

## MINUTES

### SUSQUEHANNA TOWNSHIP AUTHORITY

### REGULAR MEETING

February 7, 2023

Vice-Chairman Sean Sanderson called to order the Regular Meeting of the Susquehanna Township Authority on Tuesday, February 7, 2023, at 7:00 PM at the Susquehanna Township Municipal Building, 1900 Linglestown Road, Harrisburg, PA.

### AUTHORITY MEMBERS PRESENT

Anthony Salomone  
Sean Sanderson  
Frank Lynch  
Tom Ward  
Steve Napper  
Garry Brinton  
Yves Pollart

### AUTHORITY PERSONNEL PRESENT

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

### APPROVAL OF MINUTES

Reorganization Meeting of January 3, 2023

Motion to approve the minutes from the Reorganization Meeting of January 3, 2023 by Mr. Brinton; Second by Mr. Napper. The Motion was approved unanimously.

Regular Meeting of January 3, 2023

Motion to approve the minutes from the Regular Meeting of January 3, 2023 by Mr. Brinton; Second by Mr. Napper. The Motion was approved unanimously.

Special Meeting of January 18, 2023

Motion to approve the minutes from the Special Meeting of January 18, 2023 by Mr. Napper; Second by Mr. Brinton. The Motion was approved unanimously.

### CITIZENS COMMENTS

None

## **TREASURER'S REPORT**

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

## **UNFINISHED BUSINESS**

None

## **REPORTS OF COMMITTEES**

### **Planning & Construction**

No Report

### **Budget & Finance**

Mr. Brinton questioned if staff had negotiated better rates with Mid Penn. Ms. Lovett stated that staff would be providing options to the committee and Board for a laddering technique with Mid Penn Bank to invest Authority funds that are not for immediate use. Currently Mid Penn has increased the account rates to 3.5%. Mid Penn has been working on a mix of short-term CD investments, up to 12 months, for a laddering portfolio. Mr. Salomone questioned if staff does not have the authority to move forward. Ms. Lovett stated that the Board could give staff the authority to move forward with the investing, or have staff bring the information to the Board for their decision and approval. Mr. Salomone stated he would like the funds to be invested as quickly as possible to not miss any earning opportunities. Mr. Salomone made a Motion to authorize staff to move forward with the laddering investments with Mid Penn Bank. Mr. Lynch seconded the Motion. Mr. Pribulka stated the Authority has current investments they are reviewing, as well as staff was also investigating other treasury options through the state. Mr. Sanderson called for a vote on the motion to allow staff to move forward with laddering investments. The Motion was approved unanimously.

### **Personnel & Insurance**

No Report

### **Pension**

No Report – meeting scheduled for the end of April

### **Rates & Regulations**

No Report

### **Liaison to Board of Commissioners**

No Report

Liaison to Planning Commission

No Report

## **REPORTS OF AUTHORITY STAFF**

Manager/Director of Finance

Written report submitted for the month of January 2023 attached.

Mr. Pribulka stated staff has been working on a Sanitary Sewer Service Line and Building Sewer Repair/Replacement Policy. Mr. Pribulka stated staff was looking for comments and suggestions to incorporate before bringing the draft to the Rates & Regulations Committee. Mr. Pribulka stated the homeowner would have to televise their lateral at their own expense. Mr. Pribulka stated the homeowner would then need to have the camera footage reviewed by the Authority Engineer. If the problem lies in the service lateral, the Authority will have the option to repair at their discretion. Mr. Pribulka stated the policy allows for a 12-month window for these requests for the Authority to plan for Capital projects within its budget. Mr. Pribulka also stated the policy requires residents to come before the Board prior to work being done. Mr. Pribulka stated the Authority would not reimburse for work done without prior authorization from the Board. The Authority would have the ability to offer other avenues and would need proof that other avenues have been exhausted before looking at getting involved with repairs. Mr. Pribulka stated that some of the other avenues would include the homeowners insurance, private Service Line Warranty Programs, if homeowner is enrolled, and any other means the homeowner would have to obtain funds.

Mr. Pollart questioned if the Authority does the repairs for a homeowner's service lateral, and it shows the building lateral needs upgraded to have the service lateral tie in but the homeowner's do not have the funds to make those repairs, could the Authority do the repairs and lien the homeowner's property for the cost. Mr. Pollart also questioned the terminology of a "qualified" contractor under the General

Criteria section. Mr. Kostelac suggested that the Authority could add a list of vetted contractors that the Authority deems qualified for residents to utilize. Mr. Kostelac also suggested that the Authority could add specifications for televising that would help define a qualified contractor.

Mr. Salomone questioned if Mr. Laskowski needed to review the policy before the draft is taken to the Committee. Mr. Pribulka stated that legal review will occur once the Rates & Regulations Committee has incorporated all necessary discussion points. Mr. Laskowski stated that this document is a change to policies and procedures, more technically a change to the statement of administrative procedures. Mr. Laskowski stated the final document will need to be adopted as an Amendment to the Policies and Procedures through a Resolution.

Mr. Brinton questioned how the public would be educated about this change to the policies and procedures. Mr. Pribulka stated that staff would have to discuss what outreach would be needed to make residents aware. Mr. Pollart questioned if the Authority was required to do public outreach and education. Mr. Laskowski stated that there was not a requirement.

#### Stormwater

Stormwater written report submitted for the month of January 2023 attached.

Ms. Smith stated that Ms. Geigley had discovered 550 outfalls by going through and properly identifying and classifying responsibility. Ms. Smith stated the department was now going through and documenting ownership, responsibility, and inspections.

Ms. Smith stated they received a complaint that a resident in the Riverbend Community was dumping household hazardous waste and food debris into inlets. Ms. Smith stated she contacted Landmark and they requested the Authority procure services on their behalf to do the cleanup. The Authority hired USG, Inc. for the cleanup. Riverbend Community has agreed to pay for the costs of the cleanup. Ms. Smith

stated the resident was mailed a violation letter for illegally dumping and that staff was preparing an educational letter and flyer to be mailed to all residents regarding illegal dumping.

Ms. Smith stated she has received one letter to date regarding the ruling of the PA Commonwealth Court's determination of the West Chester Borough vs. West Chester University stormwater fee case. Ms. Smith stated a response has been drafted and sent.

#### Solicitor

Mr. Laskowski stated that the Borough of West Chester v. PA State System of Higher Education is a very narrow decision with very specific details that pertain only to the case. Mr. Laskowski stated that this ruling is not applicable to Susquehanna Township Authority. Mr. Laskowski stated there are case specific points that include the fact the University has it's own MS4 permit and separate stormwater system from the Borough. Mr. Laskowski stated this is a signed order, but it is not published, therefore it can be cited for persuasive value but cannot be used as precedent.

Mr. Laskowski stated that Act 43 is an amendment to the Municipal Authorities Act and the Boards authority to charge for wastewater and stormwater. It allows for customers to request relief from charges if five criteria are met: multi-family dwelling, serviced by one meter, 5 consecutive years of usage data, determine if amount billed exceeds actual usage by 30% or more, if all these criteria are met then the authority must appropriately adjust bill up to 10% over amount used. Mr. Laskowski stated that there needs to be processes and procedures established to deal with requests for relief. The Authority needs to determine what data is required and review submissions. Determine what amount was billed and how it is calculated as well as what factors go into that calculation. Determine what is an appropriate adjustment and if one is warranted. Establish processes and procedures the Authority wants to follow. Mr. Laskowski stated he supplied a sample in the Board packet for ideas to be considered in discussions for establishing a policy. Mr. Laskowski stated that he feels this should be referred to the Rates

and Regulations Committee to establish a policy with consistent criteria that can be applied to all requests. Mr. Laskowski also stated he feels the request for relief from Water Polo should be referred to the Rates and Regulations Committee to review and respond. Mr. Sanderson acknowledged, without objection, the referral to move the Water Polo request and the review for establishing policies and procedures to Committee.

Engineer

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

**Paxton Creek – North Branch and Woodridge –**

Mr. Kostelac stated they are in the process of awarding the contract to Anrich. They are expecting bonding in the very near future so things can begin to be scheduled. Mr. Kostelac stated the draft cost share (6.5%) with Lower Paxton Township Authority is an addition to conditions of the Oakhurst Interceptor Agreement. This document defines the sharing of expenses utilizing the capacity of flow each entity has through the interceptor. Mr. Kostelac stated that this agreement has been shared with Mr. Laskowski and staff, as well as Lower Paxton Township Authority for review and comments, and hopefully will be in for discussion at the March Authority Board Meeting.

**Paxton Creek Drainage Basin – Mini Basin 32A/Fox Run Trunk –** Mr. Kostelac stated the 32A portion of this project was placed for bid on January 13, 2023. Bids will be received on February 17, 2023 and potentially up for action in March.

**Spring Creek Drainage Basin – SE Extension –**

Mr. Kostelac stated that the final adjusting change order for RIII is attached. The order reduces the total contract amount by \$150,065.87 to a completed amount of \$3,458,247.13. Mr. Kostelac stated that several items were withheld from the final retainage resulting in the payment approved at the January meeting. Some of the items the final change order covers are a bank stabilization at 3607 Beaucrest, GHD's effort on the permit amendment regarding fill sites, clearing of fallen trees at a lot at the intersection of Wilhem and Progress Avenue, and the removal of a

woodchip pile at 820 South Progress Avenue. Mr. Kostelac recommended the Board approve the final adjusting change order and close out the contract with RIII. Mr. Brinton made the Motion to approve the adjusting change order and close out the contract with RIII. Mr. Pollart Seconded the Motion, and it was approved unanimously.

**Fort Hunter Pump Station Upgrades** - Mr. Kostelac stated GHD and Kappe/PSI have been coordinating a number of final details as well as attempting to coordinate with PPL for this upgrade. Mr. Kostelac stated the COSTARs proposal from Kappe Associates Inc is attached in the amount of \$72,300.00 for the grinder pumps and upgrades at the Fort Hunter Pump Station. Mr. Kostelac stated that PSI will make the final coordination with PPL once the work is underway. Mr. Kostelac recommends Board approval for this proposal. Mr. Lynch made the Motion to approve the Kappe Associates Inc proposal in the amount of \$72,300.00. Mr. Brinton Seconded the Motion. The Motion was approved unanimously.

**Authority Maintenance Contract** – Mr. Kostelac stated the 3 emergency stormwater projects were pretty much complete and there were no emergency lateral repairs for the month of January.

Mr. Pribulka updated the Board on the Mapleshade emergency stormwater repairs are mostly complete and have proceeded nicely. Mr. Pribulka stated there will be temporary restoration of the trenches and the permanent overlay and restoration will be done in the summer. Mr. Pribulka stated this will need to be done by separate contract as it was not part of the emergency repair work for the Authority.

#### **Public Works Director**

Written report submitted for the month of January 2023 copies attached.

Mr. Bragunier stated that the camera van is working so far. Envirep's technician was out to train staff on equipment. Mr. Bragunier stated that the technicians went over the problem areas of the van but did not go over the entire system as was initially agreed upon.

**CORRESPONDENCE**

None

**NEW BUSINESS**

None

**ADJOURNMENT**

Mr. Napper made a motion to adjourn the meeting at 8:10 P.M. Mr. Pollart seconded the Motion. The Motion was approved unanimously.

Signed:

A handwritten signature in black ink, appearing to read 'Yves Pollart', written over a horizontal line.

Yves Pollart P.E., Secretary