

South Middleton Township Municipal Authority—April 13, 2020
Regular Meeting

**Due to the COVID-19 Pandemic and Governor Tom Wolf's associated Declaration of Disaster Emergency, this meeting occurred via telemeeting using technology that allowed for two-way audio and video communication between Board members and the public. Notice of the telemeeting was published to the Authority's website and public participation was available by way of advance written comments or electronic access to the telemeeting.*

Board Members Present: William Brown, Chairman, Brian Gembusia, Vice Chairman, Duff Manweiler, Secretary, Steve Aichele, Treasurer, Maurita Hewitt, Asst. Secretary/Treasurer

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

Visitors: Cory Adams, SMT

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

The minutes from the March 9, 2020 meeting were presented for approval. **Mr. Aichele made a motion to accept the March 9, 2020 minutes as written. Mr. Gembusia seconded. Motion carried 5-0.**

The monthly operations invoices were presented for payment and all board members present initialed the payment register (register will be initialed at next live meeting). **Ms. Hewitt made a motion to pay the monthly operations invoices as presented. Mr. Aichele seconded. Motion carried 5-0.**

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

<u>Req. No.</u>	<u>Payee</u>	<u>Amount *</u>
S-45	GHD, Inc.	\$ 8,535.67
S-46	DOLI Construction Corp.	\$ 669,704.42

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

<u>Req. No.</u>	<u>Payee</u>	<u>Amount *</u>
W-56	GHD, Inc.	\$ 19,077.92
W-57	DOLI Construction Corp.	\$ 669,704.42
W-58	Honor Engineering	\$1,500.00

The following requisitions were 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>
451	GHD, Inc.	\$ 122.00

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

564	Honor Engineering	\$ 10,105.00
565	Lexington Land Developers Corp.	\$ 5,718.00

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

<u>Req. No.</u>	<u>Payee</u>	<u>Amount *</u>
28	SMTMA Sewer Operations	\$500,000.00

* 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. Hewitt made a motion to authorize payment of the following; from the M & T Trust Company 2017 Project Fund—Sewer: Req. No. S-45 & S-46, from the M & T Trust Company 2017 Project Fund—Water: Req. No. W-56, W-57 & W-58, from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 451, from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 564 & 565 and from the M & T Trust Co. 2013 Sewer Clearing Fund: Req. No. 28. Mr. Gembusia seconded. Motion carried 5-0.

Public Input—None.

SMT Update/ Issues—None.

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—Monthly budget review worksheet was included in the meeting packet.

Modified Work Schedule Due to Covid-19—Ms. Hall reviewed the revised work scheduled for staff. The board discussed the schedule and it was the consensus of the Board that the current schedule should be maintained and resumption of the regular work schedule will be determined by the directions coming forth from the Governor's directives.

CONSULTING ENGINEER'S REPORT (GHD)—Mr. Butler presented the monthly memorandum, as distributed in the meeting packet, detailing the progress of the Task Orders prepared by GHD. (Memorandum is filed with these minutes as a permanent record).

SOLICITOR'S REPORT—Mr. Wakefield presented a resolution for approval by the Board related to the decision to modify all staff work schedules, which includes reducing work hours to minimize contact by staff, during Governor's Proclamation of Disaster Emergency due to the Covid-19 pandemic. The resolution authorizes the use of Paid Administrative Leave for all staff during the disaster emergency period. The resolution may be modified or terminated by the Board at any time. Mr. Wakefield asked for a motion to adopt Resolution No. 04-13-2020-01. **Mr. Aichele made a motion to adopt the Resolution No. 04-13-2020-01 authorizing the use of Paid Administrative Leave during the disaster emergency declared by the Governor of Pennsylvania. Mr. Gembusia seconded. Motion carried 5-0.**

Ms. Hall presented a question to Mr. Wakefield related to the possibility of contracting DOLI, the Forge Road Phase II contractor, to do the restoration work at the properties in the Phase I project that was not completed satisfactorily. Mr. Wakefield stated that information would have to be considered related to the total cost of the restoration work as it relates to the bidding threshold established for contracted work. After some discussion, it was the consensus of the Board to meet with DOLI and get pricing information and consider using them for the restoration work.

Ms. Hall inquired whether the Board could discuss waiving penalty charges on the current quarterly billing that just went out. Mr. Wakefield said that there are currently no mandates that prevent the Authority from charging penalty/interest charges, but in the same turn, those charges may be waived at the Authority's discretion. The subject will be discussed again at the May meeting.

Ms. Hall presented information on a delinquent account issue. Western Village RV Park has consistently been delinquent in their payments and most recently a payment was received in an amount of approximately \$13,000.00 to avoid "shut off". That check was returned due to insufficient funds. She asked for direction on how to handle this issue. Mr. Wakefield addressed several methods of collection and also indicated that some research would need to be done regarding possible landlord/tenant issues that could determine how collection would have to be handled. The Board directed Mr. Wakefield to gather information and pursue collection of this account. The Board asked that they be updated on the matter.

Status of SRBC Appeal—Mr. Wakefield reported that he continues to work on the amended settlement agreement with SRBC. He is awaiting some information from Mr. Butler and staff that will be included in the response to SRBC. The stay on the appeal is set to run out and he has prepared a written request to extend the stay on the appeal which should go out tomorrow.

Mr. Wakefield also received a request from South Middleton Township regarding some amendments to their compensation plan and he will be passing on some language used in the Authority's plan to help them address this issue.

SPECIAL COMMITTEE REPORTS—HR Committee—None.

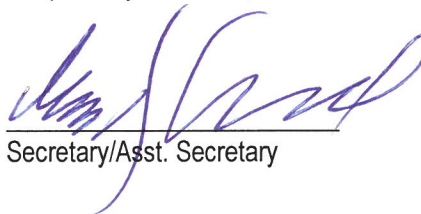
Finance Committee—None.

Tapping Fee Adjustment Committee—None.

NEW BUSINESS—Mr. Kissinger asked Ms. Hall to present the Bill Of Sale for the Netherby Development Phase 2 for dedication. Ms. Hall asked for a motion to accept the Netherby Phase 2 Bill of Sale. **Mr. Aichele made a motion to accept the Bill of Sale for Netherby Phase 2. Mr. Gembusia seconded. Motion carried 5-0.**

At 7:05 pm Ms. Hewitt made a motion to adjourn. Mr. Manweiler seconded. Motion carried 5-0.

Respectfully submitted,



Secretary/Asst. Secretary