

South Middleton Township Municipal Authority—April 12, 2021
Regular Meeting

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

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

Visitors: Cory Adams, SMT
Brad Remig, PFM
(All visitors listed were present through 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 6:00 p.m.

The minutes from the March 8, 2021 meeting were presented for approval. **Ms. Hewitt made a motion to accept the March 8, 2021 minutes as written. Mr. Gembusia seconded. Motion carried 3-0.**

The monthly operations invoices were presented for payment and all board members present initialed the payment register. A scanned copy will be emailed to members not present in person for initialing to be returned via scanned email for attachment to the original list. **Mr. Gembusia made a motion to pay the monthly operations invoices as presented. Ms. Hewitt seconded. Motion carried 3-0.**

The following requisitions were 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>
584	GHD, Inc	\$335.50
585	Lexington Land Development	\$37,167.00

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>
475	GHD, Inc.	\$10,849.85
476	Honor Engineering Co.	\$ 4,450.00

* 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.

Ms. Hewitt made a motion to authorize payment of the following; from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 584 & 585, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. Nos. 475 & 476. Mr. Gembusia seconded. Motion carried 3-0.

Public Input—Brad Remig, with PFM was present to report that everything is in order to move ahead with the new bond series. He commended Ms. Hall and Mr. Kissinger for working through the S & P credit rating process, with the Authority receiving a "AA-" credit rating, which is excellent. He informed the Board that the market is looking extremely favorable for these types of municipal bonds and feels that they will be put out by Wednesday or Thursday of this week. Ms. Hall stated that Ms. Caron, of PFM, suggested that the Authority prepare a Procedures Resolution that states the Authority follows all compliance policies and procedures when preparing municipal bonds. Ms. Hall presented Resolution No. 04-12-21-01 for approval by the Board. **Mr. Gembusia made a motion to adopt Resolution No. 04-12-21-01 as prepared. Mr. Hewitt seconded. Motion carried 3-0.**

Additionally, Mr. Remig suggested that the chairman, Mr. Brown, sign the Bond Purchase Agreement tonight and have Ms. Hall hold the agreement until all of the final interest rates and savings information is completed by the underwriters and passes he and Ms. Caron's review. When all the details are finalized, Ms. Hall can then release the signed agreement for closing. Closing is set for May 13, 2021.

SMT Update/ Issues—Mr. Adams indicated that he did not have anything to report this month. He asked if Mr. Gembusia had any items to discuss.

Mr. Gembusia stated that he received an email from Phil Kehoe, Chairman for the Monroe Township supervisors, related to a motion that was approved during their April 8, 2021 meeting. The motion was basically a statement that Monroe Township is going to be working with SMTMA and SMT to analyze the issues within the southern district sewer system and work cooperatively to come up with working plans to correct the issues in that system area. Mr. Gembusia said that the motion was an extremely lengthy one and that he would send the link to Ms. Hall so that she could get it out to the Board for review.

Mr. Adams then indicated that he did have one item to present. The township was approached by the residents of 1150 Forge Road regarding an easement to a property that is owned by the Carlisle Airport. This easement has been used by the Authority's contractor, Doli, Inc., for a staging area during the Forge Road Acres Phase II water and sewer replacement project. The homeowners contend that the area in question belongs to them and that it is their driveway. Brian O'Neill has been looking into the situation and asked if Ms. Hall could be available to visit the site at some point in the near future to go over the issue and provide any support information that the Authority may have regarding the use of the site. Ms. Hall said she is fine with that and will be available whenever Mr. O'Neill needs her.

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.)

Ms. Hall reported that she was contacted by GMS Funding Solutions, a consulting firm specializing in grant acquisitions for capital projects. This firm has been working with SMT for about 4 years and Mr. Manweiler had them contact her regarding working with the Authority to look into grants that are available for our projects. Ms. Hall indicated that the retainer costs would be \$3,500.00 a month which equates to an annual cost of \$42,000.00. Mr. Brown asked several questions regarding the background of the firm, the availability of grants that the Authority may be eligible for and the success rate that the Township has seen in working with the firm. **After continued discussion, Mr. Brown asked for a motion to authorize Ms. Hall to sign a one year contract with GMS Funding Solutions with a monthly retainer fee of \$3,500.00 and additional costs as indicated in the contract. Ms. Hewitt made the motion as indicated. Mr. Gembusia seconded. Motion carried 3-0.**

Modify Maintenance Period for Summerbridge, request by Developer—Ms. Hall informed the Board that the developer for Summerbridge, both the residential and commercial phases, is ready to turn over the facilities for dedication to the Authority. The developer has requested a reduction in the maintenance period and bond from the standard 18 month period to 9 months for Phase II through the final Commercial Phase. This is because under the original land development agreement, the developer was allowed a stipulation to be added to the agreement that dedication and the maintenance periods for multiple phases could be held until the end of all construction. This was not typical, but was allowed by the Authority. That being said, there was no stipulation that the maintenance bond or time period would be revised. After discussing the matter, it was the consensus of the Board to inform the developer that the Authority would approve the reduction of the maintenance period and bond to 9 months instead of the typical 18 month period. This maintenance and bond period reduction will be written into the Deed of Dedication documents for formal approval by the Board when completed.

Request from SMT for Additional Paving in The Children's Lake Project—Ms. Hall presented a request from Brian O'Neill, Township Engineer, to include additional areas of paving to be added to the Authority's project description which is due to go out for bid soon. Mr. Butler will be presenting the request to advertise this project in his report tonight and Ms. Hall wanted to ask the Board for a decision on whether or not to add this paving request to the bid documents. A discussion was held to make clear the areas and scope of the request presented by the Township. Ms. Hall indicated that the additional paving for the areas indicated by Mr. O'Neil are estimated at \$60,200.00. She also reported that one of the sections the Township is asking to be paved will require the acquisition of a right-of-way from the property owner, which the Township will be responsible to secure. After considering the request, it was the consensus of the Board to direct GHD to add the additional

areas of paving to the bid documents prior to putting the project out for bid. Mr. Brown indicated that the costs of the additions will be something that the Board and the Township can work out at a later time.

Paving and Landscaping Issues from Forge Road Acres Phase I—Ms. Hall presented information regarding several properties that were in Phase I along Forge Road that have significant driveway issues left by Anrich and a few properties on the side streets in the development that have landscape issues that need to be corrected. She asked for the Board's direction on how they would like her to proceed with those issues. Mr. Brown asked how many properties were in need of repair. Ms. Hall indicated that there are four properties in the 900 block of Forge Road that need to have driveways addressed and a handful of properties inside the development that have landscaping issues. A discussion was held and Mr. Brown asked what the dollar limit is on hiring contractors without having to advertise for bids. Mr. Wakefield indicated that it is \$21,300.00 and that the Authority should attempt to acquire 3 estimates for the work. The Board directed Ms. Hall to move forward with contacting paving contractors and requesting estimates to complete all the driveways in question, and also to contact the same contractor that re-did the landscaping along Forge Road last year to get estimates to do the properties with issues on the side streets. Ms. Hall said that she would start contacting contractors and she also indicated that she would like to include the driveway issue at 531 Limestone Road, which is in Phase II along with the driveways on Forge Road.

Tapping Fee Resolutions—Ms. Hall asked for a motion to approve the new Sewer and Water Tapping Fee Resolutions. **Mr. Gembusia made a motion to adopt the Sewer Tapping Fee Resolution No. 04-12-21-02 as prepared. Ms. Hewitt seconded. Motion carried 3-0. Ms. Hewitt made a motion to adopt the Water Tapping Fee Resolution No. 04-12-21-03 as prepared. Mr. Gembusia seconded. Motion carried 3-0.**

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 reviewed a few items in his monthly memorandum of projects report.

S. Spring Garden Street Water Line Extension Bid Authorization—Mr. Butler informed the Board that the preparation work for bidding this project is moving along ahead of schedule and he asked the Board for authorization to advertise for bids in the near future. Mr. Brown asked if any part of this project would be considered to be part of the Smith Farm development and thus be added to a developer's agreement of the pending development. Ms. Hall said that this portion of the project runs from the old "Farmer's Market" on York Road to the other side of Seven Gables park and would terminate just outside of the Smith Farm development area. Mr. Wakefield asked that a motion be made to move forward. **Ms. Hewitt made a motion to authorize GHD to prepare and advertise the S. Spring Garden Street Water Line Extension project for bids, subject to review of the bid documents by the solicitor. Mr. Gembusia seconded. Motion carried 3-0.**

Children's Lake Water Line Relocation Project—Mr. Butler also informed the Board that preparation work for this project is also wrapping up a little ahead of schedule and that he would like authorization to get this out to bid as soon as possible. At this point, if we can get the project out for bids now, it would put the start of the project sometime in September and would be able to be wrapped up sometime in October. This would keep the work out of the busy summer season for the lake area and still have time to complete everything, including the paving before moving into cold weather. Mr. Brown asked for a motion to move forward with bidding for the Children's Lake Water Line Project. **Ms. Hewitt made a motion to authorize Mr. Butler to prepare the bid documents to include the additional paving requested by SMT, pending the easement to be secured by the Township and advertise the Children's Lake Water Line Relocation Project pending review and approval of all bid documents by the solicitor. Mr. Gembusia seconded. Motion carried 3-0.**

SOLICITOR'S REPORT—Mr. Wakefield did not have any new information to report.

SPECIAL COMMITTEE REPORTS—HR Committee—None.

Capital Projects Committee—None.

Tapping Fee Adjustment Committee—None.

NEW BUSINESS—None.

At 7:24 Mr. Brown called to enter executive session to discuss potential litigation and personnel.

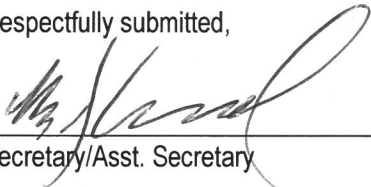
At 8:15 the regular meeting was reconvened.

Mr. Brown asked for a motion to direct Ms. Hall to offer Christopher Shover the open staff position at an hourly rate of \$24.00 for an annual base salary of \$49,920.00. **Mr. Gembusia made a motion to approve the hiring of Christopher Shover for the open staff position as indicated. Ms. Hewitt seconded. Motion carried 3-0.**

Mr. Brown asked for a motion to increase the salary rate for the manager, Josephine Hall, by \$3.00 per hour. **Ms. Hewitt made a motion to approve the salary increase of \$3.00 per hour for Josephine Hall, Authority Manager. Mr. Gembusia seconded. Motion carried 3-0.**

At 8:17 pm Mr. Gembusia made a motion to adjourn. Ms. Hewitt seconded. Motion carried 3-0.

Respectfully submitted,



Secretary/Asst. Secretary