

**MINUTES OF THE MEETING
DERRY TOWNSHIP MUNICIPAL AUTHORITY
670 CLEARWATER ROAD
HERSHEY PA 17033
MONDAY, SEPTEMBER 27, 2021**

The Derry Township Municipal Authority Board held its regular monthly meeting on Monday, September 27, 2021, in the Conference Room of the Authority's Administration Building, 670 Clearwater Road, Hershey, Pennsylvania. 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		X
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)		
Laura Power (Accountant)		
Consultants		
Mike O'Connor (Dethlefs Pykosh)	X	
Colin O'Brien (Brown and Caldwell)		X
Ed Ellinger (HRG)	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 August 23, 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 August Bills for Payment and Treasurer's Report for approval. R. Furlan made a motion to approve the reports, seconded by J. Canavan. The motion passed unanimously by voice vote.

STAFF UPDATES AND REPORTS

EXECUTIVE DIRECTOR'S REPORT – BILL REHKOP

CONSTRUCTION CONTRACTS UPDATE

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

The August Construction progress meeting was held virtually and in-person with limited in-person attendees on August 24th. The September Construction progress meeting is scheduled for Tuesday, September 28th in a hybrid format.

All three Contractors continue to make progress on submittal and shop drawings as well as progress on construction components. The Engineering team continues to be responsive in submittal reviews and RFIs and RPR activities are coordinated daily with the team. Staff noted that DTMA hired a subsurface utility expert to help locate a high pressure water supply line that was difficult to locate.

On Tuesday, September 28th, the two Cummins CHPs, switchgear, and remaining ancillary components will be delivered and received by Eastern Environmental Contractors (EEC). DTMA Staff and BC have been coordinating this delivery and related temporary storage requirements with Cummins and EEC. This will complete all deliveries from the DTMA COSTARS purchase. EEC will be taking ownership of all the equipment until it is dedicated to DTMA upon startup.

The Engineering team and DTMA staff are noticing an overall delay in the construction schedule of approximately 6 months. Additional information has been requested by the Contractors to provide formal justification on the schedule delays.

Raw Sewage Pumps Replacement [Contract 2020-03]

Due to minimal activity, Progress Meeting No. 3 was canceled. The next progress meeting is scheduled for Wednesday, October 13th. Heisey Mechanical, Manada Electric, and RK&K are currently working on shop drawing submittal submissions and reviews. Manada Electric has also begun preliminary preparation work on the intermediate floor level.

Heisey Mechanical presented the proposed change orders to modify the pump removal access hatch for future removal of the pumps from the dry well and eliminate the replacement of the large pump discharge header piping. The proposed change orders from Heisey Mechanical represents a savings of over \$500,000. The change order for the additional work for Manada Electric has not yet been received. There will be an increase to the contract with Manada for the additional electric work associated with this change to the project scope of work.

ESD Cladding System [COSTARS]

Matrix submitted required technical design information, which was reviewed with comments returned from the BC team on September 20th. DTMA and BC provided additional submittal review comments to Matrix on September 24th. Staff anticipates Matrix will provide a resubmittal of required information in early October. Meetings with Matrix and the insulating contractor will be held in the next few days.

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

JP Environmental has postponed mobilization due to supply chain issues for delivery of the epoxy coated ductile iron pipe. JP Environmental offered to provide a substitute in piping material but at an increased

cost. This offer was reviewed by HRG and Staff and it was mutually agreed upon to wait for the specified material. It is likely that a no-cost time extension will be prepared for both contracts.

Emergency Contract Repairs

During Hurricane Ida, a section of the 18-inch Clearwater Road WWTP plant concrete drain pipe underwent a complete failure. Rogele was authorized to repair the pipe under their active contract for Sanitary and Storm Sewer Installation and Emergency Services. A section of the compromised pipe was replaced with ductile iron pipe. Staff have been pursuing funding or reimbursement for this repair via an insurance claim and/or public assistance through F/PEMA and Dauphin County EMA.

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 October 1st to discuss and finalize the design submittal and contract documents. The status of the remaining tasks are as follows: Act 537 Special Study approval received July 29, 2021; WQM Part II Permit Draft Application will be submitted since Staff comments have been addressed; and review of the three proposals received on September 2nd to provide an Ultraviolet (UV) Disinfection System for the project. Final selection will be based upon the evaluation scoring matrix that considers cost as well as other performance criteria. Design completion and commencement of bidding is slated for the end of October 2021; construction contract execution anticipated for December 2021; and construction completed and WWTP operational by August 2023.

Spring Creek Interceptor Upgrade Project

HRG has continued their work relative to the recommended improvements to the Spring Creek Interceptor (SCI) from manhole HMO-1 to SCI-41B. PADEP has approved the Corrective Action Plan for the project, which satisfies their planning requirement. The 30% Design Drawings submittal has been completed and includes the additional survey work that was completed near the Spring Creek stream crossing. On September 20th, HRG and Staff met to review the 30% Design Drawings with the proposed alignment and to conduct a field inspection.

HRG will continue to work toward completion of the 60% Design Drawings and the submission of the DEP Water Quality Management Part II Permit Application, NPDES Permit Application (Erosion and Sedimentation Pollution Control) and the General Permit Application for the stream crossing. Over the next month, HRG will also work with DTMA Staff to schedule meetings with the Hershey Company and Tanger Outlets to discuss access and rights-of-way as well as abandoned utilities.

High Meadow Pump Station Evaluation

HRG completed a site visit on August 26th to review the current condition of the pump station. HRG has also reviewed historic flow meter data and developed hydrographs of the pump station's influent flow. Over the next month, HRG will develop an evaluation of future flows to the pump station from contributing areas to compare to existing flows for purposes of developing structural alternatives.

Clearwater WWTF Phase 1 Facility Improvements

Progress continues on the Phase 1 Facility Planning project. Project workshops were held on August 31st to discuss updates relating to biosolids management and side stream treatment. Mr. O'Brien noted that October will be a very busy month for DTMA and BC staff with site visits scheduled for Staff to review drying equipment. Following drying technology selection, the Business Case evaluation can be completed.

The Director reported that representatives from Swatara Township Authority, Lower Paxton Township Authority, and DTMA have met recently to see if there is any interest in having a regional facility for sludge drying. Swatara Township Authority has recently completed a design concept evaluation for replacing their current dryer. Their on-site biosolids processing options are limited due to a lack of anaerobic digestion or sludge storage space and their need to process the sludge through a dryer is critical for producing beneficial reuse of biosolids for land application. Lower Paxton Township Authority is a major contributor to the Swatara Township Authority sewer system since they do not have a treatment plant of their own. And DTMA is also currently looking at drying options and the benefits of producing a Class A or B product, so this could be a very opportune time for these discussions.

Southwest WWTF Service Area Tapping Fee Study

The draft study was just recently received and has not yet been reviewed by Staff. Staff will be contacting the two Board members who agreed to help with the review of this study to set up a time to meet to discuss it. R. Furlan inquired if the study includes the capacity for those additional residents in the current Rt. 230 project area who are outside of the mandatory connection distance but have expressed an interest in connecting to public sewer. The Director explained that the study considers the future build-out capacity with the completion of the plant upgrades including the areas designated in the Londonderry Township's Act 537 Plan for connection as well as a limited capacity available for other unknown connections. There have been inquiries from developers outside of the Act 537 designated areas who have also expressed an interest in connecting their projects to the Rt. 230 facilities. Staff and HRG are working to determine how much additional flow the Rt. 230 facilities can handle outside of what is already known and to make sure that the plant upgrade is also able to accommodate future growth in that portion of Londonderry Township.

STORMWATER PROGRAM MANAGER'S REPORT – MIKE POSTICK

Mr. Postick provided a list to the Board members of projects that are in various stages of progress. Since the former Stormwater Program Manager's (SPM) recent departure, he has taken oversight of these projects and is providing assistance to HRG where necessary to keep the projects moving forward. Mr. Rehkop noted that interviews are underway for the SPM position.

ITEMS FOR ACTIONS

Resolution #2021-42 – Ratification of project payments from the 2019 Capital Project Fund: Staff reviewed the payments from the 2019 Capital Project Fund requiring Board ratification. This resolution was then approved on a motion by B. Link, seconded by R. Furlan. The motion passed unanimously by voice vote.

Resolution #2021-43 – Bid award of Contract 2021-03A for the Sanitary Sewer and Storm Sewer Replacement project and Resolution #2021-44 – Bid award of Contract 2021-03B for the Sanitary Sewer and Storm Sewer Replacement project: These resolutions were approved on a motion by R. Furlan, seconded by J. Canavan. The motion passed unanimously by voice vote.

Third-Party Collections of Delinquent Sewer Accounts

Information was provided at the August Board meeting in reference to a meeting that Mr. Rehkop, Mrs. Bloom, and Solicitor Pykosh had attended with representatives from Portnoff Law Associates. Since that meeting Portnoff provided DTMA's Solicitor with a copy of their agreement and a resolution that would need to be passed by the Board in order to secure Portnoff as DTMA's collection agency for delinquent accounts. The Solicitor had requested some revisions which were agreeable to Portnoff and the resultant resolution and agreement were presented for Board approval. Mr. Rehkop and Mrs. Bloom provided a brief overview of the current procedures for handling delinquent accounts and what is being proposed

for new procedures. The late notices that are currently being sent will be modified to include language pertaining to accounts being turned over to a collection agency if they remain delinquent after the final late notice has been issued. The Portnoff agreement refers to Sheriff Sale as being an avenue for collection. The Board is concerned with reverting to Sheriff Sale for an account that may be for a small amount of money. It was explained that Sheriff Sale is typically used as a last resort, but can be appropriate if the property has been vacated and may also be delinquent for taxes, etc. Members asked if DTMA was able to withhold accounts that they may not want to be turned over for collection. The agreement states that accounts need to be turned over that are delinquent and Sheriff Sale is typically used as a last resort. DTMA will be notified of accounts that are scheduled for Sheriff Sale; however, if DTMA chooses to withdraw a property from Sheriff Sale, then DTMA would be responsible to pay the fees to Portnoff for fees incurred to date. Mr. Rehkop noted that DTMA has always had delinquent account collection procedures. Some fees and staff time for administering this program are absorbed by DTMA.

Resolution #2021-45 – Approval of Agreement with Portnoff Law Associates for Delinquent Account Collections: This resolution was approved on a motion by B. Link seconded by R. Furlan. The motion passed unanimously by voice vote.

DTMA Reorganization Plan

At the beginning of 2021, the Director and the Administrative Services Manager (ASM) developed a staff re-organization plan to improve internal processes, provide staff with a complete understanding of performance expectations, and to identify any future staffing needs or succession planning within each department. They also contracted with HR Consultants, Inc. to assist with the essential job function analysis for each employee in the Administration Department and to develop an updated job description for each administrative position. Standard Operating Procedures (SOP) for all internal processes in the Administration Department have been developed to improve productivity, efficiency, and redundancy where necessary. The staff re-organization plan had been presented to the Personnel Committee for acceptance prior to presenting to the Board.

The Director has recommended that Kimberly Bloom be promoted to the Deputy Director position. In this new role, Kim will hold the responsibility as the Board Liaison among her other current duties and responsibilities. An employee contract for Kim will be prepared with assistance from the Personnel Committee and the solicitor over the next few months. Our recommendation is to promote Kim to this new role effective immediately but have the employment contract date begin on January 1, 2022.

On October 1, Mike Snyder will be retiring from his current role as the Operations Supervisor. With more than 33 years of service, Mike has played a key role in the operational success of the Authority with his extensive knowledge and leadership. During this transition, Mike has offered to re-join the Authority as a part-time provisional employee (PTPE) on an as-needed basis to provide operational support and assistance with the ongoing projects. Mike's new position title will be Operations Specialist, which has been added to the Authority's list of current positions.

With Mike's upcoming retirement, Staff has been developing a succession plan for the Operations Department to include re-organizing the management positions and their respective responsibilities. The Operations Department has the following three positions that are responsible for staff supervision: Operations Supervisor, Assistant Operations Supervisor, and Operator IV. In consideration of the recommendations provided by the Operations management staff, the following proposed position changes in the department are recommended:

Current

Proposed

Operations Supervisor
Assistant Operations Supervisor
Operator 4
Operator 3, 2, 1, Trainee

Operations Supervisor
Vacated
Chief Operator
Operator 4, 3, 2, 1, Trainee

The Assistant Operations Supervisor position will not be filled. The recommendation is to promote the current Assistant Operations Supervisor to the Operations Supervisor position. The current employee holding the Operator IV title will be promoted to Chief Operator (new position added to the Authority's list). Both of these positions will provide staff supervision and oversight to the Operations Department. The Operator 4 will no longer be a management position, and therefore, is an attainable level for all operators providing additional opportunity for growth and advancement within the department.

As part of the re-organization plan, Staff also identified a need to hire a Controls Technician for the Maintenance Department. In the past, the duties of this position has typically been held by an Electrician. By establishing the Controls Technician position, the essential job functions will provide technical support in various roles to include electrical, HVAC, process controls & automation, and combined heat and power (CHP) engine support. This position was posted on DTMA's website. Staff have since interviewed a highly qualified candidate to whom we plan to extend an offer for employment.

All proposed staff changes and promotions will be effective October 2, 2021.

Resolution #2021-46 – Approval of Personnel Policies #6.2000 and 6.3000 for new positions and updated pay ranges: This resolution was approved on a motion by R. Furlan seconded by J. Canavan. The motion passed unanimously by voice vote.

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 September 27, 2021 public meeting at 7:20 p.m., seconded by J. Canavan. The motion passed unanimously by voice vote.



(Assistant) Secretary