

South Middleton Township Municipal Authority — January 11, 2021
Regular Meeting

Board Members Present: William Brown, Chairman, Bryan Gembusia, Vice Chairman, Duff Manweiler, Secretary, Steve Aichele, Treasurer (Via Zoom) & Maurita Hewitt, Asst.Sec/Treas (Via Zoom)

Staff Present: Josephine Hall, Manager, Robert Kissinger, Advisor, Howard Butler, Engineer & Isaac Wakefield, Solicitor

Visitors: Tim Parthemore, Engineer
Brian O'Neill, SMT Engineer
Cory Adams, SMT
Jarrett Sweeney, SMT

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

Chairman Brown called the meeting to order at 6:00 p.m.

Chairman Brown turned the meeting over to Mr. Wakefield for the purpose of reorganization of officers.

Mr. Wakefield opened the floor for nominations for the position of Chairman.

Mr. Manweiler nominated William Brown for the position. Mr. Gembusia seconded the motion.

There were no other nominations for the position of Chairman, and Mr. Brown was appointed by acclamation.

Mr. Wakefield opened the floor for nominations for the position of Vice-Chairman.

Mr. Brown nominated Bryan Gembusia for the position. Mr. Manweiler seconded the motion.

There were no other nominations for the position of Vice-Chairman, and Mr. Gembusia was appointed by acclamation.

Mr. Wakefield opened the floor for nominations for the position of Treasurer.

Mr. Brown nominated Stephen Aichele for the position. Mr. Manweiler seconded the motion.

There were no other nominations for the position of Treasurer, and Mr. Aichele was appointed by acclamation.

Mr. Wakefield opened the floor for nominations for the position of Secretary.

Mr. Brown nominated Duff Manweiler. Mr. Gembusia seconded the motion.

There were no other nominations for the position of Secretary, and Mr. Manweiler was appointed by acclamation.

Mr. Wakefield opened the floor for nominations for the position of Asst. Secretary/Treasurer.

Mr. Brown nominated Maurita Hewitt. Mr. Gembusia seconded the motion.

There were no other nominations for the position of Asst. Secretary/Treasurer, and Ms. Hewitt was appointed by acclamation. Mr. Wakefield turned the floor over to Chairman Brown for the remaining reorganization for 2021.

Mr. Brown requested a motion to reappoint GHD, Inc. as the engineer for 2021. **Mr. Gembusia made the motion to reappoint GHD, Inc. for 2021. Mr. Manweiler seconded. The motion carried 5-0.**

Mr. Brown requested a motion to reappoint Salzmann Hughes as Solicitor for 2021. Mr. Manweiler made the motion to reappoint Salzmann Hughes for 2021. **Mr. Gembusia seconded the motion. The motion carried 5-0.**

Mr. Brown requested a motion to reappoint Trout CPA as Auditor for 2021. **Mr. Gembusia made the motion to reappoint Trout CPA for 2021. Mr. Manweiler seconded. The motion carried 5-0.**

Mr. Brown requested a motion to reappoint Eckert Seamans as Bond Counsel for 2021. **Mr. Manweiler made the motion to reappoint Eckert Seamans for 2021. Mr. Gembusia seconded the motion. The motion carried 5-0.**

The minutes from the December 14, 2020 meeting were presented for approval. **Mr. Gembusia made a motion to accept the minutes as presented. Mr. Manweiler seconded the motion. The motion carried 5-0.**

The monthly invoices were presented for payment and all board members initialed the warrant list. **Mr. Gembusia made a motion to pay the monthly invoices as presented. Mr. Manweiler seconded the motion. The motion carried 5-0.**

The following requisitions were presented for payment from the M & T Trust Company 2019A Project Fund - Sewer:

<u>Req. No.</u>	<u>Payee</u>	<u>Amount *</u>
S-12	GHD, Inc.	\$ 395.25

The following requisitions were presented for payment from the M & T Trust Company 2019A Project Fund - Water:

<u>Req. No.</u>	<u>Payee</u>	<u>Amount *</u>
W-22	GHD, Inc.	\$ 6,275.00

The following requisitions were presented for payment from the M & T Trust Company 2013 Sewer Bond Redemption Fund:

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
580	DOLI Construction Corp.	\$121,853.83
581	Lexington Land Developers	\$ 2,859.00

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

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
471	DOLI Construction Corp.	\$121,853.82
472	GHD, Inc.	\$ 5,059.75

* A 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 requisitions from the M & T Trust Company 2019A Project Fund—Sewer: Req. No. S-12, from the M & T Trust Company 2019A Project Fund—Water: Req. No. W-22, from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. Nos. 580 & 581, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. Nos. 471 & 472. Mr. Manweiler seconded the motion. The Motion carried 5-0.

Public Input - None

SMT Update/Issues:

Children's Lake Discussion: Mr. Manweiler provided background information with regard to the Township obtaining 2.4 million dollars in state funding to perform needed work at Children's Lake. He stated that the Township initially had a list of items that they had hoped to complete in addition to the dam repair. After that came their discovery of the much needed repairs to the wall around the lake. Upon learning the estimated cost of the waterline relocation, the Township communicated with GHD and the Department of General Services to see if there were any other options to reduce those costs as it relates to the relocation project. He turned the floor over to Mr. O'Neill to provide an understanding of the scope of work that is slated to be done. Mr. O'Neill presented the three options that were given to him by the Department of General Services. Mr. Parthemore also provided information on the scope of the project, concluding that there is no wiggle room to the cost of the project aside from the possibility of a low bid if the project moves forward soon from GHD's assessment of prices coming in on jobs that are currently out for bid. After further discussion between Authority Board members and Township staff, SMTMA is moving forward with finalizing the design of the project in preparation for bidding the project in early Spring with the hope to secure better pricing. The Authority Board and Township Board will have further

discussion regarding funding contributions to the project in addition to the pending reimbursement agreement between the Department of General Services and SMTMA.

MANAGER'S REPORT—Ms. Hall's monthly 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.)

Monthly Budget Review — The monthly budget report was included in the meeting packet.

Ms. Hall presented the 2021 Holiday Schedule for approval due to the question of Christmas Eve and New Year's Eve falling on a Friday. The list was presented proposing that both December 24th and December 31st would be a half day and the Christmas and New Year's Day holiday would be observed the Monday following each of those days. **Mr. Manweiler made a motion to approve the holiday schedule for 2021. Mr. Gembusia seconded the motion. The motion carried 5-0.**

Ms. Hall reported that she received a call from Brad Remig of PFM with regard to the refinancing of the 2016 Bond Series, which has a call date of August 2021. Ms. Hall asked if the Board was amenable to having Mr. Remig present at the February meeting for further discussion on refinancing. The Board was agreeable to Mr. Remig's presence at the next meeting.

Ms. Hall reported that Middlesex is interested in revisiting their Intermunicipal Agreement with SMTMA.

Ms. Hall reported that she received a signed letter from Monroe Township with regard to Mr. Castle's request for the connection of 456 Criswell Drive into the Authority's Interceptor. Ms. Hall will move forward with the certification. Mr. Brown requested that Ms. Hall stay on top of Monroe with regard to the quarterly updates that they are to submit with regard to improvements to their Southern District.

Ms. Hall requested approval to move forward with employee evaluation and raises and was seeking guidance from the Board on salary adjustments. **After some discussion with regard to cost of living and fair compensation, Mr. Brown proposed that 2.75% be used as an escalation factor when distributing employee raises. Mr. Gembusia seconded the motion. The motion carried 5-0.**

Water/Sewer Rate Evaluation – Ms. Hall and Mr. Kissinger have been working with the Capital Committee to consider a rate adjustment with regard to all categories rather than a straightforward rate increase. She presented those recommendations for the Board's consideration and approval. The proposed rate schedules are attached with these minutes. Ms. Hall also stated that the resolutions were prepared for signatures in the event the Board consensus was a favorable one. The average increase in revenue for Sewer overall is 4.54% and water would be 5.54%. Mr. Kissinger also proposed an increase to the Bulk Water rate of \$4.50/per thousand to \$5.00/per thousand. **After a short discussion, Mr. Brown made a motion to approve the Water Rate Resolution No. 01-11-21-01, subject to the bulk water revision from \$4.50 per thousand gallons to \$5.00 per thousand gallons. Mr. Gembusia seconded the motion. The motion carried 5-0. Mr. Brown made a motion to approve the Sewer Rate Resolution No. 01-11-21-02. Mr. Gembusia seconded the motion. The motion carried 5-0.**

VITRO Update – Ms. Hall reported that if the Board is agreeable to it, the Authority will refund the tapping fees paid in December of 2017 by PPG, and move forward with a separate, stand-alone agreement with regard to emergency usage. Ms. Hall was directed to contact VITRO with regard to the refund of tapping fees since the agreement was with VITRO and the check was issued by PPG, although all requests were from VITRO and the agreement was with VITRO. Ms. Hall will present a requisition next month for the refund of the tapping fees. Ms. Hall reported that she is in communication with Ms. Hacker with regard to the parameters for the Emergency Use agreement.

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).

Mr. Butler reported that the draw down test on Well 3 produced phenomenal results. The well recovered within two hours. The Authority has until March 31st to complete the 3-day testing, and he will work with SMTMA staff to coordinate that testing. Mr. Butler stated that Mr. Wakefield has the bonding paperwork on the Park Drive Waterline Project, and after his review and approval, the Authority can move forward with Notice of Intent to Award and a preconstruction meeting.

SOLICITOR'S REPORT— Mr. Wakefield had nothing to report other than to advise the Authority that they have no current policy with regard to paid leave for those employees who may contract COVID under the FFCRA regulation which has expired. The only plan in place for the Authority is the Paid Administrative Leave, which speaks to staff coverage and scheduling. The Authority is under no obligation to create a policy, and currently follows the CDC guidelines. However, Mr. Wakefield wanted to offer his service in the event the Authority wanted to formally pursue it.

SPECIAL COMMITTEE REPORTS

Capital Projects Committee - Mr. Brown reported that there is a large capital budget for 2021, and he would like to coordinate a meeting with the Township to discuss future projects and revisit the Developer's Agreement. Ms. Hall will contact the Township to coordinate the meeting.


Tapping Fee Adjustment Committee – Nothing to Report

HR Committee - Nothing to Report

At 7:43 p.m. the Board moved into executive session to discuss potential litigation.

At 8:17 p.m. the Board reconvened and a motion was made by Mr. Gembusia to adjourn. The motion was seconded by Mr. Manweiler. The motion carried 5-0.

Respectfully submitted,



Secretary/Asst. Secretary