

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

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

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

Visitors: Brian O'Neill, SMT
John Featherlin (via zoom)

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.

The minutes from the June 14, 2021 meeting were presented for approval. **Mr. Aichele made a motion to accept the minutes as written. Mr. Gembusia seconded the motion. The motion carried 5-0.**

The amended minutes from the May 10, 2021 meeting were presented for approval. **Mr. Gembusia made a motion to approve the minutes as written. Ms. Hewitt seconded the motion. The motion carried 5-0.**

The monthly invoices were presented for payment and all board members initialed the warrant list. **Mr. Aichele 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 2013 Sewer Bond Redemption Fund:**

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
588	GHD, Inc.	\$ 30.50
589	Trout CPA	\$ 1,925.00
590	Lexington Land Developers	\$28,590.00
591	Control Systems 21	\$10,216.19

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>
482	GHD, Inc.	\$20,937.00
483	Trout CPA	\$ 1,925.00
484	Control Systems 21	\$ 6,485.12

* 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 requisitions from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. Nos. 588, 589, 590 and 591, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. Nos. 482, 483 and 484. Mr. Aichele seconded the motion. The motion carried 5-0.

Public Input - Ms. Hall presented a brief overview of a request that came to her from John Featherlin of 134 Beech Street, Carlisle. She submitted that Mr. Featherlin was present via zoom, in order to provide comment after her introduction. Ms. Hall stated that Mr. Featherlin currently provides "ECHO" Housing for his parents on a portion of his lot. Mr. Featherlin would like to subdivide the property to leave the primary home as one lot, and the secondary home on a separate lot, separate deed. According to Authority regulations, if that should take place, the second property would not fall under the classification of "ECHO" Housing, and would be required to have a separate connection to the public water and sewer system. Ms. Hall reiterated that she provided those regulations to Mr. Featherlin.

She also added that the property currently receives one base water and sewer bill. Should he subdivide, he would be required to connect the second lot and there would be two separate base bills issued. Mr. Featherlin would like to begin the subdivision process with the Township, and is asking that the Authority would consider waiting to require connection of the second lot until it is sold. Ms. Hall turned the floor over to Mr. Featherlin for comment. Mr. Featherlin provided the basis for wanting to subdivide the lots. Upon doing so, there were various stipulations that must occur as well as the Township approving a variance with regard to the width of the property and additional issues with driveway and parking. The matter was tabled for further discussion with Township staff and review by the Authority.

SMT Update/Issues: Mr. O'Neill reported that the Developer's Agreement was nearing completion for Cambria Place and includes tapping fees and service charges as it pertains to 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.)

Ms. Hall provided some additional input with regard to Cambria Place, that following a meeting with the Township staff, Isaac Wakefield, Bryan Salzman and various others, Carlisle was given some proposals with regard to reallocations and improvements to their pump station. Mr. Wakefield has been tasked with discussing and drafting an agreement with Carlisle Borough's Solicitor, Keith Brenneman, and Mr. Salzman.

Ms. Hall informed the Board that another employee has tendered their resignation effective July 16th. She informed the Board that she has expanded her search for applicants on Indeed.com. This site provides additional screening of applicants and provides the ability to parameters and set certain skill set testing to potentially gather more comparable applicants. She requested that the Board approve authorization for her to hire someone if she feels confident about a potential applicant. She also requested that a range of compensation be set in order to expedite the hiring process if an offer for hire would occur prior to the next Board meeting, as O & M staffing for routine day to day operations and weekend round coverage is strained with the smaller staff.. **After some discussions about the employee shortage, hourly wages in surrounding businesses, and the exemplary Authority benefits, Mr. Aichele made a motion to cap the rate of compensation for an amount up to \$28.00 per hour for a new hire based upon Josie's discretion. Mr. Gembusia seconded the motion. The motion carried 5-0.**

Ms. Hall reported in regard to Park Drive and the issues with Doli in regard to flagging, that things are running smoothly. There were some issues reported in regard to safety and lack of shoring. Ms. Hall stated that they had shoring by the time she arrived to check on the situation. She did comment that both Doli and GHD inspectors provided that they were benching it, and doing so eliminated the need for the shoring. Mr. Wakefield stated that measures should be taken to make them correct it. If it is a life threatening situation, and they are not taking steps to correct it, the contractor is in a contractual obligation with the Authority, and a "Stop Work Order" can be issued.

Ms. Hall presented a Bill of Sale for Section 4 of Indian Hills, the final section, for acceptance and execution. She and Mr. Kissinger have been working to clean up these Bills of Sale for various Developments. The infrastructure has been in place for years and there have been no issues. She suggested that she would waive the need for a maintenance bond, and could have all the curb boxes and valves checked to be sure all pass inspection prior to acceptance. It was a consensus of the Board to table approval until the August meeting to allow for said inspection.

Ms. Hall presented a proposal from Control Systems 21 for the SCADA migration to a new platform. Ms. Hall reiterated that the support that was provided by Keystone was subpar. There were many patches and delays with Keystone, and more problems were being created rather than providing solutions. She presented the proposal from Control Systems for the migration, and includes the emergency work that was done and presented by requisition this evening as well as some additional hardware and more hours of labor. The total quote for the migration is \$95,871.67. Control Systems will be providing a more detailed scope of services. The new remote capabilities provide better permissions and security rather than the prior capabilities with Keystone. **Chairman Brown asked for a motion to accept the quote from Control Systems 21. Mr. Gembusia made the motion to approve and accept the proposal provided by Control Systems 21. Ms. Hewitt seconded the motion. The motion carried 5-0.**

Children's Lake Dam Project - Ms. Hall reported that she had received the reimbursement check from DGS in the amount of \$400,000.00 to be held in Escrow for Doli's work on the project. All other work will be paid from the Water BRIF account.

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

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 Children's Lake bidding process has begun. He presented Amendment No. 1 to Task Order No. 36 that needed approved. The amount of the Increase is \$52,500.00, for construction phase services. The Fish and Boat Commission chose the paving portion of the project that will require an update to engineering and the construction phase services. **Mr. Gembusia made a motion to approve Amendment No. 1 in the amount of \$52,500.00. Ms. Hewitt seconded the motion. The motion carried 5-0.**

SOLICITOR'S REPORT— Mr. Wakefield reported that the majority of work this month was on Developer's issues, specifically Cambria Place. Also wrapping up a few Deeds of Dedication. Also, more developer agreements will be forthcoming.

SPECIAL COMMITTEE REPORTS

Capital Projects Committee – Mr. Brown reported that the committee did meet at the end of June to review the status of current projects as well as future projects. By the end of 2021 there should be a considerable amount of funds for projects. Much of that money will be spent on projects in 2022. The committee will continue to monitor the projects and monies available as well as anticipating more Developer's Agreements and potential grant funding to offset the deficit in funding and are hopeful that there will be no need for more debt service.

Tapping Fee Committee – The committee did not meet this month. Ms. Hall reported that Land O Lakes has had a record quarter for high consumption. Further discussion will take place during Executive Session.

HR Committee - Ms. Hall reported that a future meeting will be held with representatives for R. J. Hall Company to seek other pension options for Tier II employees.

New Business – None

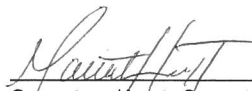
Executive Session - At 7:12 p.m. Chairman Brown stated that the Board would be moving into executive session for personnel matters and potential litigation. At 8:07 Chairman Brown reconvened the regular meeting.

Chairman Brown presented in the matter of Greg Stump, that he will be offered the position of Assistant Manager, and will receive a pay raise to \$34.25 per hour for 40 hours. Mr. Stump will be paid overtime for anything over the 40 hours at that rate in accordance with SMTMA policy. Mr. Gembusia made a motion to approve his promotion to Assistant Manager and pay increase as presented. Mr. Aichele seconded the motion. The motion carried 5-0.

In the matter of John Featherlin's request in the public comment portion of the meeting, it was the consensus of the Board that the matter be tabled until further discussions with the Township and the variances that are being considered.

At 8:08 p.m. Mr. Aichele made a motion to adjourn the meeting. The motion was seconded by Mr. Gembusia. The motion carried 5-0.

Respectfully submitted,


Secretary/Asst. Secretary