

**South Middleton Township Municipal Authority—October 14, 2019**  
**Regular Meeting**

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

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

**Visitors:** Cory Adams, SMT Manager  
Ron Hamilton, SMT Supervisor  
Mark Bublinec, Resident, E Hunter Road  
Allen Stauffer, Resident, Forge Rd

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

The minutes from the September 9, 2019 meeting were presented for approval. **Mr. Aichele made a motion to accept the September 9, 2019 minutes as written. Mr. Gembusia 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. Mr. Gembusia 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-32	GHD, Inc.	\$ 7,144.35
S-33	PennDot	\$ 8,103.13

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-38	GHD, Inc.	\$ 5,546.55
W-39	LB Water Service	\$ 76,789.20
W-40	PennDot	\$ 9,137.58
W-41	Core & Main	\$ 16,652.00

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-4	GHD, Inc.	\$ 10,342.63

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>
557	Carlisle Borough	\$ 470,079.12

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>
445	GHD, Inc.	\$ 1,690.50

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>
26	SMTMA (Operations Acct.)	\$ 300,000.00

\* 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-32 & S-33, from the M & T Trust Company 2017 Project Fund—Water: Req. No. W-38, W-39, W40, & W-41, from the M & T Trust Company Series A 2019 Project Fund—Water: Req. No. W-4, from the M & T Trust Company 2013 Water Bond Redemption and Improvement Fund: Req. No. 445, from the M & T Trust Company 2013 Sewer Bond Redemption and Improvement Fund: Req. No. 557 and from the M & T Trust Co. 2013 Water Clearing Fund: No. 26. Mr. Aichele seconded. Motion carried 4-0.**

**Public Input**—Mr. Allen Stauffer, 910 Forge Road, and Mr. Mark Bublinc, 12 E Hunter Road, were present to request an update of the status of repairs to the unsatisfactory work done by Anrich during the Forge Road Acres Phase I project. They detailed the substandard work in both their driveways and the restoration work done to their yards and asked when and how these repairs will be taken care of. Mr. Brown briefly explained the legalities of closing out the project with Anrich and terminating the contract. Mr. Brown explained that, at this time, the contract with Anrich has been terminated and that substantial funds have been withheld from the contractor to be used to correct the issues. The Authority will take on the responsibility of correcting substandard work and will be determining how the repairs will be handled. Mr. Brown stated that either Authority staff or subcontractors will be used to correct the deficiencies. Mr. Brown also stated that in the near future letters will go out to the residents whose properties have been flagged for substandard restoration informing them of the areas to be addressed at their property and providing information as to how the areas of concern will be corrected.

Ron Hamilton, SMT Emergency Services Director, asked for a discussion of establishing a program for color-coding the fire hydrants in the Authority's water system. He explained that color-coding of the hydrants would be of great assistance to the fire departments in giving them some determination of water volume/pressure available from a given hydrant when responding to a fire. A lengthy discussion was held regarding criteria for the coding, man power to complete the painting, and liability issues for the Authority. It was the consensus of the Board for staff to meet with Mr. Hamilton and fire department representatives to come up with an acceptable plan for both parties to present to the Board at a future meeting.

**SMT Update/ Issues**—Mr. Adams reported the following:

- The Township has begun doing the home inspections for the new houses being constructed at The Porches at Allenberry Development.
- The supervisors approved the conditional use for Laurel Forge, a 43 single family home development at the intersection of Forge Road and Lindsey Road.
- The Township is working on securing the ponds and open recreational lots in Westgate and will be contacting the Authority about setting up the billing of the storm water fee for the homes in the development. Ms. Hall presented information she received from the Authority Auditors regarding the preferred method of billing and collection of the storm water fees as the Township's agent. The particulars of how the process will be handled for the Township will be discussed at a later meeting.

Before moving on to the manager's report, Mr. Brown stated that the meeting for November falls on the 11<sup>th</sup> which is Veteran's Day and both the Authority and Township offices are closed. Also, on that date, 2 of the board members would not be available to attend so he would like to ask that the meeting be moved to the 4<sup>th</sup> Monday of the month, November 25, 2019, so that more board members will be present to discuss the budget and the new employee manual. Ms. Hall said she will post a notice on the office door regarding the change and asked that the notice also be posted at the Township office.

**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/2020 Annual Budget**—Ms. Hall presented the preliminary draft budget for 2020 for review. Mr. Kissinger indicated that the preliminary budget is showing minimal increases in operational expenses and healthy revenues for the upcoming year. Mr. Brown requested a Capital Committee meeting be scheduled in the next two weeks to go over projections for project expenditures to apply to the budget calculations so that a final draft budget can be prepared for review at the November meeting.

**Park Drive Water Main Upgrade/Vault Installation**—Ms. Hall presented information regarding the engineer's and staff's recommendations for installing meter vaults, new meters and backflow preventers at several points of connection at the Land-O-Lakes and Vitro water service laterals during the water main upgrade project. A lengthy discussion was held regarding the costs to the Authority and ability of the Authority to transfer ownership and maintenance responsibilities of the new vaults and metering equipment to the industries upon completion of the installations. Mr. Brown directed that additional information be gathered regarding this matter. He also directed that the information about the vault and meter changes be included along with the information being prepared regarding collection of additional tapping fees from these industries, the possible construction of an additional storage tank, and the possible need to drill a new well to accommodate the demand for water, particularly for Land-O-Lakes.

**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.

**Storage Tank No. 6 Study**—Mr. Butler presented a draft of the Storage Tank No. 6 Study with the evaluation of costs for the two storage tank designs to be considered. The estimated cost for a 3 million gallon glass fused to steel ground level tank is \$5.2 million dollars versus a 3 million gallon elevated tank at \$8.6 million dollars. A discussion was continued regarding the many considerations that will go into a decision for moving ahead with any tank project. Much of the decision will be based upon the outcome of the meetings with Land-O-Lakes and Vitro regarding demand on the system and costs for providing the volume of water these two industries consume.

Mr. Butler had revisions for the two new task orders presented in draft form at the September meeting and one task order amendment to present for approval as follows:

**Task Order No. 24—Forge Road Acres Phase II Sewer and Water Line Replacement**—Mr. Butler presented an amendment to this task order for the addition of \$183,000.00 for construction phase services. **Mr. Gembusia made a motion to approve the amendment to Task Order No. 24 for the addition of \$ 183,000.00 for construction phase services. Mr. Aichele seconded. Motion carried 4-0.**

**Task Order No. 29—Demolition of Storage Tank No. 3**—The amount presented in the draft for the scope of the work was \$31,500.00. The revised amount for the scope of the work is \$ 32,500.00. **Mr. Gembusia made a motion to approve Task Order No. 29 for services for the demolition of Storage Tank No. 3 in the amount of \$32,500.00. Mr. Aichele seconded. Motion carried 4-0.**

**Task Order No. 30—Extension of Sewer Lines on Fairview Street**—The amount presented in the draft for the scope of the work was \$50,500.00. The revised amount for the scope of the work is \$51,500.00. **Mr. Gembusia made a motion to approve Task Order No. 30 for design phase services for the installation of new gravity sewer lines to connect 15 EDU's on Fairview Street in the amount of \$51,500.00. Ms. Hewitt seconded. Motion carried 4-0.**

Mr. Butler reported that he has received information that the water line to be moved in conjunction with the Children's Lake Dam replacement is being moved farther away from the dam so additional costs may be incurred. He is waiting on confirmation from the Fish and Boat Commission as to the current status and who is going to be picking up the costs. Mr. Adams said that Fish and Boat recently dropped off their preliminary engineering plans and he will send the information over for review.

Mr. Kissinger asked Mr. Butler to clarify how the Authority should go about selling Total Nitrogen and Phosphorous credits. The Authority has been contacted by several other authorities who are interested in purchasing our credits. Mr. Butler said that at this point, the auction site that was set up by DEP has fallen apart so it is really up to each party to buy/sell as they see fit. A discussion was held and the Board authorized Ms. Hall and Mr. Kissinger to arrange for some type of bid requests and to offer sale to the highest bidder. Mr. Wakefield requested a motion be made. **Mr. Gembusia made a motion to authorize Ms. Hall and Mr.**

**Kissinger to request bids to be received by November 14, 2019 for the purchase of the Authority's excess NT/P credits and formalize a sale to the party who presents the highest offer. Mr. Aichele seconded. Motion carried 4-0.**

**SOLICITOR'S REPORT—Mr. Wakefield had the signed Termination of Easement Agreement from Galbraith for Pump Station No. 8 to be executed by the Chairman. Mr. Gembusia made a motion to authorize the Chairman, Mr. Brown, to execute the Termination of Easement Agreement for Pump Station No. 8. Ms. Hewitt seconded. Motion carried 4-0.**

Mr. Wakefield presented two addenda to the original Trinity development agreement and connection agreement for the Porches at Allenberry development. These addenda are related to the addition of one non-residential EDU for the planned clubhouse to be constructed at the development. Mr. Wakefield asked for a motion to authorize the chairman to sign the both the addenda. **Mr. Aichele made a motion to have the Chairman sign the two addenda to the original developer's agreement and connection agreement with Trinity for the Porches at Allenberry development upon confirmation that Monroe Township has approved both addenda. Mr. Gembusia seconded. Motion carried 4-0.**

Mr. Wakefield also informed the Board that he is in the process of preparing a new Sewer Rate Resolution that will establish a separate sewer district for the Porches of Allenberry development which has been laid out in the development and connection agreements with Trinity and Monroe Township. Finalizing of the addendums presented tonight should be complete and the Board should be able to adopt the new resolution at the November meeting.

**SPECIAL COMMITTEE REPORTS—Mr. Brown reported that the HR Committee has completed the majority of the new employee manual. The last few items should be wrapped up shortly and a final draft will be distributed to the Board members prior to the November 25<sup>th</sup> meeting for review with the intent to vote on approval of the new manual to go into effect January 1, 2020.**

As addressed earlier, a meeting of the Capital Committee will be scheduled within the next two weeks.

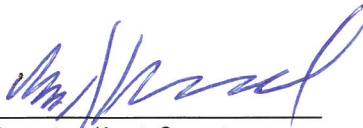
**NEW BUSINESS—No new business.**

At 8:07 pm Mr. Brown called for adjournment of the regular meeting to enter executive session to discuss possible litigation.

At 8:24 pm the regular meeting was reconvened. No action was taken regarding the information discussed.

**At 8:25 pm Mr. Aichele made a motion to adjourn. Mr. Gembusia seconded. Motion carried 4-0.**

Respectfully submitted,



Secretary/Asst. Secretary