

South Middleton Township Municipal Authority—March 9, 2020
Regular Meeting

Board Members Present: William Brown, Chairman, Duff Manweiler, Secretary; Steve Aichele, Treasurer, and Maurita Hewitt, Asst Secretary-Treasurer

Staff Present: Josephine Hall, Manager, Howard Butler, Engineer (GHD), Robert Kissinger, Advisor, Isaac Wakefield of Salzman Hughes

Others in Attendance: Cory Adams, South Middleton Township Manager
Several Residents of the Fairview Street Sewer Project (sheet attached)

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

The minutes of February 10, 2020, were presented for approval. **Mr. Aichele made a motion to accept the minutes as presented. Ms. Hewitt seconded the motion. The motion carried 4-0.**

The monthly invoices were presented for payment. All board members present initialed the payment register. **Mr. Manweiler 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-43	GHD, Inc.	\$ 10,911.88
S-44	DOLI Construction Corp.	\$ 536,309.37

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-54	GHD, Inc.	\$ 22,081.00
W-55	DOLI Construction Corp.	\$ 536,309.38

The following requisition was presented for payment from the **M & T Trust Co. 2019A Project Fund – Water:**

<u>Req. No.</u>	<u>Payee</u>	<u>Amount *</u>
W-8	GHD, Inc.	\$ 46.50

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>
450	GHD, Inc.	\$ 2,358.50

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>
561	GHD, Inc.	\$ 53.50
562	Carlisle Borough	\$ 213,661.13
563	Honor Engineering Co.	\$ 6,495.00

* 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.

Ms. Hewitt made a motion to authorize payment of requisitions from the following Accounts: The M & T Trust Company 2017 Project Fund—Sewer: Req. No. S-43 & S-44, from the M & T Trust Company 2017 Project Fund—Water: Req. No. W-54 & W-55, from the M & T Trust Company 2019A Project Fund – Water, Req. No. W-8, from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 450, and from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 561, No. 562 & 563. Mr. Aichele seconded the motion. The motion carried 4-0.

Public Input – Residents of Fairview Street were present to obtain more information with regard to the sewer project, specific results from the survey work that is being done, and the most economical, efficient route to take. Mr. Butler spoke to the two options to sewer the area, and the proposed preliminary layout with regard to gravity sewer. He did say that the results of the survey work are crucial to the steps moving forward and we do not yet have that information. Both Ms. Hall and Chairman Brown reiterated that the mandate to sewer the area is part of the Township's Act 537 Plan due to failing private sewer systems in their area. He stated that the Board would be amenable to meeting with the residents collectively at a future date, and that residents would be kept informed as things proceed. An offer was made by Cory Adams for the Township Engineer to attend the April 13th meeting to provide the guidelines within the Act 537 Regulations that dictate this sewer extension.

SMT Update/ Issues — Mr. Adams had nothing to report.

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 presented the monthly budget report for review and provided a brief overview.

Ms. Hall presented the Chapter 94 report for the Board's approval and signature. She provided excerpts from the report for the Board's review and stated that the report is not complete in entirety. However, the report is due by March 31st and the Board's authorization and approval is a requirement for submission. Mr. Kissinger provided an overview of the portions of the report presented, and answered questions as they arose. **Mr. Brown entertained a motion to approve the report. Ms. Hewitt made a motion to authorize the Chairman's signature for submission of the Chapter 94 report by the March 31st due date. Mr. Manweiler seconded the motion. The motion carried 4-0.**

Ms. Hall presented the Joinder Agreement relative to the Parkview Development for review and approval. This Agreement was necessary due to the sale of one of the lots in the original easement release that the Authority had already executed. Mr. Wakefield reiterated that between the date of execution and recording of the easement release, Dawood sold one of the lots. Mr. Wakefield stated that the new property owner has signed the Joinder Agreement which restates the language in the original agreement to extinguish a portion of the easement and make the balance exclusive to the Authority. **Mr. Manweiler made a motion to authorize and approve the execution of the Joinder Agreement. Mr. Aichele seconded the motion. The 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).

Mr. Butler reported to the Board for their general information, that the Central Section is sponsoring an Earth Day Event in Harrisburg and he has been asked to moderate or be a panelist. The event is generally with regard to water conservation, eco consciousness. He will keep the Board posted if something happens closer to this area.

Mr. Butler presented Task Oder No. 36 in the amount of \$47,750.00 for the Children's Lake Water Line Relocation Design. He added this is the worst case scenario as far as costs for routing and permitting. Ms. Hall reported that we are still awaiting word from DGS and the Fish and Boat Commission as to the path DEP will allow. Josie received a form from DGS that outlines reimbursement to the Authority for costs from design to actual installation. Mr. Butler reported that plan is to get through the permitting to bid by September 1st to be issuing the Notice to Proceed by December. He added that his hope is to get the Authority's portion finished prior to the work done by the Fish and Boat Commission. **Mr. Aichele made a motion to approve Task Order No. 36 for the waterline relocation at Children's Lake for a "not to exceed" amount of \$47,750.00. Ms. Hewitt seconded the motion. The motion carried 4-0.**

SOLICITOR'S REPORT - Mr. Wakefield provided a brief update with regard to the recent SRBC meeting. Mr. Wakefield stated that it was a productive meeting, Mr. Butler had an excellent presentation, and there is a way forward. Mr. Wakefield anticipates a draft agreement from SRBC for presentation at the next Authority meeting.

Capital Projects Committee – Mr. Brown reported as a matter of information that the Capital Projects flow of cash for future projects will be adjusted to include a reimbursement for the upfront costs that will be necessary for the waterline relocation at Children's Lake.

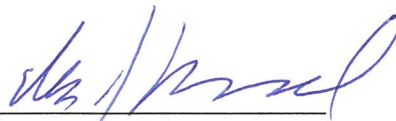
Tapping Fee Committee – The committee hasn't met, however, Ms. Hall reported that she is in the process of preparing letters/invoices for commercial properties who will receive adjustments below \$30,000.00. Those who would incur higher adjustments are not receiving automatic invoices, but will receive a letter to encourage a meeting to discuss the matter prior to the invoice.

HR Committee – Mr. Brown reported that Ms. Hall and Mr. Kissinger were contacted by PMRS to have a conference call/meeting with regard to mandatory changes that have occurred with regard to PMRS pension documents that affect only Tier II employees. The plan documentation that has been in place for the Authority since 2011 and set up by PMRS to be a defined contribution plan, was incorrect. Mr. Brown reported that PMRS Counsel set up a conference call to outline particulars of the plan including the disclaimer that a matching contribution was never permitted, and that a 4.5% minimum contribution is required by the Authority, and all are according to IRS guidelines/requirements. **In order to comply with the IRS guidelines from this point forward and upon approval by the Board, Mr. Brown recommended that the Board adopt the PMRS Plan and provide for a 6% contribution regardless of what the employee contributes, since the Authority currently matched up to 6% in the current plan. Mr. Aichele made a motion to approve and execute the new plan documentation for the Tier II employees and increase the Authority's percentage to a 6% contribution effective April 1, 2020, upon review and approval of the amendment by Salzman Hughes. Ms. Hewitt seconded the motion. The motion carried 4-0.**

NEW BUSINESS – No new business

At 7:40 p.m. Mr. Brown made a motion to adjourn the meeting. Ms. Hewitt seconded the motion. The motion carried 4-0.

Respectfully submitted,



Secretary/Asst. Secretary