

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

The regular monthly meeting of the Swatara Township Authority was held on February 22, 2023, 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 (Foreman & Maint. Manger), Blackman (Executive Coordinator) via Zoom, Schober (*ARRO Consulting, Inc.*), and Coccorese (*Salzmann Hughes, PC*).

Chairman Johnson called the meeting to order at 6:03 P.M.

Following the Pledge of Allegiance, Chairman Johnson entertained a motion to accept and approve the minutes of the January 18, 2023.

Mr. Belles noted a change to page 4, last paragraph, second line, changing the date to January 12, 2023. Mr. Moppin noted a change to page 4, last paragraph, fourth line, it should read Treatment Plant, not Treatment Plan. Mr. Moppin also noted a change to page 5, seventh paragraph, first line, should read 1.08 million gallons instead of 1.8 million gallons. Ms. Castellano also noted that the signature line on the minutes needed to be changed from Mr. Cichy to Ms. Mancuso, as she was the one that reviewed the minutes of last month's meeting.

Ms. Mancuso motioned to approve the minutes as amended and Mr. Cichy seconded. With no no-votes and no abstentions, the motion carried.

Ms. Castellano presented the Executive Directors report.

Ms. Castellano addressed the Board regarding readvertising for open positions. Chairman Johnson asked how many responses were received from the previous advertisements. Mr. Moppin stated they received two responses. Mr. Varner stated that the last advertisement was not posted on *Indeed*. Mr. Coccorese stated that the Authority could note the salary range or state that it is based on experience. Ms. Mancuso asked if we could advertise on Municipal sites. Ms. Castellano stated that we did advertise with them previously. Ms. Blackman provided the Board with information regarding the last advertisements for employment. Ms. Mancuso suggested putting an advertisement together and not showing the salary but noting that it is based on experience. The Board continued to discuss options that could be explored, and Ms. Castellano listed a few names of possible places to advertise.

Ms. Castellano discussed authorizing staff to work on an advertisement for an Administrative Assistant for the Business Office. Chairman Johnson suggested placing a help wanted sign in the window of the Authority Business Office.

Mr. Cichy motioned to re-advertise for open positions at the Treatment Plant per staff alterations and Mr. Werner seconded. With no no-votes and no abstentions, the motion carried.

Mr. Belles motioned to advertise for the Administrative Assistant position at Business Office and Mr. Fleming seconded. With no no-votes and no abstentions, the motion carried.

Ms. Castellano informed the Board that the *AFSCME* Labor-Management meeting for February 2, 2023, has been cancelled by *AFSCME* and no further information is available regarding the COVID grievances from 2021. Ms. Castellano stated the next scheduled Labor-Management meeting is March 2, 2023, and noted that she is awaiting confirmation of the meeting.

Ms. Castellano stated that Mr. Varner has been in his current position as the Foreman & Maintenance Manager for over a year, Ms. Blackman has been back with the Authority for two years, and Mr. Moppin will be in his position as Chief Operator on March 1, 2023, for two years.

Ms. Castellano discussed a potential letter to be sent to the Stakeholders and informed the Board that the Annual Meeting is scheduled for March 27, 2023, at 6:00 pm via Zoom. Ms. Castellano stated that Chairman Johnson, Ms. Mancuso, and Mr. Cichy have expressed an interest in attending the Annual Meeting. Chairman Johnson informed the Board that he will be out of town when the meeting is scheduled but stated that if any other Board Members would like to attend, to let Ms. Castellano know.

Ms. Castellano asked Mr. Schober if there was a meeting regarding the *ICA*. Mr. Schober stated that there was a meeting held on Monday and that *CRW* has been receptive regarding a few items including cost sharing efforts.

Ms. Castellano asked Mr. Coccorese if there is an update on the potential tax sale. Mr. Coccorese stated that Mr. Justin George has attempted to track down and reach out to the primary owner of the company and did not have any success, but he will be filing a quiet title action with the courts.

Ms. Castellano stated she received a grant funding report from Ms. Cassel with *HMS* last night and proceeded to discuss the grant opportunity opening in February and expiring in May, as well as another in the Spring and others on a rolling basis. Ms. Castellano stated that she is seeking authorization to have another meeting with *HMS* to ensure that things are moving along. Ms. Castellano stated that if anyone would like to attend the meeting, to let her know. Mr. Cichy asked if *HMS* had discussed certain grant opportunities with the Authority, as he noticed that some of them would not apply to the Authority. Ms. Castellano stated that she did notice that and will be discussing that with them.

Ms. Castellano discussed the *EPA* Pre-Treatment Program for testing that has not been done in the past that were done this year for *Lower Paxton Landfill* and *Fresh Express*. Ms. Castellano asked the Board for authorization to pass along the cost of the testing to those entities as it is a requirement of the program.

Mr. Werner motioned to approve invoicing *Fresh Express* for required testing under *EPA* Pre-Treatment Program criteria and Ms. Mancuso seconded the motion. With no no-votes and no abstentions, the motion carried.

Mr. Werner motioned to approve invoicing *Lower Paxton Landfill* for required testing under *EPA* Pre-Treatment Program criteria and Mr. Belles seconded. With no no-votes and no abstentions, the motion carried.

Ms. Castellano provided the Board with an update regarding the properties being taken by eminent domain. Ms. Castellano stated that Ms. Tindal in the office scanned a list of properties as they are received by the Authority regarding the acquisitions. Mr. Schober stated a meeting is going to be held tomorrow morning with *PennDOT* and he will see if they could provide him with a list of the properties being taken.

Ms. Castellano stated the updated *Rates, Rules, and Regulations* are being drafted by herself and Mr. Coccorese, and they are hopeful to have it ready for the March board meeting. However, that is dependent upon any proposed changes the Financial Review Committee may have after it's meeting.

Ms. Castellano stated that the Personnel Committee continues to work on several issues and will be meeting on March 2, 2023, and they will have more to report in March.

Ms. Castellano stated that there has been no further work done on the former Business Manager office, but missing paperwork has been discovered and will need reviewed. Ms. Castellano noted that the paperwork that was discovered were documents that were needed in the past, as well as a few more checks.

Ms. Castellano noted that the Budget and Audit Committee did not meet since the last Board Meeting.

Ms. Castellano stated that the Financial Review Committee will need to meet to discuss customers that are looking for a settlement or payment arrangements prior to the March Board Meeting.

Ms. Mancuso stated that herself, along with Ms. Blackman, met with Mr. Breon of *AIA Alera Group* to discuss the insurance package that was renewed on January 1, 2023. Ms. Mancuso stated they discussed the umbrella policy covering all portions of the Authority's policy. Ms. Mancuso also stated that the workers compensation policy is in line, but the one concern is that the buildings are underinsured. Ms. Mancuso stated that she had reached out to the Engineers to see if an appraisal had been done on the buildings and they could not locate one. Ms. Mancuso stated that over the past four to five years the insurance company has been adding about 3% to each property value and 4% for this year, which is well below the industry standard. Ms. Mancuso stated that Mr. Breon suggested a 20% increase in value, as the risk of undervaluing the property would mean that if something were to occur the insurance company would only pay the value ascribed to the property. Ms. Mancuso stated that she noticed the collision and comprehensive deductible for \$100 and asked for a quote to have that increased. Ms. Mancuso discussed the current terrorism policy with the Board. Ms. Mancuso stated that Mr. Breon also advised having an appraisal done on the property and he estimated the cost of the appraisal would be between 7-10 thousand dollars to have it done. Mr. Belles asked when this information was last reviewed by the Board. Ms. Mancuso stated that it had not been done in the past. Ms. Mancuso noted that moving forward, the Authority will be sitting down with Mr. Breon in September to get ready for the January 2024 renewal. Mr. Cichy asked who determines what would be covered under the terrorism policy. Ms. Mancuso stated that she believes the incident would have to be determined as a governmental terrorism act. The Board continued to discuss the terrorism policy.

Ms. Mancuso motioned to revise the insurance coverage to reflect the increase in property value to \$46,931,873.42, and to authorize the appraisal of Authority property. Mr. Belles seconded the motion. With no no-votes and no abstentions, the motion carried.

Ms. Castellano asked Mr. Schober if there was an update regarding the Headworks analysis. Mr. Schober stated there currently is not.

Ms. Castellano provided an IT update as well as an update regarding the online payment options for the Authority's website provided by *Edmunds GovTech*. Ms. Castellano stated there will hopefully be new verbiage on the Authority website by March 10, 2023, with a deadline of March 25, 2023, for the payment portal. It should be noted that Mr. Snyder at *Triscari* said that he could continue to work with Ms. Castellano to include website verbiage at any time.

Ms. Castellano informed the Board that the Township office camera has been installed. Ms. Castellano also stated that the office is continuing to work on correcting the address for the Business Office and will need to order new letterhead in the near future.

Ms. Castellano stated that Mr. Joel McNaughton delivered updated copies of the Developer Agreement and it has been signed by Chairman Johnson and herself. Ms. Castellano stated that Mr. McNaughton will be stopping by to pick up the signed copies to take them to the Township. Ms. Castellano requested that Legal and Engineering list out the expenditures separately on their invoices, for better tracking of expenses for projects.

Ms. Castellano provided the Board with an update regarding the dryer. Ms. Castellano stated that the dryer has been down since last month and an addendum has been made to the *Synagro* contract for them to haul biosolids in cake form. Ms. Castellano also stated that *A&M Composting, Inc.* will be accepting our biosolids in cake form weekly. Ms. Castellano noted that due to the issues with the dryer, biosolids were accumulating at the plant but have now been cleared out thanks to liquid hauling and hauling in cake form. Ms. Castellano noted that she has asked Mr. Moppin to complete a daily chart for biosolids hauling that is being shared with *ARRO Consulting, Inc.* and for Mr. Moppin to better provide accurate numbers to discuss with the haulers. Mr. Moppin stated that he has been speaking with the drivers when they arrive to pick up the loads. Ms. Castellano reiterated the importance of communication between the Authority and its haulers. Ms. Castellano discussed the possibility of removing the dryer now from the treatment plant, which raises additional questions for her. Ms. Castellano noted that one of the issues would be if removing the current dryer would change the types of grants for which the Authority would be eligible. Ms. Castellano discussed the dryer memo that was sent to the Board by *ARRO Consulting, Inc.* Mr. Cichy asked if removing the current dryer would constitute an emergency, thus perhaps creating a separate agreement and not having the removal as part of the new dryer project. Ms. Castellano stated that the money the Authority would use to finance the dryer removal would need to come from the dryer project funds; if not, the Authority would have to go back to its Stakeholders to ask for additional funds for the dryer removal as a separate project. Mr. Schober stated that if the grant company has a certain grant in mind, then the grant company would be able to quickly answer that question for the Authority. Mr. Schober also stated that, if an entity breaks ground on a project, that typically makes the entity ineligible for certain grants. Mr. Cichy asked what the current setup is with the dumpster at the treatment plant. Mr. Varner provided an overview of the configuration.

Ms. Mancuso motioned to approve Staff to negotiate a contract with Mr. Doug Mueller and *Eastern Environmental* for removal of the current dryer, and Mr. Werner seconded. With no no-votes and no abstentions, the motion carried.

Mr. Werner motioned to approve the *Synagro* contract addendum, and Mr. Lawson seconded. Ms. Castellano abstained, as she is also the Executive Director. With no no-votes and no other abstentions, the motion carried.

Ms. Mancuso motioned to approve the *A&M Composting* contract, and Mr. Belles seconded. Ms. Castellano abstained, as she is also the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Cichy motioned to continue to authorize *Kline's* to liquid haul as needed, and Mr. Fleming seconded. Ms. Castellano abstained, as she is also the Executive Director. With no no-votes and no other abstentions, the motion carried.

Ms. Castellano discussed the motion before the Board regarding the generator maintenance contract with *Cummins*. Mr. Cichy asked if it is for all generators. Mr. Moppin stated that the contract is only for the Treatment Plant generator. Mr. Cichy asked who handles the maintenance on the pump station generators. Mr. Varner stated that the maintenance department takes care of those generators.

Ms. Mancuso motioned to approve the generator maintenance contract for the Treatment Plant with *Cummins* subject to the Solicitors negotiation of the final content, and Mr. Belles seconded. Ms. Castellano abstained, as she is also the Executive Director. With no no-votes and no other abstentions, the motion carried.

Ms. Mancuso addressed the Board regarding the Authority's *PMRS* MMO Contribution invoice. Ms. Mancuso stated that in years past, the Authority was behind on funding the plan and has worked on making it current, which has created a surplus of funds in the account. Ms. Mancuso stated that this year's worksheet stated that the Authority was not required to make a payment and is looking for guidance on how the Board would like to proceed. Ms. Mancuso mentioned that in years past the Business Manager would always suggest contributing \$125,000.00.

Ms. Mancuso motioned for the Authority to forgo making a *PMRS* MMO Contribution, and Mr. Belles seconded. With no no-votes and no abstentions, the motion carried.

Ms. Castellano informed the Board that Mr. Varner will now be addressing the Board, regarding items he has discovered were not maintained and are in need of replacement.

Mr. Varner proceeded to discuss the items mentioned by Ms. Castellano. Mr. Varner asked Mr. Coccoresse what the threshold is requiring multiple bids. Mr. Coccoresse stated that the threshold for requiring three written/telephonic quotations is \$12,200.00 and \$22,500.00 is the cut off for requiring formal bidding but *COSTARS* is exempt.

Mr. Varner continued to discuss the repairs that need done at PS #5 in the amount of \$10,163.00. Mr. Varner continued to explain the problems found at PS #4 that would require repairs in the amount of \$13,595.31. Chairman Johnson asked Mr. Varner what the life

expectancy is of the impeller. Mr. Varner stated he has been here for over 20 years and this is the first time they have needed to replace it. The Board continued to discuss the issues with the pumps at the pump stations.

Chairman Johnson asked if the repair for \$29,424.79 was for PS #4 and PS #5. Mr. Varner stated it is for PS #4 & PS #5, and the Hydro Grit. Chairman Johnson asked if the funds for the equipment repair could be taken from another budgeted expense. Ms. Castellano stated that it would be taken from the maintenance budget.

Mr. Werner motioned to approve the use of budgeted funds for *Xylem Water Solutions USA, Inc.* in the amount of \$9,998.95 for PS #7 equipment repair, and Mr. Cichy seconded. With no no-votes and no abstentions, the motion carried.

Ms. Mancuso motioned to approve the use of budgeted funds and shifting non-budgeted funds for additional Pump Stations and Hydro Grit work, in the amount of \$29,424.79, while Mr. Belles seconded. With no no-votes and no abstentions, the motion carried.

Mr. Varner informed the Board that all labor required for the installation of the equipment will be done in house, so there will be no additional labor cost incurred.

Mr. Cichy stated that he noticed several changes to the collection data within the O&M report and asked how those numbers are calculated. Mr. Varner stated that he will need to check with Ms. Zimmerman to see how that information is calculated, and he will email Mr. Cichy.

Mr. Schober presented the Engineer's report.

Mr. Schober stated that Ms. Brenner and staff met with *DEP* regarding the *Huber* dryer replacement and streamlining permitting approvals. Mr. Schober stated that *PA DEP* recommended the Authority obtain a class B permit to address some issues during construction as well as being another option to dispose of the biosolids.

Mr. Schober stated the MCC's for the dryer project are a year out now from being delivered due to the supplier being backed up on orders. Mr. Cichy asked if it was feasible to look at stand alone VFD's and other electrical components as opposed to an MCC in order to help with the delivery schedule. Mr. Schober stated that he would look into it.

Mr. Schober stated that there will be a meeting held tomorrow regarding the Spring Creek restoration project. Mr. Varner stated that it occurred today and provided the Board with a brief recap of the meeting.

Mr. Schober discussed the I-83 interchange project and advised the Board that there is a meeting tomorrow morning to discuss the project. Mr. Schober stated that a meeting with *PennDOT* was held on February 3, 2023, and they had changed a lot of their design and did not share that information. Mr. Schober also stated a lot of properties they listed as being taken, are no longer being taken, and the limits of the projects are being changed. Mr. Schober noted they also discussed right-of-way changes and things that they would like to see, which would require *ARRO Consulting, Inc.* to go back and review the changes as they impacted *ARRO's* approach. Mr. Schober stated that they sent the list to *PennDOT* and will be meeting again tomorrow morning.

Mr. Cichy asked if there are reimbursements to the Authority for items that have to be done by the Authority. Mr. Schober stated that for the most part they are trying to get everything as close to their specifications as possible, but some items would require modifications.

Ms. Mancuso asked Mr. Varner if he heard from the gentleman at *Dauphin Highlands*. Mr. Varner stated he was contacted by him and informed him that the Board was meeting on the 22nd and the committee has to meet to discuss financial issues such as this.

Chairman Johnson adjourned the regular meeting at 7:55 P.M. to go into Executive Session to discuss personnel matters and legal issues.

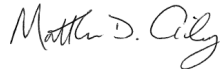
Chairman Johnson reconvened the regular meeting at 8:16 P.M.

Mr. Cichy motioned to authorize the 2% increase change order for *EK Service's* maintenance contract, and Mr. Werner seconded. Ms. Castellano abstained, as she is also the Executive Director. With no no-votes and no other abstentions, the motion carried.

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

Chairman Johnson adjourned the meeting at 8:17 P.M.

Respectfully submitted,



Matthew D. Cichy
Secretary