

MINUTES
LOWER SWATARA TOWNSHIP MUNICIPAL AUTHORITY
JANUARY 28, 2013

Chairman Gingrich 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:

- James R. Gingrich, Chairman
- Todd Truntz, Vice Chairman
- Charles A. High, Secretary
- Richard Wilkinson, Treasurer
- Donald Martino, Asst. Secretary/Treasurer
- Matthew D. Cichy, Engineer
- Harry Krot, Township Manager
- Tracey L. Bechtel, Recording Secretary

Absent: Peter Henninger, Solicitor

Residents and visitors in attendance:

- Tom Mehaffie Commissioner
- Jon Wilt, Commissioner
- Scott Baker (Muni-Link)
- Derek McLaurin (Muni-Link)
- Paula and Duane Rhodes
- Ray Weaver, (Contractor for Mr. and Mrs. Rhodes)

Chairman Gingrich welcomed the visitors to the meeting and opened the floor for public comment.

Public Comment: Duane Rhodes and his wife Paula stated they are here this evening to inquire what they would need to do to run a sewer line from the (Goodville Property) down to Highspire Road. Chairman Gingrich referred to the Township Engineer, who indicated that this is the first he heard about this request and stated that he would need to take a look at the properties and where the closest lines are before he could comment further.

Ray Weaver, contractor for the Rhodes asked the Board how the Township would run the laterals being that it is a split property. Mr. Cichy noted that normally each individual property has its own lateral. Chairman Gingrich and Mr. Krot both recommended that Mr. and Mrs. Rhodes set up a meeting with Township staff, engineer, and solicitor to discuss this matter further since there is not enough information available this evening for the Board to respond to this request and then recommendations can be brought back to the Municipal Authority Board for their approval.

A motion was made by Mr. Martino, seconded by Mr. Wilkinson to approve the December 17, 2012 Meeting Minutes. The motion was unanimously approved.

Mr. Krot welcomed Scott Baker and Derek McLaurin from Muni-Link who will be giving a presentation to the Board on the proposed sewer billing software. Mr. Baker gave a brief introduction of the Company and services that Muni-Link provides. Mr. McLaurin then gave a 10 minute slide show presentation on the billing software followed by a question and answer session between the Board and Mr. Baker and Mr. McLaurin.

Chairman Gingrich stated that based on staff recommendations that Muni-Link can offer cost effective service that will meet the Authority's needs he is in favor of moving forward this evening with the Boards approval contingent with the Solicitor's approval of the contract.

A motion was made by Mr. Wilkinson, seconded by Mr. Martino to approve Muni-Link to provide the sewer billing software upon legal approval from Solicitor Henninger. The motion was unanimously approved.

Engineer's Report: Mr. Cichy distributed the monthly written report. The first item is the Middletown WWTP Upgrades Update. Mr. Cichy indicated he received a copy of an invoice from Middletown this month for Legal fees and Lower Swatara share of that will be \$660.84. Mr. Cichy noted he did request backup information since that was lacking from this invoice and before he gives his approval for payment he wants to wait for that information.

Jamesway Pump Station Improvements Project: Product submittals for the Project have been submitted by the contractor, PSI Pumping Solutions, Inc., HRG has reviewed these

submittals and provided the necessary comments. Based upon the manufacturing period for some of the products it is anticipated that this work will start in late February/early March 2013. The Contractor must be substantially complete with the work by April 3, 2013 and have all work completed by May 3, 2013

Blacklatch Lane Sewer Replacement Project: Design of the Blacklatch Lane Sewer Replacement Project is wrapping up. Preliminary Design documents were provided to the Township Staff for their review regarding the alignment along Blacklatch. In addition, we were able to raise a portion of the Blacklatch alignment by replacing a section of connecting sewer at a higher elevation. Design drawings and the project manual are intended to be ready for Township Staff review in early February 2013. Township Staff comments will be incorporated into the final design and final documents are intended to be ready for bidding in mid-February. It is requested that the Authority authorize HRG to proceed with the bid phase of the project. It is anticipated that bids would then be received prior to the March Authority meeting.

A motion was made by Mr. High, seconded by Mr. Martino to authorize HRG to proceed with the bid phase for the Blacklatch Lane Sewer Replacement Project. The motion was unanimously approved.

Solicitor's Report: None

Manager's Report: Mr. Krot reported that the pick-up truck has been ordered through Costars state contract by Mr. Sipe, we had budgeted \$50,000.00 the cost came in at just over \$45,000.00.

Mr. Krot noted he drafted a letter requesting Highspire Borough Authority to issue a check in the amount of \$139,003 to Lower Swatara Township Municipal Authority (LSTMA) for the existing balance of overpayment made by the LSTMA to the Highspire Borough Authority. Then beginning with calendar year 2012 we are asking them to follow the existing Agreement dated August 1, 1986 to reconcile any under or overpayment at the end of the preceding calendar year. He forwarded that letter to Mr. Henninger for his review.

Mr. Krot indicated that the Authority just received an Invoice this afternoon from Middletown Borough Authority. The invoice was described as Lower Swatara Sewer charges estimates for the second, third and fourth quarter for 2012. Mr. Krot noted that we paid the first quarter

estimate of \$59,000 but the Authority has not received another invoice for charges from Middletown till now. Typically the Lower Swatara Township Municipal Authority (LSTMA) will pay invoices based on estimates for the first and second quarter then when we receive a financial report from Middletown Borough Authority that indicate actual charges the LSTMA we be invoiced for the 3rd and 4th quarters based on actual figures. Mr. Krot asked the Board how they would like to proceed with this payment since we have not received any actual figures from Middletown to date. Chairman Gingrich stated that we need to bring this to the Solicitor's attention but if we would move ahead and pay anything that we should only pay the second and third quarter estimates and wait till we have the actual figures before we pay the fourth quarter. Mr. Wilkinson added that we have been seeking justification for charges related to the communication center and code enforcement for some time now and without any response.

Mr. Krot reminded the Board that Howard Hodder from HRG will be coming out to next month's meeting for a presentation on GIS Mapping; he will also be inviting the Board of Commissioners to attend as well.

A motion was made by Mr. High, seconded by Mr. Martino to approve the January expenses of the Sewer Revenue Fund in the amount of \$121,075.02. The motion was unanimously approved.

The next meeting is scheduled for Monday, February 25, 2013 at 7:00 P.M.

A motion was made by Mr. Truntz and seconded by Mr. Martino to adjourn. The motion was unanimously approved and the meeting adjourned at 8:00 P.M.

ATTEST:

Tracey Bechtel
Recording Secretary