

**MINUTES OF THE MEETING  
DERRY TOWNSHIP MUNICIPAL AUTHORITY  
670 CLEARWATER ROAD  
HERSHEY PA 17033  
MONDAY, JULY 26, 2021**

The Derry Township Municipal Authority Board held its regular monthly meeting on Monday, July 26, 2021, in the Conference Room of the Authority's Administration Building, 670 Clearwater Road, Hershey, Pennsylvania. Due to the COVID-19 Pandemic, the meeting was also available to Board members, Consultants and Advisors, and the general public virtually through GoToMeeting. Chairman Feidt called the meeting to order at 6:00 p.m.

**ROLL CALL**

Attendees	In-Person	Virtually
Board Members		
John Canavan	X	
Christopher Christman		X
Charles Duncan		
David Feidt	X	
Ronald Furlan	X	
Brian Link		X
Carter Wyckoff		X
Staff		
William Rehkop (Executive Director)	X	
Kimberly Bloom (Administrative Services Manager)	X	
Michael Postick (Staff Engineer)	X	
Michael Shambaugh (Network Systems Manager)	X	
Dennis Beck (Comptroller)	X	
Michael Callahan (Stormwater Program Manager)	X	
Laura Power (Accountant)		
Consultants		
Michael Pykosh (Dethlefs Pykosh)	X	
Colin O'Brien (Brown and Caldwell)	X	
Ed Ellinger (HRG)	X	
Steve McGuire (Brown and Caldwell)		X
Other Attendees		
None		

**PUBLIC COMMENT**

There was no public comment at this time.

**APPROVAL OF PREVIOUS MINUTES**

R. Furlan made a motion to approve the Minutes of the June 28, 2021 Board meeting. J. Canavan seconded. The motion passed unanimously by voice vote.

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

Staff presented the June Bills for Payment and Treasurer's Report for approval. J. Canavan made a motion to approve the reports, seconded by R. Furlan. The motion passed unanimously by voice vote.

## **STAFF UPDATES AND REPORTS**

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

#### **LONDONDERRY ESTATES DEVELOPMENT LOW PRESSURE SEWER PROJECT**

As reported at last month's meeting, Londonderry Township (LT) received very favorable bid results for this project. The apparent low bid was received by Kinsley Construction with a total amount of \$678k, which is nearly \$300k below the engineer's opinion of probable cost for construction. LT is in the process of executing the Agreements and Bonds for construction of the project with Kinsley Construction. The Notice to Proceed will be issued to the contractor immediately following the PENNVEST settlement, which is anticipated to occur on July 28<sup>th</sup>.

The LT Board of Supervisors (BOS) elected at their July 5<sup>th</sup> Board meeting to utilize ARP funds to offset the remainder of the project funding required to subsidize the monthly user rate to bring their user rate down to the Authority's current monthly user rate for non-metered (well) residential customers. Therefore, no further action is required by the Authority Board at this time in finalizing the user rates. The Authority also received a sewer capacity purchase agreement from Londonderry Township for the 50 residential properties.

#### **S.R. 230 CORRIDOR SEWER PROJECT**

Wexcon continues construction of the PAWC waterline installation along S.R. 230. The gravity sewer installation is scheduled to commence during the week of August 2<sup>nd</sup>. Staff will be providing part-time inspection for the sanitary sewer related work. Representatives of LT, HRG, and Staff prepared and submitted a sewer lateral construction notification letter to the property owners located along S.R. 230 and within the 150-foot mandatory connection ordinance. Staff will be assisting representatives of LT in coordination of the lateral connection locations at each property.

Kim Bloom and Mike Postick reported that they had been fielding some of the calls from residents regarding lateral placement and the registered plumbers list. DTMA staff will assist the HRG inspector, Chris Curci, with the resident inquiries when possible.

Submission of the grant application to the U.S. EDA Nuclear Closure Communities (NCC) funding program has been delayed as we are awaiting appropriate signatures from the S.R. 230 site developers indicating their willingness to fulfill the reporting requirements of the EDA grant to include job creation and private investment results.

Staff continue to coordinate with Gannett Fleming with the completion of the Southwest WWTP service area tapping fee study. The draft study will be presented to the Board at an upcoming meeting for review and discussion prior to finalizing.

#### **CONSTRUCTION CONTRACTS UPDATE**

##### **Clearwater Road WWTF Power Improvements [Contract 2019-01]**

The work for this contract is complete with the exception of minor items on the Substantial Completion Punch List. Upon completion of the remaining punch list items and contract closeout documentation, the Final AFP will be processed for payment to GSE.



#### Clearwater Energy Enhancements Project [Contracts 2020-02G, 2020-02E, 2020-02H]

The June construction progress meeting was held virtually and with in-person attendees on June 29<sup>th</sup>. The next construction progress meeting is scheduled for Tuesday, July 27<sup>th</sup>. All three Contractors continue to make progress on shop drawing submittals as well as construction components. The engineering team continues to be very responsive with submittal reviews, and RFIs, and RPR inspection activities are coordinated daily with the team. To date, the engineering team has reviewed and responded to 236 submittals and 79 RFIs.

It is important to note that on-site construction work is continuing but still remains approximately two (2) months behind schedule. Colin O'Brien and Steve McGuire reported that all contractors were put on notice at the last construction progress meeting regarding formal documentation required for any cost or schedule changes that are being requested. To date, DTMA and BC have only received documentation from one of the contractors, which was not in the form that is necessary for consideration for cost changes. They will continue to work with the contractors should they proceed with these requests.

#### Raw Sewage Pumps Replacement [Contract 2020-03]

Heisey Mechanical, Manada Electric, and RK&K are currently working on shop drawing submittal submissions and reviews. Heisey Mechanical is continuing to develop a modification to the method for removing the pumps from the building in the future. Staff have also authorized Heisey Mechanical to proceed with designing a modification to one of the pump access hatches, providing an overall savings to the contract. Based on the current construction schedule as received from Heisey Mechanical, the on-site work will begin in September 2021. The project remains on schedule with all work to be completed by the end of February 2022, which is ahead of the date of substantial completion on June 2, 2022. The next construction Progress Meeting is scheduled for Wednesday, August 11<sup>th</sup>.

#### ESD Cladding System [COSTARS]

Kappe Associates and Matrix project team are completing their design submittal for BC and Staff to review. The project remains on schedule for construction completion by the end of 2021.

#### Primary Sludge Pump Replacement Project [Contracts 2021-01G, 2021-01E]

Contractor mobilization is still anticipated for the week of August 30<sup>th</sup>. Deliveries of all the COSTARS pre-purchased equipment have occurred.

Mr. Ellinger reported that submittals are currently under review and are expected to be returned to the Contractor the week of July 26<sup>th</sup>. DTMA Staff and HRG have requested an expanded and updated schedule from JP Environmental. Staff is still waiting on their submission of a final construction schedule that addresses HRG and Staff comments and includes the tasks and durations for the electrical contractor. If a final construction schedule is not received within the next two (2) weeks, a job conference will be scheduled prior to mobilization in order to review the outstanding items at that time.

#### ENGINEERING STATUS REPORT

##### Southwest WWTP Upgrade and Expansion Project (Phase 1)

Hazen and Sawyer (Hazen) has recently completed the 90% design submittal for Staff review. A review workshop meeting with Hazen and Staff is scheduled for July 27<sup>th</sup>. The overall project schedule and the status of the remaining tasks are as follows: Act 537 Special Study anticipated approval September 2021; WQM Part II Permit Application to be submitted after Act 537 Special Study approval; Ultraviolet (UV) Disinfection System Request for Proposals (RFP) reviewed by DTMA Staff and will be released July 2021;



Design completion is slated for September 2021; Bidding and Construction Contract Execution anticipated for December 2021; and Construction Complete and WWTP Operational by June 2023.

#### Spring Creek Interceptor Upgrade Project

Mr. Ellinger noted that HRG has continued their work relative to the recommended improvements to the Spring Creek Interceptor (SCI) from manhole HMO-1 to SCI-41B. Preliminary design is underway, and coordination has begun with utility owners as limited (if any) mark-outs were completed by Verizon, UGI, and Pennsylvania American Water Company (PAWC). Verizon now intends to mark-out their duct banks on East Derry Road and UGI has provided mapping of their gas main locations. Staff is awaiting utility information from PAWC. He also noted that PADEP has determined that it will not be necessary to submit a Component 3M Planning Module for the project as previously anticipated. PADEP requested that DTMA address the planning for this project by submitting a Corrective Action Plan (CAP) intended to address the hydraulic overload condition that currently exists throughout the project area. The CAP will be prepared and submitted within the next two (2) weeks. Act 14 Notifications were distributed to the County and serviced municipalities. Preliminary construction layout plans were presented to Staff for initial review. Staff are currently assisting HRG with inclusion of easement data on the plans as well as initiating a meeting with Troegs in order to verify that the upgrade design will accommodate any future expansions.

#### 2021 Sanitary Sewer and Stormwater Repairs Project

HRG has essentially completed the project design. The project bidding documents were provided to DTMA Staff for review the week of July 19<sup>th</sup>. Project documents will be uploaded to PennBid on July 26<sup>th</sup>.

#### Engineering Retainer Services

On July 15<sup>th</sup>, HRG provided for Staff's review a proposal to complete an evaluation of the High Meadow Pump Station Upgrade (Resolution No. 2021-38) and a retainer assignment confirmation directing HRG to update DTMA's Standard Specifications and Details document.

#### Clearwater WWTF Phase 1 Facility Improvements

Progress continues on the Phase 1 Facility Planning project. The project remains within budget and on schedule, with completion of all tasks anticipated for Fall 2021. Colin O'Brien provided an update on the status of each Task. He noted that Staff has scheduled visits to other area plants to see equipment being considered for this project. Tasks 1, 2, 4, and 7 have been completed. Tasks 3, 5, and 8 are in progress. Tasks 6 and 9 will be kicked off at the August review meeting.

### **STORMWATER PROGRAM MANAGER'S REPORT – MIKE CALLAHAN**

#### **Derry Township Parks Water Quality Improvements – Bullfrog Valley Stream Restoration**

Design and permitting are progressing. Project is anticipated to be construction-ready by the end of 2021. We are submitting for a Growing Greener grant this month. Based on the likely award notification schedule of that program, we would bid in early 2022 for the 2022 construction season.

#### **Deer Run Stream Restoration**

Preliminary Design is about 70% complete. We are anticipating design and permits will be ready for bid in early 2022. We are submitting along with Bullfrog Valley for a Growing Greener grant this month. Project should be shovel ready by the time the grants are announced.



#### **Oakmont Community Basin Retrofits**

This design is complete and Staff previously submitted for a Growing Greener Grant in 2019/2020 but were not awarded that grant. Staff are resubmitting to Growing Greener once again. Project is ready to go to bid once funding is secured either externally or internally. Design was completed under a previous grant award.

#### **Stoney Run Basins 1 and 2 Retrofit**

On Monday, July 19<sup>th</sup>, bids were received through the online PennBid Program for Contract No. 2021-02 – 2021 DTMA BMP Retrofits. This project includes replacement and upgrades to three existing stormwater basins. Two are along the Eshenour Trail near Bullfrog Valley Road and the other is in Brookside Park. This project also includes replacement/upgrade of all ancillary infrastructure associated with these basins, including items such as inlet boxes, head/end walls, and riprap aprons. The apparent low bidder is Kinsley Construction Sitework of York, PA. DTMA Staff and HRG are familiar with Kinsley's work and have indicated that Kinsley is a qualified contractor that provides a quality finished product.

#### **Forest Avenue Basins Improvements**

Design is nearly complete. Submission for permits is pending. Staff are working to secure easements with the Med Center. Bidding can occur upon permit receipt. Anticipated Fall 2021.

#### **Ridge Road Drainage Improvements**

Design is nearing completion and the HOP is being submitted to PennDOT. In addition, PA American is working towards a waterline modification on Ridge Road to accommodate our design. Will be ready to go to bid once those items are finalized.

#### **Stoverdale Road and Shopes Church Road**

Design complete and bid package is being prepared.

#### **Clark Road and Stonecutter Circle**

Easements are being acquired and design finalized. Bid package is being prepared and will be bid with the Stoverdale project.

#### **2021 Sewer Rehabilitation Project (Shared project with wastewater)**

Bid information uploaded to PennBid on July 26, 2021.

#### **ITEMS FOR ACTIONS**

**Resolution #2021-36 – 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. Furlan, seconded by C. Christman. The motion passed unanimously by voice vote.

**Resolution #2021-37 – Bid Award for the 2021 DTMA BMP Retrofits Contract #2021-02 for Stoney Run Basins 1 and 2:** This resolution was approved on a motion by J. Canavan, seconded by B. Link. The motion passed unanimously by voice vote.

#### **Discussion on Resolution #2021-38 – HMPS Upgrade Study**

The High Meadow Pump Station (HMPS) is the second largest pump station within DTMA's sanitary sewer collection and conveyance system (system) with an average daily flow of 0.5 million gallons per day (MGD) and a design capacity of 2.3 MGD. During periods of significant wet weather, HMPS is highly susceptible



to inflow and infiltration (I&I). Over the last four (4) years, two (2) wet weather events directly impacted the HMPS by causing an increase in the influent flow to the HMPS, as a result of I&I, and exceeding its pumping capacity for a short duration. Furthermore, the pump station site is also susceptible to flooding due to its close proximity to the Swatara Creek.

In addition to the known sewer capacity issues, significant customer growth is also anticipated within the system tributary to the HMPS to include the development of the West End Project by the Hershey Trust. This project will likely be implemented over the next 5-7 years with a full build-out potential of generating 233,273 gallons per day (GPD) of additional wastewater flow.

For those reasons, Staff recommends completing an evaluation of the HMPS to develop alternatives, prepare a conceptual design, and prepare cost estimates to upgrade and expand the capacity of the pump station. HRG has submitted a proposal to complete this evaluation for a lump sum fee of \$22,000.

**Resolution #2021-38 – Acceptance of HRG Proposal to perform a High Meadow Pump Station Upgrade Study:** This resolution was approved on a motion by B. Link, seconded by R. Furlan. The motion passed by voice vote. D. Feidt abstained from voting due to a business association with HRG.

Discussion on Resolution #2021-39 – Revision to Authority Bylaws

The Solicitor reviewed new regulations that were enacted pertaining to public meetings. Board members are permitted to attend meetings remotely. Agendas must be posted within 24 hours of the meeting date with copies available at the meeting site. Meeting minutes must also be posted once they are approved. The Solicitor prepared a revision to the Authority's Bylaws that addresses these updated regulations.

**Resolution #2021-39 – Approval of revision to the Bylaws regarding public meetings:** This resolution was approved on a motion by R. Furlan, seconded by J. Canavan. The motion passed unanimously by voice vote.

Discussion on Resolution #2021-40 – PTPE Policies

Several years ago Staff created a classification of employee called Part-Time Provisional Employee (PTPE). As you can see in the attached policy, this classification of employee is not entitled to benefits or shift differential. The policy was created at a time when the second shift operator was retiring but expressed an interest to still cover the second shift on Saturdays and Sundays when necessary. Coverage by a PTPE for this shift is very helpful. The regular full-time employees would typically have to be in a rotation to cover weekend shifts, but with the PTPE operator filling this role, the need to do that is eliminated. A PTPE employee is also used to cover a part-time shift in our lab and another is used to gather daily samples for testing at our Southwest Treatment Plant.

Recently, the Operations Supervisor expressed an interest in being able to utilize a PTPE operator to further assist with covering additional time when the current second shift operator requests to be off. The 25-hour per week maximum restriction in the current policy prohibits the use of the PTPE operator to cover additional days or even a full 40-hour request for time off.

The proposed amendment eliminates the 25-hour per week maximum for PTPE employees and replaces it with a 128-hour per month maximum. Also, the annual maximum for hours worked has been increased to 950 hours from the previous annual maximum of 900. The new policy should allow for more flexibility in scheduling PTPE employees to cover for the occasional times when another employee needs to be off.

Our labor attorney revised the policy to insure that these maximums do not conflict with any current labor or benefits laws. With this amendment, the definition for PTPE in Policy #1.3000 will also need to be amended to remove the reference to the 25-hour per week maximum.

**Resolution #2021-40 – Approval of amendment to the Part-time Provisional Employee policies in the Employee Handbook:** This resolution was approved on a motion by B. Link, seconded by R. Furlan. The motion passed by voice vote.

#### **NEW BUSINESS**

##### **Award Recognition**

The Director noted that Staff had submitted an application to the Water Environment Federation to be recognized as a Utility of the Future. DTMA was successful in receiving this award. The presentation of the award will take place at the national conference in October. The Board expressed their congratulations to the entire Staff for this recognition.

##### **Act 43 Amendment**

The amendment provides for a change to how multi-unit dwellings are billed when they are billed on an EDU or flat-rate system. Staff will look at the customer base to determine if there are any current customers who fall into this category.

#### **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 July 26, 2021 public meeting at 7:05 p.m., seconded by J. Canavan. The motion passed unanimously by voice vote.



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(Assistant) Secretary