

**South Middleton Township Municipal Authority—June 8, 2020**  
**Regular Meeting**

**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 (Present through Zoom), Robert Kissinger (Present through Zoom)

**Visitors:** Cory Adams, SMT (Present through Zoom)

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

The minutes from the May 11, 2020 meeting were presented for approval. **Mr. Aichele made a motion to accept the May 11, 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. **Mr. Gembusia made a motion to pay the monthly operations invoices as presented. Mr. Aichele seconded. Motion carried 5-0.**

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

<b><u>Req. No.</u></b>	<b><u>Payee</u></b>	<b><u>Amount *</u></b>
S-49	GHD, Inc.	\$ 751.25

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

<b><u>Req. No.</u></b>	<b><u>Payee</u></b>	<b><u>Amount *</u></b>
W-61	Honor Engineering	\$ 337.50
W-62	GHD, Inc.	\$ 2,027.51
W-63	Lycoming Supply, Inc.	\$ 43,967.25

The following requisitions were presented for payment from the **M & T Trust Company 2019A Project Fund-Sewer:**

<b><u>Req. No.</u></b>	<b><u>Payee</u></b>	<b><u>Amount *</u></b>
S-1	DOLI Construction Corp.	\$ 246,438.31
S-2	GHD, Inc.	\$ 10,546.62

The following requisitions were presented for payment from the **M & T Trust Company 2019A Project Fund-Water:**

<b><u>Req. No.</u></b>	<b><u>Payee</u></b>	<b><u>Amount *</u></b>
W-9	DOLI Construction Corp.	\$ 246,438.31
W-10	GHD, Inc.	\$ 15,150.37

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

566	Berman Freightliner	\$ 94,971.00
567	A & H Equipment	\$ 273,463.00
568	GHD, Inc.	\$ 3,217.25

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

453	GHD, Inc.	\$ 3,867.75
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\* 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-49, from the M & T Trust Company 2017 Project Fund—Water: Req. No. W-61, W-62 & W-63, from the M & T Trust Company 2019A Project Fund-Sewer: S-1 & S-2, from the M & T Trust Company 2019A Project Fund-Water: W-9 & W-10, from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 566, 567 & 568, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 453 Mr. Manweiler seconded. Motion carried 5-0.**

**Public Input**—None.

**SMT Update/ Issues**—Mr. Adams reported that Jamie had emailed him information about the status of the Westgate Storm Water Billing. She asked whether the Township wants to proceed with adding the 10% penalty charge as indicated in the ordinance. He will be discussing the information with the Supervisors this week and will get back to her. Mr. Manweiler asked that the Authority make note that the Township is interested in looking at acquiring two parcels that the Authority owns. One of the lots is where the water storage tank was just demolished on Marsh Drive and the other is a lot located on Bucher Hill Road. Mr. Adams said that he can meet with the Authority at any time to discuss the options for the parcels.

**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 reported that all staff members have returned to a normal 40 hour work schedule as of May 18<sup>th</sup>. At this time, we have not opened our office to the public. She asked the Board for direction on re-opening the office to the public. Ms. Hall stated that Jamie and Wendy do not feel comfortable with re-opening mainly due to the lack of ability to monitor customer's use of masks and having adequate space to social distance. The Board discussed the matter and also revisited the topic of the lack of safety measures at the administration building. It was suggested by Mr. Manweiler that the Authority move forward with planning to do security upgrades to the building. He mentioned that the Township hired a consulting firm who specializes in security upgrades for offices and that the plan proposed turned out very well at the Township building. Mr. Brown directed that a full analysis of making security upgrades to the administration office be added to the budget for 2021. In the meantime, Ms. Hall was directed to make temporary adjustments to the building to give some minimal safety and security for the office. Suggestions were, posting signage at the entrance requiring masks to enter the building, adding some type of plexiglass barrier at the counter and also looking into installing additional locks on the interior doors and installing a doorbell with voice and/or video capabilities to control and reduce access to the inside of the building. It was also suggested that a drop box might be set up outside the building or in the vestibule for customer payments to discourage people entering the building.

**Fairview Street Sewer Extension**—Ms. Hall presented a question to the Board regarding possibly postponing this project due the adverse effect to the economy due to the Covid-19 situation. A discussion was held regarding the preliminary assessment of the project design and whether a request for an extension would need to be submitted to DEP. Mr. Wakefield felt that contact should be made with DEP by the Township regarding any deadline that may exist and request a formal extension if there is a deadline. The Board asked that Mr. Adams have a discussion with Brian O'Neill as to whether there is a deadline for completing the project in the Act 537 Plan and if a request for an extension would be required. Depending upon the outcome of the information received from DEP, it was the consensus of the Board that this project be postponed for one year.

**New Mower Purchase**—Ms. Hall requested a motion to approve the purchase of two new zero radius mowers which were included in the 2020 Budget. The State Contract purchase price for the 2 mowers is \$24,498.00 which is below the \$30,000 budgeted. **Mr. Gembusia made a motion to approve the purchase of 2 new mowers as budgeted. Mr. Aichele seconded. Motion carried 5-0.**

**Sludge Hauling Bid**—Ms. Hall presented information on the Sludge Hauling bid opening which was held at 5:30 today. Ms. Hall indicated that only one bid was received from Jones Custom Manure Hauling. The bid came in with an approximate 20% increase from the previous

contract. Mr. Butler and Mr. Kissinger said that the pricing in the bid is very good and that Jones has been the contracted hauler for several years now and does a very good job. Ms. Hall asked for a motion to award the bid to Jones Custom Manure Hauling. **Mr. Aichele made a motion to award the Sludge Hauling contract to Jones Custom Manure Hauling. Mr. Gembusia seconded. Motion carried 5-0.**

**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).

**Storage Tank No. 6 Design**—Mr. Butler presented Task Order No. 35 with a few small revisions noted after Ms. Hall and Mr. Kissinger reviewed the information as directed at the last meeting. He asked for approval of the task order in the amount of \$171,500.00. **Mr. Gembusia made a motion to approve Task Order No. 35. Mr. Manweiler seconded. Motion carried 5-0.**

**SOLICITOR'S REPORT**—Mr. Wakefield reported that the check for payment of the utility easement on the Laffey property has been filed with the court. If the property owner wishes to collect the money, they will have to petition the court for the funds.

**Status of SRBC Appeal**—Mr. Wakefield reported that the stay on the appeal is set to run out on June 22, 2020. He is hoping to have information to present as a counter to their decision before requesting another extension. Either way he has prepared a written request to extend the stay on the appeal.

Ms. Hall addressed one additional item regarding if and when to restart the collection process for delinquent customers. Ms. Hall indicated that at the time the Covid-19 situation began, our collections were at the point of a preparing a final 10 day notice to be mailed and posted on properties for non-payment of the 4<sup>th</sup> Quarter 2019 billing. The Board discussed the matter and directed that the process could be resumed for collection of delinquent bills.

**SPECIAL COMMITTEE REPORTS—HR Committee**—None.


**Finance Committee**—Mr. Brown reported that the Finance Committee met prior to the Authority meeting and reviewed future projects and financial projections. The revenue coming in this year reflects a surplus above what was projected. In the next few months the committee will look into a possible rate increase which looks to be necessary to maintain a healthy surplus for future projects.

**Tapping Fee Adjustment Committee**—Mr. Brown reported that the meeting of the Tapping Fee Committee was held and that direction was given to move ahead with sending letters to customers who have been reviewed and are exceeding usage purchased for water and sewer.

**NEW BUSINESS**—

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

Respectfully submitted,

  
Secretary/Asst. Secretary