

MINUTES
LOWER SWATARA TOWNSHIP MUNICIPAL AUTHORITY
AUGUST 22, 2016

Vice Chairman Wilkinson called the Regular Meeting of the Lower Swatara Township Municipal Authority to order at 7:00 P.M. The record indicated the following officials in attendance:

- Richard Wilkinson, Vice Chairman
- Chester Hartz, Secretary
- Daniel Magaro, Treasurer
- John R. Weikle
- Anne Shambaugh, Township Manager
- Peter Henninger, Solicitor
- Matt Cichy, Engineer
- Tracey Bechtel, Recording Secretary

Residents and visitors in attendance:

Steve Severin (LSTMA)
Todd Truntz, (LST Commissioner)
Chris DeHart, (Lower Swatara)
Ron Paul, (2 Richard Avenue)
Tom Mehaffie, (LST Commissioner)

Public Comments: None

Vice Chairman Wilkinson turned the meeting over to Solicitor Henninger in order to conduct the reorganization of officers with the resignation of Chairman Gingrich at last month's meeting.

Solicitor Henninger noted that the Board of Commissioners have not accepted Mr. Gingrich's formal letter of resignation as of yet, since it was just received.

Solicitor Henninger called for nominations for Chairman of the Municipal Authority Board. Mr. Weikle nominated Vice Chairman Wilkinson as Chairman. Hearing no other nominations, the nominations were closed and the motion to appoint Richard Wilkinson as Chairman was unanimously approved.

Solicitor Henninger called for nominations for Vice Chairman of the Authority Board. A motion was made by Mr. Magaro seconded by Mr. Hartz to nominate Mr. Weikle as Vice Chairman. Hearing no other nominations, the nominations were closed and the motion to appoint John Weikle as Vice Chairman was unanimously approved.

Chairman Wilkinson noted that Mr. Magaro and Mr. Hartz will continue to hold their previously appointed positions.

Chairman Wilkinson asked if we have had any luck finding a fifth member for the Municipal Authority Board. Commissioner Truntz commented that he would be placing a phone call in the next day or two. Solicitor

Henninger noted that even though the Municipal Authority Board can recommend a person, it is ultimately the decision of the Board of Commissioners to appoint Authority Board members.

A motion was made by Mr. Weikle seconded by Mr. Magaro to approve the July 25, 2016 Meeting Minutes. The motion was unanimously approved.

Engineer's Report: Mr. Cichy distributed the monthly written report.

Richardson Road Sewer Relocation: A preconstruction conference was held on August 18, 2016. The Contractor noted that work on the sanitary sewer will not begin until about two weeks prior to the scheduled delivery of the culvert which is planned to be in November or December 2016. Till then HRG will review shop drawing submittals upon receipt from the Contractor and provide full time RPR of the construction of the sanitary sewer installation.

Act 537 Plan Update: A decision on the CFA Sewage Facilities Planning Grant application will not be made by the CFA until at least September. Mr. Cichy noted that the calendar on the CFA website indicates that their next meeting is now scheduled for October 24, 2016.

Capital Improvements Plan: HRG is continuing to work with Township Staff to develop the capital Improvements plan. Mr. Cichy indicated that he will go over the current draft of the capital improvements plan that is attached to the Boards Engineer's Report during tonight's meeting. Mr. Cichy indicated that they encountered some difficulties with the sanitary sewer matrix component due to a revising of the manhole numbering scheme being undertaken by Township Staff but will work with the Authority Manager to correct when he returns from vacation.

Eisenhower Blvd – PennDOT Project: PennDOT is undertaking improvements to Route 283 including the Eisenhower Blvd. intersection. The improvements at the Eisenhower Blvd. intersection include new signing which will impact the existing sanitary sewer main during construction. PennDOT is requesting that the impacted utilities provide proposed designs and the necessary forms for the relocation of the utilities to their consultant, HNTB Corporation, by September 30, 2016. PennDOT has indicated that the Authority may be eligible to request a 75% cost reimbursement/sharing for the sanitary sewer work required by this project. As part of the submission of forms needed to be submitted for this work, PennDOT is requiring a copy of an executed agreement between the Authority and HRG for this work. Therefore we have prepared the attached proposal to assist in the design, bidding, construction contract administration, and construction observation phases of the sanitary sewer utility relocation.

A motion was made by Mr. Magaro seconded by Mr. Weikle to approve the HRG proposal for Professional Engineering Services PennDOT Eisenhower Blvd Improvements to assist in the design, bidding, construction contract administration, and construction observation phases of the sanitary sewer utility relocation on a time and materials basis not to exceed \$16,800. The motion was unanimously approved.

Richardson Road – Culvert Replacement: The Township is considering replacement of another culvert of Richardson Road through the Dauphin County Infrastructure Bank (DCIB) Program. Preliminary investigation indicates that the existing sanitary sewer crossing in this area is in good condition and is deep enough below the existing culvert that it should not be impacted as a result of the culvert replacement.

The Township is considering improvements to the storm sewer system near Lexington Avenue and Market Street Extended. Based upon what improvements are made it may impact the existing sanitary sewer. In addition, the Authority Manager will be evaluating the condition of the sanitary sewers in this area to see if any repairs to the sanitary sewer system are needed.

Mr. Cichy informed the Board regarding streets that have major sags in the sewer pipes could be possible candidates for a CFA grant that has a 15% match for projects between \$30,000-\$500,000. This grant application is due by October 31, 2016. Mr. Cichy indicated that HRG can assist the Authority with the application process if they would choose and there is a \$100.00 application fee.

Mr. Weikle inquired about the Phoenix Contact flows and if there is any update. Mr. Severin responded with latest readings. Solicitor Henninger recommended to the Board, that a formal letter be written under the Chairman's name and sent to Phoenix Contact requesting that they need to have representation at the Authority's September's meeting since the Board granted Phoenix Contact a one-year time frame to correct the problems they were experiencing and it does not look like much progress has been made.

A motion was made by Mr. Magaro seconded by Mr. Weikle to have a formal letter sent to Phoenix Contact under the Chairman's signature requesting their attendance at the September 26, 2016 Municipal Authority meeting to discuss the flows. The motion was unanimously approved.

Mr. Severin updated the Board on the Cramer car wash flows. They were well over their allotted amount again, staff will make contact with the owner to attempt to resolve the flow issues and will continue to monitor the situation.

A motion was made by Mr. Weikle seconded by Mr. Magaro to Approve Resolution No. 2016-R-3 – Authorizing submission of the request for Pennsylvania Department of Transportation to provide 75% reimbursement to the Lower Swatara Township Municipal Authority for all costs incurred less any betterments in replacing our sanitary sewer main pipeline in reference to the Route 283 and Eisenhower Blvd. sign replacement project. The motion was unanimously approved.

Solicitor's Report: Solicitor Henninger requested permission to place liens on the Blank's properties, one located at 1081 Woodridge Drive and the seconded at 520 Colony Drive in lieu of the upcoming tax sale. A motion was made by Mr. Hartz seconded by Mr. Weikle to authorize Solicitor Henninger to place these liens. The motion was unanimously approved.

Solicitor Henninger reported that he received the tax sale notice for September. There are five properties on the list that have made payment arrangements, but have not followed through consistently with their commitment. There are two other properties that situations warrant the need to place a lien to protect the Authority's interest, these properties have an excess of \$1,000.00 in sewer rents due. The addresses are as follows: 1395 Pheasant Run Road; 556 Colony Drive; 1876 Lakeside Drive; 2075 Brentwood Drive; 103 Tioga Avenue; 1321 Rosedale Avenue; and 1527 Spring Garden Drive.

A motion was made by Mr. Magaro seconded by Mr. Weikle to authorize Solicitor Henninger to proceed with placing liens on the above mentioned properties. The motion was unanimously approved.

Solicitor Henninger requested an executive session at the conclusion of the regular meeting to discuss internunicipal agreement issues.

Manager's Report: Ms. Shambaugh handed out a mid-year report for the Board members to see where the Authority is on spending as of June 30, 2016. Historical data is also included, 2014 and 2015 actual totals as well as what the projected spending is for the rest of 2016.

Ms. Shambaugh noted the spread sheet showing Highspire clarifier costs and expenses. The Board will discuss this further in executive session.

Ms. Shambaugh discussed with the Board that in light of the situation with Phoenix and Cramer's, the Board may want to think about doing an audit on our commercial and industrial customers along with a rate study. The Board agreed that this would be a good idea. Mr. Cichy indicated he will reach out to their Financial Services Group and have more information for the Board at next month's meeting.

M.A. Manager's Report: Mr. Severin updated the Board on various items that the staff is currently working on.

A motion was made by Mr. Magaro seconded by Mr. Hartz to approve the August expenses in the amount of \$157,399.95. The motion was unanimously approved.

New Business: None

A motion was made by Mr. Magaro seconded by Mr. Hartz to adjourn. The motion was unanimously approved and the meeting adjourned at 8:20 P.M.

ATTEST:

Tracey Bechtel, Recording Secretary