

**South Middleton Township Municipal Authority—August 12, 2019**  
**Regular Meeting**

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

**Staff Present:** Robert Kissinger, Manager, Josephine Hall, Asst. Manager, Howard Butler, Engineer (GHD), Isaac Wakefield, Solicitor

**Visitors:** Mary Sweigard, BDS  
Allen Stauffer, Township Resident  
Shana Amsterdam, Talking Breads, LLC  
Cory Adams, SMT Manager

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

The minutes from the July 8, 2019 meeting were presented for approval. **Mr. Gembusia made a motion to accept the July 8, 2019 minutes as written. Mr. Manweiler seconded. Motion carried 3-0.**

The monthly operations invoices were presented for payment and all board members present initialed the payment register. **Mr. Manweiler made a motion to pay the monthly operations invoices as presented. Mr. Gembusia seconded. Motion carried 3-0.**

The following requisitions were 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-29	GHD, Inc.	\$ 18,753.58
S-30	Anrich, Inc.	\$ 214,959.20

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-34	GHD, Inc.	\$ 22,941.08
W-35	Anrich, Inc.	\$ 242,400.81

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

<b><u>Req. No.</u></b>	<b><u>Payee</u></b>	<b><u>Amount *</u></b>
W-2	GHD, Inc.	\$ 16,675.50

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

<b><u>Req. No.</u></b>	<b><u>Payee</u></b>	<b><u>Amount *</u></b>
441	GHD, Inc.	\$ 3,338.25
442	Control Systems 21	\$ 3,652.50

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

<u>Req. No.</u>	<u>Payee</u>	<u>Amount *</u>
25	SMTMA (Operations Acct.)	\$ 500,000.00

\* 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. Gembusia made a motion to authorize payment for the following; from the M & T Trust Company 2017 Project Fund—Sewer: Req. No. S-29 & S-30, from the M & T Trust Company 2017 Project Fund—Water: Req. No. W-34 & W-35, from the M & T Trust Company Series A 2019 Project Fund—Water: Req. No. W-2, from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 441 & 442 and from the M & T Trust Co. 2013 Sewer Clearing Fund: Req. No. 25. Mr. Manweiler seconded. Motion carried 3-0.**

**Public Input**—Mr. Allen Stauffer, 910 Forge Road, was present to inform the Board of his concern over the unsatisfactory restoration work that was done to his yard and particularly his driveway. He explained to the Board the condition of the paving done by Anrich and wants to make sure that the Authority is going to have the paving done correctly. Mr. Butler explained that Mr. Stauffer's property is on the punch list of substandard work and that presently the final list is being prepared of all the properties which will require restoration work to be re-done because of unsatisfactory work.

Ms. Shana Amsterdam was present representing the proposed commercial construction of a bakery on land she owns in Monroe Township. Mr. Brown indicated that this issue was on the agenda in the Manager's Report and asked that she wait for that item to be discussed.

Ms. Mary Sweigard from Benefit Design Specialists, the broker who handles the Authority's health insurance plans, was present to discuss the annual renewal information for the employee healthcare plans which will renew October 1, 2019. She distributed information with multiple options and quotes from the current carrier, Capital Blue Cross and provide quotes and information from several other carriers. She explained all details of the different options available. The Board asked that they have time to review the information provided and get back to her with a decision by the September 9<sup>th</sup> meeting. Ms. Sweigard indicated that it would be preferable to receive a decision by September 1<sup>st</sup> if the Board is considering switching carriers, but could wait until the September 9<sup>th</sup> meeting if their thoughts were to stay with Capital Blue Cross. It was the consensus of the Board that they would be choosing a plan offered through Capital Blue Cross.

**SMT Update/ Issues**—Mr. Adams reported that the Township has executed the inter-municipal agreement with Monroe Township for the review of plans and construction inspections for the houses being constructed in The Porches development and they completed the execution of the agreement as well. Mr. Adams presented a request to begin discussion with the Authority regarding developing a walking trail along the Authority's water line easements that have been secured for the Porches at Allenberry Development. The Township is very interested in building a new trail that would connect the Iron Furnace recreation area to the west side of the Allenberry Resort. A general discussion was held and the Board indicated that they would have no problem with working with the Township on this matter.

**MANAGER'S REPORT**— Mr. Kissinger'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.)

Mr. Kissinger reviewed the monthly operations report and answered questions from the Board.

**Monthly Budget Review**—Monthly budget review worksheet was included in the meeting packet.

**Medical Insurance Renewal 2019-2020**—This Agenda Item was discussed in the Public Input portion of the meeting.

**Monroe Township Planning Exemption**—Mr. Kissinger presented a request from Monroe Township Municipal Authority for a capacity exemption for sewer for the Talking Breads LLC bakery plan proposed in Monroe Township. Ms. Amsterdam, who was present at the meeting, is the owner of the site and would be the owner of the proposed business. Mr. Kissinger presented information to the Board related to the current situation with Monroe Township and the ongoing sewer capacity issue in which the flows from Monroe regularly exceed the 200,000 gallon a day maximum flow to our treatment plant. Mr. Kissinger stated with the continuous excessive discharge coming from the White Rock Acres area, it is within the rights of our Authority to deny this request for additional added capacity. A lengthy discussion was held and the Board directed that a letter be sent to the Monroe Township

Authority stating that the exemption request for the Talking Breads LLC project will be granted, but no further exemptions will be granted in the future until such time as the continued breach of the Inter-Municipal Agreement is corrected. Mr. Manweiler asked that the letter be prepared but not sent until a meeting with Monroe can be scheduled to verbally inform them of the decision. The Board will direct Mr. Kissinger as to when the letter should be mailed. With that, **Mr. Gembusia made a motion to authorize Mr. Kissinger to sign off on the capacity request from Monroe Township and to generate a letter to be held until after a meeting is scheduled Mr. Manweiler seconded. Motion carried 3-0.**

**Visual Utility Billing (VUB) Upgrade Quote**—Mr. Kissinger presented a quote from our current customer billing system provider. This is for the conversion of the current billing software to a new redesigned program. The present system has been running on an outdated operating platform for the past 20 years. The upgrade is needed as the old system will not be supported in the near future. The amount for the upgrade is \$7,425.00. Ten thousand dollars was included in this year's budget for this upgrade. **Mr. Gembusia made a motion to approve the cost of \$7,425.00 for the upgrade to the customer billing system. Mr. Manweiler seconded. Motion carried 3-0.**

**PLGIT—Add BRIF and Clearing Funds**—Mr. Kissinger requested that the Board consider allowing him to contact PLGIT to determine whether it would be possible to transfer funds from the BRIF account and Clearing Fund accounts to allow them to establish an investment plan like the one they have for our bond funds. The Board discussed the matter and directed Mr. Kissinger to contact PLGIT regarding using their services for these other funds.

**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.

**Local Limits Task Order No. 28**—Mr. Butler reported that this item continues to be evaluated.

**SOLICITOR'S REPORT**—Mr. Wakefield had no new issues to present.

**SPECIAL COMMITTEE REPORTS**—No report at this time.

**NEW BUSINESS**—Mr. Brown conveyed a question from Mr. Aichele related to when a replacement might be available to replace Craig Wilson on the Board. Mr. Adams said that he will actively seek a replacement for the position as soon as possible.

At 7:50 pm Mr. Brown called for adjournment of the regular meeting to enter executive session to discuss possible litigation and personnel matters.


At 9:13 pm the regular meeting was reconvened.

**Mr. Gembusia made a motion to present an offer to Josephine Hall to assume the position of Authority Manager with a salary offer of \$83,200.00 (\$40.00 per hour) to become effective October 7, 2019, and additionally adding an increase in vacation time to three (3) weeks at employment year six (6) which begins January 1, 2020. Mr. Manweiler seconded the motion. Motion carried 3-0.**

**Mr. Manweiler made a motion to approve Robert Kissinger to remain in employment on a part-time basis effective October 7, 2019 for an average of 20 hours per week with a pay rate of \$51.00 per hour. His continued employment will be without Authority provided benefits. A position title will be determined at a later time. Mr. Gembusia seconded the motion. Motion carried 3-0.**

At 9:20 pm Mr. Manweiler made a motion to adjourn. Mr. Gembusia seconded. Motion carried 3-0.

Respectfully submitted,

  
Secretary/Asst. Secretary *T. G. ASORCE*