

MINUTES

SUSQUEHANNA TOWNSHIP AUTHORITY

REGULAR MEETING

December 5, 2023

Chairman Anthony Salomone called to order the Regular Meeting of the Susquehanna Township Authority on Tuesday, December 5, 2023, at 7:00 PM at the Susquehanna Township Municipal Building, 1900 Linglestown Road, Harrisburg, PA.

AUTHORITY MEMBERS PRESENT

Anthony Salomone
Sean Sanderson
Steve Napper
Thomas Ward
Garry Brinton
Frank Lynch

AUTHORITY PERSONNEL PRESENT

David Pribulka, Township Manager
Jill Lovett, Finance Director
Nathan Bragunier, Public Works Director
Stan Laskowski, Caldwell & Kearns
Josiah Bair, GHD
Joel Kostelac, GHD
Elizabeth Logan, Assistant Township Manager
Alycia Knoll, Finance/HR Manager
Kathleen Geigley, Stormwater Coordinator

APPROVAL OF MINUTES

Regular Meeting of November 7, 2023

Motion to approve the minutes from the Regular Meeting of November 7, 2023 by Mr. Ward; Second by Mr. Napper. The Motion was approved unanimously.

CITIZENS COMMENTS

None

TREASURER'S REPORT

Motion by Mr. Brinton; Second by Mr. Ward to approve the Treasurer's Report for the month of November 2023. The Report was approved unanimously.

UNFINISHED BUSINESS

None

REPORTS OF COMMITTEES

Planning & Construction

No Report

Budget & Finance

Mr. Brinton presented the Authority's 2024 Sewer Fund budget with total budgeted expenditures of \$8,275,555.00. This is an overall increase of 7.15% from 2023. Mr. Brinton noted the largest expenditure is the disposal fees through Capital Region Water. Those fees increased 6.2% from 2023. Mr. Brinton made a motion to adopt the 2024 Sewer Authority Budget. Mr. Ward seconded the Motion, and the Motion was approved unanimously.

Mr. Brinton presented the Authority's 2024 Stormwater Fund budget with total budgeted expenditures of \$3,519,635.00. There are not many changes from the 2023 budget. Mr. Brinton made a motion to adopt the 2024 Stormwater Authority Budget. Mr. Ward seconded the Motion, and the Motion was approved unanimously.

Personnel & Insurance

No Report.

Pension

No Report.

Rates & Regulations

Mr. Sanderson presented Resolution No. 2023-06 establishing the rates for the operation and maintenance of the sewer system. Mr. Sanderson explained the sewer rates will increase February 1, 2024. The residential sewer rate will be established at \$138.00 per quarter. The commercial sewer rate will be established at \$148.00 for the first 16,000 gallons of water consumption, and \$9.25 per 1,000 gallons used in excess of 16,000. Mr. Sanderson made a Motion to approve Resolution No. 2023-06 establishing the rates for the operation and maintenance of the sewer system. Mr. Napper seconded the Motion, and the Motion was approved unanimously. Mr. Lynch stated we would like to make it clear that the Authority would not need to raise rates if all customers would pay their sewer bill. Mr. Lynch stated this is why the Authority does all they can do through collections.

Mr. Sanderson presented Resolution No. 2023-07 establishing stormwater management fees. Mr. Sanderson stated there would be no change in stormwater management fees for 2024. Mr.

Sanderson made a motion to approve Resolution No. 2023-07 establishing stormwater management fees. Mr. Napper seconded the Motion, and the Motion was approved unanimously.

Liaison to Board of Commissioners

Mr. Lynch stated Ms. Pamela Cross will be the new 8th Ward Commissioner on the Board of Commissioners for the Township as of January 2, 2024.

Liaison to Planning Commission

No Report

REPORTS OF AUTHORITY STAFF

Manager/Director of Finance

Written report submitted for the month of November 2023 attached.

Ms. Lovett stated she would like the Board to review the meeting dates for 2024 and provide her with any feedback so the meeting dates could be advertised. Mr. Lynch questioned what the collection balance was currently. Ms. Lovett stated the third-party collector currently had about \$486,000 placed with them. Ms. Lovett stated the Authority's next placement would be in January. This will be quite large and could make the total placed \$1 million or more. A January placement allows for the collector to perform due diligence before the Authority could begin water shut offs in April.

Stormwater

Stormwater written report submitted for the month of November 2023 attached. Ms. Geigley reported that there will be two projects in early January, North Galen Road, and Edgemont pipe televising. Mr. Sanderson questioned when the next reassessment of impervious coverage for fees would occur. Ms. Logan stated it is slated to occur in 2024. Ms. Logan stated that per the original guideline established by Susquehanna Township and HRG, the guideline proposed would reassess properties every 5 years to help ensure that all impervious areas were captured through permits and GIS. Mr. Brinton questioned if the Township was engaging in the use of artificial intelligence to help with the re-assessment. Ms. Logan stated there have been talks with partnering with the County for the use of

artificial intelligence because it is so expensive, but nothing has been determined yet.

Solicitor

Mr. Laskowski stated that he and GHD have worked to finish all the easements for the Paxton Creek North Branch Project. Mr. Laskowski presented Resolution No. 2023-08, condemning and appropriating a right-of-way and easement on tax parcel 62-058-001, Mark E Fisher and Melissa L Fisher. Mr. Laskowski stated the contractor is moving forward within the permanent easement while he was still working with the owners on the temporary easement. Mr. Laskowski stated the best conclusion is to authorize a condemnation to allow for the work. Mr. Lynch questioned if there would be a need for this easement to be permanent for future maintenance. Mr. Laskowski stated it would not. Mr. Bair stated there would be no need for a permanent easement for any maintenance. Mr. Kostelac stated this easement is only for getting equipment in to do the work. Mr. Ward made a motion to approve Resolution No. 2023-08, condemning and appropriating a right-of-way and easement on parcel 62-058-001, the property of Mark E Fisher and Melissa L Fisher at 4040 N. Progress Avenue. Mr. Sanderson seconded the Motion, and the Motion was approved unanimously.

Mr. Laskowski presented the Board with a Declaration of Understanding for an exemption to connect to public sewer for Paul S Palanzo and Linda S Palanzo at 3005 N Progress Avenue. Mr. Lynch questioned if this exemption complies with Act 537. Mr. Kostelac stated this property is not in a needs area, so it does not have to comply with Act 537, it can still be managed by the Authority's Sewage Enforcement Officer. Mr. Lynch questioned if this could be used as precedent. Mr. Laskowski stated that it could be, but the Board should handle each request individually. Mr. Ward made a motion to approve the Declaration of Understanding for exemption to connect to public sewer for Paul S Palanzo and Linda S Palanzo of 3005 N. Progress Avenue. Mr. Napper seconded the Motion, and the Motion was approved unanimously.

Engineer

Written report submitted for the month of November 2023 copy attached.

Corrective Action Plans - Mr. Bair stated GHD is in the process of transitioning all clients to third-party flow meter services. Mr. Bair stated these services have their own flow meters and would be responsible for everything. They have mobile and web-based applications that are used to telemeter the information to a cloud-based platform for their clients. Mr. Salomone questioned if the transition was due to staff alterations. Mr. Bair stated this is a technology factor as well as not having the required specialized staff. Mr. Salomone questioned if the Authority's current equipment could be sold. Mr. Bair stated that it could be sold and GHD has information on which meters are the Authority's and which are GHD's. Mr. Bair stated that this transition would reduce GHD's budgeted fees from about \$130,000-\$150,000 to \$62,000 for 2024. Mr. Bair stated that between this savings and the funds recouped from the sale of equipment, there should still be an overall decrease in the Authority's budget for engineering fees and flow meter monitoring. Mr. Bair stated GHD received three quotes. ADS Environmental Services is a local company that dispatches from Lemoyne. Flow Assessment Services is a New Hampshire company, and CSL Services is a New Jersey based company. Mr. Bair stated that ADS Environmental Services is very competitive and GHD already has an established relationship with them. Mr. Bair stated that GHD is recommending ADS Environmental Services for the Authority to partner with. Mr. Ward made a motion to approve ADS Environmental Services as the Authority's 2024 flow meter service provider. Mr. Sanderson seconded the Motion, and the Motion was approved unanimously.

Paxton Creek – North Branch and Woodridge –

Mr. Bair presented the Board with Payment Application No. 6 from Anrich in the amount of \$414,195.12 which GHD is recommending for Board approval. Mr. Brinton motioned to approve payment to Anrich in the amount of \$414,195.12 for Payment Application No. 6. Mr. Lynch seconded the Motion, and the Motion was approved unanimously.

Paxton Creek – Mini Basin 32A/Fox Run Trunk -

Mr. Bair presented the Board with Payment Application No. 3 from Doli in the amount of \$401,373.83, which GHD is recommending for approval. Mr. Brinton motioned to approve payment to Doli in the amount of \$401,373.83 for Payment Application No. 3. Mr. Sanderson seconded the Motion, and the Motion was approved unanimously.

Mr. Bair presented the Board with Change Order No. 4 in the amount of \$11,397.11 from Doli for the removal and disposal of ACP pipe, tree removal, and the removal of de-commissioned septic tanks. Mr. Bair stated GHD is recommending the payment and approval of Change Order No. 4. Mr. Lynch motioned to approve payment in the amount of \$11,397.11 for Change Order No. 4 to Doli. Mr. Napper seconded the Motion, and the Motion was approved unanimously.

Mr. Bair presented the Board with Change Order No. 5 for a proposed extension of the contract with Doli. Substantial completion would be moved from November 28, 2023, to December 28, 2023, and final completion would be moved from December 28, 2023, to May 1, 2024, to allow additional time for restoration. Mr. Lynch motioned to approve Change Order No. 5 for a proposed extension on the contract from Doli. Mr. Brinton seconded the Motion, and the Motion was approved unanimously.

Asylum Run Drainage Basin – Mini Basin 23B/C -

Mr. Bair presented the Board with Payment Application No. 2 from Joao & Bradley in the amount of \$688,759.60, which GHD is recommending for approval. Mr. Lynch motioned to approve payment to Joao & Bradley in the amount of \$688,759.60 for Payment Application No. 2. Mr. Sanderson seconded the Motion, and the Motion was approved unanimously.

Mr. Bair presented the Board with Change Order No. 2 in the amount of \$12,082.67 from Joao & Bradley for additional 2A stone backfill and dump loads due to the significant trench deterioration on Centerfield Road, adjusting the location of a private storm pipe to set a new manhole, and additional investigation of an

existing building sewer. Mr. Bair stated GHD is recommending the approval and payment of Change Order No. 2. Mr. Sanderson motioned to approve payment of Change Order No. 2 in the amount of \$12,082.67 to Joao & Bradley. Mr. Ward seconded the Motion, and the Motion was approved unanimously.

Mr. Lynch questioned when paving would be completed. Mr. Bair stated there is currently temporary paving with projected final paving to occur in the Spring.

Authority Maintenance Contract – Mr. Bair presented the Board with an invoice from Rogele in the amount of \$4,971.09. This was for emergency repairs to the sanitary sewer main on September 18, 2023 at 2412 Paxton Church Road where PPL drove an auger through the main. Mr. Bair stated GHD was recommending this invoice for approval of payment. Mr. Bragunier stated that PPL will be reimbursing the Authority for this bill. Mr. Ward made a motion to approve payment in the amount of \$4,971.09 to Rogele for emergency repairs at 2412 Paxton Church Road. Mr. Lynch seconded the Motion, and the Motion was approved unanimously.

Mr. Bair presented the Board with an invoice from Rogele in the amount of \$35,530.86 for storm sewer repairs at 3201 Maple Lane. Mr. Bair stated GHD was recommending this invoice for approval of payment. Mr. Ward made a motion to approve payment in the amount of \$35,530.86 to Rogele for emergency repairs at 3201 Maple Lane. Mr. Lynch seconded the Motion, and the Motion was approved unanimously.

Public Works Director

Written report submitted for the month of November 2023 copy attached. Mr. Bragunier stated that personnel had to clean both the sanitary and stormwater pipes at Stray Winds Farm because there was a problem with grease in the lines. Mr. Bragunier stated he would like to do community outreach to educate residents about not disposing grease down their drains.

CORRESPONDENCE

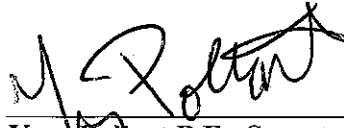
None

NEW BUSINESS

None

ADJOURNMENT

Mr. Sanderson made a motion to adjourn the meeting at 8:16 P.M. Mr. Ward seconded the Motion. The Motion was approved unanimously.

Signed: 
Yves Pollart P.E., Secretary