

**South Middleton Township Municipal Authority—January 13, 2020**  
**Regular Meeting**

**Board Members Present:** William Brown, Chairman, Bryan Gembusia, Vice-Chairman, Steve Aichele, Treasurer, and Maurita Hewitt, Asst Secretary-Treasurer

**Staff Present:** Josephine Hall, Manager, Howard Butler, Engineer (GHD), Robert Kissinger, Lee Stinnett of Salzman Hughes

**Others in Attendance:** Cory Adams, South Middleton Township Manager  
Allen Stauffer, Forge Road Resident

Chairman Brown called the meeting to order at 6:00 p.m., and turned the floor over to Mr. Stinnett for the reorganization of Officers for 2020.

Mr. Stinnett opened the nominations for the position of Chairman. Mr. Gembusia nominated Mr. Brown.  
Mr. Stinnett opened the nominations for the position of Vice-Chairman. Mr. Aichele nominated Mr. Gembusia.  
Mr. Stinnett opened the nominations for the position of Secretary. Mr. Brown nominated Mr. Manweiler.  
Mr. Stinnett opened the nominations for the position of Treasurer. Mr. Brown nominated Mr. Aichele.  
Mr. Stinnett opened the nominations for the position of Asst. Secretary/Treasurer. Mr. Aichele nominated Ms. Hewitt.

Mr. Stinnett entertained the vote for Mr. Brown as Chairman of the Board for 2020. The vote carried 4-0.  
Mr. Stinnett entertained the vote for Mr. Gembusia as Vice-Chairman. The vote carried 4-0.  
Mr. Stinnett entertained the vote for Mr. Manweiler as Secretary. The vote carried 4-0.  
Mr. Stinnett entertained the vote for Mr. Aichele as Treasurer. The vote carried 4-0.  
Mr. Stinnett entertained the vote for Ms. Hewitt as Asst. Secretary/Treasurer. The vote carried 4-0.

Mr. Stinnett turned the floor over to Chairman Brown to resume the remaining aspects of the reorganization for 2020.

Mr. Brown entertained motions for the offices of Engineer, Solicitor, and Bond Counsel. **Mr. Brown made a motion to retain the services of GHD as the Engineer for 2020. Mr. Gembusia seconded the motion. The motion carried 4-0. Mr. Brown made a motion to retain the firm of Salzman Hughes as Solicitor for 2020. Mr. Aichele seconded the motion. The motion carried 4-0. Mr. Aichele made a motion to secure the services of Trout CPA (formerly Greenawalt & Co.) as Auditor for 2020. Mr. Gembusia seconded the motion. The motion carried 4-0. Mr. Brown made a motion to retain the firm of Eckert Seamans as Bond Counsel for 2020. Mr. Aichele seconded the motion. The motion carried 4-0.**

The minutes of December 9, 2019 were presented for approval. **Mr. Gembusia made a motion to accept the minutes as presented. Mr. Aichele seconded the motion. The motion carried 4-0.**

The minutes from the December 23, 2019 meeting were presented for approval. **Mr. Aichele made a motion to accept the minutes as presented. Ms. Hewitt seconded the motion. Mr. Brown Abstained. The motion carried 3-0.**

The monthly invoices were presented for payment. All board members present initialed the payment register. **Mr. Gembusia made a motion to pay the monthly invoices as presented. Mr. Aichele seconded the motion. The motion carried 4-0.**

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-38	GHD, Inc.	\$ 5,714.56
S-39	South Middleton Township	\$ 19,158.48
S-40	DOLI Construction Corp.	\$ 256,259.92

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-49	GHD, Inc.	\$ 10,611.51

W-50	South Middleton Township	\$ 21,604.25
W-51	DOLI Construction Corp.	\$256,259.91

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>
448	GHD, Inc.	\$ 3,333.46

The following requisitions were 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>
559	Carlisle Borough	\$330,956.95
560	GHD, Inc.	\$ 57.50

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>
27	SMTMA Water Operations	\$ 300,000.00

\* A Description of all payments is provided on the Summary of Requisitions that was distributed in the meeting packet and will be filed with the minutes as a permanent record.

**Mr. Gembusia made a motion to authorize payment of requisitions from the following Accounts: The M & T Trust Company 2017 Project Fund—Sewer: Req. No. S-38, S-39 & S-40, from the M & T Trust Company 2017 Project Fund—Water: Req. No. W-49, W-50 & W-51, from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 448, from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 559 & No. 560, and from the M & T Trust Co. 2013 Water Clearing Fund: Req. No. 27. Ms. Hewitt seconded the motion. The motion carried 4-0.**

**Public Input**—Mr. Stauffer, a resident of Forge Road, was present to ask for updates with regard to the restoration and repair of driveways for Phase I in the Forge Road Acres Project. Mr. Brown reiterated that there is a punch list of work to be done and the plan would be to move forward with the work in the Spring.

**SMT Update/ Issues** — Mr. Adams had nothing to report other than Jarrett Sweeney from his office had been in touch with Jamie Meffert, the Authority Billing Clerk, to move forward with the stormwater billing to Westgate residents. Ms. Hall reiterated for her clarification that the Township will either pay the set up fees involved to provide the billing or reimburse the Authority for those fees, that the billing will be an annual bill, and that only developed lots will be billed. She also suggested that the homeowners be given a longer, 60 day-period to pay the bill and the Board agreed.

**MANAGER'S REPORT**— The monthly report was included in the meeting packet for the Board's review. (A copy of the report is filed as a permanent record with these minutes.)

Ms. Hall reviewed the monthly operations report and answered questions from the Board. She addressed a few of the items in particular. She reported that she was going to schedule employee evaluations and distribute raises in January in accordance with the allotment that was budgeted for 2020 and approved by the Board at the December 9, 2019 meeting.

Ms. Hall reported to the Board that she was contacted by PMAA concerning House Bill 1563 which is now in the Senate that essentially wreaks havoc with the current rate structure for billing water usage. PMAA strongly opposes the Bill and asked that the Authority reach out to Senator Regan to support their opposition of the bill. Mr. Stinnett explained the more technical aspects of the bill in detail to the Authority. Essentially House Bill 1563 undermines the reasonable and uniform rate structure that is currently in

place under the Authorities Act. **After considerable discussion, Mr. Gembusia made a motion for Ms. Hall and Chairman Brown to contact Senator Regan's office to schedule a meeting to voice Authority opposition to Senate Bill 1563. Mr. Aichele seconded the motion. The motion carried 4-0.**

Ms. Hall presented a request from the Homeowner at 610 Forge Road, Carlisle. The Homeowner was experiencing problems with his sewer lateral for some time. He secured a contract to excavate his line and it was discovered that a portion of the pipe was patched with fabric by a contractor/excavator who completed the original installation of the pipe. The portion that was improperly repaired is in the Authority's right of way. The homeowner was asking for the Authority's consideration in helping with a portion of the total cost of the repair. The homeowner had a approximately 1' of 4" pipe replaced in the right of way as well as a cleanout at the right of way line, which conforms with the Authority's specifications. **After some discussion, Ms. Hewitt made a motion to authorize the Manager to negotiate a settlement with the property owner at 610 Forge Road not to exceed \$1,500.00. Mr. Aichele seconded the motion. The motion carried.**

**Certificate of Incumbency** - Ms. Hall presented the 2020 Certificate of Incumbency for M & T Bank to be signed by each Board member present.

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

**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 he performed a review of the apparent low bidder for the Storage Tank 3 Demolition, Lycoming Supply, and found everything to be in order. He asked for the Board's authorization to move forward with the demolition of Storage Tank No 3. Mr. Aichele made a motion to move forward with the project subject to the review of the Engineer and Solicitor. Mr. Mr. Gembusia seconded the motion. The motion carried 4-0.

**SRBC Grandfathering** - Mr. Butler presented a significant concern with regard to the recent notification from SRBC that reduces the Authority's consumptive use for Wells 1 & 2 from 4.88 million to 2.973 million. Mr. Butler stated that the method for determining the reduction and the appeal process is unclear. The Authority Board discussed contractual obligations and the need to appeal. Mr. Kissinger also presented the concern with new planning modules that come in to seek water capacity. It was decided that new planning modules would be brought to the Board as they occur. **Mr. Gembusia made a motion to appeal the SRBC decision to reduce the Authority's consumptive use due to contractual obligations and township growth. Mr. Aichele seconded the motion. Ms. Hewitt recused herself. The motion carried 3-0.**

**SOLICITOR'S REPORT** – Nothing to report.

**Tapping Fee Adjustment Committee** — items for discussion in executive session.

**Capital Projects Committee** – Mr. Brown reported that rate increases would be tabled for now because of some adjustments to capital expenditures and to the anticipation of the tapping fee adjustments that will occur.

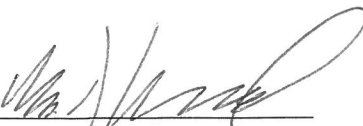
**HR Committee** – Mr. Brown asked Ms. Hall if there were any updates with regard to comments on the new HR Manual. Ms. Hall stated there was no negative feedback, and that she and Wendy Shughart are working on internal controls for tracking the changes that were made with regard to Vacation, PTO and use of Catastrophic Leave. Mr. Brown reported that the next item that the HR Committee will be looking at is other options for Tier II employees with a defined contribution pension plan.

**NEW BUSINESS** – Mr. Gembusia reported that the Department of Homeland Security recently issued a high level warning to utilities due to recent attacks in Iran. Mr. Gembusia requested a meeting with Korporate Computing to better understand how safe and secure the Authority's infrastructure is with regard to monitoring of the Authority's water and sewer systems.

At 7:13 pm Mr. Brown called for adjournment of the regular meeting to enter executive session to discuss potential litigation

At 7:40 pm the regular meeting was reconvened. No action was taken regarding the information discussed.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'M. J. ...', written over a horizontal line.

Secretary/Asst. Secretary