* concurrence.

Mr. Werner made the motion, and Mr. Lawson seconded. With no no-votes and no abstentions; the motion carried.

Ms. Mancuso presented for approval the Personnel Committee recommendation regarding changes to certain management positions effective this current pay period.

Mr. Werner made the motion, and Mr. Belles seconded. Ms. Castellano abstained as she is the Executive Director. With no no-votes and no other abstentions; the motion carried.

Ms. Mancuso made the motion to approve the Personnel Committee recommendation for the 2023 COLA increase of 5% for non-union employees. Mr. Fleming seconded the motion, and Ms. Castellano abstained. With no no-votes and no other abstentions, the motion carried.

Ms. Mancuso stated that the Personnel Committee would like to make a recommendation of a one-time stipend for non-union employees, which would require an amendment to the agenda.

Mr. Belles motioned to amend the agenda to include the approval of the Personnel Committee recommendation of a one-time stipend for non-union employees. Mr. Lawson seconded, and Ms. Castellano abstained as she is the Executive Director. With no no-votes and no other abstentions; the motion carried.

Mr. Werner made the motion of approve the Personnel Committee recommendation of a one-time stipend for non-union employees. Mr. Belles seconded, and Ms. Castellano abstained as she is the Executive Director. With no no-votes and no other abstentions; the motion carried.

Chairman Johnson entertained the motion to approve the Personnel Committee recommendation of a stipend for the maintenance employee for a maintenance equipment stipend to be approved by *AFSCME*.

Mr. Werner made the motion and Mr. Fleming seconded. Ms. Castellano abstained, as she will be negotiating the stipend with *AFSCME*. With no no-votes and no other abstentions; the motion carried.

Chairman Johnson entertained the motion to approve the *Rates / Rules / Regulations* Committee recommendation to add or update various payment matters within the Authority's *Rates / Rules / Regulations*.

Ms. Mancuso made the motion and Mr. Belles seconded. Ms. Castellano abstained, and she will be working on an update as the Executive Director. With no no-votes and no other abstentions; the motion carried.

Chairman Johnson entertained the motion to approve the *Rates / Rules / Regulations* Committee recommendation for sewer rate increase effective January 1, 2023. Ms. Castellano explained that the recommendation would be to raise the residential customer rate from \$100.00 per quarter to \$116.00 per quarter for up to 16,000 gallons, with an additional \$7.00 for every 1,000 gallons over the 16,000 gallons utilized. Ms. Castellano stated the recommendation would be to also raise the commercial customer rate from \$120.00 per quarter to \$140.00 per quarter for up to 16,000 gallons, with an additional \$8.00 for every 1,000 gallons over the 16,000 gallons

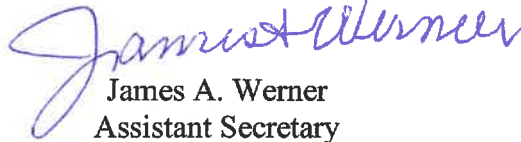
utilized. Ms. Castellano also noted that this would be first time the commercial rates would be raised for the past few years. Ms. Mancuso noted that with the rate increase the Authority is still lower than most municipalities.

Mr. Lawson made the motion to approve the *Rates / Rules / Regulations* Committee recommendation for sewer rate increase effective January 1, 2023. Mr. Fleming seconded the motion, and Ms. Castellano abstained as she made the recommendation to the committee. With no no-votes and no other abstentions; the motion carried.

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

Chairman Johnson adjourned the meeting at 8:33 P.M.

Respectfully submitted,



James A. Werner
Assistant Secretary

Swatara Township Authority

ADMINISTRATIVE OFFICE

PO BOX 4920
595 EISENHOWER BOULEVARD
HARRISBURG, PA 17111-0920

Administrative Office
Phone: 717-564-1650
Fax: 717-564-6361



WATER POLLUTION CONTROL PLANT

8675 PAXTON STREET
HUMMELSTOWN, PA 17036-8601

Operations & Maintenance
Phone: 717-566-3361
Fax: 717-566-2355

MEMO

To: Authority Board
From: Melissa DiSanto Castellano, Executive Director
Date: November 17, 2022
Re: November Meeting/Abstentions

I abstained from the following motions for the reasons noted:

- Approval of the *McNaughton* Developer Agreement.
As the Executive Director, I negotiated and helped write the agreement.
- Approval of hiring the retired Ms. Linda Zeiders at her former rate, to assist with organizing the former Business Manager's office and files.
As the Executive Director, I manage and oversee the staff.
- Approval of a Performance Improvement Plan (PIP) for an employee.
As the Executive Director, I manage and oversee the staff.
- Approval to potentially execute with AFSCME an MOU for a one-time adjustment to qualifying employee leave balances.
As the Executive Director, I manage and oversee the staff.
- Approval of the Nutrient Credits Sales Agreement with *Altoona Water Authority* in the amount of \$17,122.50.
As the Executive Director, I helped negotiate the sales.
- Approval of the Nutrient Credits Sales Agreement with *Bell & Evans/Keystone Protein Company* in the amount of \$29,572.50.
As the Executive Director, I helped negotiate the sales.
- Approval of a Performance Improvement Plan (PIP) for an employee.
As the Executive Director, I manage and oversee the staff.

- Approval of the Personnel Committee recommendation for changes to particular management positions, effective this pay period.

As the Executive Director, I manage and oversee the staff.

- Approval of the Personnel Committee recommendation for a 5% COLA in FY2023 for the non-union employees of the Authority.

As the Executive Director, I manage and oversee the staff + am an employee.

- Approval to amend the Agenda to consider a one-time stipend for qualifying non-union employees.

As the Executive Director, I manage and oversee the staff + am an employee.

- Approval of the Personnel Committee recommendation of a one-time stipend for qualifying non-union employees.

As the Executive Director, I manage and oversee the staff + am an employee.

- Approval of the Personnel Committee recommendation for a one-time stipend to AFSCME employees.

As the Executive Director, I manage and oversee the staff + will negotiate the stipend with AFSCME.

- Approval of the Rates/Rules/Regulations Committee recommendation to add/update various payment matters in the RRRs.

As the Executive Director, I write/edit the policy sections of the RRRs.

- Approval of the Rates/Rules/Regulations Committee recommendation to increase sewer rates as discussed effective January 1, 2023.

As the Executive Director, I did the research and made the recommendation to the RRRs Committee.

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