

**MINUTES OF THE MEETING
DERRY TOWNSHIP MUNICIPAL AUTHORITY
670 CLEARWATER ROAD
HERSHEY PA 17033
MONDAY, JANUARY 28, 2019**

The Derry Township Municipal Authority Board held its reorganization meeting on Monday, January 28, 2019, in the Conference Room of the Authority's Administration Building, 670 Clearwater Road, Hershey, Pennsylvania. First Vice Chairman Postick called the meeting to order at 6:00 p.m.

ROLL CALL

Board Members Present: Charles Duncan, David Feidt, Ronald Furlan, Brian Link, Michael Postick, Matthew Weir, and Richard Zmuda

Board Members Absent: None

Also Present: Staff Wayne Schutz (Executive Director)
Kimberly Bloom (HR & Benefits Administrator)
Tom Mealy (Deputy Director)
Bill Rehkop (Facilities Director)
Michael Callahan (Stormwater Program Coordinator)
Pearl Comarnitsky (Finance Director)

Consultants Joe Sembrot (General Solicitor, Caldwell & Kearns)
Lee Stinnett (Special Counsel, Salzmann Hughes)
Paul Gross (Buchart Horn)

Visitors Scott Plouse and Steve Cordaro
(South Hanover Township Representatives)

ELECTION OF AUTHORITY OFFICERS

At this time, Solicitor Joe Sembrot, in calling for nominations of officers, asked if any Board member had a proposed slate of officers to present to the Board for their consideration. M. Postick presented the following slate of officers for 2019: Michael Postick – Chairman; Ronald Furlan – 1st V. Chairman; Charles Duncan – 2nd V. Chairman; Brian Link – Secretary; Matthew Weir – Asst. Secretary; David Feidt – Treasurer; and Richard Zmuda - Asst. Treasurer. No other nominations were presented. C. Duncan made a motion to accept the slate of officers as presented, seconded by D. Feidt. The motion passed unanimously.

Brian Link then made a motion to close the nominations and accept the 2019 slate of officers as presented, seconded by C. Duncan. The motion passed unanimously by voice vote. Chairman Postick proceeded to preside over the meeting.

PUBLIC COMMENT

At the December 17, 2018 Board meeting Representatives from South Hanover Township (SHT) were present to request that DTMA waive the flood water surcharge that was billed to SHT in July 2018. The DTMA Board had requested that SHT provide to them a written report outlining what improvements or corrections to their system would be made that would alleviate the additional flow entering the system.

Mr. Plouse presented a letter dated January 28, 2019 outlining their proposed plan of action for work that was planned and budgeted for 2019. He said that the metering study information and the televising results mentioned in the report will be shared with DTMA. SHT will also provide a map showing the areas in review.

APPROVAL OF PREVIOUS MINUTES

M. Postick requested that the following wording be added to the Public Comments section of the Minutes regarding South Hanover Township's request for a waiver of their surcharge for July 2018. The new sentence should read "He suggested that the Board could then review the report and make a determination on whether they can waive the entire surcharge or a portion of it conditioned upon the success of South Hanover Township's satisfactory remediation." C. Duncan made a motion to approve the Minutes of the December 17, 2018 Board meeting as amended. D. Feidt seconded. The motion passed unanimously by voice vote.

APPROVAL OF TREASURER'S REPORTS AND BILLS FOR PAYMENT

Staff presented the preliminary December Treasurer's Report and Bills for Payment for approval. R. Furlan made a motion to approve the December Treasurer's Report and Bills for Payment, seconded by B. Link. The motion passed unanimously by voice vote. Mr. Schutz noted that the December Treasurer's Report is an interim final report and should there be end-of-year adjustments, a final version will be presented at the February meeting once the year end process has been completed.

EXECUTIVE SESSION

The Board recessed into Executive Session at 6:19 p.m. to discuss legal and personnel issues. They reconvened at 7:26 p.m. Charles Duncan left the meeting at the end of the Executive Session.

UPDATES AND REPORTS

Construction Projects Status Report

Bill Rehkop provided the following updates on current construction projects:

WWTP Infrastructure Coatings Project [Contract 2018-02]

The coating work on the main plant influent wet well #1 has been completed. The contractor has begun the coating work on wet well #2 earlier this month. It is anticipated that this work will take approximately three (3) weeks to complete, barring additional setbacks due to any future significant wet weather events. The project should be substantially complete by the end of February 2019. The contractor has not yet submitted an AFP for the work completed.

WWTP Underground Heating Lines Replacement Project [Contract 2018-05]

JP Environmental has completed the underground piping installation. The remaining work includes completion of the tie-in connections to the existing heating lines and all surface restoration, which will be completed by March 2019, weather permitting. JP Environmental submitted Change Order #1 (CO #1) to upsize all the 3" diameter piping covered by this bid to 4" diameter. This pipe upsizing will result in a contract price increase of \$23,172.00. Approval of CO#01 is presented as Resolution #2019-02 for Board approval. They also submitted AFP #01 in the amount of \$126,703.00 for the work completed to date. All AFPs for this project will be paid through the regular operating account Accounts Payable process.

Because this work is considered an asset renewal, the WW operating account will subsequently be reimbursed from the Wastewater Resource Allocation (WWRA) Fund.

Southwest WWTP Thickener Addition Project [Contracts 2018-06G, 2018-06E]

The contractors and DTMA's engineer continue to work through the shop drawing submittal process. Construction will likely begin in February. The WQM Part II permit from DEP was received on January 8, 2019. No other permits or approvals are required for this project.

Brian Link stated that his firm is assisting PA DOT with design work for enhancements to the Rt. 283 exit ramp near the Southwest Plant. He suggested that DTMA may want to approach PA DOT to see if an access point can be added off the ramp for easier access to the Southwest Plant. Mr. Link will provide Mr. Rehkop with the contact information for the person at his firm who is in charge of this project so they can discuss this proposal.

ITEMS FOR ACTION

Resolution #2019-01 – Ratification of project payments from the 2015 Capital Projects Fund for December 2018 and authorization for payments to be made from the 2018 Construction Fund for various construction projects: Staff reviewed the payments from the 2015 Capital Projects Fund requiring Board ratification and payments from the 2018 Construction Fund requiring Board authorization. This resolution was then approved on a motion by M. Postick, seconded by B. Link. The motion passed unanimously by voice vote.

Resolution #2019-02 – Approval of Change Order #1 with JP Environmental for Contract #2018-05, WWTP Underground Heating Lines Replacement: This resolution was passed on a motion by R. Furlan, seconded by M. Weir. The motion passed unanimously by voice vote.

Resolution #2019-03 – Annual authorization for destruction of Authority records; Resolution #2019-04 – Annual authorization for execution of PA Department of Transportation documents; and Resolution #2019-05 – Annual authorization for staff execution of certain legal documents; and Resolution #2019-06 – Annual authorization for staff execution of grant documents: These resolutions were approved on a motion by D. Feidt, seconded by B. Link. The motion passed unanimously by voice vote.

Resolution #2019-07 – Increase limit for procurement of minor professional service contracts to \$17,500 without prior Board approval for projects that are within the scope of the Authority's approved budget: This resolution was passed on a motion by R. Furlan, seconded by R. Zmuda. The motion passed unanimously by voice vote. It was noted that Staff will provide the Board with a list of these types of contracts when approved.

Resolution #2019-08 – Appointment of Solicitor and Special Counsel: The Authority's current Solicitor, Joseph Sembrot, notified the Board that he was accepting another employment position so he would no longer be able to serve as General Counsel. The Board agreed to have Special Counsel, Lee Stinnett of Salzmans Hughes, serve as the Interim General Counsel and as Special Counsel for 2019. Mr. Furlan made a motion to amend the Resolution to name Mr. Stinnett as both Interim General Counsel and Special Counsel. Mr. Zmuda seconded. The motion passed unanimously by voice vote.

Resolution #2019-09 – Appointment of Murray Securus as the Authority's Insurance Broker for 2019:

This resolution was approved on a motion by R. Furlan, seconded by M. Weir. The motion passed unanimously by voice vote.

NEW BUSINESS

PEMA Correspondence

Staff received a letter from PEMA acknowledging the appeal letter that DTMA had sent regarding the requirement to have insurance for the Mansion Road Pump Station. PEMA stated that they have just starting reviewing appeals for January of 2018, so it will be awhile before they address our appeal letter.

PUBLIC COMMENT

There was no public comment at this time.

ADJOURNMENT

With no further business to come before the Board, R. Furlan made a motion to adjourn the January 28, 2019 public meeting at 7:49 p.m., seconded by B. Link. The motion passed unanimously by voice vote.

A handwritten signature in dark ink, appearing to read "Matthew O. Weir", is written over a horizontal line.

(Assistant) Secretary