

South Middleton Township Municipal Authority — November 13, 2023
Regular Meeting

Board Members Present: Bryan Gembusia, Chairman, William Brown, Vice Chairman, Duff Manweiler, Secretary, 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

SMTMA Professionals: Howard Butler, Engineer & Bryan Salzman, Solicitor

Public/Visitors: Brandon Williams, Garman Builders
Connor Kilgore, Garman Builders

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

Public Comment—No public comment.

The minutes from the meeting of October 9, 2023 were presented for approval. **Mr. Aichele made a motion to approve the minutes as written. Mr. Brown seconded the motion. The motion carried 5-0.**

The monthly invoices processed by South Middleton Township on behalf of the Authority were available for the Board's review. **Mr. Manweiler made a motion to approve the payments as processed by South Middleton Township on behalf of the Authority and reimburse South Middleton Township in the amount of \$491,009.67. Ms. Abeln seconded the motion. The motion carried 5-0.**

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

<u>Req. No.</u>	<u>Payee</u>	<u>Amount*</u>
625	GHD, Inc.	\$ 128.75

The following requisition was 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>
530	GHD, Inc.	\$ 32,325.95

The following requisition was presented for payment from the **M & T Trust Company 2013 Sewer Clearing Fund:**

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

* 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. Brown made a motion to authorize payment of the following requisitions from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 625, from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 530 and from the M & T Trust Company 2013 Sewer Clearing Fund: Req. No. 42. Mr. Aichele seconded the motion. The motion carried 5-0.

SMT Update/Issues—Mr. Adams informed the Board that previously consideration of changing the time and location of the Authority Board meeting was touched on. The meeting schedules for all Township Boards and Supervisor's meetings are listed in the Township newsletter. He informed the Board that due to a deadline for the production of the winter edition of the newsletter, he moved forward with revising the Authority Board meeting schedule and advertised the Authority Meetings to be held at 4:00 pm on

the 2nd and last Thursday of each month, which is prior to the monthly Supervisor's meetings. He stated that if this will not work for the board members or professional services staff, the advertised meeting schedule can be amended and readvertised. A discussion was held and a few issues considered. The Board tabled the matter for additional discussion at the December meeting.

Mr. O'Neill briefly discussed some concerns regarding the multiple projects and contractors that will be working in the South Spring Garden Street area simultaneously. All were in agreement that tight monitoring of each project will be necessary and that staff and engineering will need to work together closely during these projects.

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 5-0.**

2024 Operating Budget Approval—Ms. Hall presented a final draft of the 2024 Operating Budget for approval. Items in the budget were reviewed. The budget as presented reflects a 4% rate increase for both water and sewer rates. Consideration of a 5% or 6% rate increase was discussed. It was the consensus of the Board to move forward with an approximate 5% rate increase for both sewer and water. Ms. Hall asked for a motion to approve the 2024 Operating Budget presented with an adjustment to the rate increase from 4% to 5%. **Mr. Manweiler made a motion to approve the 2024 Operating Budget as presented with an adjustment to the sewer and water rate increases from a 4% increase to an approximate 5% increase. Mr. Aichele seconded the motion. Motion carried 5-0.**

Ms. Hall will see that new sewer and water rate resolutions are prepared for ratification at the December 11, 2023 meeting.

Resolution 11-13-2023-01 Water Source Planning Effort—Ms. Hall has been working with GHD and GMS in preparing a grant application for a \$90,000.00 grant for funds available through the Statewide Local Share Act, Commonwealth Financing Authority for water source planning efforts. Funds can be used for evaluating new ground water sources, locating new well locations or other water planning efforts. Ms. Hall asked that Mr. Gembusia sign the resolution if the Board gives approval to move forward with the application. **Mr. Manweiler made a motion to approve Resolution No.11-13-2023-01 to proceed with the application for a Water Source Planning Grant. Mr. Aichele seconded the motion. Motion carried 5-0.**

Amendment to Agenda-Discussion of Forgedale Pump Station Dedication—Ms. Hall asked to amend the agenda to include discussion and possible acceptance of Deed of Dedication of the Forgedale Crossing pump station and associated easement. **Mr. Brown made a motion to amend the agenda as requested. Mr. Aichele seconded the motion. Motion carried 5-0.**

A discussion regarding the matter was held and it was determined that the Authority could be open to several liability issues in taking dedication of the pump station at this time due to the fact that the sewer force main has not been dedicated to the Authority. **Mr. Manweiler made a motion to table the matter at this time. Mr. Aichele seconded the motion. Motion carried 5-0.**

Amendment to Agenda-Discussion of Amendment to the Land O Lakes Agreement— Ms. Hall asked to amend the agenda to include discussion of the Amendment to the Land O Lakes Agreement. **Ms. Abeln made a motion to amend the agenda as requested. Mr. Aichele seconded the motion. Motion carried 5-0.**

Ms. Hall reported that the executed copies of the Amendment to the agreement with Land O Lakes have not been received due to a misunderstanding that she was to deliver the documents to the appropriate parties at Land O Lakes. Therefore, Land O Lakes did not receive the documents until a week ago and did not have enough time to get them to their counsel for processing. Ms. Hall asked if the Board would give Land O Lakes an extension for returning the executed Amendment. After discussing the matter, **Mr. Manweiler made a motion to extend the deadline for execution and return of the Amendment to December 1, 2023. Ms. Abeln seconded the motion. 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 will be filed with these minutes as a permanent record).

Carlisle Pump Station 2 Project Update—Mr. Butler updated the Board on the status of the Pump Station project. Regarding the Force Main project, we are still waiting on permits from PA DEP and CCCD.

South Spring Garden Street Project Update-Bid Recommendation—Mr. Butler presented the bid information for the South Spring Garden Street Water Main Project. He is recommending award of the project to the responsible low bidder, Doli, Inc. The contractor has provided all the required documentation and GHD has reviewed the information. Mr. Salzman indicated that he has not received the documents for review and does not recommend action by the Board at this time. He also advised that the bid documents be forwarded to GMS for review, as the Authority will be receiving grant funding for this project. After further discussion, **Mr. Gembusia made a motion to extend the bid review period to allow for thorough review by GHD, Solicitor, GMS and staff for action at the December meeting. Mr. Aichele seconded the motion. Motion carried 5-0.**

Storage Tank No. 6 Project Update-Task Order Amendment—Mr. Butler presented an amendment to Task Order # 35 for Storage Tank No. 6 Project in the amount of \$53,750.00. The amendment is necessitated by a change in billable rates and an increased stormwater area requirement which increases the permitting costs. **Ms. Abeln made a motion to approve Amendment No. 1 to Task Order # 35 in the amount of \$53,750.00. Mr. Aichele seconded the motion. Motion carried 5-0.**

SOLICITOR'S REPORT—Mr. Salzman reported on the following items:

Status Update Regarding Carlisle Capacity Discussions—Mr. Salzman reported that he has had discussions with Carlisle Borough regarding current capacity availability in the Walnut Bottom area. Ms. Hall ran calculations on current flows and included all of Cambria Place and WellSpan's total reserved capacity and at this time, the Authority currently has 131 EDU's of capacity available. Carlisle Borough was amenable to the flow information and requested that a letter along with the calculations be sent to them for the record. Mr. Salzman will be working with Ms. Hall on getting the letter together along with the data and will be sending it off to Carlisle Borough. This will allow the Authority to begin granting exemptions to developers who are currently looking into developing in that area.

SPECIAL COMMITTEE REPORTS

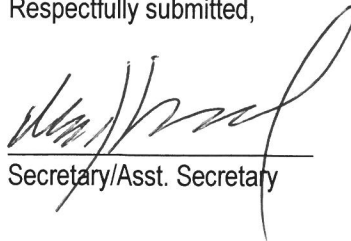
Capital Projects Committee—Mr. Brown said with the approval of the 2024 Budget, another meeting of the committee will not be needed until the beginning of 2024.

Tapping Fee Committee—Tapping fee evaluation is in process. Tentatively all information will be updated for calculating purposes and discussions can be had in February or March 2024 for any adjustments indicated. Adjustments would become effective April 2024.

New Business: Nothing to Report.

At 7:30 p.m. Mr. Gembusia made a motion to adjourn the meeting. Mr. Aichele seconded the motion. Motion carried 5-0.

Respectfully submitted,



Secretary/Asst. Secretary