

South Middleton Township Municipal Authority—December 9, 2019
Regular Meeting

Board Members Present: William Brown, 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: Mark Bublencic, Resident

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

The minutes from the November 25, 2019 meeting were presented for approval. **Mr. Aichele made a motion to accept the November 25, 2019 minutes as written. Mr. Manweiler seconded. Motion carried 4-0.**

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. Ms. Hewitt seconded. 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-36	GHD, Inc.	\$ 13,699.14
S-37	DOLI Construction Corp.	\$ 223,439.36

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-46	GHD, Inc.	\$ 21,314.64
W-47	The Sentinel	\$ 126.82
W-48	DOLI Construction Corp.	\$ 223,439.37

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-6	GHD, Inc.	\$ 717.11

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>
447	GHD, Inc.	\$ 1,271.00

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>
558	GHD, Inc.	\$ 115.00

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>
26	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. Manweiler made a motion to authorize payment for the following; from the M & T Trust Company 2017 Project Fund—Sewer: Req. No. S-36 & S-37, from the M & T Trust Company 2017 Project Fund—Water: Req. No. W-46, W-47, & W-48, from the M & T Trust Company Series A 2019 Project Fund—Water: Req. No. W-6, and from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 447, from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 558 and from the M & T Trust Co. 2013 Sewer Clearing Fund: Req. No. 26. Mr. Aichele seconded. Motion carried 4-0.

Public Input—Mr. Mark Bublencic, 12 E. Hunter Road, was present to submit estimates he obtained for repair of his landscaping and driveway due to substandard restoration work done by Anrich, Inc. for the Forge Road Acres Phase I project. Mr. Brown instructed Ms. Hall to file Mr. Bublencic's estimates with the punch list information and thanked Mr. Bublencic for his patience and understanding through the project.

Mr. Bublencic also asked whether the damaged storm drain in front of his neighbor's home (10 E. Hunter Road) is also going to be addressed along with the other repairs for the project. Mr. Brown directed Ms. Hall to contact Kurt Uhler at the Township to go over this issue.

SMT Update/ Issues—Mr. Manweiler had no new updates.

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

Present Final 2020 Budget—Ms. Hall presented the final budget for 2020 for approval. After discussing a few items, Mr. Brown asked for a motion to approve the 2020 Water and Sewer Budget. **Ms. Hewitt made a motion to approve the 2020 Water and Sewer Budget as presented. Mr. Aichele seconded. Motion carried 4-0.**

Second Amendment to Emergency Water Service Agreement—Ms. Hall presented an amendment to the Emergency Water Service Agreement with the Mt. Holly Springs Borough Authority. The original agreement had some vague terminology and was reviewed along with the recent revisions to the Inter-municipal Sewer Agreement. She asked for authorization for the Chairman to sign the agreement. **Mr. Aichele made a motion to authorize Mr. Brown, Chairman to sign the Emergency Water Service Agreement with the Mt Holly Springs Authority. Mr. Manweiler seconded. Motion carried 4-0.**

Westgate Storm Water Billing—Ms. Hall presented information prepared by Jamie Meffert who does the customer billing. Since she is the one who does all of the customer billing for the Authority, Ms. Hall asked her to prepare information on what she feels would be the most efficient process to use for billing of the stormwater charges for the Township. (Document filed with the minutes.) The Board discussed the information related to processing of the bills and discussed whether any charges for handling the billing for the Township would be charged. It was the consensus of the Board that the information provided by Mrs. Meffert is acceptable for processing the stormwater bills and given consideration of this information and previous discussions related to the Township and Authority providing assistance to each other without billing, the Board is agreeable to not charging the Township for the service. Ms. Hall asked if there should be some kind of agreement drawn up stating the particulars of doing the billing. Mr. Wakefield said that a brief one or two page memorandum or letter of understanding would be sufficient. Mr. Manweiler stated that he will get copies of information to Mr. Adams and Mr. Sweeney at the Township and ask for their review. He will ask Mr. Adams to get back with Ms. Hall to get things moving forward with the billing as soon as possible.

Present Meeting Schedule for 2020—Ms. Hall presented list of dates for the 2020 meeting schedule. Ms. Hall asked for a motion to approve the Notice of Open Meetings for 2020. **Mr. Manweiler made a motion to advertise the 2020 meeting schedule in The Sentinel newspaper. Mr. Aichele seconded. Motion carried 4-0.**

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).

Tank No. 3 Demolition Bids—Mr. Butler read the 5 bids received for the Tank No. 3 Demolition project. A low bid in the amount of \$64,705.00 came in from Lycoming Supply. Mr. Butler stated that he is not familiar with this contractor and will research the company and review the bid documents closely as the bid is approximately \$30,000 dollars below the next lowest bid. Mr. Wakefield asked the Board to hold off on awarding the bid until the next meeting so that adequate time can be given to review all the information.

SOLICITOR'S REPORT—Mr. Wakefield presented the agreement related to the request from the Parkview developer to allow other underground utilities to co-locate their services in the Authority's 25 foot water easement. Mr. Wakefield asked for a motion to approve the Parkview Easement Agreement. **Ms. Hewitt made a motion to approve the Parkview Easement Agreement. Mr. Manweiler seconded. Motion carried 4-0.**

SPECIAL COMMITTEE REPORTS—HR Committee—Ms. Hall presented three items of concern presented by the staff regarding the new Employee Handbook.

- First, the staff disagrees with the overtime compensation policy of time and a half (1 ½) for those who work on a holiday. Previously an employee who works a holiday had always received double time for the hours worked on any given holiday. (8 hours at regular pay rate plus additional double time for any hours worked on the holiday) They feel that that policy should not be changed as those working the holiday lose time with families, and on holidays, only 1 staff member works that day so the additional compensation is minimal.
- The staff pointed out that for Christmas Eve and New Year's Eve, the Township gives their staff half days as holidays. The new handbook included a half day for Christmas Eve, but not New Year's Eve. They would like to have the half day for New Year's Eve to correspond to the Township's schedule.
- The staff disagrees with the elimination of the Bereavement Policy that has always been in place with the Authority. That policy allowed three days of paid time off (which would not be charged as vacation or sick time) in the event of the death of an immediate family member.

The Board discussed each of the concerns from the staff and the decision was made to approve the holiday pay to payment of time at the rate of double time (2X's) for staff who work on the holiday. The Board also approved the addition of a half day holiday on New Year's Eve. The Board rejected reinstating the previous bereavement policy. Ms. Hall said she would make the adjustments to the new employee manual and asked for a motion to approve the new Employee Manual to become effective January 1, 2020. **Mr. Aichele made a motion to approve the Employee Manual with the changes discussed to be effective January 1, 2020. Mr. Manweiler seconded. Motion carried 4-0.**

Tapping Fee Adjustment Committee—Mr. Brown stated that this new committee held its first meeting at 5:00 pm this evening. Some points from the meeting were: The monitoring of the water and sewer usage of pre-2005 commercial, public or industrial customers will begin to be monitored. An evaluation of those customer's water and sewer usage will be based on the review of the highest usage quarter in 2005 and those numbers will be set as a base-line for monitoring moving forward. Upon evaluation of those pre-2005 customers, letters/billings will be sent out to any customer who has exceeded the base-line usage and will be regularly monitored along with all commercial, public and industrial customers currently being monitored.

Regarding the current (post-2005) customers who are being monitored, the committee feels that any usage that exceeds what was originally purchased should be assessed a tapping fee adjustments charge and letters and bills should be sent out.

NEW BUSINESS—No new business.

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

At 8:15 pm the regular meeting was reconvened. No action was taken regarding the information discussed.

At 8:15 pm Mr. Aichele made a motion to adjourn. Mr. Manweiler seconded. Motion carried 4-0.

Respectfully submitted,


Secretary/Asst. Secretary