

# South Middleton Township Municipal Authority

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## Municipal Authority

October 10, 2024 | 4:00 PM

### MINUTES

#### CALL TO ORDER

Present: BRYAN GEMBUSIA — Chairman (Absent), WILLIAM BROWN — Vice Chairman, DUFF MANWEILER — Secretary, STEVE AICHELE — Treasurer, Josephine Hall — Authority Manager, Robert Kissinger — Authority Advisor, Mark Pickering (GHD) — Engineer, Cory Adams — Township Manager, Jarrett Sweeney — Director of Admin/Finance, Ali Jones — Recording Secretary, Bryan Salzmänn — Solicitor, Brandon Williams, and Reilly Noetzell

The meeting was called to order at 4:00 p.m. by acting chairman William Brown.

#### PUBLIC INPUT

There was no public input.

### MINUTES

#### September 12, 2024

Steve made a motion to approve the September 12, 2024 minutes. William seconded, and the vote in favor was 3-0.

#### PAYMENT OF REQUISITIONS

##### Payment of Requisitions

The following requisitions were presented for payment from the M & T 2013 Sewer Bond Redemption & Improvement Fund:

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
652	GHD, Inc.	\$14,744.07
653	E.K. Services	\$83,300.02
654	PSI Pumping Solutions, Inc.	\$4,075.23
655	Honor Engineer Co.	\$4,835.75

The following requisitions were presented for payment from the M & T 2013 Water Bond Redemption & Improvement Fund:

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
548	GHD, Inc.	\$10,301.75
549	Salzmänn Hughes, PC	\$4,788.00

\* 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.

Duff made a motion to authorize payment of the following requisitions from the M & T Sewer Bond Redemption & Improvement Fund (Req. No. 652, 653, 654, 655) and from the M & T 2013 Water Bond Redemption & Improvement Fund (Req. No. 548, 549). Steve seconded, and the vote in favor was 3-0.

## REPORTS

### Manager Report

The manger's monthly report was included in the meeting packet for the Board to review. (A copy of the manager's report is filed as a permanent record with these minutes). Josie reviewed several items in the report including the reimbursable expenses to the Township, a status update from GMS funding, third quarter billing/delinquency processing, Maurita's board resignation, and a Well 3 update. Josie noted that she did not have the standard specifications provided for tonight's meeting, however it should be provided for review prior to the next meeting.

William asked if there was a time frame for filling the Board vacancy. Cory replied that the Supervisors would accept the resignation at tonight's meeting, so hopefully by the November meeting, there will be a new member. William also asked if there are any projects being considered for future grants. Josie replied, not at this time, but they did just have a grant review meeting and are looking at some smaller projects. Marie from GMS will keep in contact as they become available.

As part of the Well 3 update, Josie noted that she contacted Control Systems 21 for pricing/availability of an inline Turbidimeter. She explained that having this component would allow us to be better prepared for any future concerns and could use it as a metric to proactively shut down the well during a major weather event; should we receive authorization from DEP to begin reusing the well. The quoted cost for the installation and control integration of this component is \$10,552.00 with a two to three week lead time on the unit. She requested a not to exceed authorization of \$11,500.00 to cover any additional items that may come up during the installation. Bryan S. recommended an authorization of \$15,000.00.

William asked the status with DEP. Josie replied that DEP received some results back which are looking good, however the entire report/results have not yet been received. Her hope is to put it back online, with additional monitoring. William also asked if they are still looking into an alternative source. Mark replied that at this time the focus is to get Well 3 back into service. He noted that an action plan will be created and provided as the results come in and DEP gives a determination.

Steve made a motion to approve a \$15,000 limit for the purchase of a turbidimeter. Duff seconded, and the vote in favor was 3-0.

Josie stated that Diakon Lutheran Services has requested a final release of their performance bond. She noted that she had discussed with Tim P. (GHD) and it is okay to release. Bryan S. recommended that it be contingent upon posting a maintenance bond.

Steve made a motion to authorize the performance bond reduction contingent to having a

maintenance bond in place. Duff seconded, and the vote in favor was 3-0.

Steve made a motion to approve the manager report. Duff seconded, and the vote in favor was 3-0.

### **Consulting Engineer**

Mark 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).

Well 3 & Tank 5 Update: Mark noted that they will continue to work together with DEP, Josie and staff in order to get the well back into service. He noted that there may be a cost in cleaning the tank; but will not know the amount until an estimate is completed. Bryan S. recommended that the Board approve a reasonable amount for the service. Bryan S. also noted that it is under an emergency basis.

Steve made a motion to award an emergency contract to clean tank 5 not to exceed \$25,000.00. Duff seconded, and the vote in favor was 3-0.

Mark explained that they have the interconnect open on Trindle Road. The flow through the interconnect is actually less than the meter recording; meaning we are not using much water from Carlisle. Josie noted that we thought that the meter needed replaced so our contractors inspected and determined that it is functioning properly. It just is not a low flow detection so it will not record anything under 75 gallons per minute. So based on pressure, even with our well 3 being offline, we are still at a higher pressure than the Borough. We do still have the interconnect open incase something goes wrong so that we can pull water from the Borough.

Pump Station 4 Design Update: Mark stated that the goal is to get all the permit documents together and submitted this month. The hope is to bid the project in January or February of next year.

Tank 6 Design Update: GHD plans to attend the October Zoning Hearing Board meeting to discuss a variance to build the tank. The restriction is 38 feet and below, but the tank is 50 feet. He noted that the Township did waive the land development process contingent to receiving signed and sealed documents. Mark assured that GHD will provide a set of signed/sealed construction plans following the bidding process.

Mark noted that he had an amendment #3 request to increase design services cost to complete the bidding documents, reimburse for permitting expenses, and support the preparation of exhibits and attendance at planning and zoning hearing meetings.

Steve made a motion to approve Amendment 3 to Task Order 35. Duff seconded, and the vote in favor was 3-0.

Carlisle Pumping Station 2 Update: Josie reported that PSI has been paid in full and the pump station is up and running at the relevant speeds close to the design. Mark noted that we expect to review the final payment within the next few months, to close out the project.

### **Solicitor Report**

Bryan S. explained that in relation to Forgedale Phase 10A, we have received all the signed documents including an easement for the pump station area, a maintenance bond, and a bill of sale for pump station related facilities. He noted that this had come up before, but the Township

had not yet accepted the roads, but now they have. The contingencies prior to recording are as follows: wiring harness completed within 2 weeks, a cleaning of the wet well, a functionality report, and payment of any fees due under the developer's agreement. Bryan S. noted that he understands the aeration blower has been resolved, to which the Garman representatives replied yes.

Josie added that she met with PSI onsite to do a final look. PSI plans to reach out when the wiring harness is completed, so an SMTMA staff member can be onsite.

Steve made a motion to approve the Dedication of Forgedale Phase 10A, subject to the contingencies outlined. Duff seconded, and the vote in favor was 3-0.

Bryan S. explained that a reimbursement agreement is used when a developer comes forward with interest in a property and wants to know the water/sewer situation. Since we need to study it, we have them enter into a reimbursement agreement which makes them post an escrow. The escrow amount is determined with a proposal from GHD, and estimated legal/administrative costs. Then as work is completed and invoices created, they are paid from the escrow account. In this case it is for \$20,000.00.

There was a brief discussion on the property location and tentative plan.

Steve approved the reimbursement agreement for 1235 Walnut Bottom Road. Duff seconded, and the vote in favor was 3-0.

#### **Tapping Fee Committee Report**

There was no tapping fee committee report.

#### **Capital Projects Committee Report**

William stated that the committee met on October 1, 2024 to review the capital projects for 2025 and beyond. He noted that they have received an updated version of the report which will assist in the 2025 budget. His understanding is that they typically alternate between water/sewer for rate increases, however the committee is recommending to increase both. Josie noted that for 2024 they did raise both. William noted that looking forward to next years projects, they should be good. However as they look ahead 3 years, they seem a little short. He also noted that once we get through this 3-5 year period, there are not many large projects on the radar.

William also asked the status/plan for a replacement of the open office position. Cory replied that they just had a meeting to discuss the topic and are hopeful to have a replacement within a month of two.

#### **NEW BUSINESS**

There was no new business to discuss.

#### **EXECUTIVE SESSION - If Necessary**

Acting Chairman Brown adjourned to an executive session at 4:50 p.m.

The Board reconvened to the regular meeting at 5:02 p.m.

#### **BILLS FOR PAYMENT**

The monthly invoice list processed by South Middleton Township on behalf of the Authority was available for the Board to review. Josie presented two checks made payable to South Middleton Township for approval. One in the amount of \$267,264.48 for invoiced expenses and the other in the amount of \$55,529.63 for payroll expenses.

Steve made a motion to approve the payments. Duff seconded, and the vote in favor was 3-0.

## **ADJOURNMENT**

Steve made a motion to adjourn at 5:03 p.m. Duff seconded, and the vote in favor was 3-0.

**WITNESS:**

Joseph Hall  
JOSEPHINE HALL, AUTHORITY MANAGER

**SOUTH MIDDLETON TOWNSHIP  
MUNICIPAL AUTHORITY BOARD:**

Bryan D. Gembusia  
Bryan Gembusia, Chairperson

William Brown  
William Brown, Vice Chairperson

R. Duff Marweiler  
R. Duff Marweiler, Secretary

Steve Aichele  
Steve Aichele, Treasurer

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