

South Middleton Township Municipal Authority—May 11, 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, and Maurita Hewitt, Asst. Secretary/Treasurer

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

Visitors: Cory Adams, SMT
Phil Garland, Lexington Land Developers

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

The minutes from the April 13, 2020 meeting were presented for approval. **Mr. Gembusia made a motion to accept the minutes as presented. Mr. Aichele seconded the motion. The motion carried 5-0.**

The monthly invoices were presented for payment and all board members will initial at the next meeting held on the Authority's premises. **Ms. Hewitt made a motion to pay the monthly invoices as presented. Mr. Gembusia seconded the motion. The 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-47	GHD, Inc.	\$ 7,076.06
S-48	DOLI Construction Corp.	\$258,595.33

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-59	GHD, Inc.	\$ 13,128.56
W-60	DOLI Construction Corp.	\$258,595.33

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>
452	GHD, Inc.	\$ 336.25

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

<u>Req. No.</u>	<u>Payee</u>	<u>Amount *</u>
28	SMTMA Water Operations	\$300,000.00

* 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.

Mr. Aichele made a motion to authorize payment of the following requisitions from the M & T Trust Company 2017 Project Fund—Sewer: Req. No. S-47 & S-48, from the M & T Trust Company 2017 Project Fund—Water: Req. No. W-59 & W-60, from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 452, and from the M & T Trust Co. 2013 Water Clearing Fund: Req. No. 28. Mr. Gembusia seconded the motion. The Motion carried 5-0.

Public Input: Phil Garland joined the zoom meeting to request that SMTMA assume responsibility for payment of the electric bill for the pumping station at Morgan's Crossing. The approximate monthly cost would be \$250.00. Ms. Hall informed the Board that the facility has not been dedicated to the Authority; however, sewage flow is going to the station for existing customers as well as any new customers. **After some discussion with regard to other expenses the Authority may incur as well as any legal ramifications for the undertaking, Mr. Manweiler made a motion to approve reimbursement to Lexington Land Developers for payments of electric bills beginning with April and moving forward. Ms. Hewitt seconded the motion. The motion carried 5-0.**

SMT Update/ Issues - Mr. Adams gave a brief update with regard to activity/work continuing under the current restrictions of the COVID19 Pandemic.

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 — The monthly budget report was included in the meeting packet.

Work Schedule/Covid-19 - Ms. Hall requested that the Board consider moving forward to bring all staff back to normal operation beginning April 18th, although the Governor has not moved the status for Cumberland County to Yellow. She noted that construction has begun to return and with staff on staggered shifts, preventative maintenance, seasonal tasks and preparations for upcoming construction projects in the field are falling behind. Ms. Hall reiterated what she had previously shared with the HR Committee, and that is staff would continue wearing masks, close contact will be limited whenever possible, and lunch periods could be staggered.. Mr. Adams offered his assistance with guidelines that the Township already has in place. It was the consensus of the Board that Authority staff would return to a 40 hour work week beginning May 18th with appropriate safety guidelines in place.

Vitro Recycling Agreement – Due to COVID 19 this project has been delayed. Ms. Hall reported that she did have a recent meeting with Amy Hacker at VITRO. Ms. Hall conveyed that a major change has occurred relative to the previous plan outlined in the Agreement with VITRO, and that is that VITRO is now in discussions to purchase the property where their process water was previously being discharged. If that occurs, VITRO would be interested in purchasing emergency capacity from the Authority rather than the current terms of the agreement. Ms. Hall reiterated that they currently discharge approximately 65,000 gallons per day into the Authority's system. The agreement expires at the end of 2020, and Ms. Hall anticipates that they may be asking for an extension to the agreement. No decisions were needed at this time, but future discussions are imminent.

Ms. Hall reported that she had received a request from a resident across from the Porches Development who is experiencing turbidity problems with his well. She was asked if it would be possible to connect to the Authority water system. Ms. Hall explained to the resident that there is a multi-party agreement and that they would need approval from the other parties. Ms. Hall presented the request to the Board for their consideration and proper channels to move forward to approve such a connection and reiterated that the Authority has not taken dedication of the property. The question arose with the potential for other properties to connect, and Ms. Hall reported that there are potentially 5 other properties within close proximity to the water main that could connect. Mr. Gembusia suggested that we approach Monroe to see if they are amenable to the request, and if so, the Board could then consider amending the agreement for potential future connections.

Ms. Hall reported that the sludge hauling bid has expired and requested approval to seek bids. **Mr. Gembusia made a motion to secure bids for biosolids hauling. Ms. Hewitt seconded the motion. The motion carried 5-0.**

Ms. Hall shared that she is expecting a child and will need to be out of the office on maternity leave in October/November of this year. She added that Mr. Kissinger has already agreed to step in as interim manager in her absence. The Board extended their congratulations to Ms. Hall and their appreciation to Mr. Kissinger for his offer to assist during her absence.

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).

Mr. Butler reported that the demo has begun on Storage Tank No. 3 on Marsh Drive. The contractor expressed that they would like to keep working through the weekend to finish the project.

Mr. Butler reported that Task Order No. 35, Design for the Storage Tank No. 6, came in higher than projected under the Capital Projects spreadsheet. This task basically lumps the design of three projects into one with all the electrical work needed to feed the potential future well, some rehabilitation of Well 1, a new replacement generator and booster station. The biggest unknown is the DEP permitting. There is an exclusion for Geotechnical work that will require outsourcing. Mr. Butler estimates that this work may cost between \$5,500 and \$8,000. The Chairman asked if the Task could be deferred to give Ms. Hall and Mr. Kissinger a chance to review. It was the consensus of the Board to defer further discussion until the meeting on June 8, 2020.

Chairman Brown asked for updates on the restoration of lawns and driveways for Phase I of the Forge Road Acres project. Mr. Butler suggested that the dollar amount to do both lawns and driveways for those along Forge Road would be approximately \$36,000., \$15k for lawns and \$20k for paving if the current contractor does the work via a change order. The consensus of the Board was to move forward with the lawn restoration due to the opportune growing season and the arduous wait that the residents have endured. Mr. Wakefield recommended that the Board could obtain three quotes for a “Not to Exceed” price of \$21,000.00 for the landscaping. **Mr. Manweiler made the motion for Ms. Hall to secure three quotes for a “Not to Exceed” amount of \$21,000.00. Ms. Hewitt seconded the motion. The motion carried 5-0.**

SOLICITOR’S REPORT—Mr. Wakefield reported that an extension of time was secured with the SRBC settlement. He is working with Ms. Hall and Mr. Butler on a counter proposal.

SPECIAL COMMITTEE REPORTS

HR Committee - Nothing to Report

Capital Projects Committee - Mr. Brown requested that a meeting be held prior to the next Board meeting to discuss the future projects. Mr. Butler offered to host the meeting via “Teams” so that the spreadsheet can be adjusted as the meeting proceeds.

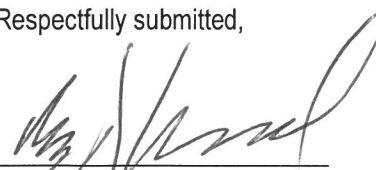
Tapping Fee Adjustment Committee - Mr. Brown stated that Tapping Fee Adjustments will remain on hold due to the COVID 19 Pandemic. Ms. Hall suggested that a meeting be held with Land O Lakes with regard to the waterline replacement project on Park Drive. Mr. Brown deferred to Ms. Hall and Mr. Kissinger to contact Land O Lakes for said meeting.

NEW BUSINESS - Mr. Kissinger asked if the Board has considered plans for the vacant lot once the Storage Tank 3 Demolition Project is completed. Mr. Kissinger will send the “Meets and Bounds” description to Mr. Wakefield to perform a title search for further discussions on a future date.

At 7:20 pm Chairman Brown moved the meeting into Executive Session for discussion of potential litigation. At 7:26 p.m. the Board resumed the regular agenda.

At 7:27 p.m. Mr. Gembusia made a motion to adjourn the meeting. Mr. Aichele seconded the motion. The motion carried 5-0.

Respectfully submitted,



Secretary/Asst. Secretary