

MINUTES
LOWER SWATARA TOWNSHIP MUNICIPAL AUTHORITY
LEGISLATIVE MEETING – November 25, 2024

November 25, 2024, Legislative Meeting of the Lower Swatara Township Municipal Authority was called to order at 7:00 P.M by Chairman Wilkinson. Chairman Wilkinson called for the pledge of allegiance. The record indicated the following in attendance.

- Rich Wilkinson, Chairman
- Scott Spangler, Vice Chairman
- Chester Hartz, Secretary
- Don Bailes, Authority Member
- Frank Popp, Treasurer
- Caleb Krauter, Engineer
- Brain Davis, MS4
- James Diamond, Eckert Seamans
- Scott Washinger, Municipal Authority Representative
- Ron Burkholder, Codes Official
- Zachary Border, Township Manager
- Dominique Relei, Municipal Authority Secretary

Residents and visitors in attendance: See attached list for others in attendance.

Public comments: None

Approval of Minutes:

Approve/reject/table Minutes of Legislative Meeting October 28, 2024.

A motion was made by Mr. Popp seconded by Mr. Bailes to approve the Minutes of Legislative Meeting October 28, 2024. The motion was unanimously approved.

Approve/reject/table Cost Share Request No. 2 to Highspire Borough Authority Biosolids Project Funding (PENNVEST) in the amount of \$126,936.04 for RETTEW Project 039742030.

Mr. Border commented that this is coming out of the Bond money that we took out. Chairman Wilkinson inquired, if there were any questions; since there were none, the board proceeded.

A motion was made by Mr. Popp seconded by Vice Chairman Spangler, to approve Cost Share Request No. 2 to Highspire Borough Authority Biosolids Project Funding (PENNVEST) in the amount of \$126,936.04 for RETTEW Project 039742030. The motion was unanimously approved.

Approve/reject/table 2025 Sewer Revenue Fund Budget.

Chairman Wilkinson inquired, if there were any questions; since there were none, the board proceeded.

A motion was made by Mr. Popp seconded by Mr. Bailes to approve the 2025 Sewer Revenue Fund Budget. The motion was unanimously approved.

Approve/reject/table 2025 Stormwater Fund Budget.

Chairman Wilkinson stated that he didn't have any questions on this but was inquiring if we have gotten anywhere as far as what DEP is going to ask for the next cycle? Mr. Davis commented that "hopefully by the end of the year we might hear something." Chairman Wilkinson inquired, if there were any questions; since there were none, the board proceeded.

A motion was made by Mr. Hartz seconded by Mr. Popp to approve 2025 Stormwater Fund Budget. The motion was unanimously approved.

Approve/reject/table Resolution No. 2024-R-5, approving a list of signatories for submission to Univest Bank and Trust Co.

Mr. Border commented that we are looking to spread out the money into different banks. Chairman Wilkinson inquired, if there were any questions; since there were none, the board proceeded.

A motion was made by Mr. Bailes seconded by Vice Chairman Spangler to approve Resolution No. 2024-R-5, approving a list of signatories for submission to Univest Bank and Trust Co. The motion was unanimously approved.

Approve/reject/table the Operation & Maintenance (O&M) Agreement between Peter Klassen and the Municipal Authority of Lower Swatara Township regarding stormwater best management practices at 500 Morgan Drive.

Mr. Davis commented that this is a standard residential building permit, they are constructing a new house at 500 Morgan, they proposed infiltration pits to offset the additional stormwater runoff. It's been reviewed and we've already reviewed the construction on our end, we just need to file the O&M and have it on record. Chairman Wilkinson inquired, if there were any questions; since there were none, the board proceeded.

A motion was made by Mr. Hartz seconded by Mr. Bailes to approve the Operation & Maintenance (O&M) Agreement between Peter Klassen and the Municipal Authority of Lower Swatara Township regarding stormwater best management practices at 500 Morgan Drive. The motion was unanimously approved.

Approve/reject/table entering into an Agreement to Defer Mandatory Public Sewer Connection with 3201 Fulling Mill Rd LP for PC#2024-07 3201 Fulling Mill Road.

Mr. Burkholder, Codes Official, commented that this is where COVENCO is located. They have a house that sits out front on Fulling Mill Road, and the house is on septic. The problem is that it is about 780 feet from the nearest sewer, and connecting would be extremely expensive. They are requesting a deferral, stating they will hook into the sewer if required, but for now, they would like to remain on the existing septic system. They are subdividing

the property. Chairman Wilkinson inquired if the septic system is functioning. Mr. Burkholder confirmed that it is. Chairman Wilkinson stated that he doesn't necessarily have a problem with this. Mr. Burkholder explained that the issue was triggered by the LD plan, and by ordinance, they are required to hook into the sewer if they are within 1,000 feet. They are asking if they can wait until they are required to hook in. Mr. Border stated that the Planning Commission and the Board of Commissioners approved this on the condition that they may defer the connection. Chairman Wilkinson agreed, stating that it makes sense, as it involves just one house and not an entire development. Chairman Wilkinson then inquired if there were any questions; since there were none, the board proceeded.

A motion was made by Mr. Popp seconded by Vice Chairman Spangler to approve the Agreement to Defer Mandatory Public Sewer Connection with 3201 Fulling Mill Rd LP for PC#2024-07 3201 Fulling Mill Road. The motion was unanimously approved.

Approve/reject/table Application for Payment No. 1 in the amount of \$235,131.46 to Mr. Rehab, LLC for the 2024 Sanitary Sewer System Improvements Project.

Mr. Krauter, Engineer representative, stated that this is the work that Mr. Rehab has completed for CCTV, the lining work. They are mostly done; completely done with the original work they just have to come back and do the change order work we added last month. This is for what they have completed testing for for what is already installed. We do recommend payment, as stated in our letter dated November 20th. Mr. Border clarified that this is grant money. Mr. Krauter confirmed that most of the funds are from the grant, and the remaining funds are from the bond. Chairman Wilkinson then inquired if there were any questions; since there were none, the board proceeded.

A motion was made by Mr. Popp seconded by Mr. Bailes to approve the Application for Payment No. 1 in the amount of \$235,131.46 to Mr. Rehab, LLC for the 2024 Sanitary Sewer System Improvements Project. The motion was unanimously approved.

Approve/reject/table Supplement No. 1 for the 2024 Sanitary Sewer System Improvements Project for the additional Design and Construction Administration services of the sanitary sewer improvements, in the lump sum amount of \$9,700.00.

Mr. Krauter, Engineer representative, stated that he could give some background on this and answer any questions. This is related to the same project for which you just approved the AFP. Originally, our scope of work was awarded in 2021, and it was for a much smaller project. Part of the project included the Capital Campus interceptor, but after identifying the issues, we stopped that portion. That is why it has been delayed a couple of years. We then almost doubled the scope of construction to fit the grant funds we received. Additionally, we were able to be very efficient and stay within budget. With the additional change order, we did go over budget and completed almost double the amount of work. This is just a fraction of what our original scope included, and I am available to answer any additional questions at this time. Chairman Wilkinson then inquired if there were any questions; since there were none, the board proceeded.

A motion was made by Mr. Hartz seconded by Mr. Popp to approve the Supplement No. 1 for the 2024 Sanitary Sewer System Improvements Project for the additional Design and Construction Administration services of the sanitary sewer improvements, in the lump sum amount of \$9,700.00. The motion was unanimously approved.

Approve/reject/table Cost Share Request No. 3 to Highspire Borough Authority Biosolids Project Funding (PENNVEST) in the amount of \$45,125.32 for RETTEW Project 039742029.

Mr. Border commented that this is the same project it just came in a little bit later. Chairman Wilkinson inquired, why the project number differed? Mr. Border stated that we could find out. Chairman Wilkinson then inquired if there were any questions; since there were none, the board proceeded.

A motion was made by Mr. Popp seconded by Mr. Hartz to approve the Cost Share Request No. 3 to Highspire Borough Authority Biosolids Project Funding (PENNVEST) in the amount of \$45,125.32 for RETTEW Project 039742029. The motion was unanimously approved.

Engineer's Report:

Mr. Krauter, Engineer representative, stated that the ACT 537 plan which has been long in the works has been finalized. So, in the next couple weeks we plan to send that out to the Board members and Commissioners for an unofficial review, so hopefully by December/January once they have had a chance to do an unofficial review. We'll then need to go through the process to request an official review with the Planning commission, and the public, and then ultimately the Board of Commissioners for adoption before it goes to DEP. Be looking for that, read through it. We are looking for general feedback, comments, questions, and concerns from the two entities. Chairman Wilkinson then inquired if there were any questions; since there were none, the board proceeded.

Engineer's Report: Summary of recent activities performed on behalf of the Municipal Authority of the Township of Lower Swatara (Authority) from October 24, 2024 – November 20, 2024:

Act 537 Planning

The Project includes the review of the existing Act 537 Plan and taking into account the Township's significant changes over the years. The Plan update includes a comprehensive township-wide approach for sewage facility planning, evaluation of existing public sewage facilities, existing privately held sewer systems, and on-lot systems (OLDS).

We are coordinating with the Township SEO to include recommended changes and additions to the Township Ordinance. The Township Staff and HRG met with PADEP on September 5, 2024, to discuss feasibility and funding alternatives for public sewer needs areas. We are also revising the alternatives for the public sewer needs based on proposed land development and information provided by the Township and Authority.

2024 Sanitary Sewer CIPP Lining Project

Construction started in August with heavy cleaning and preparation of sanitary sewer lines and lining started on September 16, 2024.

Substantial Completion: November 11, 2024

Final Completion: December 11, 2024

Lumber Street Interceptor Improvements Project

The Project consists of upsizing the current interceptor in and along Lumber Street for approximately 2,300 LF of 12" to 18" PVC pipping. The Authority has been awarded a CFA H2O PA Project Grant for this Project.

The WQM Part II Permit was issued on February 29, 2024. The Bidding Documents have been finalized and will be advertised for bidding upon approval by the Authority.

Highspire Borough Authority (HBA) – WWTP Biosolids System and Dewatering Improvements Project

No update.

Jamesway Pump Station Generator Installation Project

The Project includes preparation of drawing sheets and technical specifications for use in obtaining COSTARS quotes for material procurement and installation of a backup generator at the Jamesway Pump Station.

A COSTARS quote for the backup generator and associated equipment was approved by the Authority. We are ready to review submittals when directed by the Authority to do so.

Capital Campus Interceptor Improvements Project

The Project includes the Capital Campus Sanitary Sewer Interceptor (Interceptor) improvements to provide additional sewer capacity in the interceptor for further land development in the area. Sags, deteriorated pipes, and minimal slopes were observed during the evaluation of land development capacity requests. We submitted a CFA Local Share Account grant application in November 2023 and anticipate notification from CFA on grant awards in the Fall of 2024.

All PA DEP permits have been received and we are currently completing the final design for the Project.

2024 CIP Stormwater Improvement Project

All field work for the Subsurface Utility Engineering work has been completed and surveyed in the field. We are awaiting the final report of the findings from our subconsultant. Once that is received, we can finalize the infrastructure designs for these projects and move into bid preparation.

Municipal Bond Projects (Sanitary and Stormwater Projects)- No Update

We are almost complete with preparing the scope and fee for the Stormwater projects that are part of the bond so field evaluations and design can begin. Then the proposal can be presented to LSTMA for approval.

LAND DEVELOPMENT PROJECTS UPDATE

The Pond on Fulling Mill (Retirement Community)

A pre-construction meeting was held for the site on October 29, 2024. HRG will review Sanitary Sewer Submittals as provided.

Penn State Turf Field

No update.

Jednota South Warehouse

HRG has not received the as-built for this project yet for review.

Union Knoll (ONSITE)

The Board of Commissioners conditionally approved the land development plan at their March 20, 2024, meeting. They continue to work through the developer's agreement, (approved to enter into agreement at the September 18, 2024, meeting), Highway Occupancy Permitting and sewer capacity issue to prepare the site for recording.

A Financial Security Option of Probable Cost was provided on June 10, 2024, and HRG reviewed and provided comments on July 17, 2024. HRG has reviewed and provided a Plan Review #3 on November 4, 2024, but an updated Financial Security Option of Probable Cost was not provided as part of this submission.

The Highway Occupancy Permit was resubmitted, and we are finalizing our review of it.

1801 Oberlin Road – 1 Lot

No update to report.

HRG has reviewed the provided a Plan Review #1 on December 19, 2023. There are sanitary sewer comments that need to be addressed.

Illuminated Integration

Construction continues at the site.

Penn Preserve

Construction continues at the site. We received notice on November 12, 2024 from the developer that stormwater basin conversion would begin on November 19, 2024.

Aberdeen Subdivision

No update to report.

The updated plans dated October 20, 2023, were reviewed and responded to with Plan Review #4 on November 10, 2023. There are sanitary sewer comments that need to be addressed.

Colony of Old Reliance

No update to report.

HRG has reviewed and provided Plan Review #2 on March 11, 2024. There are sanitary sewer comments that need to be addressed.

Wawa

Construction continues at the site.

MASD Elementary School

Sanitary Sewer Submittals were provided and HRG reviewed and provided reviews for all submittals on November 18, 2024. Construction has begun onsite.

Catherine Hershey School

Construction continues at the site.

Cramer Auto LDP

Construction continues at the site. They have requested a financial security adjustment on November 18, 2024, and we are scheduling the site visit to complete this recommendation for action at the December LSTMA meeting.

CVBP Lot 3 & 4 (REVISED)

Construction continues at the site.

PSU-Harrisburg ALC Chiller Building

The plan was also conditionally approved by the Board of Commissioners at their October 16, 2024, meeting.

Brook Meadow Farms

Plans were provided on July 29, 2024, and HRG reviewed and provided comments on August 28, 2024. This plan was tabled by the Planning Commission at their August 22, 2024, meeting and will be on the agenda for a future meeting.

Steelton Terminal

The plan was approved by the Board of Commissioners at their August 21, 2024, meeting.

Middletown Home

A Sketch Plan was provided August 29, 2024, and HRG reviewed and provided comments on September 16, 2024.

Stone Creek Meadows- Phase 1 (Final Plan)

Updated plans were provided on November 19, 2024, and are currently under review. This plan was recommended for approval by the Planning Commission at their September 26, 2024, meeting.

Cramer Auto LDP PH II

HRG has reviewed and provided Plan Review #1 on October 31, 2024. There are sanitary sewer comments that need to be addressed.

Please feel free to contact me if you have any questions regarding this report or other items.

Manager Report:

Mr. Border stated that he, Mr. Burkholder, and Mr. Washinger met with the Joint Venture for the Middletown Plant, and there is a significant increase coming. Mr. Burkholder commented that it will be about \$64,000 per quarter. Their explanation was that since 2017, they have not raised rates at all, and they are now trying to catch up to where they would have been. Additionally, there is a Capital Plan that will begin soon, with work expected to start at the end of this quarter or the beginning of next year. Mr. Burkholder mentioned that they are about a third of the way through, and Mr. Border added that our responsibility is 10% of that. Mr. Border went on to explain that they did review the contract, and they were supposed to notify us earlier, but hopefully now we have a contact there who will keep the flow of information going. We also plan to visit that plant and will be looking at the Highspire plant as well. If any board members are interested in that, please let him know. Additionally, we will be sending out a letter with the next billing for the Stormwater increase to explain the change. Chairman Wilkinson inquired if there were any questions for the manager; there were none. He commented that, at least now, we have a contact at Middletown to discuss this. As there were no additional questions for the manager the Board proceeded.

Municipal Authority Representative Report:

Mr. Washinger reminded the Board of the last meeting's approval for the emergency repair behind the Turnpike Commission building, which was estimated at around \$200,000. However, with time and materials, the cost came to \$64,548. This demonstrates that time and materials can be effective. He also mentioned that he plans to use some of the remaining funds to seal the manholes. Additionally, Kinsley is looking to break down the area on Locust Street by Murray's once he gives them the go-ahead. Chairman Wilkinson inquired about the cost of that work. Mr. Washinger replied that it would be \$14,000 if the break is only addressed. Chairman Wilkinson then asked about the type of pipe involved. Mr. Washinger replied that it is PVC. Mr. Washinger also mentioned that he had ordered the generator, flow meter, and grinder for the middle school. Chairman Wilkinson acknowledged the progress and asked if there were any additional questions. Since there were none, the Board proceeded.

MS4 Report:

Mr. Davis updated the Board, stating that on October 30th, they had their last WREP meeting, which was very brief. Not much was covered, but there was some hydraulic analysis of upcoming projects being considered in the next few years. However, we are still in the running, and we have that project at the boat launch on Fulling Mill. There is also a story map webpage that shows the design process they have been going through. He will email the link and share it with the Board so they can see the progress of the design process. He is fairly certain that a decision on how to proceed will be made at the meeting on December 4th. Another topic discussed at the meeting was getting municipalities involved in outreach related to grant applications and expenditures, to help us understand where the money is going. He volunteered to track how the funds are being spent for the program. Mr. Davis also expanded on the use of the new camera that had been purchased, which has been put to good use, and he is looking forward to its continued use in the future. Mr. Hartz inquired if any new municipalities were getting on board for the next year. Mr. Davis stated that he had asked, but for now, no new municipalities have joined. As there were no additional questions, the Board proceeded.

Approve November Expenses for the Sewer Revenue Fund.


A motion was made by Mr. Popp seconded by Mr. Hartz to approve the November Expenses for the Sewer Revenue Fund in the amount of \$1,181,769.32. The motion was unanimously approved.

Approve November Expenses for Stormwater Fund:

A motion was made by Mr. Popp, seconded by Mr. Bailes to approve the November Expenses for the Stormwater Fund in the amount of \$195,797.03. The motion was unanimously approved.

Chairman Wilkinson inquired if there was any Old Business, or New Business. As there was none, he proceeded, stating there was going to be a small executive session at the end.

A motion was then made by Mr. Popp, seconded by Mr. Bailes to adjourn. The motion was unanimously approved, and the meeting adjourned at 7:21 P.M.

ATTEST: 

Dominique Relei, Recording Secretary

LOWER SWATARA TOWNSHIP
MUNICIPAL AUTHORITY

Sign-In Sheet

Monday, November 25, 2024

PLEASE PRINT NAME LEGIBLY:

COMPANY NAME or RESIDENT:

1. Dale Messick

Resident

2. Erica Luongo

HRG

3. RON PAUL

LST

4. Todd Trantz

LST Liscen

5. Chris D [unclear]

LST

6. _____

7. _____

8. _____

9. _____

10. _____
