

MINUTES
LOWER SWATARA TOWNSHIP MUNICIPAL AUTHORITY
JUNE 22, 2015

Chairman Gingrich called the Regular Meeting of the Lower Swatara Township Municipal Authority to order at 7:00 P.M. Chairman Gingrich acknowledged the appointment of Thomas Mehaffie to the Authority Board to fill the vacancy left by the resignation of Mr. Martino. The record indicated the following officials in attendance:

- James Gingrich, Chairman
- Todd Truntz, Vice Chairman
- Richard Wilkinson, Treasurer
- Samuel Monticello, Manager
- Peter Henninger, Solicitor
- Staci Tupta, Engineer
- Tracey Bechtel, Recording Secretary

Absent: Charles High, Secretary

Residents and visitors in attendance:

Steve Severin, (LSTMA)

Nick Miller, (Alexander Building Construction Co.)

Public Comments: None

Nick Miller from Alexander Building Construction Co. who is managing the construction for the Student Enrichment Center at Penn State Capital Campus is before the Authority Board this evening to obtain approval for a smaller grease trap of 500 gallons instead of the standard required 1,000 gallon size. Mr. Miller stated that this would be about an \$8,000 savings to the project. Mr. Miller indicated they have a letter from the design engineer confirming that the 500 gallon grease trap is sufficient for the design for the new food service portion of the project.

Chairman Gingrich referred to Ms. Tupta for comment. Ms. Tupta confirmed that the submittal was reviewed by HRG, but they have not seen any calculations from the design

engineer as of yet and would like to review those before making any recommendations to the Board. Mr. Miller indicated he will see that HRG gets those calculations.

Solicitor Henninger recommended that if HRG comes back in favor of the 500 gallon grease trap that there would be a note on the plan indicating that in the future if the 500 gallon grease trap proves to be insufficient that Penn State would then have the responsibility to upgrade to the 1,000 gallon grease trap. Mr. Mehaffie also added that he would like to have a requirement that the Authority is notified each time the grease trap is serviced. Mr. Miller concurred and stated that they will submit both those items along with the calculations to HRG.

A motion was made by Mr. Wilkinson seconded by Mr. Truntz to approve the May 18, 2015 Meeting Minutes. The motion was unanimously approved.

Chairman Gingrich noted that a meeting took place last week to discuss a few concerns. The first is with Phoenix Contact's discharge. There is more capacity being sent then what was purchased by them. The Board directed Mr. Monticello along with Solicitor Henninger to prepare a letter to Phoenix Contact informing them that per our Ordinance they need to purchase additional EDU's based on their highest usage.

The second concern, staff has noticed that Hershey Creamery has a larger amount of discharge. Staff is going to contact the creamery maintenance regarding installing a meter.

Engineer's Report: Ms. Tupta distributed the monthly written report.

Pennsylvania Avenue Sewer Improvements Project: Bids for the construction of this project were received on June 19, 2015 via PennBID. All of the bids were reviewed and no irregularities were noted. Additionally, the low bidder appears to be a reputable and qualified contractor. HRG recommends that the Authority award the construction of this project to E.K. Service, Inc. on the alternative unit price bid amount of \$109,112.00, subject to receipt of acceptable Performance and Payment Bonds and receipt of acceptable Certificates of Insurance. Solicitor Henninger noted that he has reviewed the two lowest bidders and all paperwork is in order.

A motion was made by Mr. Wilkinson seconded by Mr. Mehaffie to award the Pennsylvania Avenue/Blacklatch Lane construction Contract 2015-01 to E.K. Service, Inc. for the alternative bid amount of \$109,112.00, subject to receipt of acceptable Performance and Payment Bonds and Certificates of Insurance. The motion was unanimously approved.

Solicitor's Report: Solicitor Henninger reported that he has not heard anything from United Water Middletown regarding their proposed bill. He also noted that there was a conference call pertaining to the SARRA circumstance.

Solicitor Henninger will be placing a Lien on 2076 Lexington Avenue, James and Cheri Wagaman. Sheriff sale is scheduled for July 16, 2015.

Ms. Bechtel raised a question on how to proceed with a delinquent account at 1102 Georgetown Road. The bills have been returned with a notice of return to sender, unable to forward, attempted-not known. Should we place a lien or continue with posting for water shut-off? Board advised to proceed with water shut-off.

Ms. Bechtel also noted that 41 delinquent letters have been sent out and she will update the Board on a monthly basis with the collection process.

Manager's Report: Mr. Monticello distributed a two-page handout outlining 2015 Sewer Related Projects under Consideration. Mr. Monticello indicated he would like to have approval from the Board this evening for the acquisition of four (4) water meters in order for staff to put them in place to further investigate the EDU concerns in certain areas. Chairman Gingrich questioned if the purchase of any meters were budgeted for this year. Mr. Severin noted that the meters are not a budget item for 2015.

Mr. Monticello explained that there is money available from the remaining 209A Bond Funds that were recently transferred to the Sewer Revenue Investment Account in the amount of \$173,116.46 that could be use for the purchase of the meters. Mr. Mehaffie commented that he felt we should hold off on any of the listed projects till the Board has a better idea of the recent development regarding an invoice from Highspire Borough. Ms. Bechtel commented that she was under the impression that the meters had already been purchased. Mr. Severin confirmed that they had been ordered under the direction of the manager and they should be delivered this

week. Mr. Truntz questioned how the meters were purchased without Board approval? Mr. Monticello took full responsibility for authorizing the purchase prior to Board approval.

Chairman Gingrich addressed the Board at this time to update them on his discussion with Von Hess from Highspire. Evidently the Authority will be receiving an invoice from Highspire Borough for work that was done years ago pertaining to a screw pump. Lower Swatara's share of the cost is \$320,000.00. Highspire is saying that Rettew never invoiced for this work. Chairman Gingrich informed Mr. Hess that the Authority does not have \$320,000.00 just laying around to pay an invoice for something that should have been invoiced to us years ago. Mr. Hess indicated to Chairman Gingrich that he understands that and suggested that the Authority just pay what we can, when we can. Chairman Gingrich also noted to Mr. Hess that the Authority already has budget concerns with our own projects that have come up. To make matters worse, Chairman Gingrich added that Mr. Hess indicated that Highspire Authority just bid out the new clarifier project with construction starting in mid October and plan to have everything finished in February 2016. Lower Swatara's share for this will be about \$256,000.00.

Solicitor Henninger inquired if we were ever informed by Highspire that they were planning a screw pump project that will cost in excess of \$700,000.00. Staff indicated that we never received anything. Solicitor Henninger requested the Board convene into executive session to discuss the contract.

The Board reconvened to their regular meeting.

A motion was made by Mr. Wilkinson seconded by Mr. Truntz to approve the purchase of the four (4) water meters in the amount of \$43,928.08 which will be taken from the Sewer Capital Projects Fund. The motion was unanimously approved.

Mr. Truntz noted for the record that we need to make sure in the future that all purchases are approved first by the Board.

A motion was made by Mr. Truntz seconded by Mr. Wilkinson to approve June expenses of the Sewer Revenue Fund in the amount of \$264,753.92. The motion was unanimously approved.

New Business:

The next meeting is scheduled for Monday July 27, 2015 at 7:00 P.M.

Mr. Truntz recommended that the Board start reviewing the budget items on a regular basis during the regular scheduled meeting. All Board members were in agreement.

A motion was made by Mr. Mehaffie seconded by Mr. Truntz to adjourn. The motion was unanimously approved and the meeting adjourned at 8:33 P.M.

ATTEST:

Tracey Bechtel, Recording Secretary