

**South Middleton Township Municipal Authority—March 13, 2023**

**Regular Meeting**

**Board Members Present:** Bryan Gembusia, Chairman, William Brown, Vice-Chairman, Steve Aichele, Treasurer, Duff Manweiler, Secretary, Maurita Abeln, Asst. Sec./Treas. (Absent)

**Staff Present:** Josephine Hall, Manager, Robert Kissinger, Consultant

**Professional Services Present:** Howard Butler, Engineer (GHD Engineering), Cindy Zawrotuk, Engineer (GHD), Bryan Salzmann, Solicitor (Salzmann Hughes)

**Visitors:** Steve Rose, RSJ Holdings  
Bill Shraeder, Lee & Associates

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

The minutes from the February 13, 2023 meeting were presented for approval. **Mr. Aichele made a motion to approve the February 13, 2023 minutes as presented. Mr. Manweiler seconded the motion. The motion carried 4-0.**

The monthly operations invoices were presented for payment and all board members present initialed the payment register. **Mr. Brown made a motion to pay the monthly operations invoices as presented. Mr. Aichele seconded the motion. The 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>
618	GHD, Inc.	\$ 583.25

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>
519	GHD, Inc.	\$ 3,980.75

\* 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. Brown made a motion to authorize payment of the following requisitions: from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 618, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 519. Mr. Aichele seconded the motion. The motion carried 4-0.**

**Public Input**—Mr. Steve Rose was present to discuss the proposed Water Line Extension Plan for the Rose Business Park. He would like to discuss the information when the agenda item is up for discussion.

Ms. Hall raised a concern from a resident with respects to how the rates are structured. The resident indicated a concern over how the minimum water rate is calculated as they typically use below the minimum but are still paying based off that rate. The Authority discussed re-evaluating the rate structure during the next budget period.

**SMT Update/ Issues**—On behalf of the Township, Mr. Manweiler reported that the Children's Lake Project is moving along and is significantly ahead of schedule.

**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**—There were no items to address.

**Water Service Extension Plan-Rose Business Park**—Ms. Hall deferred to Mr. Rose to present his comments for this agenda item. Mr. Rose indicated his desire to dedicate the water line installed during the Water Service Extension Plan – Rose Business Park project. The requirements for dedication were explained and Mr. Salzmann will be sending over documents for review and approval by Mr. Rose. Mr. Rose would like to see this line dedicated to have the Rose Business Park be served by the public water system and to have fire suppression in that area of the Township. Mr. Salzmann stated that there are certain agreements in place that deal with the line dedication and they need to be followed and as to additional capacity, the same is on a first come first serve basis if capacity is available and future capacity issues are normally dealt with through a developers agreement involving the Township and the Authority when such a request has been made to serve an area or a development. Mr. Shraeder detailed what some of the potential growth is in the Rose Business Park area and how critical public utilities are with marketing and ultimately servicing the area.

Mr. Rose requested an evaluation of the Authority's Pump Station 6 which receives flow from this area of the Township; the Authority directed Ms. Hall to move forward with such an evaluation. The Authority Board asked for Mr. Rose to evaluate and estimate the potential needs for Rose Business Park, tributary to Pump Station 6.

**Hydrant for 100 Logistics Drive**—Ms. Hall received a request from a developer for proposed construction of a truck trailer storage lot at 100 Logistics Drive. Per South Middleton Township building code, the site will require the installation of one fire hydrant for fire protection. This would require the installation of a single line from the water main to a hydrant on the property. Both the service line and the fire hydrant would be privately owned and maintained and would only be used for fire protection. Ms. Hall stated that there is another truck trailer storage lot in the same area that has the same fire line and hydrant setup. Ms. Hall asked for Board direction on whether a tapping fee should be charged as this connection will remain private and will not actively supply water to the property. After discussion of the matter, **Mr. Brown made a motion to waive a tapping fee charge for the property and inform the developer that quarterly access/usage charges is under considered and also inform the developer that the Authority may require a meter to be installed on the service line if usage other than fire protection is discovered. Mr. Aichele seconded the motion. Motion carried 4-0.**

**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 a few items in the monthly update.

#### **SOLICITOR'S REPORT**

Mr. Salzmann did not have any new items to report.

#### **SPECIAL COMMITTEE REPORTS**

**HR Committee**—Mr. Brown made a motion to disband the HR Committee in light of the upcoming staff transition to the Township. Mr. Aichele seconded the motion. Motion carried 4-0.

**Capital Projects Committee**—Mr. Brown would like a meeting to be scheduled for the committee before the end of March.

**Tapping Fee Adjustment Committee**—Ms. Hall will set up a meeting of the Tapping Fee committee before the end of March.


**Transition Committee**—Mr. Salzmann will set up a meeting in the next few weeks with committee members of the Authority and Township staff.

**Special Counsel Committee**—No active issues.

**NEW BUSINESS**—None.

**At 7:51 p.m. Mr. Gembusia called for adjournment of the regular meeting to enter executive session to discuss matters of potential litigation. Mr. Aichele made a motion to adjourn the regular open meeting. Mr. Manweiler seconded the motion. Motion carried 4-0.**

Respectfully submitted,



Secretary/Asst. Secretary