

South Middleton Township Municipal Authority—December 14, 2020
Regular Meeting

Board Members Present: William Brown, Chairman, Duff Manweiler, Secretary, (Present in Person) Brian Gembusia, Vice Chairman, Steve Aichele, Treasurer, Maurita Hewitt, Asst. Sec./Treas. (All Present via Zoom)

Staff Present: Josephine Hall, Manager, Howard Butler, Engineer (GHD), Isaac Wakefield, Solicitor, (All Present via Zoom), Robert Kissinger (Present in Person)

Visitors: Cory Adams, SMT (Via Zoom)

Public participation and public comment are made available via Zoom or through written comments submitted by email to the Authority Manager.

Mr. Brown called the meeting to order at 6:05 p.m.

The minutes from the November 9, 2020 meeting were presented for approval. **Mr. Manweiler made a motion to accept the November 9, 2020 minutes as written. Mr. Aichele seconded. Motion carried 5-0.**

The monthly operations invoices were presented for payment and all board members present initialed the payment register. A scanned copy will be initialed by members not present in person and returned for attachment to the original. **Mr. Manweiler made a motion to pay the monthly operations invoices as presented. Mr. Aichele seconded. Motion carried 5-0.**

The following requisition was presented for payment from the **M & T Trust Company 2019A Project Fund-Sewer:**

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
S-11	GHD, Inc.	\$3,371.62

The following requisition was presented for payment from the **M & T Trust Company 2019A Project Fund-Water:**

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
W-21	GHD, Inc.	\$19,267.45

The following requisition was presented for payment from the **M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund:**

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
579	ALO Lawn Design, Inc.	\$6,230.86

The following requisitions were presented for payment from the **M & T Trust Company 2013 Water Bond Redemption and Improvement Fund:**

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
469	ALO Lawn Design Inc.	\$7,026.29
470	GHD, Inc.	\$12,170.00

* Description of all payments is shown on the Summary of Requisitions report distributed in the meeting packet and will be filed with the minutes as a permanent record.

Mr. Gembusia made a motion to authorize payment of the following; from the M & T Trust Company 2019A Project Fund-Sewer: S-11, from the M & T Trust Company 2019A Project Fund-Water: Req. No. W-21, from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No.579, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. Nos. 469 & 470. Ms. Hewitt seconded. Motion carried 5-0.

Public Input—None.

SMT Update/ Issues—Mr. Adams had no new items to report.

MANAGER'S REPORT— Ms. Hall's monthly operations status report was included in the meeting packet for the Board's review. (A copy of the Manager's report is filed as a permanent record with these minutes.)

Annual Merit Bonuses—Ms. Hall asked for approval from the Board to prepare and distribute the merit compensation to all staff. An amount of up to \$22,000.00 was approved for the bonuses and was included in the 2020 Budget. **Mr. Manweiler made a motion to approve the distribution of annual merit bonuses as prepared by Ms. Hall. Mr. Gembusia seconded. Motion carried 5-0.**

Middlesex Correspondence—Ms. Hall referenced a copy of a letter received from Middlesex Township Municipal Authority which they sent to Carlisle Borough Authority regarding a substantial treatment plant upgrade Carlisle has proposed for 2021-2023. After discussing the matter, the Board directed that Ms. Hall draft a letter to Carlisle Borough Authority requesting more detailed information on the project as far as projected costs and timing of the design and actual construction of the project, and also requesting that information on the project be provided in a timely manner for our budget planning.

Pennoni Letter Monroe Sewer Capacity—Ms. Hall presented a letter received from Pennoni Associates, Monroe Township's engineer, addressing White Rock Acres flows and progress on repairs to the faulty sewage area. The letter came in response to a resident's request to subdivide a lot along Criswell Drive and be granted connection to the public sewer. The land owner, Mike Castles, and his engineer, Justin Doty had asked for an exception for 1-EDU of sewer capacity from our Board at the October 12, 2020 meeting and upon suggestion from our Board, followed through with contacting the Monroe Township Supervisors requesting a response to be sent to SMTMA with updated information on current and future efforts to reduce the flows coming from the White Rock Acres sewage system. The Board discussed the issue and directed that an agreement letter be drafted by Ms. Hall and Mr. Kissinger to be sent to the Monroe Supervisors and Authority requiring regular quarterly updates regarding the status of the repairs being made to the faulty White Rock sewer system and that the agreement letter be signed by the Monroe Supervisors and returned to SMTMA. The letter is to be reviewed by Mr. Wakefield prior to mailing. Upon receipt of the signed agreement letter from Monroe Township, the Board will grant Mr. Castles 1 EDU of sewer capacity for his lot. Notice will also be included in the agreement letter that no further exceptions will be considered or made by SMTMA if the terms of the agreement in the letter are not followed as stated.

Vitro (PPG) Tapping Fee Reimbursement Request—Ms. Hall asked for a discussion regarding the request made by Vitro for retaining a small amount of capacity allotted them in the 2017 Sewer Agreement to allow them the ability to transfer waste flow from their on-lot waste site at Keller Hill to the SMTMA system. The Board had a lengthy discussion of the details of the request. Mr. Brown directed that Ms. Hall, Mr. Kissinger, Mr. Butler and Mr. Wakefield begin working on a draft of an agreement, separate from the 2017 agreement, to address the request and bring it back to the Board for approval, keeping in mind that the existing 2017 Sewer agreement expires on March 17, 2021.

Notice of Public Meetings 2021—Ms. Hall presented the list of public meetings for 2021 and asked for approval to advertise them in The Sentinel. **Mr. Manweiler made a motion to approve advertising the 2021 Meeting Schedule. Mr. Gembusia seconded. Motion carried 5-0.**

Policy for COVID-19—Ms. Hall asked for direction on handling situations which arise with staff members who may have been exposed to COVID-19. She indicated that a staff member had been in close contact with an individual who tested positive for the virus. That staff member was sent home immediately upon notification to management and has currently been directed to quarantine for 14 days as per the original guidelines put out by CDC at the initial outbreak of the virus. The employee has not returned to work at this point. Ms. Hall stated that recently the CDC had revised the guidelines from 14 day quarantine to 10 days for asymptomatic persons. A discussion was held regarding how cases should be handled among staff and at the direction of Mr. Wakefield, the Board stated that the Authority's COVID-19 policy will follow whatever the current CDC guidelines are for quarantining and testing, but not to include the "essential worker" exclusion of a quarantine period for an asymptomatic party.

Final Budget for 2021—Ms. Hall presented the finalized budget for 2021. Mr. Kissinger reviewed pertinent information and answered questions from the Board. **Mr. Brown asked for a motion to approve the budget presented. Mr. Gembusia made a motion to approve the 2021 Budget. Mr. Manweiler seconded. Motion carried 5-0.**

Annual Property & Liability Insurance—Mr. Kissinger presented the annual renewals for all of the Authority's insurance policies, which include Property & Liability, Public Officials, Cyber and Workers Compensation. He reviewed each policy and pricing for all and asked for approval to renew all the policies. **Mr. Manweiler made a motion to approve the renewal of all annual insurance policies as stated. Mr. Aichele seconded. Motion carried 5-0.**

Mr. Kissinger also reported that the cleaning of Water Storage Tanks 2 & 4 have been completed at a cost of \$4,430.00. He also thanked township manager, Cory Adams, for trying to assist in getting some reimbursement from the developer of the Parkview Development as the complaints regarding the tanks' appearance were due, in part, to the developer removing all the trees surrounding the tanks. We, in the end, did not receive any help from the developer.

Delinquent Accounts—Ms. Hall had an additional item for discussion. Our delinquent account processing was put on hold when the COVID-19 situation began in March. In October, processing was initiated for customers whose delinquencies dated to 1st Quarter 2020 and prior. The processing which took place in early October is now at the point where accounts for this time period which remain unpaid can be posted with a 10-day notice of "intent to shut off water service". Ms. Hall asked the Board for direction on how and when to proceed. After some discussion, it was a consensus of the Board to move forward with the shut off processing any time after January 1, 2021.

CONSULTING ENGINEER'S REPORT (GHD)—Mr. Butler presented the monthly memorandum, as distributed in the meeting packet, detailing the progress of the Task Orders prepared by GHD. (Memorandum is filed with these minutes as a permanent record).

Park Drive Water Line Replacement Project—Mr. Butler informed the Board that bids were opened for the Park Drive Water Line Replacement Project. There were six bids submitted and the apparent low bidder is DOLI Construction with a total bid amount of **\$1,377,415.00**. Upon review of the bid documents by himself and Mr. Wakefield, he asked for authorization to award the bid to DOLI Construction as the apparent responsible low bidder. **Mr. Manweiler made a motion to authorize Mr. Butler to award the Park Drive Water Line Replacement Project to DOLI Construction, as apparent responsible low bidder, upon review of all bid documents and submittals by Mr. Butler and Mr. Wakefield. Ms. Hewitt seconded. Motion carried 5-0.** (The bid tabulation sheet will be filed with these minutes.)

Mr. Brown asked if there have been any updates for Department of General Services regarding the status of the agreement for the Children's Lake Project. No one has received any information to date. Ms. Hall said that she will follow up with DGS and report on the status of the agreement. Also regarding the Children's Lake Project, Mr. Kissinger asked if the Township would want to look at the small covered seating bench along the edge of the creek where the new water line is to be positioned. The structure is in very close proximity to where digging for the water line will take place and he wondered if the Township would want to inspect the structure for possible repairs or repositioning of the structure. Mr. Manweiler and Mr. Adams said they would take a look at the structure and get back to Mr. Kissinger with thoughts.

SOLICITOR'S REPORT—Mr. Wakefield reported that we are in receipt of the SRBC certificate and all signed contracts from SRBC. The new certificate was emailed to Ms. Hall and Mr. Butler.

SPECIAL COMMITTEE REPORTS—HR Committee—None.

Capital Projects Committee—None.

Tapping Fee Adjustment Committee—None.

NEW BUSINESS—None.

At 7:54 pm Mr. Brown moved to adjourn the regular meeting and enter executive session to discuss potential litigation.

At 8:24 pm Mr. Brown called to reconvene the regular meeting. No action was taken.

At 8:25 pm Mr. Manweiler made a motion to adjourn. Ms. Hewitt seconded. Motion carried 5-0.

Respectfully submitted,



Secretary/Asst. Secretary