

## MINUTES

### SUSQUEHANNA TOWNSHIP AUTHORITY

### REGULAR MEETING

March 3, 2020

Chairman, Anthony Salomone called to order the Regular Meeting of the Susquehanna Township Authority on Tuesday, March 3, 2020 at 7:00 PM at the Municipal Building, 1900 Linglestown Road, Harrisburg, Pennsylvania 17110.

#### AUTHORITY MEMBERS PRESENT

Anthony Salomone  
Sean Sanderson  
Yves Pollart  
Garry Brinton  
Frank Lynch  
Steven Napper  
Thomas Ward

#### AUTHORITY PERSONNEL PRESENT

David Kratzer, Township Manager  
Jill Lovett, Director of Finance  
Stan Laskowski, Caldwell & Kearns  
Joel Kostelac, GHD

#### OTHERS IN ATTENDANCE

Adrienne Vicari, HRG  
Kevin Fox, HRG

#### APPROVAL OF MINUTES

Regular Meetings of February 4, 2020

Motion by Mr. Napper, Second by Mr. Ward to approve the minutes of the Regular Meeting of February 4, 2020. The Motion was approved unanimously.

#### CITIZENS COMMENTS

None

#### TREASURER'S REPORT

Motion by Mr. Brinton, Second by Mr. Sanderson to approve the Treasurer's Report for the month of February 2020. The Report was approved unanimously.

#### PROPOSED STORMWATER MGMT. FEE

The Budget & Finance Committee met on February 27, 2020 to discuss potential credits options. Ms. Vicari provided the Board with a

recommended credit policy that the Committee felt was adequate and provided further explanation of some of those credits on that list so that the Board has a thorough understanding of what they are. There will be an application fee to apply for some of the credits (not all) as indicated on the list. Ms. Vicari mentioned the rain barrel option would be a rebate and not a credit. For the credits noted as TBD, the maximum credit would be established proportional to the IA treated by the BMP. Staff will begin to schedule meetings with large properties owners to educate them in March & April.

Ms. Vicari discussed the software provider's issue of not having the capability to prorate payments that are not full payments of both sanitary sewer and stormwater fees. It was recommended to choose a utility as a priority utility; specifically stormwater as the priority to receive payment first, then sewer will receive the remainder. This will allow staff to utilize the tools, such as water shut off, to collect more efficiently for the Authority.

Mr. Laskowski presented the Resolution No. 2020-05 for the change in the allocation of partial payments to be first applied to stormwater fees and the remaining would be applied to sanitary sewer. Mr. Brinton motioned to accept the Resolution No. 2020-05; Mr. Pollart seconded. The Motion was approved unanimously.

Mr. Laskowski also presented the Resolution No. 2020-06 amending the Rules and Regulations for the Authority's Stormwater Management Program to include the Credit Policy. Mr. Brinton motioned to accept the Resolution No. 2020-06; Mr. Sanderson seconded. The Motion was approved unanimously.

Mr. Kratzer reported to the Board the candidates offered the position of Stormwater Coordinator did not accept. Staff will continue to advertise the position.

## **UNFINISHED BUSINESS**

None

## **REPORTS OF COMMITTEES**

<u>Planning &amp; Construction</u>	No Report
<u>Budget &amp; Finance</u>	No Report
<u>Personnel &amp; Insurance</u>	No Report
<u>Pension</u>	No Report
<u>Rates &amp; Regulations</u>	No Report
<u>Liaison to Board of Commissioners</u>	No Report
<u>Liaison to Planning Commission</u>	No Report

## **REPORTS OF AUTHORITY STAFF**

<u>Manager</u>	Written report submitted for the month of February 2020. Ms. Lovett reported the first shut off list is included in the report. Tagging will occur the last week of March with shut offs occurring the beginning of April. Mr. Sanderson asked Ms. Lovett how MRS will handle the collections of the stormwater fees. Mr. Laskowski suggested an exchange of acknowledgement between the Authority and MRS for purposes of collection efforts on the stormwater utility.
<u>Solicitor</u>	No Report.
<u>Engineer</u>	Written report submitted for the month of February 2020; copy attached.  <b>Corrective Action Plans</b> - Mr. Kostelac recommended the Board meet prior to the next Authority meeting to go over the COA compliance and mini-basin rehabilitation program presentation. The Board agreed to meet to review on April 7, 2020 at 5:30 p.m.  <b>External Maintenance &amp; Emergency Repairs to the Wastewater Collection System</b> – Mr. Kostelac reported the Authority's maintenance contract with

Rogele will expire on May 31, 2020 and recommended it be placed out for bid. Mr. Brinton motioned to release a bid for the maintenance contract. Mr. Napper seconded. The Motion was approved unanimously.

**Penbrook Interceptor** – Mr. Kostelac submitted AFP No. 1 for the pipeline work for a total of \$836,056.05 of which the Authority's portion of 39% is \$326,061.85 and is recommended for approval. Mr. Sanderson motioned to approve the payment to Penbrook Borough for \$326,061.85 for the Authority's portion of this application. Mr. Napper seconded. The Motion was approved unanimously.

Public Works Director

Written report submitted for the month of February 2020; copy attached.

Mr. Sanderson asked Mr. Spriggs about the repair of the camera van and if the vendor reduced the invoice as a warranty refund. Mr. Pollart inquired about the deduct meters within the Township. Mr. Spriggs mentioned there are about 3 of them in the township.

**CORRESPONDENCE**

None

**NEW BUSINESS**

None

**ADJOURNMENT**

Mr. Sanderson made a motion to adjourn the meeting at 8:05 P.M. Mr. Napper seconded the motion. The Motion was approved unanimously.

Signed: \_\_\_\_\_

  
Yves Pollart P.E., Secretary