

**South Middleton Township Municipal Authority—November 25, 2019**

**Regular Meeting**

**Board Members Present:** William Brown, Chairman, Bryan 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:** Elizabeth Kidd, Forge Road Resident

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

The minutes from the October 14, 2019 meeting were presented for approval. **Mr. Gembusia made a motion to accept the October 14, 2019 minutes as written. Mr. Aichele seconded. Motion carried 5-0.**

The monthly operations invoices were presented for payment and all board members present initialed the payment register. **Mr. Aichele made a motion to pay the monthly operations invoices as presented. Mr. Gembusia 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-34	GHD, Inc.	\$ 5,775.27
S-35	SMTMA, Sewer Operations	\$ 7,467.16

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-42	GHD, Inc.	\$ 12,156.71
W-43	SMTMA Water Operations	\$ 8,420.41
W-44	Core & Main	\$ 90,471.04
W-45	Kaylor, Allwein & Hartman	\$ 1,365.00

The following requisition was presented for payment from the **M & T Trust Company Series A 2019 Project Fund—Water:**

<u>Req. No.</u>	<u>Payee</u>	<u>Amount *</u>
W-5	GHD, Inc.	\$ 4,876.50

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>
446	GHD, Inc.	\$ 3,142.50

\* 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. Manweiler made a motion to authorize payment for the following; from the M & T Trust Company 2017 Project Fund—Sewer: Req. No. S-34 & S-35, from the M & T Trust Company 2017 Project Fund—Water: Req. No. W-42, W-43, W44, & W-45, from the M & T Trust Company Series A 2019 Project Fund—Water: Req. No. W-5, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 446. Mr. Gembusia seconded. Motion carried 5-0.**

**Public Input**—Ms. Elizabeth Kidd, 920 Forge Road, was present to inquire as to the status of the restoration work which was done for the Forge Road Phase I project. She is not satisfied with the repairs made to her driveway and the edge of the new roadway paving at her property line. Mr. Brown informed her that multiple properties including hers are on the Authority's list as having deficiencies in the restoration work and that the Authority will be taking over redoing the substandard work. The staff and engineer

are working on plans as to when and how the issues will be corrected. Letters to any homeowners involved will be going out in the near future informing them of the issues identified as unacceptable restoration and when and how the repairs will be made. Ms. Kidd stated that she got a quote from a local paving company and asked if she could submit it to the Authority. Mr. Brown asked Ms. Hall to file the proposal with the job information and thanked Ms. Kidd for her patience and understanding through the project.

**SMT Update/ Issues**—Mr. Gembusia and Mr. Manweiler reported the following:

- Tom Faley will be leaving the Board of Supervisors and the newly elected supervisor will be Shelly Capozzi.
- A meeting with Mike Kennedy is going to be arranged to discuss the construction of a walking trail from Allenberry to Boiling Springs possibly along the water line easement. He will make sure that Authority staff will be part of those meetings and will keep the Board updated on the progress.

**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.)

Ms. Hall reviewed the monthly operations report and answered questions from the Board.

**Monthly Budget Review/2020 Annual Budget**—Ms. Hall presented the final draft budget for 2020 for review. Mr. Kissinger reviewed the highlights of the budget and answered some questions of the Board. Ms. Hall asked that the Board review the information between now and the next meeting at which time she plans on requesting approval of the final budget.

**Tapping Fee Adjustments to Land-O-Lakes**—Ms. Hall stated that she feels there has been enough information collected at this time to contact Land-O-Lakes to set up a meeting to discuss tapping fee adjustments. She would like to set up a meeting with the engineer, solicitor and a few board members to go over the information prior to meeting with Land-O-Lakes. Mr. Brown feels that a committee should be formed to monitor and assist with the negotiations. It was the consensus of the Board to create the Tapping Fee Adjustment Committee and Mr. Brown and Ms. Hewitt will serve on that committee.

**Fire Hydrant Update**—Ms. Hall presented additional information related to the question of how Carlisle Borough color codes their hydrants. Ron Hamilton got back to her and said that Carlisle does color coding based on volume of flow and not water main size. He also informed her that the fire company is not able to do the painting of our hydrants. A discussion was held and it was the consensus of the Board to have Mr. Gembusia and Mr. Manweiler go over information with Mr. Hamilton and let him know that there is a willingness of the Authority to work on some type of plan. Ms. Hall stated that painting of any hydrants was halted when this request was presented and we are now moving into the winter and no painting will be taking place until warmer weather. Mr. Brown asked that the Board work on coming up with a plan that is amenable to both parties by sometime in the spring when painting of the hydrants will begin again.

**Mandatory Connections**—Ms. Hall presented information on a list of unconnected properties (water and/or sewer) in the township which, under ordinance, should be connected to the public water or sewer systems. She particularly wanted to address several properties along Adams Road which were part of the Western Village Area Water and Sewer Extension Project that took place in 2005. Four properties at the end of Adams Road are currently not connected to the water system. At the time of the project, the properties were connected to the water, but due to the dead end of the 12" line installed, had very low pressure when connected. Permission was given by the previous manager to disconnect and go back on their private wells. Since that time the Walnut Bottom Road booster station was installed and the pressure has been improved to the area. At this time an additional issue has arisen for the Authority related to new regulations set in place in 2018 which require chlorine residuals to be maintained at a certain level at all dead ends in the water system. The Authority has installed a flushing station at the end of the line on Adams Road and use of this flushing station requires high volumes of water to be pumped through the line and discharged into the sewer system. This is not only wasting large amounts of clean water but also increases the flows discharged to the Carlisle Treatment plant for which we pay treatment charges. The reconnection of these properties will help reduce the amount of water discharged through the flushing stations, but ultimately the reason for addressing the connection of these properties is that under ordinance they should be connected and billed for water services as part of the project like the other homes in the area. A discussion was held regarding the requirements of connection and payment of tapping fees, etc. **Following the discussion, Mr. Gembusia made a motion authorizing the manager to pursue the compelling connection ordinance for the four properties on Adams Road. Ms. Hewitt seconded. Motion carried 5-0.**

Ms. Hall asked for direction on a situation with several properties related to billing and delinquency issues. One of the properties being addressed is a property which has become delinquent and is going to be posted for shut off. This property is one which has 3

dwelling units on one parcel of land. At some point in the past, the owner of the main property added a trailer and another structure which are presently rentals for them. When connecting the water and sewer, plumbing from the main house was extended to connect the other two and meters were added to the 2 rental properties. As far back as records our show, there have been 3 separate accounts and bills sent for these properties. One of the rental units has become delinquent and is at the point of shut off and if the service were to be shut off it would terminate water to all three properties. The other property is one located on Forge Road which has 2 dwelling units on one parcel of land. The property has the same connection scenario with two meters being read and two separate bills being sent. During Forge Road Phase I project, a new meter pit and meter were installed and at that time, as with all the other properties, the old inside meters were disconnected from the electronic reading system and the new pit meter is now read for billing. With this change, the one account being processed for the rental unit was closed and a single bill is now being generated for both properties. This one is not delinquent but the property owner has registered a complaint about the rental account being closed and both billings being combined. They want the accounts to be handled as in the past so that they can have a separate bill to provide to the tenant for water usage and billing charges. After a lengthy discussion related to the Authority's regulations and history of the situation, the Board directed that an audit of all the existing customer accounts be done to see if there are other properties which fall into the same situation. When the audit is completed, the Board will review the information and address how the matter will be handled.

**Greenawalt Merging with Trout, Ebersole, and Groff**—Ms. Hall presented information received from Greenawalt & Co., the Authority's long time auditor, informing us that their firm has been acquired by Trout, Ebersole and Groff. They included a document which gives consent to allow Greenawalt & Company to release the Authority's financial information to Trout, Ebersole and Groff to take over as auditor for the Authority. The Board directed that information be requested from Trout, Ebersole and Groff related to any changes to rate structure, etc. **Mr. Gembusia made a motion to authorize execution of the "Consent to Release" financials from Greenawalt & Co. to Trout, Ebersole & Groff. Mr. Aichele 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).

Mr. Butler reviewed key points of the task orders in his report.

Mr. Butler reported that he has sent a draft letter to Ms. Hall and Mr. Kissinger related to the sewer line extension project gearing up for the eastern section of Fairview Street. The area has been on the Township's Act 537 Plan for almost ten years and plans for the project are coming together and ready for surveying to begin. He recommended that the letters be sent out in the near future to inform the residents of the upcoming plans and the surveying work that will be taking place, and inform them that the surveyors will be entering their properties due to the fact that the location of the main will be running through the back yards of most of the properties. Mr. Gembusia and Mr. Manweiler asked that the Township be notified prior to the letters going out so that they may inform staff of the information in case residents call with questions about the activity going on.

**Storage Tank No. 6 Study**—Mr. Butler reported that Mr. Kissinger provided several additions or changes to the report from the study and he updated the information. He asked the Board to review and let him know if there are any additional questions or revisions they want to be made. If everything is acceptable, a meeting with Land-O-Lakes could be scheduled at any time.

**SOLICITOR'S REPORT**—Mr. Wakefield presented the Developer's Agreement and Connection Agreement addendum associated with The Porches development for the Chairman's signature. These items were approved at the last meeting pending final acceptance by Monroe Township and South Middleton Township supervisors.

**Rate Resolution for The Porches at Allenberry**—Mr. Wakefield presented the finalized Rate Resolution for The Porches at Allenberry for enactment. Mr. Kissinger distributed copies of the resolution for review. To reiterate the purpose of the resolution, Mr. Wakefield stated that the resolution establishes a separate sewer rate district for the Porches development and also establishes a quarterly residential rate per EDU and commercial rate to be charged for all properties in the development according to the established Developer's Agreement and Connection Agreement. Mr. Wakefield asked for a motion to approve the resolution to be included with the Authority's existing rate schedules. **Mr. Aichele made a motion to approve Resolution No. 11-25-19-01 to establish a new sewer rate district for the Porches at Allenberry Development and establish the per EDU rate for all residential and commercial properties. Mr. Gembusia seconded. Motion carried 5-0.**

**Parkview Utility Easement**—Mr. Wakefield presented information on an ongoing issue related to the developer of Parkview who is requesting an agreement to co-locate other underground utilities in the Authority's existing 25 ft. water line easement. The developer

was to provide all completed documents related to the revision of the easement agreement but failed to provide the required documents. The Board tabled the item until all documents have been provided.

Mr. Kissinger presented the Bill of Sale for dedication of the water and sewer lines for the Exel /Royer Tract on Logistics Drive. The water and sewer lines have been completed for a few years and the Authority has not officially taken over the facilities. He asked for a motion to accept the Bill of Sale for the Exel/Royer Tract facilities and to release the letter of credit being held by the Authority. **Mr. Gembusia made a motion to accept the Bill of Sale for the Exel/Royer Tract. Ms. Hewitt seconded. Motion carried 5-0.**

With no other items from Mr. Wakefield, Mr. Manweiler stated that he was asked to present some questions from the Supervisors related to the Authority assisting the Township in billing charges for the Westgate Storm Water District. Mr. Manweiler passed on questions from the SMT Board regarding concerns about the Authority possibly charging fees to the Township to process these billings. A discussion was held regarding how the Township and Authority currently work together on many common issues and that the desire to be able to call on each other for assistance without levying costs to each other would be a benefit to both entities. Mr. Gembusia and Mr. Manweiler said they would have Mr. Adams contact Ms. Hall to discuss more details of billing for the Westgate Storm Water fees. Mr. Brown asked that Mr. Manweiler let the Supervisors know that the Authority is open and willing to work with the Township on any issues for the common benefit of both entities.

**SPECIAL COMMITTEE REPORTS**—Mr. Brown reported that the HR Committee has completed the final changes to the new employee manual. A copy of the draft was distributed for review. The Board discussed when approval would take place and directed that a meeting be set up with the employees as soon as possible with the Mr. Brown and Mr. Aichele being present to address any questions of concerns. This would also give the Board members time to review the document for acceptance at the December meeting. Mr. Brown and Mr. Aichele stated they would be available either Monday December 2<sup>nd</sup> or Thursday, December 5<sup>th</sup> to meet with the staff. Ms. Hall will check vacation schedules of the staff and let them know which date will work.

A meeting of the Capital Committee was held and a review of the project slated for 2020 was discussed. Some adjustments to the timing for future projects are being reviewed and re-prioritized, pushing out those that can be delayed to better balance the use of available funds and allow for additional revenue to be built up as surplus. Mr. Brown stated that the need for minimal rate increases is being considered.

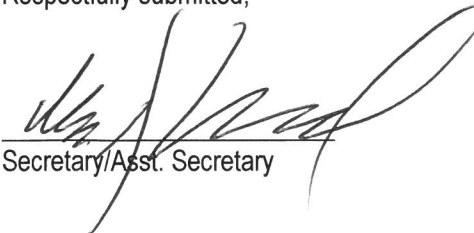
**NEW BUSINESS**—No new business.

At 7:55 pm Mr. Brown called for adjournment of the regular meeting to enter executive session to discuss possible litigation.

At 8:23 pm the regular meeting was reconvened. No action was taken regarding the information discussed.

**At 8:23 pm Mr. Aichele made a motion to adjourn. Mr. Gembusia seconded. Motion carried 5-0.**

Respectfully submitted,



Secretary/Asst. Secretary