

**MINUTES**  
**LOWER SWATARA TOWNSHIP MUNICIPAL AUTHORITY**  
**MARCH 28, 2016**

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

Residents and visitors in attendance:

Todd F. Truntz (LST Commissioner)  
Lester Lanman (Municipal Authority Manager)  
Tom Mehaffie (LST Commissioner)  
Bruce Hulshizer, (HRG)

Public Comments: None

A motion was made by Mr. High seconded by Mr. Wilkinson to approve the February 22, 2016 Meeting Minutes. The motion was unanimously approved.

Solicitor Henninger requested an executive session in order to discuss the SARAA Memo that he distributed to the Board this evening. Since there were no public attendees at the meeting, Chairman Gingrich convened into executive session at 7:03 P.M.

The Board reconvened to the regular meeting at 7:24 P.M.

A motion was made by Mr. Wilkinson seconded by Mr. High to approve the terms of the agreement in principal for what was set forth in an email from Mike Winfield. The motion was unanimously approved.

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

**Amtrak Middletown Station Utility Relocation:** Mr. Cichy indicated that he reached out to HNBT for an update last week, but has not received one so at this time the update from last month stands as is. HRG submitted the remaining forms required by PennDOT to HNTB, PennDOT's consultant, on February 2, 2016. HNBT indicated to HRG on February 19, 2016 that they are currently coordinating all of the various utility relocations needed for this project with PennDOT. Upon PennDOT's review of all information, it is anticipated that PennDOT will develop an agreement between PennDOT and the Authority regarding reimbursement of the Authority's expenses associated with this project. HNTB said that the overall project is currently in final design and is slated to begin construction in late 2016.

**Richardson Road Sewer Relocation:** Township staff have approved the final sanitary sewer plans and specifications. These final plans and specifications have been forwarded for incorporation into the overall Richardson Road Bridge Replacement project. This project is planned for advertising this spring.

**Act 537 Plan Update:** HRG prepared the Task Activity Report (TAR) for discussion with the Authority at the meeting this evening. Upon approval by the Authority, the TAR will be submitted to DEP for approval. After approval, a Sewage Facilities Planning Grant application will be submitted (due by June).

Mr. Cichy turned the meeting over to Bruce Hulshizer of HRG who presented the TAR to the Board.

A motion was made by Mr. High seconded by Mr. Hartz to approve and authorize HRG to submit the Task Activity Report to DEP. The motion was unanimously approved.

**Chapter 94 Report:** HRG has prepared the annual Chapter 94 Municipal Wasteload Management Report for the 2015 Calendar Year. This report is required to be submitted to DEP by March 31. Pertinent flow information calculated by the report is listed below as well as historic information is attached to this report. The Report was reviewed and executed by Manager Lehman and transmitted to the appropriate parties.

Mr. Cichy noted that where the 2015 average flow is based upon capacity we are looking at about fifty percent (50%) of the flow at Highspire being used on an annual average basis, less than 50 percent (50%) at Middletown and roughly seventy two percent (72%) at Derry Township. You can see the difference in drainage basins. Some of the flows at DTMA had to do with the high flow issues coming from Phoenix Contact last year, which they did purchase the additional EDU's, so it will be interesting to tract those numbers as we move forward.

Mr. Cichy also noted the charts on the last page referring to the summary of 2015 Pump Stations Flows. The seconded chart shows the Design Pumping Rate compared to the Peak Influent Flow which is useful in the planning perspective to look at what is the capacity available at the pump stations, and when you compare the peak influent flow to the maximum average monthly flow you also identify the peaking factors. The one to keep an eye on is the Jamesway pump station, it's a 310 design pump rate verses a 308. Staff has been monitoring that with some flow monitoring equipment to try to identify where I & I is coming from and try to reduce that as much as they can.

**Solicitor's Report:** Solicitor Henninger distributed the sewer lien update to the Board and noted that the Dale Souder's lien has since been satisfied.

Solicitor Henninger reported that the Township/Municipal Authority received a letter from S&T Bank in regards to a Letter of Credit on the Linden Centre. The \$50,000.00 Letter of Credit with regards to culvert, sewer and sidewalk is due to expire on May 6, 2016 and they are not planning on renewing it. Mr. Cichy and staff are trying to determine the status of those improvements. We will inform Mr. Nardo that he will need to get a new Letter of Credit to replace this one for the improvements that are not done. If he doesn't we have the ability to draw on the Letter of Credit for items not completed.

**Manager's Report:** Ms. Shambaugh reviewed the Memorandum of Understanding between Middletown Borough Public Works, Lower Swatara Township Public Works and Lower Swatara Township Municipal Authority. This memorandum arises as a need for us to borrow Middletown Borough's trommel screen, which under the MS4 recent changes that DEP put out the street sweepings must be screened before they are disposed of. Rather than the Township or the Municipal Authority purchasing our own trommel screen, Middletown Borough is allowing us to use theirs for three consecutive weeks every year between May 1<sup>st</sup> and July 31<sup>st</sup>.

Ms. Shambaugh noted that we contacted our insurance carrier to make sure that when we borrow that piece of equipment it would be completely covered under our insurance policy should anything happen during the three weeks of use. We have a \$250,000.00 rider on the policy that covers any issues.

Ms. Shambaugh explained that it is her understanding that this agreement has been in place, but the trommel screen has been added and deferred to Mr. Lanman. Mr. Lanman indicated that we had entered into an agreement with Middletown Borough last year for things like the traffic signal on Wood Street and 230. The maintenance and service for that light is split in half between Lower Swatara Township and Middletown Borough. The trommel screen was added to that existing agreement.

Ms. Shambaugh indicated that this will be signed by the Township but because the Authority is named as a party she wanted to bring it to the Board's attention in case they had any questions or additions.

Ms. Shambaugh updated the Board on delinquent accounts. She noted there are seven (7) properties which are listed on the update that we are asking the Board for direction on whether to keep sending delinquent letters or consider placing liens. After a brief discussion a motion was made by Mr. High seconded by Mr. Wilkinson to authorize Solicitor Henninger to place liens on all seven (7) of the properties in question.

A motion was made by Mr. Hartz seconded by Mr. Magaro to approve the March expenses in the amount of \$209,419.10. The motion was unanimously approved.

**New Business:** Next meeting is scheduled for Monday, April 25, 2016 at 7:00 P.M.

Mr. Lanman reported that there are some sanitary pipes showing some issues on Pennsylvania Avenue and some of the cause is likely from storm sewer pipes that need replaced. Staff televised that area and will be monitoring it closely. This is not something that needs to be addressed immediately, but will be on the list for repairs next year.

Mr. Lanman reported that staff has been doing a lot of televising, flushing and GIS work. Mr. Lanman wants to get a current snap shot of all our pipes in order to prioritize lines, in addition, looking at the storm sewer while we are there. If we replace the sanitary pipes and do nothing about the storm sewer we will just be kicking the can down the road. Mr. Lanman indicated that he will be updating the Board with information in their packets each month.

Another item Mr. Lanman addressed was root cutting. Instead of us root cutting and cracking the clay pipes in the process, he would like to bring in a company that he has worked with prior, to treat the pipes with an herbicide which kills the roots. It comes with a two year warranty, if anything grows back in that pipe within the two years they come back and treat it again for free. At the end of the two years, if you have them reapply again within six months, they will give you a three year warranty on top of that. Mr. Lanman will keep the Board updated.

Mr. Lanman advised the Board about the handrails at the Jamesway Pump Station. They are not currently to code. He is working with Mr. Fure in the codes department to get that corrected. Mr. Lanman indicated that he will be submitting before and after pictures for the Board to view in their packets for next month's meeting.

Mr. Lanman reported that he is working with the safety committee on a confined space entry program. The Township currently has a six page confined space policy. Mr. Lanman express that he did not feel this was adequate enough considering almost everything the Authority does requires confined space entry. Mr. Lanman has written a new fifty page confined space policy which he will be submitting to the safety committee for review and forwarding a copy to the Authority Board as well.

Mr. Lanman updated the Board on recent vehicle breakdowns. Aside from the Tiger tractor, the TV truck and the flusher truck, the Authority has one utility bed pickup truck and a Durango which is a second normal vehicle. Mr. Lanman would like to get another truck in order to do camera jobs and the GIS, right now the Authority only has one vehicle available to do those things.

Mr. Lanman received quotes back for a F250 pick-up truck. The Co-Star price of that truck with a plow is in the \$38,000.00 range. The Authority is looking to give the Durango to the Code Department to replace the two vehicles that are no longer operable. Mr. Lanman noted that we have not budgeted for a vehicle in the 2016 budget, but the funds that we get back from selling the Tiger mower can be put towards another truck.

Mr. Wilkinson commented that even if the Authority needs to use money in the reserve funds, he feels that we should go ahead and purchase a truck. Chairman Gingrich agreed. Ms. Shambaugh suggested that she meet with Lester in the upcoming week and they can work on getting a firm price on the truck and make recommendations for the Board before their next scheduled meeting.

Chairman Gingrich inquired on the discharge readings for Phoenix Contact, if we have seen an improvement since our meeting with them. Ms. Bechtel indicated that the flows have gone down gradually over the past few months.

A motion was made by Mr. High seconded by Mr. Hartz to adjourn. The motion was unanimously approved and the meeting adjourned at 8:38 P.M.

ATTEST:

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Tracey Bechtel, Recording Secretary