

**MINUTES**  
**LOWER SWATARA TOWNSHIP MUNICIPAL AUTHORITY**  
**JULY 27, 2015**

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
- Todd Truntz, Vice Chairman
- Richard Wilkinson, Treasurer
- Thomas Mehaffie
- Samuel Monticello, Manager
- Peter Henninger, Solicitor
- Matthew D. Cichy, Engineer
- Tracey Bechtel, Recording Secretary

Absent: Charles High, Secretary

Residents and visitors in attendance:

Steve Severin, (LSTMA)

Dan Wagner (LST Public Works)

Public Comments: None

A motion was made by Mr. Mehaffie seconded by Mr. Wilkinson to approve the June 22, 2015 Meeting Minutes. The motion was unanimously approved.

A motion was made by Mr. Wilkinson seconded by Mr. Truntz to acknowledge the receipt of the 2014 Municipal Authority Audit, DCED Report and Management Letter prepared by Waggoner, Frutiger and Daub. The motion was unanimously approved.

Mr. Monticello noted that Brian Straub from Waggoner, Frutiger and Daub will be here at the August 24, 2015 meeting.

A motion was made by Mr. Wilkinson seconded by Mr. Mehaffie to approve the Security Agreement for Penn State University. The motion was unanimously approved.

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

**Pennsylvania Avenue Sewer Improvements Project:** Contract Documents including the Agreement, Performance and Payment Bonds, and a request for Certificates of Insurance were sent to the Contractor, E.K. Service, Inc. to complete and return. The Contractor indicated that they mailed out the Contract Documents late last week, but we haven't received them yet. Upon receipt, we will review and provide a copy to the Solicitor for his concurrent review. Upon Solicitor and Engineer acceptance of the Contract Documents, they will be forwarded to the Authority for execution and a notice to proceed can be issued.

As requested by Township Staff, we have prepared a proposal to provide Construction Contract Administration and Resident Project Representative Services for this project. A copy of the proposal is attached for your consideration.

A motion was made by Mr. Mehaffie seconded by Mr. Wilkinson to approve the proposal for HRG to complete the Construction Contract Administration Phase on a time and materials basis for an estimated fee of \$11,000, with the stipulation that if the fees reach \$11,000, HRG must come back to the Authority for additional approval for costs over the \$11,000 estimated proposal. HRG will also provide Resident Project Representative Services on a time and material basis. These services will be provided on an hourly basis in accordance with the attached Fee schedule. The motion was unanimously approved.

**Solicitor's Report:** Solicitor Henninger distributed a copy of the draft letters to Phoenix Contact and Hershey Creamery to the Board for their review. The Board instructed Solicitor Henninger to move forward in sending the letters out.

Solicitor Henninger indicated he sent a letter to Kent Patterson, Highspire's Solicitor. He is waiting for a response.

Solicitor Henninger requested an executive session following the meeting to discuss the Middletown invoice that was received.

Solicitor Henninger recommended to the Board to Lien three (3) properties on Oberlin Road, owned by James Messick. Sewer rents on these properties are delinquent and all are on well not public water. The Board agreed to Solicitor Henninger's recommendation.

Solicitor Henninger also noted that he has nothing to report on SARAA and he is going to reach out to Mr. Standish of United Water Middletown regarding questions we had regarding the agreement.

### **Manager's Report:**

**Review Statement of Revenues and Expenditures:** The Board noted that they would like to see a line item as to the engineering fees that are reimbursed by the developer. As a result of other questions, the Board requested that the Accountants attend next month's meeting.

The Board was pleased with the collection amount for delinquent accounts and thanked staff for their efforts in this process.

A motion was made by Mr. Wilkinson seconded by Mr. Truntz to approve July expenses of the Sewer Revenue Fund in the amount of \$207,894.74. The motion was unanimously approved.

**New Business:** Mr. Mehaffie suggested the Board take an in depth look at our fee structure as we move forward in regards to tapping and connection. Mr. Mehaffie also noted that a meeting with staff/board members should be scheduled with Derry Township, Highspire and Middletown

prior to budget time just to discuss upcoming projects that each municipality will be facing for the upcoming year.

The next meeting is scheduled for Monday August 24, 2015 at 7:00 P.M.

A motion was made by Mr. Truntz seconded by Mr. Wilkinson to adjourn and proceed into executive session. The motion was unanimously approved and the meeting adjourned at 8:14 P.M.

ATTEST:

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Tracey Bechtel, Recording Secretary