

**South Middleton Township Municipal Authority—December 13, 2021**  
**Regular Meeting**

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

**Staff Present:** Josephine Hall, Manager, Howard Butler, Engineer (GHD), Lee Stinnett, Solicitor, Robert Kissinger (All Present in Person)

**Visitors:** Brian O'Neill, SMT Engineer

**Public participation and public comment can be 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 November 8, 2021 meeting were presented for approval. **Mr. Gembusia made a motion to approve the November 8, 2021 minutes as presented. Ms. Hewitt seconded. Motion carried 5-0.**

The monthly operations invoices were presented for payment and all board members present initialed the payment register. **Mr. Aichele made a motion to pay the monthly operations invoices as presented. Mr. Manweiler seconded. Motion carried 5-0.**

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>
596	Carlisle Borough	\$21,619.02

The following requisition was 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>
493	GHD, Inc.	\$ 7,902.05

\* 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. 596, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 493. Mr. Gembusia seconded. Motion carried 5-0.**

**Public Input**—None.

**SMT Update/ Issues**—Mr. O'Neill reported that a meeting was held regarding establishing a traffic plan for the upcoming York Road Water Line Replacement Project. Greg Stump, SMTMA, Kurt Uhler, SMT Public Works Director, representatives from Doli Corp. and a PennDot inspector held an onsite meeting to discuss the traffic plan for the project. He reported that the outcome of that meeting left some concerns. Mr. Uhler informed him that the PennDot inspector displayed a very unconcerned attitude toward the details of the traffic control plan presented by Doli. Mr. O'Neill informed the Board that the Township is requiring Doli to present a complete written traffic control plan addressing each street and intersection involved in the project. If they do not provide the details in writing, the Township will not allow them to proceed with any road closures or detours.

**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 reviewed several items on the monthly report with the Board.

**Approval of 2022 Holiday Schedule**—Ms. Hall presented the 2022 Holiday schedule for approval. After review, Ms. Hewitt made a motion to approve the schedule as presented. Mr. Gembusia seconded. Motion carried 5-0.

**Approval of 2022 Meeting Dates**—Ms. Hall presented for approval the list of monthly board meetings with the primary meeting being held the second Monday of each month with an optional 2<sup>nd</sup> meeting on the fourth Monday on an as needed basis. After review, Ms. Hewitt made a motion to approve the 2022 Meeting Dates as presented. Mr. Gembusia seconded. Motion carried 5-0.

**Hach Service Agreement**—Ms. Hall asked for approval to renew the annual service agreement with Hach. Ms. Hall explained the services provided by Hach and the annual service schedule. Mr. Gembusia made a motion to renew the Annual Service Agreement with Hach. Mr. Aichele seconded. Motion carried 5-0.

**Winter Engines Service Agreement**—Ms. Hall asked for approval to renew the annual service agreement with Winter Engines. Ms. Hall explained that Winter Engines provides inspection and service for the 18 emergency generators in the Authority's systems. She also informed the Board that this year we have requested that Winter Engines also performs all the routine maintenance on the generators. Previously all the actual routine maintenance was done by the staff, but with our current staff shortage it was determined that it was best that the routine maintenance be outsourced to keep the equipment on a regular maintenance schedule. The previous annual contract cost was approximately \$3,000.00 for the year. With the routine maintenance being added, the cost will be \$9,935.00. Mr. Manweiler made a motion to approve the Annual Service Contract with Winter Engines to include the addition of routine maintenance. Mr. Aichele seconded. Motion carried 5-0.

Ms. Hall presented an action issue related to a request for connection of a commercial property, USA Spares at 1729 W. Trindle Road, which is not on the agenda. Mr. Stinnett asked for a motion to amend the agenda to include discussion of the USA Spares sewer request. Mr. Manweiler made a motion to add the discussion of USA Spares request to the agenda. Mr. Gembusia seconded. Motion carried 5-0.

**USA Spares Request to Connect to Public Sewer**—Ms. Hall presented a formal request from engineers for USA Spares to connect the property at 1729 W. Trindle Road to public sewer. They are requesting preliminary approval to design a plan to connect the property to sewer without doing a sewer line extension of the Authority's existing sewer system on W. Trindle Road. A discussion was held to determine if the Authority would be willing to consider connection of the property through a special agreement. After discussing the matter, Mr. Gembusia made a motion to approve the proposed concept for the Engineer representing USA Spares to prepare a plan to connect the property to public sewer for consideration by the Board in the future via special agreement. Mr. Aichele seconded. Motion carried 5-0.

**Approval of Proposed 2022 Budget**—Ms. Hall distributed finalized copies of the proposed 2022 Budget. She highlighted some specific hot points where the data had to be assumed, particularly regarding wages and salaries due to staffing uncertainties. Ms. Hall did report that in relation to staffing, two new employees have been hired. Trevor Baim started today and Joshua Kuhn who will be starting on January 4, 2022. Mr. Brown reported that at the last Capital Committee meeting, in reviewing the upcoming projects and projected incoming revenue, the committee feels that a 5% rate increase for sewer is merited. He asked that this be incorporated into the budget for 2022. Mr. Kissinger brought up the fact that for the past 30 years the Authority has been charging a \$10.00 permit application fee. He feels that an increase of that fee should be considered. Upon discussion, it was decided to increase the permit application fee to \$50.00. It was also noted that the application fee is charged for both sewer and water applications and the Board decided to increase the application fee to \$50.00 for the water permits also.

Mr. Stinnett indicated that a motion to amend the agenda should be made to add discussion/approval of a sewer rate increase and adopting new rate resolutions. Mr. Aichele made a motion to amend the agenda to reflect approval of new sewer and water rate resolutions to increase sewer rates and revise sewer/water permit application fees for 2022. Mr. Manweiler seconded. Motion carried 5-0.

**Sewer Rate Increase/New Sewer and Water Rate Resolutions for 2022**—Mr. Brown asked Ms. Hall to read the new rates and permit fee adjustments for the new rate resolutions. The following will be the new rates and fee adjustments for the new rate resolutions to become effective January 1, 2022 as approved by the Board:

Residential Quarterly Sewer Rate:	\$142.00 flat rate per quarter
Commercial Quarterly Sewer Rate:	\$152.00 for the first 15,000 gallons Plus \$14.00 per each additional 1,000 gallons above 15,000
Public & School Quarterly Sewer Rates:	\$152.00 for the first 15,000 gallons Plus \$14.00 per each additional 1,000 gallons above 15,000
Minor Industrial Sewer Rates:	\$152.00 for the first 15,000 gallons Plus \$14.00 per each additional 1,000 gallons above 15,000
Major Industrial Sewer Rates:	\$38.50 per employee per quarter.
Sewer Permit Application Fee:	\$50.00 per permit
Water Permit Application Fee:	\$50.00 per permit

Ms. Hall indicated that the new Rate Resolutions will be, **Resolution No. 12-12-2021-01 for Sewer and Resolution No. 12-13-2021-02 for Water** and ask for a motion to adopt the new resolutions. **Mr. Gembusia made a motion to adopt Resolution No. 12-13-2021-01 for Sewer Rates and Fees and Resolution No. 12-13-2021-02 for Water Rates and Fees. Mr. Manweiler seconded. Motion carried 5-0.**

Mr. Stinnett indicated that he will inform Mr. Wakefield to prepare the new rate resolutions for formal approval at the January 10, 2022 meeting.

Mr. Brown directed that 2022 Draft Budget be modified to reflect the 5% sewer rate increase as approved and asked for a motion to approve the 2022 Budget with the modifications noted. **Mr. Aichele made a motion to approve the 2022 Budget subject to the modifications to the sewer and water rate resolutions previously approved. Mr. Gembusia seconded. Motion carried 5-0.**

**Property at 1152 Rockledge Drive**—Ms. Hall informed the Board that a request to connect to public sewer was received from the property owner of 1152 Rockledge Drive. This property is located outside of the Township's sewer district and the request would need to be approved by the Township.

**CONSULTING ENGINEER'S REPORT (GHD)**—Mr. Butler presented the monthly project and task order report, as distributed in the meeting packet, detailing the progress of the open Task Orders prepared by GHD. (The report is filed with these minutes as a permanent record).

**Task Order Update**—Mr. Butler reviewed the task order report, pointing out highlights of the items.

**Task Order # 25—Amendment No. 2**—Mr. Butler presented an amendment to Task Order # 25, South Spring Garden St. Water Line Replacement. This will be Amendment No. 2 to this task order which provides for the addition of the construction phase of the York Road Water Line Replacement Project. The amount for this amendment is \$219,000.00. He asked for a motion to approve this amendment. **Mr. Aichele made a motion to approve Amendment No. 2 to Task Order # 25 for additional services and the addition of the construction phase of the York Road Water Line Replacement Project. Mr. Gembusia seconded. Motion carried 5-0.**

**Annual Maintenance Contract for Sewer Rehabilitation**—Mr. Butler asked the Board to consider the development of an annual maintenance contract for sewer rehabilitation work. This item would be used as a vehicle to allow ongoing inspection and selective repair work to be done without the need to address every repair on an individual basis. It would set out the Authority's specifications for such work, lay out what constitutes emergency repairs and would be used for annual budgeting for these repairs. The Board directed Mr. Butler to move forward with preparing the maintenance contract for approval at a later meeting.

**Water Interconnect Permitting**—Mr. Butler asked Ms. Hall to report this information. Ms. Hall reported that on December 2, 2021 PA DEP came for a water inspection and informed her that the emergency interconnect with the Borough of Mt. Holly Springs was not permitted for use as an emergency interconnect. This came about when the Authority had to open the valve during the emergency water main failure during the Park Drive project this past summer and the activity was flagged in DEP's system. All protocols were followed at that time, which included calling DEP to make them aware that we had a water supply emergency and were going to open the inter-connect with Mt. Holly. Ms. Hall questioned the DEP representatives as to why

this has now been an issue since the interconnect has been on record for many years and is listed on every annual water report submitted to DEP. They could not give her answer. They also informed her that two additional inter-connects with the Borough of Carlisle are also not permitted. Again, those interconnects have been in existence for years with no notice of a permitting problem. The DEP representatives issued a Notice of Violation for the use of the Mt. Holly interconnect and instructed that the Authority must make application to permit these 3 interconnects. Mr. Butler is working on getting the necessary information compiled and will be having a pre-application meeting with DEP to get confirmation of all the requirements to submit the application. He will keep the Board updated.

**SOLICITOR'S REPORT**—Mr. Stinnett had nothing new to report in Mr. Wakefield's absence.

**Discussion and Potential Action on Sewer and Water Request from Allenberry Resort Community** —Mr. Stinnett stated that as discussed earlier, he will pass on the Board's direction to Mr. Wakefield to assist Ms. Hall in preparing a response to the request received from the developer.

**Consideration and Potential Action on Agreement with Land-O-Lakes**—Mr. Stinnett, in his review of Mr. Wakefield's notes, confirmed that there has been some contact made related to finalizing the agreement. Mr. Brown noted that the stalling from Land-O-Lakes on this matter must come to an end. Land-O-Lakes has asked for a deadline of October 31, 2023 to wrap up everything related to flows, redundancy measures and tapping fee calculations. After some discussion it was the consensus of the Board to direct Mr. Wakefield to push finalization of the agreement with the deadline of October 31, 2023.

**SPECIAL COMMITTEE REPORTS—HR Committee**—Mr. Brown reported that a meeting was held with one of the HR specialists from Salzmans Hughes related to terminating our Tier II employee pension plan with PMRS and establishing a new defined contribution plan. In that meeting, the HR specialist informed the committee that in order to make a change to the existing pension plan, the Authority would need to prepare a Request for Proposals (RFP) to be advertised to accept proposals for a defined contribution plan. Mr. Brown asked for a motion to authorize Salzmans Hughes to prepare an RFP for defined benefit plan for the Authority's Tier II employees. **Mr. Gembusia made a motion to have Salzmans Hughes prepare the RFP to be advertised for a designed benefit plan for the Tier II employees. Ms. Hewitt seconded. Motion carried 5-0.**

**Capital Projects Committee**—No new report.

**Tapping Fee Adjustment Committee**—The committee met and determined that there should be a sewer rate increase of 5% and should become effective January 1, 2022. The rate increase was approved earlier in this meeting as presented.

**NEW BUSINESS**—None

At 7:47 p.m. Mr. Brown called for adjournment of the regular meeting to enter executive session to discuss personnel matters.

At 8:07 Mr. Brown called adjournment of the executive session and return to the regular meeting.

At 8:08 p.m. Ms. Hewitt made a motion to adjourn. Mr. Aichele seconded. Motion carried 5-0.

Respectfully submitted,

  
Secretary/Asst. Secretary