

**MINUTES**  
**LOWER SWATARA TOWNSHIP MUNICIPAL AUTHORITY**  
**FEBRUARY 1, 2016**

Solicitor Henninger 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:

- Charles High, Secretary
- Richard Wilkinson, Treasurer
- Chester Hartz
- Daniel Magaro
- Anne Shambaugh, Manager
- Peter Henninger, Solicitor
- Matthew D. Cichy, Engineer
- Tracey Bechtel, Recording Secretary

Absent: James Gingrich, Chairman

Residents and visitors in attendance:

Todd F. Truntz (LST Commissioner)

Lester Lanman (Municipal Authority Manager)

Solicitor Henninger called for nominations for Chairman of the Authority Board. A motion was made by Mr. High, seconded by Mr. Wilkinson, to nominate James R. Gingrich as Chairman. Hearing no other nominations, the nominations were closed and the motion to appoint James R. Gingrich as Chairman was unanimously approved.

Solicitor Henninger called for nominations for Vice Chairman of the Authority Board. A motion was made by Mr. High, seconded by Mr. Magaro, to nominate Richard Wilkinson as Vice Chairman. Hearing no other nominations, the nominations were closed and the motion to appoint Richard W. Wilkinson as Vice Chairman was unanimously approved. The gavel was then turned over to Vice Chairman Wilkinson.

Vice Chairman Wilkinson called for nominations for Treasurer. A motion was made by Mr. High, seconded by Mr. Wilkinson, to nominate Daniel Magaro as Treasurer. Hearing no other nominations, the nominations were closed and the motion to appoint Daniel Magaro as Treasurer was unanimously approved.

Vice Chairman Wilkinson called for nominations for Secretary. A motion was made by Mr. High, seconded by Mr. Magaro, to nominate Chester Hartz as Secretary. Hearing no other nominations, the nominations were closed and the motion to appoint Chester Hartz as Secretary was unanimously approved.

Vice Chairman Wilkinson called for nominations for Assistant Treasurer/Secretary. A motion was made by Mr. Wilkinson, seconded by Mr. Magaro to nominate Charles A. High as Assistant Treasurer/Secretary. Hearing no other nominations, the nominations were closed and the motion to appoint Charles A. High as Treasurer/Secretary was unanimously approved.

A motion was made by Mr. High, seconded by Mr. Magaro, to reappoint Herbert, Rowland & Grubic as Municipal Authority Engineer. The motion was unanimously approved.

A motion was made by Mr. High, seconded by Mr. Magaro, to reappoint Peter R. Henninger, Jones & Henninger, P.C. as Municipal Authority Solicitor. The motion was unanimously approved.

Public Comments: None

The Board tabled the approval of Minutes of Regular Meeting December 21, 2015 in the absence of Board member James Gingrich till the February 22, 2016 meeting.

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

**Amtrak Middletown Station Utility Relocation:** HRG provided final drawings, technical specifications, and an Opinion of Probable Construction Cost Estimate to HNTB, PennDOT's consultant, on January 29, 2016 for their use in incorporating the proposed work into the overall PennDOT contract. HRG also provided a copy of the recorded sanitary sewer easement with Lawrence Street Partners LP to HNTB. A copy of the plan view drawing and Opinion of Probable Construction Costs Estimate are attached for the Board's information

HRG is working with the Authority Manager to complete the remaining forms required by PennDOT and plans to submit the remaining forms to HNTB tomorrow. Upon PennDOT's receipt and review of all of this information it is anticipated that PennDOT will develop an agreement between the PennDOT and Authority regarding reimbursement of the Authority's expenses associated with this project.

**Richardson Road Sewer Relocation:** HRG met with Township Staff to review their comments regarding the proposed sanitary sewer relocation plans and are currently finalizing the plans to incorporate their comments. HRG has confirmed that the minor horizontal adjustment to the alignment of the sanitary sewer will not impact the recently obtained DEP Water Obstruction and Encroachment Permit. A plan showing the proposed horizontal adjustment is attached to the Engineer's Report. Upon completion of the revisions, the revised plans will be provided to the Township Staff to review and upon approval will be forwarded for incorporation into the overall Richardson Road Bridge Replacement project.

**Act 537 Plan Update:** HRG coordinated with DEP for the Act 537 Preplanning Meeting. HRG prepared materials for meeting and attended meeting on January 21 with representatives of the Authority. HRG presented the proposed approach to the Sewage Facilities Planning that has been developed over the past few months. DEP agreed with the approach and emphasized that the plan should be Township-wide and that an On-Lot Management program should be implemented as a result of the plan.

Upcoming work includes preparation of a Task Activity Report (TAR) for staff review and approval. Upon approval by the Authority, the TAR will be submitted to DEP for approval. DEP staff indicated review of the TAR should only take a couple weeks.

Mr. Wilkinson noted that DEP seemed very impressed that we came to them, instead of them having to approach us. Mr. High commented that the Township has been very proactive.

**Solicitor's Report:** Solicitor Henninger requested an executive session.

There were no visitors present this evening so the Board convened into executive session to discuss intermunicipal agreements between SARAA and Highspire Borough.

The Board reconvened into their regular meeting.

**Manager's Report:** Ms. Shambaugh presented Resolution 2016-R-1, increasing the tapping fee from \$2,600.00 to \$3,200.00 effective February 1, 2016. A motion was made by Mr. High seconded by Mr. Wilkinson to approved Resolution 2016-R-1 imposing a tapping fee of three thousand two hundred (\$3,200.00) dollars effective February 1, 2016. The motion was unanimously approved.

Ms. Shambaugh introduce Lester Lanman, Assistant Superintendent of Public Works and Municipal Authority Manager. The Board welcomed Mr. Lanman.

Ms. Shambaugh asked the Board for the approval for shared cost (50/50) with the Township for the purchase of the mower. This was a budgeted item in the 2016 approved Sewer Revenue Budget. The Municipal Authority's cost would not exceed \$73,000.00.

A motion was made by Mr. High seconded by Mr. Magaro to approve the purchase of the mower not to exceed \$73,000.00. The motion was unanimously approved.

Ms. Shambaugh asked the Board for the approval of the purchase of a computer for Mr. Lanman. This is not a budgeted item and Ms. Shambaugh has a quote that would include all software/hardware not to exceed \$1,300.00.

A motion was made by Mr. High seconded by Mr. Hartz to approve the purchase of a computer not to exceed \$1,300.00. This cost is to be taken from the General Expenses in the 2016 Sewer Revenue Fund Budget. The motion was unanimously approved.

Ms. Shambaugh indicated to the Board that she has forwarded the 30-day Lien Letter for James and Debra Messick to Solicitor Henninger for review.

A motion was made by Mr. Wilkinson seconded by Mr. High to approve the January expenses in the amount of \$216,854.13. The motion was unanimously approved.

**New Business:** Next meeting is scheduled for Monday, February 22, 2016 at 7:00 P.M.

A motion was made by Mr. High seconded by Mr. Wilkinson to adjourn. The motion was unanimously approved and the meeting adjourned at 7:36 P.M.

ATTEST:

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Tracey Bechtel, Recording Secretary