

South Middleton Township Municipal Authority—June 13, 2022

Regular Meeting

Board Members Present: William Brown, Chairman, Bryan Gembusia, Vice Chairman, Steve Aichele, Treasurer, Duff Manweiler, Secretary, Maurita Abein, 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

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

The minutes from the May 9, 2022 meeting were presented for approval. **Mr. Gembusia made a motion to approve the May 9, 2022 minutes as presented. Mr. Manweiler 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. Ms. Abein 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>
608	GHD, Inc.	\$ 52.25

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>
503	GHD, Inc.	\$ 8,449.85

* 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. Abein made a motion to authorize payment of the following; from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 608, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No.503. Mr. Aichele seconded. Motion carried 5-0.

Public Input—None

SMT Update/ Issues—Mr. O'Neill reported that to date he still has not received anything from Doli, Inc. regarding the traffic plan for the York Road Water Line project.

Mr. O'Neill also reported that he had made a request to Monroe Township Municipal Authority for multiple items that we will need to begin the evaluation study of the southern sewer district. He asked that the information be provide by May 1, 2022. As of today, there has been no contact from anyone from Monroe and nothing submitted.

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.

Ms. Hall reported that she has received no response to her letter of May 27, 2022 to Mt. Holly Springs Borough regarding the request for the Borough to provide specific items of concern that they would like addressed related to review of and potential revision to the Intermunicipal Agreement.

Hiring Authorization for Office Manager Position—Ms. Hall reported that the HR Committee met on June 9, 2022 to discuss the current staffing issues. At the meeting the authorization was given to hire a new office manager for Wendy Shughart's position. She will be retiring at the end of 2022. A salary range of \$25.00 to \$30.00 per hour would be offered. Ms. Hall asked

for a motion to authorize the advertisement of the position. **Ms. Abein made a motion to authorize Ms. Hall to advertise the position for Office Manager at a salary range of \$25 to \$30 per hour. Mr. Gembusia seconded. Motion carried 5-0.**

Ms. Hall asked for an amendment to the agenda to discuss additional hiring authorization. Mr. Gembusia made a motion to amend the agenda as requested. Mr. Aichele seconded. Motion carried 5-0.

Authorization to Hire 4 Additional Staff—Ms. Hall asked to include discussion regarding hiring new plant/mechanics staff. Ms. Hall added that at the HR committee meeting, discussion was held regarding the continued search for hiring of plant/mechanics staff. She would like to request authorization to continue searching for 4 additional staff for the field work and treatment plant. She stated that on Monday, June 20, 2022 a new employee will be starting. With this new employee there will be a total of 4 plant/mechanics. Ideally, she would like to add a minimum of 4 more employees to total 8. This would bring us close to the 9 total that we had prior to the resignations and retirements in the past year. She would like to have authorization to offer salaries up to \$28.00 per hour. **Mr. Manweiler made a motion to authorize Ms. Hall to advertise for 4 open positions for the plant/mechanics staff with a salary offer of up to \$28.00 per hour. Mr. Gembusia seconded. Motion carried 5-0.**

Medicare Expense—Ms. Hall presented an inquiry from one of the staff members regarding Medicare requirements and retaining health insurance for a spouse who will be turning 65 in September this year.

At 6:18 pm Mr. Brown directed that the Board enter executive session to discuss personnel matters.

At 6:25 pm the executive session was adjourned and the regular meeting was resumed.

GMS Resolution No. 06-13-22-01—Ms. Hall presented a resolution authorizing GMS to prepare and submit a grant application to the Cumberland County Recovery Grant Program requesting funds in the amount of \$500,000.00 from the American Rescue Plan Act funds available to Cumberland County to be used for the South Spring Garden Street Water Main Replacement Project. **Mr. Aichele made a motion to authorize the Chairman to sign for acceptance Resolution 06-13-22-01 for submission of the Cumberland County Recovery Grant application by GMS, Inc. Mr. Gembusia seconded. Motion carried 5-0.**

Forgedale Phase 7—For the Board's information, Ms. Hall reported in dealing with the upcoming Laurel Forge Development, an issue has arisen with the connection point that the Laurel Forge Developer will be tying into to extend the water and sewer system. The tie in point is in Phase 7 of the adjacent Forgedale Crossings Development. This phase was completed 12 years ago and the developer, S & A Homes, has failed to complete the requirements to offer dedication of that phase to the Authority. This could potentially prevent the developers of Laurel Forge from making the connection for the sewer and water extensions due to the facilities in Phase 7 of Forgedale still being privately owned. As such, the Authority has no legal right to authorize the connection. After a lengthy discussion, the Board directed that Ms. Hall gather all pertinent information regarding Phase 7 of Forgedale and 2 other phases in that development which still have not been dedicated to the Authority for discussion and action at a future meeting.

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, highlighting a few of the items.

Amendment #1 for Carlisle Pump Station—Mr. Butler presented an amendment to Task Order No. 38 for the Carlisle PS #2—Ridge Street Project, due to several changes in design and placement of the new force main and additional permitting required for the stream crossing at the Letort Spring Run. The additional engineering costs are estimated at \$61,175.00. He asked for a motion to approve the amendment. **Mr. Gembusia made a motion to approve Amendment No. 1 for Task Order No. 38 for the additional engineering costs for the Carlisle Ridge Street PS #2 project in the amount of \$61,175.00. Ms. Abein seconded. Motion carried 5-0.**

New Task Order for Lining Project—Mr. Butler also presented a new task order related to beginning the I&I program to evaluate and repair sections of the sewer system. Each year the Authority has chosen to earmark funds in the annual budget to evaluate sections of the sewer system for areas of infiltration and make necessary repairs. Task Order No. 39 is for the first annual phase which will begin in the Pine Road Area in Mt Holly Springs. The estimated engineering costs for this year's phase is \$22,500.00.

Mr. Butler asked for a motion to approve this task order. **Mr. Manweiler made a motion to approve Task Order No. 39 for sewer system rehabilitation approved in the 2022 Budget contingent upon staff review and approval of the project. Mr. Gembusia seconded. Motion carried 5-0.**

SOLICITOR'S REPORT—Mr. Wakefield presented several items for the Board's consideration.

Discussion and Action for Second Amendment to Cambria Place Developer's Agreement—Mr. Wakefield presented a Second Amendment to the Cambria Place Developer's Agreement. He explained that this amendment does not involve any changes that pertain to Authority portions of the agreement. The Authority is required to recognize and approve the revisions because we are a party to the agreement. **Ms. Abein made a motion to approve the Second Amendment to the Cambria Place Developer's Agreement as presented. Mr. Aichele seconded. Motion carried 5-0.**

Ratification of Smith Farm Developer's Agreement—Mr. Wakefield presented the Smith Farm Developer's Agreement for Board signature. This agreement had been conditionally approved previously by the Board and both the Developer and the Township have approved and executed it. He asked for motion to ratify the agreement. **Mr. Aichele made a motion to ratify the Smith Farm Developer's Agreement. Ms. Abein seconded. Motion carried 5-0.**

At 7:08 pm, Mr. Wakefield requested to move to executive session to discuss legal matters. Mr. Brown adjourned the regular meeting to enter executive session.

At 7:15 pm the executive session was adjourned and the regular meeting was resumed.

Authorization for Execution of Conflict Letter—Mr. Wakefield asked for a motion to execute the June 9, 2022 Wellspan Conflict Letter. **Ms. Abein made a motion to execute the Wellspan Conflict Letter. Mr. Aichele seconded. Motion carried 5-0.**

SPECIAL COMMITTEE REPORTS

HR Committee—Mr. Brown asked Ms. Hall to coordinate a meeting to review the progress of the employee manual with the Township to include himself, Mr. Manweiler, Mr. Adams, Mr. O'Neill and Ms. Hall.

Capital Projects Committee—Mr. Brown stated that in reviewing all projects in progress or coming up, the 2022 Budget is in good shape and in looking to 2023 items, the indicated surplus from 2022 should carry us through 2023 in good shape also. Mr. Aichele feels that the Board should start entertaining thoughts on a proactive rate increase for 2023 due to overall increased cost of everything in these times.

Tapping Fee Adjustment Committee—Mr. Brown stated that we are waiting for some final decisions from SRBC related to the well testing before addressing adjusting tapping fees.

NEW BUSINESS—None.

At 7:05 p.m. Mr. Brown called for adjournment of the regular meeting to enter executive session to discuss potential litigation.

At 7:51 p.m. Mr. Brown called for adjournment of the executive session and return to the regular meeting.

At 7:52 p.m. Mr. Manweiler made a motion to adjourn. **Mr. Aichele seconded. Motion carried 5-0.**

Respectfully submitted,


Secretary/Asst. Secretary