

**MINUTES OF THE MEETING  
DERRY TOWNSHIP MUNICIPAL AUTHORITY  
670 CLEARWATER ROAD  
HERSHEY PA 17033  
MONDAY, OCTOBER 21, 2019**

The Derry Township Municipal Authority Board held its regular monthly meeting on Monday, October 21, 2019, in the Conference Room of the Authority's Administration Building, 670 Clearwater Road, Hershey, Pennsylvania. Vice Chairman Furlan called the meeting to order at 6:00 p.m.

**ROLL CALL**

Board Members Present: David Feidt, Ronald Furlan, Matthew Weir, and Richard Zmuda.

Board Members Absent: Charles Duncan, Brian Link, and Michael Postick

Also Present:                      Staff      Wayne Schutz (Executive Director)  
   William Rehkop (Facilities Director)  
   Kimberly Bloom (HR & Benefits Administrator)  
   Michael Callahan (Stormwater Program Manager)  
   Pearl Comarnitsky (Finance Director)

Consultants      Lee Stinnett (Solicitor, Salzmans Hughes)

Visitors      None

**PUBLIC COMMENT**

There was no public comment at this time.

**APPROVAL OF PREVIOUS MINUTES**

D. Feidt made a motion to approve the Minutes of the September 30, 2019 Board meeting as submitted. R. Zmuda seconded. The motion passed unanimously by voice vote.

**APPROVAL OF TREASURER'S REPORTS AND BILLS FOR PAYMENT**

Staff presented the September Bills for Payment and Treasurer's Report for approval. D. Feidt made a motion to approve the September Bills for Payment and Treasurer's Report, seconded by M. Weir. The motion passed unanimously by voice vote.

**STAFF UPDATES AND REPORTS**

***EXECUTIVE DIRECTOR'S REPORT – WAYNE SCHUTZ***

New Reserve Fund- A new fund will be established for the Southwest Treatment Plant capacity fees since there will soon be significant growth in Londonderry Township.

## ***FACILITIES DIRECTOR'S REPORT – BILL REHKOP***

### Clearwater Road Site Grading and Improvements [Contract 2019-05]

Due to the favorable weather over the last few weeks, site excavation and grading has proceeded without any setbacks to the completion schedule. The earthwork is approximately 60% complete and the stormwater basins are approximately 25% complete. To date, approximately 90% of all hauled loads of the cut material were delivered to the Township's landfill site providing an estimated contract savings of over \$25,000. Ebersole has submitted AFP #01 for the work completed prior to date in the amount of \$189,508.00. AFP #01 was disbursed from the 2019 Capital Project Fund and is included in Table 1 of Resolution 2019-55 for ratification by the Board.

During the preparation of the bidding documents for the Site Grading contract, the GESA Project Team approximated the footprint of the new high strength organic waste (HSOW) receiving station. The specific Site Grading work that is in the vicinity of the new HSOW receiving station includes the relocation of the existing UGI gas service line and drainage swale modifications. Over the last several weeks, Staff worked with the GESA Project Team to further refine the HSOW receiving station location and footprint and has determined there will now be conflicts with the original gas line realignment as well and the existing perimeter fence and swale.

Additionally, as the site grading work progressed, Staff realized an opportunity to improve the drainage quality of the existing swale located on the west side of the plant which collects and conveys runoff from the newly-constructed stormwater basin. Staff requested Ebersole to provide costs to complete the additional excavation and grading of this existing swale as well as installing a new concrete underdrain piping and outlet structure. CO #01 includes the above-mentioned changes to the contract for an increase of \$30,826.00 to the contract price.

**Resolution #2019-55 – Ratification of project payments from the 2019 Capital Project Fund and authorization for payments to be made from the 2018 Construction Fund:** Staff reviewed the payments from the 2019 Capital Project Fund requiring Board ratification and payments from the 2018 Construction Fund requiring Board authorization. This resolution was then approved on a motion by R. Zmuda, seconded by D. Feidt. The motion passed unanimously by voice vote.

**Resolution #2019-56 – Approval of Change Order #1 with Ebersole Excavating for the Clearwater Road Site Grading and Improvements Project [Contract 2019-05]:** This resolution was passed on a motion by M. Weir, seconded by R. Zmuda. The motion passed by voice vote.

**Resolution #2019-57 – Approval of Change Order #3 with Greenland Construction Inc. for the Infrastructure Replacement (Stormwater) Project #0001 [Contract 2018-03]:** This resolution was passed on a motion by D. Feidt, seconded by M. Weir. The motion passed by voice vote.

### Discussion on Resolution #2019-58

As reported at the September Board meeting, Staff requested RK&K to prepare engineering proposals to complete the designs for: 1) Replacement of the raw sewage pumps, VFDs, pump controls, original MCC as well as installing plant facilities dewatering pumps, and 2) relocation of flood prone electrical and PLC equipment currently located in the lower levels of the main plant.



RK&K submitted proposals to perform the design, bidding, and construction phase services for each project. At this time, Staff is requesting authorization to proceed with completing "Task A – Design" as listed in each proposal.

RK&K anticipates that each project design will take approximately 4-5 months to complete. The start of the design work for the relocation of the flood prone electrical /PLC equipment will not begin until the Biosolids and Dewatering Assessment Plan (GESA – PDA Task 1) is complete. The Plan will help to determine the space available on the second floor of the Sludge Building for the relocation the electrical/PLC equipment.

**Resolution #2019-58 – Approval for RK&K to proceed with Task A-Design services for the Raw Sewage Pump Replacement Proposal and the Relocation of Flood Prone Electrical/PLC Equipment Proposal:** This resolution was passed on a motion by R. Zmuda, seconded by D. Feidt. The motion passed by voice vote.

**Resolution #2019-59 – Appointment of Brown Schultz Sheridan and Fritz as audit firm for the 2019 Audit:** This resolution was passed on a motion by M. Weir, seconded by R. Zmuda. The motion passed by voice vote.

Discussion on Resolution #2019-60 – Wage and Salary Recommendations

Staff has started work on the 2020 Budget and one important component of the annual budget preparation is an adjustment of the wage and salary program schedules. In preparing the 2020 Wage and Salary recommendations for the Personnel Committee and the Board, staff monitors and reviews several well-respected publications for their 2020 salary budget projections and survey. The results of those reviews provide the basis for the annual pay range adjustment recommendations and the corresponding proposed salary budget increase. Two reputable articles, one published by WorkSpan/WorldatWork and the other by SHRM are fairly consistent in reporting that overall 2020 salary budgets are projected to increase between 3.0% and 3.3%. This data was discussed with the Personnel Committee which concluded with a recommendation that the Authority's pay range schedules be increased by 2.0%. This means that the minimum and maximum hourly wages and annual salaries authorized for the various authorized positions would be increased by 2.0%. The hourly rate or salary of an individual employee will fall anywhere between the minimum and maximum of their positional ranges.

Similar to the last four years, the Personnel Committee also recommended that the total 2020 compensation budget for pay increases, including merit increases, be established at 3.0% of the current wage and salary budget and adjusted for new hires, approved range adjustments, and promotions. Depending on an employee's performance evaluation, a typical employee could receive an increase of between 2.0% and 4.0%.

The recommended 3% increase will result in a compensation budget increase of approximately \$67,000. Interestingly, as a result of higher paid, long tenured staff members retiring and being replaced by new employees, the proposed increase in the compensation budget will be approximately 11% lower than 2019.

**Resolution #2019-60 – Approval of 2020 Wage and Salary Recommendations:** This resolution was passed on a motion by M. Weir, seconded by D. Feidt. The motion passed by voice vote.

**OTHER BUSINESS**

R. Zmuda commented that during the last significant rain event he had attempted to removed debris to help clear inlets on Cocoa Avenue. He asked who residents could notify if they see inlets are blocked with debris so the inlets could be cleared before flooding could occur. The Township of Derry is responsible for performing leaf pickup each fall, but that occurs over a period of several weeks. If DTMA staff is notified of potential blockages, then they can also help to clear inlets.

**PUBLIC COMMENT**

There was no public comment at this time.

**ADJOURNMENT**

With no further business to come before the Board, R. Zmuda made a motion to adjourn the October 21, 2019 public meeting at 6:32 p.m., seconded by D. Feidt. The motion passed unanimously by voice vote.

  
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(Assistant) Secretary