

South Middleton Township Municipal Authority — April 10, 2023
Regular Meeting

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

Staff Present: Josephine Hall, Manager, Robert Kissinger, Advisor, Stephanie Stockley, Office Manager

SMTMA Professionals: Cindy Zawrotuk, Engineer, Howard Butler, Engineer & Bryan Salzman, Solicitors

Public/Visitors: Cory Adams, SMT Manager
Brian O'Neill, SMT Engineer

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

The minutes from the meeting of March 13, 2023 were presented for approval. **Mr. Aichele made a motion to approve the minutes. Mr. Manweiler seconded the motion. The motion carried 5-0.**

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

The following requisition was presented for payment from the **M & T Trust Company 2013 Sewer Bond Redemption Fund:**

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
619	GHD, Inc.	\$ 2,178.50

The following requisition was presented for payment from the **M & T Trust Company 2013 Water Bond Redemption Fund:**

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
520	GHD, Inc.	\$ 6,120.50

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

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
38	SMTMA Water Operations	\$ 300,000

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

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
39	SMTMA Sewer Operations	\$ 500,000

* 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. 619, the M & T Trust Company 2013 Water Bond Redemption and

Improvement Fund: Req. No. 520, the M & T Trust Company 2013 Water Clearing Fund: Req. No. 38, and the M & T Trust Company 2013 Sewer Clearing Fund: Req. No. 39. Mr. Manweiler seconded the motion. The motion carried 5-0.

Public Input—No public items to discuss.

SMT Update/Issues—No information to present from the Township.

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. She provided a brief overview of the items mentioned in the report.

Ms. Hall regrettably informed the Board that one of our mechanics submitted his resignation letter this morning.

Monthly Budget Review—The monthly budget report was included in the meeting packet and will be filed with the public minutes.

GMS Status Memo Review—Ms. Hall received a request from GMS Funding Solutions to increase the monthly retainer amount from \$3,500.00 per month to \$6,000.00 per month. Ms. Hall reported the since enlisting the services of GMS, they have been able to acquire \$1,150,000.00 in grants for the Authority. Ms. Hall thus presented Amendment No. 1 to the General Consulting Services Agreement which would increase the monthly retainer fee from \$3,500 per month to \$6,000 per month for a period of 36 months and asked for a motion to approve the Amendment. **Mr. Manweiler made a motion to approve Amendment No. 1 to the GMS Funding Solutions Consulting Services Agreement increasing the monthly retainer from \$3500 per month to \$6,000 per month for a period of 36 months.** Ms. Ablen seconded the motion. Motion carried 5-0.

Tapping Fee Update—Ms. Hall presented two resolutions regarding the tapping fee calculations that have been under evaluation for some time. As per the decision made by the Tapping Fee Committee at their last meeting, the new sewer tapping fee will be \$5,355.00 per EDU and the water tapping fee will be \$2,778.00 per EDU. This does result in increases for both sewer and water tapping fees. Ms. Hall asked for a motion to approve the following resolutions for the sewer and water tapping fees to become effective April 11, 2023:

Sewer Tapping Fee Resolution No. 04-10-2023-01—Mr. Brown made a motion to adopt Sewer Tapping Fee Resolution No.04-10-2023-01 to become effective April 11, 2023. Mr. Aichele seconded the motion. Motion carried 5-0.

Water Tapping Fee Resolution No. 04-10-2023-02— Mr. Brown made a motion to adopt Sewer Tapping Fee Resolution No.04-10-2023-02 to become effective April 11, 2023. Mr. Manweiler seconded the motion. Motion carried 5-0.

CONSULTING ENGINEER'S REPORT (GHD) – Ms. Zawrotuk presented the monthly memorandum, as distributed in the meeting packet, detailing the progress of the Task Orders prepared by GHD. (Memorandum will be filed with these minutes as a permanent record)

Ms. Hall asked for a motion to amend the agenda to include action on the Change Order presented by Doli, Inc. to finish out the South Spring Garden Street Water Line Replacement Project Phase 1. **Mr. Gembusia made a motion to amend the agenda to discuss and act on the Doli, Inc. Change Order for the South Spring Garden Street Water Line Replacement Project.** Mr. Manweiler seconded. Motion carried 5-0.

Mr. Brown made a motion to approve Change Order No. presented by Doli, Inc. for Phase 1 of the South Spring Garden Street Water Line Replacement Project in the amount of \$82,354.03. Mr. Aichele seconded the motion. Motion carried 5-0.

Action on Carlisle Pump Station No. 2 Financial Support Letter to the Borough of Carlisle—Ms. Zawrotuk distributed the bid tabulation documents for the bid opening that took place on Friday, April 7, 2023 for Carlisle Pump Station No. 2 Upgrade Project. She reviewed the information with the Board for both the General Construction and Electrical contracts and indicated that the low

bid received for each contract was in line with GHD estimates. She and Mr. Butler have reviewed all bid documents submitted by the low bidder for each contract and all documents are in order and complete. She asked for the Board's approval to send a Letter of Financial Support to the Borough of Carlisle indicating that SMTMA has reviewed the bids and requests that the Borough award the contracts to the two apparent low bidders at the next Borough meeting of April 13, 2023.

Mr. Salzman added that per this item listed in his report, he has worked with Ms. Hall on preparing the letter to the Borough of Carlisle requesting their acceptance of the two apparent low bidders for the two contracts and re-stating SMTMA's financial commitment to the project. Mr. Salzman read the letter to the Board as completed and asked that a motion be made to authorize Ms. Hall to send the letter to the Borough. **Mr. Brown made a motion to authorize Ms. Hall to send the Letter of Financial Support as written to the Borough of Carlisle. Mr. Manweiler seconded. Motion carried 5-0.**

Task Order 41—Pump Station No. 4 Evaluation—Ms. Zawrotuk introduced a new task order for the evaluation of Pump Station No. 4. In a recent meeting with Ms. Hall and Mr. Kissinger the need for an evaluation of that pump station is evident due to recent interest in capacity for that pump station. Evaluation of capacity, the current force main condition. Also evaluate possibly re-routing the flow to the SMTMA plant, as the flow currently goes to Carlisle and obtain permitting requirements to upgrade and make modification to the force main particularly if the flows are redirected to SMTMA's plant. Mr. Brown stated that this item has been discussed in recent Capital Committee meetings as a project that will likely need to be addressed in the near future. Ms. Zawrotuk asked for approval to add Task Order No. 41 to the scope of work in the amount of \$33,600.00. **Mr. Brown made a motion to authorize GHD to begin the evaluation of Pump Station No. 4 contingent upon review of the scope of work by Ms. Hall and Mr. Kissinger. Mr. Aichele seconded the motion. Motion carried 5-0.**

SOLICITOR'S REPORT—Mr. Salzman reported on the following items:

Retainer Adjustment—Mr. Salzman presented a request to adjust the monthly retainer from \$2,000.00 per month to \$8,500.00. Mr. Salzman discussed in detail the purpose for the increase in the retainer amount and answered questions from the Board. **After discussing the information, Mr. Brown made a motion to approve the request to adjust the monthly retainer to \$8,500.00 per month. Mr. Manweiler seconded the motion. Motion carried 5-0.**

Action on Release for Safe Harbour—Mr. Salzman presented a request from Safe Harbour, a developer of one of the 6 lots on the Smith Farm tract, for confirmation from SMTMA that we will not require them to pay for improvements of the water line on South Spring Garden Street. This request comes from Safe Harbour because the financial institution funding the project is requiring confirmation in writing that Safe Harbour will not be financially responsible for any water line improvements on South Spring Garden Street. Mr. Salzman advised the attorney for Safe Harbour to have the bank draw up a release for approval and signature by the Board. Mr. Salzman asked for a motion to accept and sign this release. **Mr. Manweiler made a motion to authorize the Chairman to sign the release for Safe Harbour development stating that they will not be financially responsible for any improvements to the water line on South Spring Garden Street subject to review by solicitor and management. Mr. Brown seconded the motion. Motion carried 5-0.**

Action on Carlisle Pump Station No. 2 Financial Support Letter to the Borough of Carlisle—This item was covered under the Engineer's report.

SPECIAL COMMITTEE REPORTS

Capital Projects Committee—Mr. Brown reported that the committee met two weeks ago and reviewed projects versus the budget with no major changes. In looking at the project planning and timing, it appears that no additional bond issues or funding is merited at this time. Mr. Brown did ask the status of funds coming from the developer for Cambria Place for the Carlisle Pump Station No 2 upgrade and escrow account for the Development. Mr. Salzman said the timing of the payments are listed in the Developer's Agreement. Mr. Salzman located the information in the Developer's Agreement and reviewed it with the Board.

Tapping Fee Committee—Nothing to report.

Transition Committee—Nothing to report.

New Business: Nothing to Report

At 7:00 p.m. Mr. Gembusia asked to move to executive session. Mr. Aichele made a motion to adjourn the regular meeting and enter into executive session to discuss personnel and potential litigation. Mr. Manweiler seconded the motion. Motion carried 5-0.

Respectfully submitted,

Secretary/Asst. Secretary