

South Middleton Township Municipal Authority—September 9, 2019
Regular Meeting

Board Members: William Brown, Chairman, Bryan Gembusia, Vice-Chairman, Stephen Aichele, Treasurer
Maurita Hewitt, Assistant Secretary-Treasurer

Staff Present: Robert Kissinger, Manager, Josephine Hall, Assistant Manager, Howard Butler, GHD Engineer
Isaac Wakefield, Solicitor

Visitors: Cory Adams, South Middleton Township Manager

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

The minutes from the meeting of August 12, 2019 and August 26, 2019 were presented for review and approval. **Mr. Gembusia made a motion to accept both sets of minutes as presented. Mr. Brown seconded the motion. The motion carried 4-0.**

The monthly operations invoices were presented for payment. The Board members present initialed the payment register. **Mr. Gembusia made a motion to pay the invoices as presented. Mr. Aichele seconded the motion. The motion carried 4-0.**

The following requisitions were presented for payment from the **M & T Trust Company 2017 Project Fund – Sewer:**

<u>Req. #</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose For Which Incurred</u>
S-31	GHD, Inc. DEPT LA 23922 Pasadena, CA 91185-3922	\$ 8,775.44	Forge Rd Acres Phase I 47% Sewer Invoice No. 126914, Forge Rd Acres Phase II 47% Sewer Invoice No. 126940

The following requisitions are presented for payment from the **M & T Trust Company 2017 Project Fund – Water:**

W-36	GHD, Inc. DEPT LA 23922 Pasadena, CA 91185-3922	\$ 10,673.60	Inv. No. 126914 Forge Rd 53% Phase I Inv. No. 126917 S Spring Garden Waterline Replacement Project and Inv. No. 126940 Forge Rd 53% Design Phase II
W-37	Kaylor, Allwein & Hartman, Inc. 1529 East Chocolate Avenue Hershey, PA 17033	\$15,760.00	Professional Services Relative to South Spring Garden Street Invoice No. 1336

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

443	GHD, Inc. DEPT LA 23922 Pasadena, CA 91185-3922	\$ 1,323.50	Inv. No. 126916 Water Model Inv. No. 126915 SRBC Waiver Request
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444	SMTMA Water Operations PO Box 8 Boiling Springs, PA 17007-0008	\$ 2,725.00	Reimbursement for fees to Cumberland County & DEP for the Park Drive Water Line Project relative to the E&S and NPDES Applications
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The following requisitions are presented for payment from the M & T Trust Company 2019A Project Fund – Water:

W-3	GHD, Inc. DEPT LA 23922 Pasadena, CA 23922	\$ 11,230.66	Park Drive Waterline Replacement Invoice No. 126923
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Mr. Aichele made a motion to authorize payment of Requisition Nos. S-31 from the M & T Trust Company 2017 Project Fund Sewer, Requisition Nos. W-36 & W-37 from the M & T Trust Company 2017 Project Fund Water, Requisition Nos. 443, & 444 from the M & T 2013 Water Bond Redemption & Improvement Fund, and Requisition W-3 from the M & T Trust Company 2019 A Project Fund Water. Mr. Gembusia seconded the motion. Ms. Hewitt abstained. The motion carried 3-0.

Chairman Brown entertained a motion to appoint Maurita Hewitt as Assistant Secretary/Treasurer. Mr. Aichele made a motion to approve the appointment of Maurita Hewitt to the Board as Assistant Secretary/Treasurer. Mr. Gembusia seconded the motion. The motion carried 3-0.

Public Input – None

SMT Update/Issues – Mr. Adams reported that the Water Storage Tanks on Springville Road were the lengthy topic of discussion at a recent Board of Supervisors meeting, specifically the removal of the trees that created a visual buffer for the residents. Many are unhappy about the very noticeable, large, blue storage tanks. There was also a meeting with the Developer earlier this date. Mr. Adams agreed to bring the concerns to the Municipal Authority Board to seek some help and consideration relative to a visual buffer of trees on Authority property. Chairman Brown stated that he had no problem discussing the issue as a Board, but hesitates to expend any Authority funds as it is a Developer issue. The consensus of the Board was agreeable to providing access to Authority property for the Developer to plant a visual buffer, but it was stated that there could be no negative impact to the Authority facilities, and there was no offer of financial assistance in the matter.

Ms. Hall reported in response to Mr. Adams inquiry from last month concerning the possibility of using the Authority's billing software/staff to bill the residents of Westgate for stormwater fees. Mr. Adams reiterated that the need for the billing is due to the defunct Homeowner's Association in Westgate, and ongoing concerns with the lack of maintenance on the retention ponds in that development. Ms. Hall reported that following her conversation with the Authority's billing clerk, it has been determined that it is feasible to add a billing code to the current billing, however, Ms. Hall proposed that it may simplify the process of billing and eliminate confusion when questions and concerns arise from residents, if the stormwater billing be done alone on Township billing stock to create a clear division between the Authority and Township. There was some discussion relative to additional time and resources to perform the billing/collections and the possibility that there should be a segregation of duties for handling Township Funds. Ms. Hall will seek professional guidance from the Authority's Auditor to see if it is feasible to pursue this avenue of billing. A determination was made that if the Auditor concurs that the Authority staff could perform the billing and collections one time annually on the first quarter of the year, then a 5% administrative fee would be charged to the Township with a minimum annual fee established of \$750 and upfront start-up costs for software configuration, as well as all water and sewer charges will be paid prior to any payment for the stormwater when balances are not paid in full.

MANAGER'S REPORT— Mr. Kissinger'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.) Mr. Kissinger presented the monthly budget for review and discussion.

Medical Insurance Renewal for 2019/2020 – Mr. Brown reported that the HR committee met to discuss the health insurance options. As recommended last month, the decision would be to remain with Capital Blue Cross as our insurance carrier. At that time, a plan option was not chosen. Mr. Brown reported that the HR committee is recommending that the Authority maintain the same plan coverage for 2019/20. The deductibles would remain at \$3,000/\$6,000 and the employee responsibility would remain at \$300.00 under the Authority's MERP provisions. One of the only changes would be a \$250.00 deductible under the prescription drug plan for brand prescriptions, and this amount could be reimbursed through the employee's FSA. Also the FSA maximum would be set at \$2,000.00. The co-pay for the emergency room increases, but that is the same across the board for all Capital Blue Cross Plans. **Mr. Gembusia made a motion to renew the health insurance coverage for the employees through Capital Blue Cross as outlined, and to authorize the Chairman to sign the MERP resolution mid-month, subject to the Solicitor's review. Mr. Aichele seconded the motion. The motion carried 4-0.**

Minimum Municipal Obligation (MMO) for Employee Pension Plans – Mr. Kissinger presented the MMO documents for both the Tier I and Tier II Employee Pension Plans as a matter of information and record as legally required under the provisions of Act 205.

Mr. Aichele asked about the outcome of the September 6, 2019, joint meeting when representatives for SMTMA met with representatives of Monroe Township. Mr. Kissinger reported that it was a good meeting with amenable discussions about White Rock Acres being the chief reason for the infiltration/Inflow. Monroe flows have consistently exceeded their capacity on a 30 day rolling average for a year. Mr. Kissinger reported that near the close of the meeting there was a brief discussion about joining forces as a joint authority, and it was agreed that this option would require much further investigation. Mr. Brown interjected that the end result was a more aggressive plan on Monroe's part to address the I & I issues or to purchase more capacity and have quarterly meetings to update the Authority on their progress.

ENGINEER'S REPORT – Mr. Butler presented the Task Order Update and reviewed the progress for all existing Task Orders. (His report is attached with the minutes).

Mr. Butler presented Task Order No. 29 in draft form. This task order is for the demolition of Water Storage Tank No. 3. The total amount of money for the scope of work is \$31,500., which includes preparing the plans and specs for demolition, a potential line item for permitting to decommission the tank, and the cost of the contractor.

Mr. Butler presented Task Order No. 30 in draft form. The total amount of the task order is \$50,500. This work is for the installation of sewer lines to service approximately 10 to 15 homes on Fairview Street that were not previously connected to the sewer system, but are a part of the Township's Act 537 Plan. Mr. Butler is pursuing gravity sewer in this area, which means the permitting costs may potentially be higher due to wetland studies that would be necessary as the installation of these lines would be in the backyards of these homes. The scope of work and project cost does not include surveying.

Mr. Brown suggested that Mr. Kissinger and Ms. Hall send a letter to the residents affected by the Forge Road Phase II project as a courtesy. The letter should contain information with regard to the awarding of the project to DOLI Construction, and that they may be seeing activity and heavy equipment as early as the end of October.

SOLICITOR'S REPORT - Mr. Wakefield reported on the status of the easement agreement with Vitro. He has reached out several times to their legal counsel and has received no response. Mr. Wakefield asked that Mr. Kissinger and Ms. Hall make an inquiry to their contact person at Vitro.

Mr. Wakefield reported that the Agreement for Pump Station No. 8 in final form was provided to Mr. Galbraith, and his Counsel, Mr. Scherer, for review and execution. There has been no response, therefore, the agreement is still pending.

Mr. Wakefield is currently working on the amended Developer Agreement for Allenberry with regard to the sewer rate district to be consistent with Monroe's rate structure. It was revised and sent to their counsel for review and it is currently pending.

Mr. Brown asked for a formal motion to approve the renewal of dental insurance that was overlooked in the previous discussion of health insurance. He reported that the rates for coverage will not change for the new plan year. **Mr. Gembusia made a motion to approve the renewal of the Dental Insurance Plan with Delta Dental for the upcoming plan year. Mr. Aichele seconded the motion. The motion carried 4-0.**

COMMITTEE REPORTS


HR Committee: Mr. Brown reported that the HR committee has continued to work on revisions to the Employee manual. He reiterated that the Board was made aware of a specific concern with the current Sick Leave Policy. Steve Coccorese, a representative from Salzmann Hughes, met to provide further guidance on the revisions to the Employee Manual. Specific discussions were held with regard to employees who have incurred large sums of sick leave. The sick leave will be reclassified as "Catastrophic Leave". If an employee needs to use leave due to a doctor's appointment or temporary ailment/illness, they would use their regular leave, but if they were out due to an extended illness or surgery, they would be able to use the Catastrophic Leave. Catastrophic leave will not accrue and it would only be available for use in the event of an extended illness or in the event of surgery when short term disability would otherwise come into play. The Catastrophic Leave would be paid at 100% of pay as opposed to relying on short term/long term disability which is paid at 60% of pay and is capped at a certain amount per week. Mr. Aichele also reported that the committee will revisit the short term and long term disability policies for next year. The concept of the new HR Manual is to combine the Tier I and Tier II employee manuals into one, more uniform manual.

Capital Committee: Mr. Butler provided a report with regard to all projects and presented a spreadsheet with current and future task orders. The one new addition to the water was Booster Station 5 for a small pump replacement scheduled for 2020.

NEW BUSINESS – At 7:31 p.m. Mr. Brown announced that the Board would be moving into an executive session for a discussion on real estate. At 8:00 p.m. the Board resumed the regular meeting agenda.

At 8:00 p.m., Mr. Aichele made a motion to adjourn. Mr. Gembusia seconded the motion. The motion carried 4-0.

Respectfully submitted,


Secretary/Asst. Secretary