

South Middleton Township Municipal Authority — February 8, 2024
Regular Meeting

Board Members Present: Bryan Gembusia, Chairman, William Brown, Vice Chairman, Steve Aichele, Treasurer, Maurita Abeln, Asst. Sec/Treasurer

Staff Present: Josephine Hall, Manager, Robert Kissinger, Advisor, Brian O'Neill, SMT Engineer, Cory Adams. SMT Manager, Jarrett Sweeney, Asst. Township Manager

SMTMA Professionals: Mark Pickering, Engineer & G. Bryan Salzmann, Solicitor

Public/Visitors: None

Mr. Gembusia called the meeting to order at 4:00 p.m.

Public Comment—None

The minutes from the meeting of January 11, 2024 were presented for approval. Mr. Aichele made a motion to approve the minutes with one correction. Reference to Mr. Howard in Mr. Pickering's report should be changed to Mr. Butler. Ms. Abeln seconded the motion. The motion carried 4-0.

The monthly invoices processed by South Middleton Township on behalf of the Authority were available for the Board's review. Mr. Aichele made a motion to approve the payments as processed by South Middleton Township on behalf of the Authority and reimburse South Middleton Township for the amounts detailed in the Manager's Report. Ms. Abeln seconded the motion. The motion carried 4-0.

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>
533	GHD, Inc.	\$ 4,938.00
534	PENNDOT	\$ 8,091.53

* 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. Aichele made a motion to authorize payment of the following requisitions from the **M & T Trust Company 2013 Water Bond Redemption and Improvement Fund:** Req. No. 533 & 534. Ms. Abeln seconded the motion. The motion carried 4-0.

SMT Update/Issues—Regarding the South Spring Garden Street water line replacement project, the pre-construction meeting was held and Doli will use an area at the airport for staging and will do intermittent lane/road closures during work hours.

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. Mr. Brown made a motion to accept the Manager's Report as presented and approve the direction stated within. Ms. Abeln seconded the motion. The motion carried 4-0.

Monthly Budget Report—Ms. Hall provided the Monthly Budget Report in the meeting packet for the Board's review.

Delinquency Processing—Ms. Hall presented information regarding the status of the Authority's delinquency processing. Ms. Hall distributed a list of delinquent accounts which currently have Municipal Liens held for delinquency amounts that exceed \$1,000.00. During the time-period since Covid emerged in 2020, regular processing of collections was put on hold. In that time a considerable number of delinquent accounts have climbed above the \$1,000.00 mark which, in the Authority's regulations, is a trigger for processing a Municipal Lien against the property. Prior to 2020, collection of delinquent accounts was processed in cycles of

approximately every 4 to 6 months which prevented balances on delinquent accounts to exceed more than 3 to 4 delinquent quarters and water shut off was used as a collection tool if the account was not brought up to date. Ms. Hall asked the Board for direction on moving forward with collections regarding using water termination on delinquent accounts regardless of a lien or liens being filed for a property. **After a lengthy discussion, Mr. Brown made a motion to authorize staff to resume collections under the Authority's Rates, Rules and Regulations and utilize termination of water service as a tool for collection for all delinquent properties regardless of delinquency amounts or the existence of a Municipal Lien. Mr. Aichele seconded the motion. Motion carried 4-0.**

180 York Road Planning Request—Ms. Hall has received the planning request for the property at 180 York Road, which is the old radio station building which was abandoned years ago. The developer has requested 2 EDU's of both water and sewer for the planned facility. She asked for a motion to move forward with preparing the paperwork and issuing the "Will Serve" letters for the requested sewer and water. **Mr. Brown made a motion to direct Ms. Hall to move forward with approving the planning request for 180 York Road. Ms. Abeln seconded the motion. Motion carried 4-0.**

Escrow Review for Morgan's Crossing—Developer was not present to discuss.

CONSULTING ENGINEER'S REPORT (GHD) – Mr. Pickering 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).

Carlisle Pump Station 2 Project Update—Mr. Pickering updated the Board on the status of the Carlisle Pump Station Upgrade project. The Force Main Construction Project is underway. The contractor, EK Services, has not encountered any major difficulties so far. The Pump Station Construction Project is slated to begin mid-February with a preconstruction site meeting to be held with the contractor, PSI. Both projects are looking at a completion date in mid-May.

South Spring Garden Street Project Update—Mr. Pickering presented a request for approval of Change Order Amendment No. 3 for this project for construction phase services of the project. The amount of the change order is \$133,000.00. Mr. Brown asked if the information was reviewed by Ms. Hall and Mr. Kissinger. Ms. Hall indicated that she had reviewed the information and sees no issues. **Mr. Brown made a motion to approve Task Order Amendment No. 3 for the South Spring Garden Street Water Main Replacement Project for Construction Phase services in the amount of \$133,000.00. Mr. Aichele seconded the motion. Motion carried 4-0.**

Pump Station No. 4 Evaluation—Mr. Pickering reported that the evaluation of the upgrade of Pump Station No. 4 has been completed. Evaluation was also done on construction of a new pump station versus revamp and upgrade of the existing station. Recommendations are addressed in this month's engineering report. A preliminary estimate for the upgrade of the station is \$812,000.00. That amount is approximately half the cost of construction of a new station. Mr. Brown inquired as to timing of the project so as to incorporate the project into the Capital Budget planning. After discussing the information, it was the recommendation of the Board to authorize GHD, Inc. to prepare a proposal for design and construction phases and evaluation of upgrading the electrical to 3-phase power. Mr. Kissinger estimated that the need for the upgrade could probably extend out 2 years as capacity for upcoming development is available at this time.

Storage Tank No. 6 Design and Permit Update—Mr. Pickering reported that the NPDES Permit application has been submitted. The next step is to submit the application for the PWS permit. Work on finalizing the design is continuing. Mr. Salzmann reminded the Board that GMS Solutions is working on securing a grant for this project and asked Ms. Hall to get in contact with Ms. Holland about requirements of the grant so as not to proceed with anything that would conflict with the grant requirements.

Water Model Update, Task Order Amendment No. 1—Mr. Pickering presented Change Order Amendment No. 1 for Water Model-Task Order No.22 for additional engineering services due to changes in the water distribution system since the original model was developed in 2019 and bring the original information up to date with the last 4 years of water information. The Change Order Amendment is in the amount of \$22,500.00. **Mr. Gembusia made a motion to approve Amendment No. 1 for Task Order No. 22 in the amount of \$22,500.00. Ms. Abeln seconded the motion. Motion carried 4-0.**

Digester Tank Repair Project—Mr. Pickering reported that the bids for this project were opened on January 31, 2024. There were 3 bidders for the project with PSI Pumping Solutions Inc. being the apparent low bidder with a bid amount of \$210,532.00. The bid

amount is in line with the estimated costs calculated. GHD has reviewed the bid documents and would recommend that the Authority proceed with notice of the Intent to Award the bid to PSI Pumping Solutions, Inc. **Mr. Gembusia made a motion to authorize the notice of Intent to Award the Digester Tank Repair Project to PSI Pumping Solutions, Inc. contingent upon review of all documents by staff and solicitor. Mr. Aichele seconded the motion. Motion carried 4-0.**

SOLICITOR'S REPORT—Mr. Salzmann reported on the following item:

Alexander Spring Road Hotel Developer's Agreement—Mr. Salzmann presented the Developer's Agreement for the Alexander Spring Road Hotel plan. The agreement has been signed by the Developer and South Middleton Township and is ready for Authority signatures. The Agreement can be finalized upon payment of all fees required in the agreement and signatures by the Authority. Mr. Salzmann asked for a motion to accept the Alexander Spring Road Hotel Developer's Agreement. **Ms. Abeln made a motion to approve and enter into the Developer's Agreement with SMT, SMTMA and the developer, Abba Land Holdings LLC contingent upon receipt of all fees required in the agreement. Mr. Aichele seconded the motion. Motion carried 4-0.**

SPECIAL COMMITTEE REPORTS

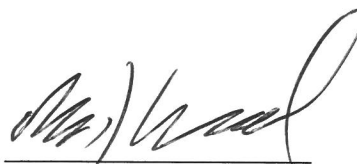
Capital Projects Committee—Mr. Brown would like to meet sometime in April.

Tapping Fee Committee—No report for this month

New Business: Nothing to Report.

At 4:49 p.m. Mr. Gembusia made a motion to adjourn the regular meeting to enter executive session to discuss matters of potential litigation. Mr. Aichele seconded the motion. Motion carried 4-0.

Respectfully submitted,



Secretary/Asst. Secretary