

South Middleton Township Municipal Authority—August 9, 2021
Regular Meeting

Board Members Present: William Brown, Chairman, Bryan Gembusia, Vice Chairman, Steve Aichele, Treasurer, Maurita Hewitt, Asst. Sec./Treas. (All Present in Person)

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

Visitors: Brian O'Neill, SMT Engineer

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 July 12, 2021 meeting were presented for approval. **Mr. Aichele made a motion to approve the July 12, 2021 minutes as presented. Mr. Gembusia seconded. Motion carried 4-0.**

The monthly operations invoices were presented for payment and all board members present initialed the payment register. **Mr. Gembusia made a motion to pay the monthly operations invoices as presented. Ms. Hewitt seconded. Motion carried 4-0.**

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>
592	Carlisle Borough	\$1,334.37

The following requisition was presented for payment from the **M & T Trust Co. 2013 Sewer Clearing Fund**—for transfer of funds for daily operation expenses.

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
33	SMTMA Sewer Operations	\$ 500,000.00

* 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.

Mr. Aichele made a motion to authorize payment of the following; from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 592, and from the M & T Trust Co. 2013 Sewer Clearing Fund: Req. No. 33. Mr. Gembusia seconded. Motion carried 4-0.

Public Input—None.

SMT Update/ Issues—Mr. O'Neill reported that work with the developer for the Cambria Place Development has been moving ahead. He and Ms. Hall attended a meeting with the Carlisle Borough regarding reallocation of sewer flows and the need to upgrade their Ridge Street Pump Station No. 2. All information discussed was received well with all parties and plans to move forward were approved. He also stated that the work at the Children's Lake Dam Replacement project is set to begin and easement and rights-of-way agreements are being reviewed.

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.)

Monthly Budget Review—Budget report is included with the meeting packet for Board review.

Porches of Allenberry—Ms. Hall presented information regarding ongoing issues with the builder in this development. We have been having issues with the builder on the installation of the water meter pits for the homes due to the tight design of the

home locations relative to the street and sidewalk features. Ms. Hall presented photos of one of the worst cases that exist presently. The home foundation is built so close to the roadway that there is no existing space to install the water meter pit. Spacing of the water curb valve leaves no room at all to make a connection of the pit to the curb valve or service line to the home. This has been an ongoing issue since Phase I of the development. During meetings with the developer earlier in Phase I, the developer stated that due to the tight design of the development, the installation of the water services could not be done according to the Authority's normal specs. GHD provided a modified spec drawing for the water service connections which would allow for adjustments to the length of the water line from the curb valve to the meter pit to be less than the standard 5 ft. in our regular specs. She also noted that the builder has also altered some of the sewer cleanouts without our knowledge. The sewer clean outs are actually part of the Authority infrastructure. After discussing further, the Board directed that Ms. Hall send a letter to Mr. Kennedy regarding the issues to set up a meeting to address the ongoing problems. Mr. Wakefield said that he can assist in writing the letter.

Employee Handbook Update—Ms. Hall reported that recently, staff has questioned the Authority's policy on the minimum call out time allotted for after-hours emergencies. After discussing the matter with Mr. Brown and Mr. Aichele, they directed that she contact other Authorities to see what their policies were. Upon researching this policy with neighboring authorities and townships, our Authority's current policy of one hour minimum call out compensation is lower than all other neighboring facilities. Of those authorities and townships she contacted, the minimum call out compensation time was from 2 to 4 hours. Ms. Hall asked for approval from the Board to revise the Employee Handbook to increase the minimum call out time from 1 hour to 2 hours. **Mr. Gembusia made a motion authorizing Ms. Hall to make a revision to the Employee Handbook adjusting the minimum call out compensation from 1 hour to 2 hours. Mr. Aichele seconded. Motion carried 4-0.**

Agenda Policy—Ms. Hall asked the Board for direction on implementing a policy for requests from the public to add discussion items to the agendas of our public meetings. Noting some current revisions to the "Sunshine Act", she pointed out that the Authority does not currently have a deadline for adding items to the agenda for discussion and action. She would like to initiate a policy that requires advanced notice for a party to be added to the meeting agenda. After some discussion, the Board approved a policy directive that would allow the manager to require advanced notice for any item to formally be added to any meeting agenda that would require Board action. It was suggested that a note be added to the Authority's web site that states the time frame for adding items to any given meeting agenda.

BDS Employee Healthcare Renewal—Ms. Hall reported that the Employee Healthcare Package is up for renewal October 1, 2021. She has met with our plan director from BDS, Inc., our insurance broker, and received a plan review and estimate packet which she distributed to the Board for review. She briefly explained the information provided and stated that based on the current plan year results, the Authority could end up with little to no increase for the new plan year. She stated that a decision will need to be made at the September meeting as to which plan option the Board would like to go with.

Ms. Hall has received the executive summary and memorandum from GMS Funding Services regarding the status of securing a grant for the South Spring Garden Water Line project. The initial attempt to secure a grant through the H2O Small Projects Grant did not pan out, but they will continue to work through other grant options for this project.

Mr. Brown questioned whether the South Spring Garden Street Water Line Project could be pushed farther out to allow for continued search for grants for the project. Mr. Butler indicated that timing for bidding this project can be flexible as it will follow the York Road Water Replacement Project. The proposed bidding of the project for November 2021 can certainly be put off until possibly June of 2022. It was the consensus of the Board to delay bidding the project to allow for more time for GMS to search for grants.

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. Mr. Brown asked what the status was for the Well No. 3 report for SRBC. Mr. Butler said that he has the report all but completed. He just needs a few more pieces of information and will be submitting it by the August 13, 2021 deadline.

Children's Lake Project—Mr. Butler reported that the pre-construction meeting for the project will be this Wednesday, 8/11, and the start date is set for Tuesday, 9/7, to begin work.

SOLICITOR'S REPORT—Mr. Wakefield reported that he had been contacted by counsel for Land-O-Lakes stating that they had several follow up questions regarding the water tapping fee charges. He tried to return the phone call several times and also sent several emails and to date has not gotten any response related to the questions or the agreement. Ms. Hall however did get an email from Eric Tegan who is the corporate environmental manager, asking for clarification of how the tapping fees are calculated. After discussing the matter further, the Board directed Ms. Hall to prepare the invoice for the water tapping fees according to the most recent usage, which is again another peak for the plant, and send it out. They also directed Mr. Wakefield to make contact again with L-O-L counsel informing them the Board directed that the water tapping fee invoice should be prepared immediately and sent out for payment. Mr. Wakefield said that he would forward a copy of the water tapping fee invoice that Ms. Hall will be preparing along with a copy of the sewer tapping fee invoice previously sent, and inform them that the sewer tapping fee invoice is now delinquent and that the Board expects payment as directed for both the water and sewer tapping fee invoices. He will also inform them that the Board expects the prepared agreement to be completed and approved by their client for submission to our Board for acceptance and approval at the September 13, 2021 Authority meeting.

Cambria Place Developer's Agreement—Mr. Wakefield presented the finalized Developer's Agreement that has been signed by both the developer and South Middleton Township. He reviewed in detail the key points of the agreement and asked for a motion to accept and sign the Cambria Place Developer's Agreement. **Mr. Aichele made a motion to authorize the Chairman to sign the Cambria Place Developer's Agreement as prepared. Ms. Hewitt seconded. Motion carried 4-0.**

Reallocation Agreement—Mr. Wakefield presented the completed Reallocation Agreement which will revise the Inter-municipal agreement with Carlisle Borough Authority. The revision to the agreement is related to the volume of flows passing through the Ridge Street pump station. The reallocation is necessary primarily to accommodate the number of EDU's requested for the Cambria Place Development Plan. Mr. Wakefield asked for a motion to approve and sign the agreement with the condition that some minor changes may be needed upon final review and approval of the solicitor and staff. **Mr. Gembusia made a motion to approve the Sewer Reallocation Agreement with Carlisle Borough Authority subject to possible minor changes that may be needed as agreed upon between solicitor and staff. Mr. Aichele seconded. Motion carried 4-0.**

Carlisle Borough Cooperation Agreement—Mr. Wakefield presented the completed Carlisle Borough Cooperation Agreement which is related to details of the upgrade of Carlisle's Ridge Street Pump Station No. 2. The agreement lays out specific items of the project that our Authority will be taking the lead on. The project as a whole will be a cooperative effort between SMTMA and Carlisle Borough. That being said, there will inevitably be some minor changes that will be required. Mr. Wakefield asked for approval of the agreement with the condition that some minor changes may be required upon approval of the solicitor and staff. **Mr. Aichele made a motion to approve the Carlisle Borough Cooperation Agreement subject to possible minor changes that may be needed as agreed upon by solicitor and staff. Mr. Gembusia seconded. Motion carried 4-0.**

SPECIAL COMMITTEE REPORTS—HR Committee—None.

Capital Projects Committee—No new information.

Tapping Fee Adjustment Committee—None.

NEW BUSINESS—None

At 7:38 pm Ms. Hewitt made a motion to adjourn. Mr. Gembusia seconded. Motion carried 4-0.

Respectfully submitted,


Secretary/Asst. Secretary