

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

The regular monthly meeting of the Swatara Township Authority was held on April 26, 2023, at 6:00 P.M. The following members were present: Johnson (Chairman), Werner (Vice Chairman), Mancuso (Treasurer), Castellano, Cichy, Lawson, Belles, and Fleming. Also present were Moppin (Chief Operator), Varner (Foreman & Maint. Manager), Blackman (Executive Coordinator), Schober (*ARRO Consulting, Inc.*), and Coccorese (*Salzmann Hughes, PC*) via Telephone.

Chairman Johnson called the meeting to order at 6:04 P.M.

Following the Pledge of Allegiance, Chairman Johnson presented the proof of publication from *The Patriot News* advertising the change of the Regular Meeting date for April.

Chairman Johnson entertained a motion to accept and approve the minutes of the March 22, 2023, Board Meeting.

Mr. Werner motioned to approve the minutes as presented and Mr. Cichy seconded. With no no-votes and no abstentions, the motion carried.

Ms. Castellano presented the Executive Directors report.

Ms. Castellano noted that the Executive Directors report has been handed out.

Chairman Johnson opened the floor to any questions regarding the Executive Directors report.

Ms. Castellano informed the Board that the letter to *Dauphin Highlands Golf Course* regarding account billing has been sent out based on last month's meeting.

Ms. Castellano stated that Mr. Andrew Stoak was hired as a Collections System Maintenance Worker effective April 17, 2023, and Mr. JohnMichael Schue was also hired as a Collection System Maintenance Worker effective May 8, 2023.

Ms. Castellano noted that the engagement letter has been received from *Boyer & Ritter* for the 2022 audit on behalf of the Authority and noted that the audit should be completed by the end of May. Ms. Castellano stated that she would like to share that information with the Stakeholders by June.

Ms. Castellano discussed the renewal of the *Doceo* IT contract with no new changes besides the pricing, as well as retaining Mr. Robert Brooks as the IT Manager. Ms. Castellano stated that a copy of the contract was sent to Chairman Johnson and Ms. Mancuso (Treasurer) to review.

Ms. Castellano stated that the Labor-Management meeting for April was cancelled, and the next meeting is scheduled for May 4, 2023. Ms. Castellano asked Mr. Moppin and Mr. Varner if

there is currently a steward. Both Mr. Moppin and Mr. Varner confirmed that there is currently no steward.

Ms. Castellano informed the Board that *South Hanover Township's* pro rata share for the dryer replacement project has been received, as well as the signed executed IMA addendum pertaining to the dryer replacement project.

Ms. Castellano stated that the Personnel Committee plans to meet before the May Board Meeting regarding various matters.

Ms. Castellano stated that the Rates/Rules/Regulations Committee should be able to meet before the May Board Meeting if she and Mr. Coccorese can continue to work on the incorporation and presentation of the *RRRs* with new financial items added since the March Board Meeting.

Ms. Castellano stated that the Financial Review Committee may want to set-up a meeting prior to the May Board Meeting if she and Mr. Coccorese can draft items for review/consideration. Ms. Castellano stated that she will be in contact with Mr. Belles, the committee chair, regarding their progress.

Ms. Castellano stated that she had asked Mr. Moppin and staff to complete a daily chart of the biosolids being hauled. Ms. Castellano stated that the current contract is for one haul a week at 16 tons, and we are currently hauling four times that amount. Ms. Castellano stated that she spoke with *Synagro* and *A&M Compositing, Inc.* and they are willing to keep working with the Authority to assist with the additional hauling. Ms. Castellano asked Mr. Moppin and Mr. Varner if the information we currently have is accurate and with the change in weather, will it impact the sludge. Mr. Moppin stated that the sludge output will increase, and more tons will need to be removed. Ms. Castellano asked Mr. Moppin for a realistic estimate of tons. Mr. Moppin estimated that during a high-volume week there would be about 8 hauls and a normal week would be about 5 hauls. Ms. Castellano confirmed with Mr. Moppin that he stated the range would be about 3-8 hauls a week. Mr. Varner stated that he would estimate 8 hauls until things start to thin out and they are back to 3 hauls a week. Mr. Moppin stated that *Synagro* wouldn't be able to handle that many hauls. Ms. Castellano stated that originally the contract with *Synagro* was for much less hauling, but they have been trying to assist the Authority by hauling more than originally contracted for. The Board and staff continued to discuss hauling options, including *Kline's* who had approached the Authority as a possibility for biosolids hauling several months ago, and information to staff on the topic has been sporadic. Ms. Castellano asked Mr. Moppin if *Kline's* will be charging per dumpster, Mr. Varner stated that *Kline's* is stating the charge is per month per dumpster. Ms. Mancuso asked how many dumpsters we currently have. Mr. Moppin stated that we currently have two dumpsters. Ms. Castellano asked if the dumpsters currently on-site are being rented. Mr. Moppin stated that they are. Ms. Castellano asked what assurance the Authority would have that *Kline's* would be available to haul on a schedule that the Authority provides. Ms. Castellano stated that she would need contact information for the Authority's contact at *Kline's* to discuss the contract. Ms. Castellano asked Mr. Moppin why he believes that *Kline's* would be better to haul than the current company. Mr. Moppin stated that he knows that he could pick up the telephone and *Kline's* will be able to be there. Ms. Mancuso stated that we need to be sure that we have as much information as possible so that Legal and the Executive Director can work on the contracts with the vendors. Ms. Mancuso stated that we need to have projections to be able to work on contracts with vendors for current and future hauls. Ms.

Mancuso asked Mr. Moppin to put together his projections of the Authority's hauling needs for each season.

Ms. Castellano discussed items that she found in the contract that would need to be discussed and worked out with *Kline's*. Ms. Mancuso also suggested tracking the time the haulers are on-site as well.

Ms. Castellano stated that the Annual Meeting of Authority Stakeholders went well. Ms. Castellano stated there were discussions on a variety of topics. Ms. Castellano stated that all Stakeholders understand that the current dryer needs to be removed but the Authority does not want to exclude itself from any possible grants if they proceed to have the current dryer removed. Ms. Castellano stated that the Stakeholders understand that the Authority is working with a grant funding agent and will share any grants received on a pro rata share basis. Ms. Castellano stated that they also discussed replenishing the reserve fund that was previously used and never replenished and would look at having it replenished in early 2024. Mr. Werner asked what the reserve fund would be used for. Ms. Castellano stated that it would be used for emergent items not accounted for within the budget, such as having to haul when the dryer is unexpectedly down.

Ms. Castellano discussed the purchase of the *Kubota Z700* mower that was included in the FY 2023 budget. Ms. Castellano noted that it is slightly over \$11,100.00 as it was previously budgeted for but adding a two-year warranty puts it \$187.72 over the budgeted amount. Mr. Varner stated that the current mower was purchased back in 2002 and it is overdue to be replaced.

Ms. Mancuso motioned to Authorize renegotiation of the *Synagro* contract and Mr. Belles seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Werner motioned to authorize renegotiation of the *A&M Composting, Inc.* contract and Mr. Lawson seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Belles motioned to authorize negotiation of a potential hauling contract with *Kline's* and Mr. Werner seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Ms. Mancuso motioned to authorize the FY 2023 budget purchase of the *Kubota Z700* mower for the Wastewater Treatment Plant plus the additional two-year warranty and Mr. Cichy seconded. With no no-votes and no abstentions, the motion carried.

Mr. Belles motioned to approve the letter to *Dauphin Highlands Gold Course* regarding their account and Mr. Werner seconded. Mr. Cichy voted no, as he did not agree with the number of EDUs annually listed. Ms. Castellano abstained, as she is the Executive Director. With no other no-votes and no other abstentions, the motion carried.

Mr. Cichy motioned to approve the hiring of Mr. Andrew Stoak as the Collections System Maintenance Worker effective April 17, 2023, and Ms. Mancuso seconded. Ms. Castellano

abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Werner motioned to approve the hiring of Mr. JohnMichael D. Schue as the Collections System Maintenance Worker effective May 8, 2023, and Mr. Lawson seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Belles motioned to authorize the Executive Director to sign the engagement letter from *Boyer & Ritter LLC* for the 2022 audit on behalf of the Authority and Ms. Mancuso seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Werner motioned to authorize the Executive Director to sign the renewal of the IT contract with *Doceo and* retaining Mr. Robert Brooks as the IT Manager. 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. Varner informed the Board the rebuilt flight pumps were installed at pump station 7 and the new pump at pump station 7. Mr. Varner provided the Board with copies of the electricity bill that shows a decrease in electricity usage due to the rebuilt pumps being installed.

Ms. Castellano asked Mr. Coccorese to provide the Board with an update regarding the Eddington Avenue property. Mr. Coccorese stated that the property owner would be willing to give the Authority the lot, but the only issue is that there is currently about \$2,000 owed in back taxes. Mr. Coccorese stated that the best option would be to pay the property taxes, as that would be the cleaner/easier option to pursue as the property could go to tax sale again if the taxes are not paid. Mr. Varner stated that an employee was able to provide the property owner with his business card and the owner reached out to him to discuss the property. Mr. Varner stated that the property owner had received the property from the developer and when they spoke about obtaining an easement for the property or the Authority obtaining the property outright, the property owner stated that he has no problem with either option. Ms. Castellano stated that she would recommend the Authority obtain the property outright. Ms. Castellano asked for clarification from Mr. Coccorese as to whether he is referring to Lot 38 or 38A. Mr. Coccorese stated that Lot 38 would be the property the Authority has the pump station on and Lot 38A requires a quiet title action to obtain, as it was not formally transferred to the Authority. Mr. Cichy asked who would be responsible for the Stormwater drainage basin on Lot 38A. Mr. Varner stated that he believes that would be the Stormwater Authority and Mr. Coccorese stated that he would have to research that information to confirm.

Ms. Mancuso motioned to amend the agenda to include a motion to purchase Lot 38 for pump station 5 and Mr. Belles seconded. With no no-votes and no abstentions, the motion carried.

Mr. Werner motioned to authorize staff to work with the Solicitor to acquire Lot 38 by paying currently due real estate taxes owed on the property and Mr. Cichy seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Schober presented the Engineer's report.

Mr. Schober provided an update to the Board regarding the Spring Creek Restoration Project. Mr. Schober stated that a construction easement was forwarded to Legal for review and has since been returned to him for his review.

Mr. Schober stated that the I-83 Project continues to be active, and they are currently in the process of developing cost estimates for *PennDOT* regarding two pump stations that *ARRO* is proposing.

Mr. Schober stated that they are continuing to work on the Biosolids Dryer Replacement project and getting drawings to the contractor. Mr. Schober also noted that the revised delivery schedule for the MCC's shows that they are now being delivered in April of 2024, so that the dryer can be installed and started up in August of 2024.

Ms. Castellano stated that the annual meeting between the Township and the Authority was held on April 6, 2023. Ms. Castellano stated that they discussed various topics including the easement for potential Township signage, naming a road for Mr. Spare, and the new building. Ms. Castellano noted that Commissioner Jeff Varner will be the Township's liaison to the Authority.

Chairman Johnson adjourned the regular meeting at 7:07 P.M. to go into Executive Session to discuss personnel matters and legal issues.

Ms. Castellano exited the Executive Session at 7:54 P.M.

Chairman Johnson reconvened the regular meeting at 8:05 P.M.

Ms. Castellano returned to the regular meeting at 8:05 P.M.

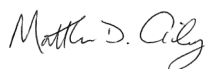
Ms. Mancuso motioned to amend the agenda to add discussion regarding employees to be compensated for hearing attendance on April 17th and April 18th with no deduction of personal leave time and Mr. Werner seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no abstentions, the motion carried.

Ms. Mancuso motioned to authorize employees to be compensated for hearing attendance on April 17th and April 18th with no deduction of personal leave time and Mr. Werner seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no abstentions, the motion carried.

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

Chairman Johnson adjourned the meeting at 8:07 P.M.

Respectfully submitted,



Matthew D. Cichy

Secretary