

South Middleton Township Municipal Authority—March 11, 2019  
**Regular Meeting**

**Board Members:** Brian Gembusia Vice Chair-man, Duff Manweiler, Secretary, and Craig Wilson, Assistant Secretary/Treasurer

**Staff Present:** Robert Kissinger, Manager, Josephine Hall, Assistant Manager, Howard Butler, GHD Engineer Isaac Wakefield and Scott Wyland, Solicitors

**Visitors:** Cory Adams, South Middleton Township Manager  
Brad Remig, PFM & Jennifer Caron, Eckert Semans  
Rob Rose, Rose Consulting

Vice-Chairman Gembusia called the meeting to order at 6:00 p.m.

The minutes from the meeting of February 11, 2019, were presented for review and approval. **Mr. Manweiler made a motion to accept the minutes as presented. Mr. Gembusia seconded the motion. The motion carried 3-0.**

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

The following requisitions were presented for payment from **the M & T Trust Company 2017 Project Fund – Sewer:**

<u>Req. #</u>	<u>Payee</u>	<u>Amount</u>	<u>Purpose For Which Incurred</u>
S-21	Anrich, Inc. 1271 South Gulph Road Wayne, PA 19087	\$ 8,742.20	Forge Rd Acres Project – Phase I 47% Sewer, Invoice No. 13
S-22	GHD, Inc. DEPT LA 23922 Pasadena, CA 91185-3922	\$12,346.20	Inv. No. 115570 – WWTP Upgrade Const Phase Services, Forge Rd Acres Project Phase I 47% Sewer Invoice No. 115560 Forge Rd Acres Project Phase II 47% Sewer Invoice No. 115564

The following requisitions are presented for payment from **the M & T Trust Company 2017 Project Fund – Water:**

W-25	Anrich, Inc. 1271 South Gulph Road Wayne, PA 19087	\$ 9,858.23	Forge Rd Acres Project – Phase I 53% Water, Invoice No. 13
W-26	GHD, Inc. DEPT LA 23922 Pasadena, CA 91185-3922	\$19,004.11	Inv. No. 115560 Forge Rd 53% Phase I Inv. No. 115561 Water Model Inv. No. 115562 Water Sys Disconnects Inv. No. 115563 S Spring Garden Waterline Replacement Project Inv. No. 115744 Wtr Storage Tank No. 6 Study Inv. No. 115569 Park Dr Wtr Line Replacement Inv. No. 115564 Forge Rd 53% Design Phase II

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

427	Kaylor, Allwein & Hartman, Inc. 1529 East Chocolate Avenue Hershey, PA 17033	\$ 4,230.00	Park Drive Waterline Replacement Survey Invoice No. 1195
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**The following requisition is presented for payment from the M & T 2013 Sewer Clearing Fund:**

24	SMTMA Sewer Operations Acct PO Box 8 Boiling Springs, PA 17007	\$ 500,000.00	Day to Day Operations
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**Mr. Manweiler made a motion to authorize payment of Requisition Nos. S-21 & S-22 from the M & T Trust Company 2017 Project Fund Sewer, Requisition Nos. W-25 & W-26 from the M & T Trust Company 2017 Project Fund Water, Requisition No. 427 from the M & T 2013 Water Bond Redemption & Improvement Fund, and from the M & T Sewer Clearing Fund. Mr. Wilson seconded the motion. The motion carried 3-0.**

**2014 Bond Series Refinancing** - Mr. Remig presented a detailed review of the schedule for refinancing of the 2014 Bond Series. **An engagement letter was presented for approval and execution for the services of PFM for Asset Management. Mr. Gembusia made a motion to authorize and approve the execution of the engagement letter with PFM. Mr. Manweiler seconded the motion. The motion carried 3-0.** Ms. Caron presented Resolution 03-11-19-01 that contained all the language pertaining to the schedule of refinancing as presented by Mr. Remig for the refunding components and the new money components/parameters. **Ms. Caron requested Board approval and execution of the Resolution. Mr. Wilson made a motion to approve and execute Resolution 03-11-19-01. Mr. Manweiler seconded the motion. The motion carried 3-0.**

**Public Input** – None

**SMT Update/Issues** – Nothing to report.

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

Mr. Kissinger presented the monthly budget for review and discussion.

Mr. Kissinger presented correspondence from Liberator Performance Sales & Service with regard to a request for refunding of delinquent charges. Ms. Hall provided the Board with the history on the account, and there was no factual basis for the claims stated in the letter. The Board took no further action on the request other than to reiterate that staff should proceed with the normal collections procedure. **The consensus of the Board was that Ms. Hall should respond to the correspondence from Liberator Performance to reiterate the Authority's position on collections as outlined in the regulations of the Authority.**

Mr. Kissinger reported that he would be filing the annual Chapter 94 Waste Load Management Report with DEP, and requested a signature by the Vice-Chairman as the report is due on March 31, 2019.

**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. (The memorandum is filed with these minutes as a permanent record).

Mr. Butler gave a brief summary of each task order and there were no action items this month.

Mr. Butler introduced a request from Anrich for the Authority to assume ownership of approximately 800ft of pipe that was not used during the Forge Road Acres Phase I Project. After some discussion about the quality of the pipe, reuse of the pipe for another project, as well requiring a letter from Anrich to assure that no change orders are forthcoming, the consensus of the Board was to wait until the end of the project before agreeing to take ownership of the remaining pipe.

**SOLICITOR'S REPORT** - Mr. Wakefield reported that he had been working with Lexington Land Development Co, to finalize two Agreements for Morgan's Crossing/Jefferson Court II. Mr. Wakefield provided a synopsis of the Agreements derived from a cooperative effort of all parties, and stated that he had acquired Mr. Garland's signature on the documents as well as a check to be placed in escrow for engineering work/fees as the development continues. He further indicated that language with regard to modifications of the pumping station as well as the credits previously discussed, are in the agreements. **Mr. Wakefield recommended Board action to approve and execute the agreements. Mr. Manweiler made the motion to approve the Agreement and authorize execution of the same by the Chairman and Secretary. The motion carried 3-0.**

**NEW BUSINESS** - Ms. Hall requested that the Board provide a formal motion to ratify the increase to Mr. Kissinger's salary and bonus as per the prior email direction by the Chairman. **Mr. Gembusia made a motion to approve the salary increase and bonus as previously directed. Mr. Wilson seconded the motion. The motion carried 3-0.**

**At 6:45 p.m., Mr. Manweiler made a motion to adjourn. Mr. Wilson seconded the motion. The motion carried 3-0.**

Respectfully submitted,

  
Secretary/Asst. Secretary