

**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 15, 2023, at 6:00 P.M. The following members were present: Johnson (Chairman), Werner, Cichy, Castellano, Belles, Fleming, and Roberts. Also present were Moppin (Chief Operator), Varner (Foreman & Maint. Manager), Blackman (Executive Coordinator), Schober (*ARRO Consulting, Inc.*), and Coccorese (*Salzmann Hughes, PC*).

Chairman Johnson called the meeting to order at 6:00 P.M. followed by the Pledge of Allegiance.

Chairman Johnson entertained a motion to accept and approve the minutes of the September 20, 2023, Board Meeting.

Mr. Belles noted a change to page 3, paragraph 4, third sentence, add the word “account” to state a separate bank account. Mr. Belles noted a second change to page 5, paragraph 5, removing the word “forcibly”.

Mr. Cichy also asked to add that he exited the meeting around 8:00 pm during the Executive Session.

Mr. Belles motioned to accept the minutes as amended and Mr. Werner seconded. Mr. Cichy noted that he is voting yes to accept the portion of the minutes that he was present for. With no no-votes and no abstentions; the motion carried.

Chairman Johnson yielded the floor to the visitors present.

Mr. Jeff Martin, a resident of the Township, addressed the Board regarding his sewer bill for the third quarter that he received in the amount of \$207.00 due to filling his pool which caused his water usage to increase. Mr. Martin stated that he has already paid extra for his water bill from *Veolia* and does not believe that he should have to pay more for his sewer bill, as the increased water usage did not go down the drain. Chairman Johnson explained to Mr. Martin that the sewer rates are based on water usage. Mr. Martin stated that he understood that but during the summer months residents water plants, gardens, wash their cars, and fill their pools. Chairman Johnson stated that the sewer bills have always been based on water usage. Ms. Castellano stated that previous residents have come to the Board regarding such and noted that those are all things that the Authority cannot monitor. Mr. Martin suggested the Authority average the off-season usage and bill the customers that amount during the summer months to account for usage of water that does not go down the drain. Chairman Johnson informed Mr. Martin that the Board will look into it and get back to him. Mr. Cichy pointed out that it would be difficult to use an average as some residents are only home during the summertime and travel during the winter, so the Authority would not be able to average their bills. Chairman Johnson informed Mr. Martin that the Authority will notify him of their findings via a letter to the address he provided. Mr. Martin thanked the Board for their time.

Mr. David Roeting, the Mayor for the Borough of Hummelstown, stated that *Veolia* offers a deduct meter that homeowners can purchase that is read every quarter by the homeowner and then the homeowner would provide the reading to the Authority.

Newly elected Commissioner Steele introduced himself to the Board and thanked the Board for their service to the Township. Commissioner Steele stated that he was in attendance as an observer to learn more about the Authority.

Ms. Castellano presented the Executive Director's report.

Ms. Castellano provided the Board with a brief AFSCME meeting update, noting that the second meeting of the year was held via the telephone. Ms. Castellano stated that the December meeting is scheduled for December 7th and noted that there is still no Steward. Ms. Castellano stated that Mr. Randy Smith of the Township's Public Works department has been acting as the interim Steward, and he came in to meet with her last week. Ms. Castellano stated that Mr. Smith attended the AFSCME meeting at the Treatment Plant with staff on October 24th, and they did not have any issues to discuss.

Ms. Castellano noted that the holiday luncheons will be held again this year for employees. Ms. Castellano stated that one date being discussed is December 6th, with Wednesdays being the best days for the Treatment Plant staff. Ms. Castellano stated that the facility will be closed for a period of time and the luncheon will be catered again this year. Ms. Castellano mentioned that if any plant personnel are off, they are still welcome to attend the luncheon.

Ms. Castellano stated that the Stakeholders meeting was held on November 6th and in attendance was herself, Chairman Johnson, Mr. Werner, Ms. Mancuso, Mr. Coccorese, Mr. Morrison, Mr. Schober, Ms. Blackman, and Mr. Wildasin of *Boyer & Ritter LLC*. Ms. Castellano stated that the meeting was productive and noted a few key points from the meeting. Ms. Castellano stated that there was discussion regarding extracting the Biosolids Handling Building portion out of the Dryer Project to begin working on now. Ms. Castellano stated that the Polymer is housed in that building and their concerns with the storage of the Polymer due to cold temperatures approaching. Ms. Castellano stated that discussion occurred regarding having staff provide a temporary fix to the issue but as it is already incorporated into the Dryer Upgrade Project, she was able to obtain a quote from Mr. Doug Muller of *Eastern Environmental*. Ms. Castellano stated that the quote she received was higher than expected and she was able to speak with Mr. Muller regarding pricing to ensure that the Authority obtained the best pricing available. Ms. Castellano stated that Mr. Muller was able to provide an updated quote for a lower amount.

Ms. Castellano discussed the issue regarding a settlement check that was received in the office that should not have been processed. Mr. Coccorese clarified that the property owner had purchased the home at a Judicial Tax Sale, which meant any debts on the property should have been wiped clean from the record when the property owner purchased it. Mr. Coccorese stated that the previous Business Manager had created a separate account for the debt that should have been wiped clean but did not follow up to close it out, when the property owner went on to sell the property, he was told the bad debt amount needed to be paid. Mr. Coccorese stated that the information was incorrect, and the property owner was owed a refund for the amount incorrectly collected. Ms. Castellano stated that the property owner has been very gracious and understanding and has received a check for a refund, along with a letter from the Authority.

Ms. Castellano stated requisitions have been created to retroactively be reflected in the records. Ms. Castellano stated that going forward, they'll be prepared for the Board and will also go out to the Stakeholders. Ms. Castellanos noted that visitor Mayor Roeting is a Stakeholder for the Borough of Hummelstown.

Ms. Castellano discussed approvals received from the Borough of Hummelstown and Lower Paxton Township regarding the reconciliations for FY 2022. Ms. Castellano stated that during the Stakeholders meeting, conversation to reaffirm the reestablishment of the Reserve Fund was had and noted that this will be a separate bank account fund, as the auditors agreed that it should be kept separate from all other funds.

Ms. Castellano stated that she proposed moving the annual Stakeholders meeting to September each year, as internal and external staff would have met in August to begin working on the draft budget for the upcoming year, therefore, no annual meeting will be held in the winter as the Stakeholders met on November 6th. Ms. Castellano noted that the next meeting will be in September of 2024. Ms. Castellano also stated that zoom or in-person meetings have been offered to the Stakeholders to provide real-time updates every couple of months or quarterly. Ms. Castellano stated that the Stakeholders also received copies of the audit for the Treatment Plant.

Ms. Castellano provided an update regarding the sale of nutrient credits. Ms. Castellano stated that all phosphorus credits are accounted for, and three agreements have been prepared. Ms. Castellano noted that a fourth buyer came forward for nitrogen credits, but the agreement has to be drawn up and will need approved tonight as it is due to *DEP* by next week.

Ms. Castellano stated that the auditors stated that even though it is annoying to staff to gain Board approval for equipment purchases that have been budgeted for and noting what line item in the budget it comes from, it is best practice to do so and helpful to the audit process.

Chairman Johnson noted that the auditors gave the Authority a clean rating, as that is the highest rating that can be received.

Mr. Belles motioned to accept the recommendation of the Audit & Budget Committee to approve the finalized FY2022 Audit, as presented by *Boyer & Ritter, LLC* and Mr. Cichy seconded the motion. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Werner motioned to accept the Audit & Budget Committee recommendation to approve the Final FY2024 Authority Budget and Mr. Fleming seconded. Ms. Castellano abstained, as she is the Executive Director and Mr. Roberts abstained. With no no-votes and no other abstentions, the motion carried.

Mr. Cichy motioned to approve the reconciliation check for FY2022 to Lower Paxton Township in the amount of \$66,964.40, which reflects withholding the amount of \$194,986.60, which amount represents Lower Paxton's share of the reestablishment of the *Reserve Fund* for FY2024 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 approve the reconciliation check for FY2022 to the Borough of Hummelstown in the amount of \$32,740.51, which reflects withholding the amount of \$31,598.49, which amount represents the Borough of Hummelstown share of the reestablishment

of the *Reserve Fund* for FY2024 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. Belles motioned to approve the invoice to South Hanover Township in the amount of \$1,644.34, which amount represents South Hanover Township's share of the re-establishment of the *Reserve Fund* for FY2024 and Mr. Werner 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 approve the reconciliation system adjustment in *Sage* for Swatara Township Authority for FY2022 in the amount of \$59,318.73, which reflects withholding the amount of \$95,462.27, which amount represents the Swatara Township Authority's share of the reestablishment of the *Reserve Fund* for FY2024 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. Cichy motioned to amend the agenda to remove motion VIII and IX 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 amend the agenda to renumber requisition #3 to requisition #1, requisition #4 to requisition #2, requisition #5 to requisition #3, requisition #6 to requisition #4, and requisition #7 to requisition #5 and Mr. Belles seconded. With no no-votes and no abstentions, the motion carried.

Mr. Werner motioned to retroactively approve Requisition #1/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$485,610.00, for 15% of Dryer equipment purchase price due upon shop drawing acceptance 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. Belles motioned to retroactively approve Requisition #2/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$332,500.00, for partial delivery of Dryer components 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. Werner motioned to retroactively approve Requisition #3/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$17,433.00, for *Keystone Engineering* design of Hydronics System and Mr. Fleming 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 retroactively approve Requisition #4/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$42,780.00, for unloading/inspecting/cataloging/storing the partial equipment delivery received on July 24th, 2023, and Mr. Fleming 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 retroactively approve Requisition #5/*The Dryer Replacement Project*, which represents payment to *Sherwood-Logan & Associates* in the amount of \$72,830.80, for low profile casters/baseplates and Mr. Belles seconded. Mr. Cichy asked if this

this requisition is new. Ms. Castellano stated that the invoice was received in October and would have been brought to the Board in October, but the October Board Meeting was cancelled. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Ms. Castellano discussed the difference in the calculation for the nutrient credits sales to *Hustontown Joint Sewage Authority* than those in the past and noted that *ARRO's* recommendation would be to charge \$3.75 per credit. Mr. Coccorese noted that the basin calculation is something the Authority has not dealt with previously.

Mr. Belles motioned to approve the Nutrients Credits Sales Agreement with *Hustontown Joint Sewage Authority*, amount to be mathematically determined, which amount reflects the *Potomac River Basin* calculation, for sale of 686 Nitrogen credits subject to Solicitors approval as to form and content and Mr. Fleming seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Mr. Cichy motioned to approve the Nutrients Credits Sales Agreement with *Furmano Foods* in the amount of \$5,674.50, for the sale of 1,746 Phosphorous credits 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 approve the Nutrients Credits Sales Agreement with *Burnham Borough Authority* in the amount of \$474.50, for the sale of 146 Phosphorous credits 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. Belles motioned to approve the Nutrients Credits Sales Agreement with *Wyoming Valley Sanitary Authority* in the amount of \$2,067.00, for the sale of 636 Phosphorous credits and Mr. Werner seconded. Ms. Castellano abstained, as she is the Executive Director, and Mr. Cichy abstained, as they are a client of his firm. With no no-votes and no other abstentions, the motion carried.

Mr. Werner motioned to retroactively approve a check to be processed to a resident in the amount of \$11,272.74, which represents an incorrect payment received by the Authority as a result of a property settlement 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. Coccorese explained what had occurred with the account and why the resident was owed a refund due to purchasing the property at a Judicial Tax Sale.

Ms. Castellano explained that Motion XX was carried over from the September meeting and asked Mr. Moppin to provide an update on the motion. Mr. Moppin stated that after discussion with the Engineers, it has been decided that they are not removing the tank due to finding a source of carbon that is not UL regulated.

Mr. Cichy motioned to amend the agenda to remove Motion XX and Mr. Belles seconded. With no no-votes and no abstentions the motion carried.

Mr. Werner motioned to authorize the purchase of drain hoses, suction gauge, O-rings, and grease from *Envirep* totaling \$1,883.54 plus freight, from funds remaining in the maintenance account and Mr. Cichy seconded. With no no-votes and no abstentions the motion carried.

Mr. Cichy motioned to authorize *W G Malden* to diagnose, repair, and train employees on erratic metering equipment totaling \$533.00, from funds remaining in the maintenance account and Mr. Werner seconded. With no no-votes and no abstentions the motion carried.

Mr. Cichy motioned to authorize the use of budgeted funds to have *Kline's* perform routine wet well cleaning and Mr. Fleming seconded. With no no-votes and no abstentions the motion carried.

Mr. Belles asked if there is pricing information available for this purchase. Mr. Varner explained that is based on how much is pumped.

Mr. Werner motioned to authorize *Edmunds Gov Tech* to implement WIPP Auto Pay Enhancement feature to Authority customers, which will allow customers to set up AutoPay for their accounts and Mr. Belles seconded. With no no-votes and no abstentions the motion carried.

Mr. Belles motioned to authorize ending the current copier lease agreement with *De Landen Financial Services, Inc.*, and copier maintenance agreement with *ComDoc, Inc.* for the Business Office at the end of its term 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. Werner motioned to authorize the signing of the copier lease agreement with *DOCEO* for the Business Office and Mr. Cichy seconded. Ms. Castellano abstained, as she is the Executive Director. With no no-votes and no other abstentions, the motion carried.

Ms. Castellano reminded the Board that currently the quarterly sewer invoices are not forwarded to keep staff informed of any change of addresses or property sales, but most customers are not aware of this policy. Ms. Castellano noted that customers will update their address with *United States Postal Service (USPS)* not realizing that the sewer invoices are not forwarded, causing them to be returned to the office, and then staff try to contact the customers and, in some cases, this creates a late fee due to delayed payment. Ms. Castellano discussed with the Board whether they wanted to continue to have the invoices sent back to the Authority or have them forwarded when a customer creates a forwarding address. The Board discussed the current process and whether to continue to have invoices returned to the Authority instead of being forwarded.

Mr. Werner motioned to have the quarterly sewer invoices forward to customers and Mr. Belles seconded. With no no-votes and no abstentions, the motion carried.

Ms. Castellano informed the board that *A&M Composting* had two accidents occur at their facility, that was outside of their control. Ms. Castellano stated that a truck had pulled down their electrical line, and another truck had backed into a ditch that had stopped their services. Ms. Castellano stated that Mr. Moppin and staff have been working to keep things going with alternate hauling. Ms. Castellano stated that *A&M Composting* has apologized for the inconvenience and noted that she had previously negotiated the same pricing whether the Authority hauled to *A&M Composting* or the landfill.

Ms. Castellano yielded the floor to Mr. Varner and Mr. Moppin.

Mr. Varner informed the Board that the old metering equipment currently in use needs updated. Mr. Varner stated that the staff has tried to replace the internal workings of the meters to see if that could fix the issue, but it did not work. Chairman Johnson asked if the meters are the same as the meters at the pump stations. Mr. Varner stated that they are not. Mr. Varner stated that he is awaiting pricing information, which will also include installation of the equipment as staff are not trained on the equipment. Chairman Johnson asked what the lead time would be on receiving the meters. Mr. Varner stated it would be a couple of months. Mr. Cichy asked if all pump stations have discharge meters. Mr. Varner stated they did not.

Mr. Cichy stated that he noticed in the Treatment Plant Report, it mentions recoating of the contact tanks and questioned the buildup on hydrogen sulfide in the contact tanks. Mr. Moppin stated it was not the contact tanks, that it was the final clarifier troughs and noted that the paint that is on the clarifiers will flake off once they are covered and he would suggest repainting them prior to installing the covers so that the covers wouldn't need to be removed in a year or two to repaint those surfaces.

Mr. Coccorese presented the Solicitor's report.

Mr. Coccorese discussed the Commonwealth of Pennsylvania Court decision that was recently released regarding the Sunshine Act which requires agendas to be posted 24 hours in advance, but exceptions would allow to have agendas amended for any reason. The Commonwealth Court now says it does not permit local government bodies to amend meeting agendas other than to add emergency or de minimis business matters that does not end up in a contract, anything that arises 24 hours before the meeting, or anything di minimis that has arisen by a resident that does not require spending of money. Mr. Coccorese stated that it is possible that the municipality involved could appeal the decision but there is no incentive for them to do so. Mr. Coccorese stated that the Authority would need to continue to be more diligent at getting items on the agenda. Newly appointed Commissioner Steele asked if the agendas can be posted to the website 24 hours ahead of time. Mr. Coccorese stated that the decision included why the agenda could be amended once it was posted or at the meeting, and now it is narrowing why agendas can be amended.

Mr. Coccorese also noted that there will be no change to legal fees for 2024 or fee structure.

Mr. Schober presented the Engineer's report.

Mr. Schober provided a summary of the Biosolids Dryer quote received to the Board and stated that a meeting was held with *Eastern Environmental* and *Sherwood Logan* to work on pricing. Mr. Schober stated that some costs are already known, and they are still working on the installation cost by *Eastern Environmental*. Mr. Schober stated that the project is totaling around \$9.1M, which is about \$1.5M higher than the number estimated when the project began. Mr. Schober stated that pipe insulation, the cross conveyor and drag-chain conveyor accounts for \$600,000.00 in additional cost. Mr. Schober stated that the rise in cost is due to inflation and delivery chain issues. Mr. Schober stated that luckily costs associated with *Sherwood Logan* were locked in a year ago. Ms. Castellano stated that she will send the information out to the Stakeholders tomorrow regarding the updates to the project. Mayor Roeting asked if the original number presented to the Stakeholders included any contingencies. Mr. Schober stated that he would have to look at it and get back to him. Mayor Roeting asked if the new price carries any contingencies and Mr. Schober stated that he did not believe so. Mr. Cichy asked if unloading cost is factored into the pricing. Mr. Schober stated that it is factored in and some of it has been paid. Mr. Coccorese stated that some of it has been captured in the requisitions from today.

Mr. Cichy asked if the installation piece is COSTARS. Mr. Schober stated that *Eastern Environmental* is a COSRTARS provider and they are being considered for the installation portion, as it would eliminate any markup that *Sherwood Logan* would add to *Eastern Environmental* cost.

Mr. Schober expanded on the meeting that was held with *Capital Region Water (CRW)* in October to discuss the end-of-year reconciliation and cost sharing of future capital projects and changing the agreement to make it more equitable to each of the municipalities. Mr. Schober noted that another meeting is scheduled for early December to look at strategies for flow metering.

Mr. Cichy asked Mr. Schober if there were any updates to the I-83 project and if *PennDOT* has provided any interchanges or delivery updates. Mr. Schober noted that they meet monthly with *PennDOT* and that *ARRO Consulting, Inc.* is in the process of providing *PennDOT* with the proposed schedule to complete the pump station designs. However, *PennDOT* keeps changing their road alignments which impacts the design development.

Chairman Johnson adjourned the regular meeting at 7:39 P.M. to go into Executive Session to discuss personnel and legal issues.

Mayor Roeting, newly elected Commissioner Steele, Mr. Schober, Mr. Moppin, Mr. Varner, and Ms. Blackman exited the meeting.

Chairman Johnson reconvened the regular meeting at 8:26 P.M.

Ms. Blackman rejoined the meeting.

Mr. Roberts motioned to accept the recommendation of the Personnel Committee re: Staff Salaries and COLA's for FY2024 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. Belles asked how the Trunk or Treat event went. Mr. Werner stated that it went very well.

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

Chairman Johnson adjourned the meeting at 8:29 P.M.

Respectfully submitted,



Matthew Cichy
Secretary