

**MINUTES OF THE MEETING  
DERRY TOWNSHIP MUNICIPAL AUTHORITY  
670 CLEARWATER ROAD  
HERSHEY, PA 17033  
MONDAY, OCTOBER 24, 2022**

The Derry Township Municipal Authority Board held its regular meeting on Monday, October 24, 2022, 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 meeting to order at 3:30 p.m.

**ROLL CALL**

Attendees	In-Person	Virtually
Board Members		
Michael Corado	X	
Charles Duncan		X
David Feidt	X	
Ronald Furlan	X	
Brian Link		X
Carter Wyckoff		X
Staff		
William Rehkop (Executive Director)	X	
Kimberly Bloom (Deputy Director)	X	
Michael Postick (Staff Engineer)	X	
Sarah Ryan (Stormwater Program Manager)	X	
Dennis Beck (Comptroller)	X	
Michael Shambaugh (Network Systems Manager)	X	
Consultants		
Mike Pykosh (Dethlefs Pykosh)	X	
Colin O'Brien (Brown and Caldwell)		X
Ed Ellinger (HRG)	X	
Other Attendees		
Erica Wible (McNees Wallace & Nurick)	X	

**PUBLIC COMMENT**

There was no public comment at this time.

**APPROVAL OF PREVIOUS MINUTES**

C. Duncan made a motion to approve the Minutes of the September 26, 2022 Board meeting. M. Corado seconded. The motion passed unanimously by voice vote.

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

Staff presented the September Treasurer's Report and Bills for Payment for approval. R. Furlan made a motion to approve the report, seconded by C. Duncan. The motion passed unanimously by voice vote.

## **STAFF UPDATES AND REPORTS**

### **CONSTRUCTION CONTRACTS UPDATE**

M. Postick provided the following report for current contracts.

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

The next meeting is scheduled for September 27<sup>th</sup>. All three Contractors continue to progress with construction. Eastern Environmental has focused on CHP Building interior piping, generator components, exterior low pressure sludge gas piping, and completion and testing of the new mixing system installation within the Secondary Digester. Heisey Mechanical (Heisey) finished construction and testing of the replacement of gas piping within the Intermediate Sludge Storage Tank (Day Tank). Pagoda Electrical (2020-02E) continued with conduit wire pulling and terminations at connection points. Staff and Pagoda also completed the installation of PPL required current transformers in PC2 which required a temporary shutdown of power to the western half of the Clearwater Road WWTP. Estimated final project completion date is now set for the end of March 2023.

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

Progress on this project remained minimal during the reporting period. On October 8<sup>th</sup>, a new ATS and new Motor Control Centers associated with this project were installed successfully in the Administration Building by Manada Electric (Manada), with an associated CwR WWTP plant power shutdown managed by Manada and DTMA operators.

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

JP Environmental and Manada Electric have completed all Work required under the project, with only minor punch list items that remain to be addressed by both contractors. Staff and HRG anticipate that the contractors will be complete with all remaining work on site in November along with receipt of all closeout documents.

#### **Spring Creek Interceptor Upgrade Project [Contract 2022-01]**

Ankiewicz Enterprises (Ankiewicz), Staff and HRG continue to manage the submittal review and approval process. A job conference was held on October 4<sup>th</sup>; an upcoming conference has been scheduled for November 1<sup>st</sup>. Ankiewicz has mobilized and has begun site work on West Mansion Road and East Derry Road. Upon initial investigation it was discovered there were multiple utilities that were never reported to PA One Call (Hershey Company two – 30" Water Lines) and the marked gas line location differed from what was marked originally during design. DTMA Staff, HRG and Ankiewicz have been coordinating on a likely revised location of the new interceptor along East Derry Road to avoid conflicts with these existing utilities.

### **ENGINEERING STATUS REPORT**

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

A project kickoff meeting with EDA was held on October 8<sup>th</sup>. Staff and Hazen and Sawyer (Hazen) continue to review the Terms and Conditions, required specifications and contract provisions, and other various documents provided by US EDA that must be incorporated in the project bidding and contract documents for the project in order to properly utilize the grant funding that has been awarded to DTMA, with the further guidance that was provided during the meeting. With the incorporation of the above, Staff and Hazen are aiming to complete the bidding and contract documents and place a bid advertisement by the

end of the year. Land development plan approval for the project was also received from Londonderry Township.

#### High Meadow Pump Station Replacement

HRG continues working through the design, proceeding towards a 60% design review meeting with DTMA Staff, and preparation of the PADEP WQM Part II Permit Application. As previously, Kleinfelder Geotechnical Engineering (Kleinfelder) is to complete the required test boring at the proposed pump station site upon authorization from Hershey Entertainment. An exact date for this work will be coordinated with DTMA Staff.

#### Maintenance Garage Expansion

Staff has made final determination on room areas, computer/AV equipment locations and requirements, locker room sizes, etc. and has directed SGS Architects (SGS) to proceed with incorporating the associated modifications and reporting on their impacts. Also, Kleinfelder is now scheduled to conduct geotechnical investigations within the future expansion area on November 1<sup>st</sup>. The information obtained will be used in the building foundation design.

#### Southwest WWTP Headworks Evaluation and Permitting

HRG and DTMA Staff met on October 6, 2022 to review the content of the proposals submitted by various equipment manufacturers to replace the screening and grit removal equipment at the Southwest WWTP headworks facility and to discuss project direction. HRG and DTMA Staff also participated in a site visit on October 20<sup>th</sup> at CRW's Advanced Wastewater Treatment Facility to view an in operation Duperon screen. Once final equipment selections are made, HRG will prepare the PADEP WQM Part II Permit Application for the Project, with an anticipated submission in November. With a finalized direction on the selected equipment manufacturers and models, a detailed project design and related bidding documents for construction can begin. HRG has prepared a proposal to complete the final design and associated construction contract bidding and contract award services for the replacement and improvement of the Southwest WWTP headworks for a lump sum fee of \$82,700.

#### Biosolids Drying and Gasification Project

Staff and Brown & Caldwell (BC) continue to move forward with planning and design efforts for the biosolids drying and gasification project. Progress was made with the geotechnical investigations of the soils beneath the Filter Building floor, refinement of the 3D scan of the interior of the Filter Building, and investigation of the potential to repurpose existing plant water supply piping and the existing dryer cake feed bin for incorporation into this project.

#### STORMWATER PROGRAM MANAGER'S REPORT

##### Forest Avenue and Oakmont Community Basin Retrofit Projects

On October 17<sup>th</sup>, DTMA received two bids through the online PennBid Program for the Forest Avenue and Oakmont Community Basin Retrofit Projects (Contract No. 2022-05). The apparent low bidder is Kinsley Construction Inc. for a bid amount of \$788,000 which is approximately \$130,000 under the project estimate. Bidding documents from the apparent low bidder, Kinsley Construction, have been reviewed by Solicitor Pykosh and found to be in compliance with the contract requirements. HRG has also submitted a proposal for Construction Phase Services.

#### Derry Township Parks Water Quality Improvements – Bullfrog Valley and Deer Run Stream Restoration Projects

With the installation of the stream bypass pump, Aquatic Restoration Resources Company (ARRC) has begun construction on the Bullfrog Valley portion of the Stream Restorations. Staff continues to coordinate activities with Township Staff and provide Public communication of this project. Pre-construction activities at Deer Run are expected to begin the week of October 31<sup>st</sup>.

#### 2021 BMP Retrofits (Stoney Run Basins 1 and 2 and Brookside Park)

A final walkthrough will be scheduled within the next month and completion list will be developed.

#### EPA Inspection

On October 19<sup>th</sup>, EPA performed an inspection of the MS4 program. The inspection report is due within 70 days. Minor observations are expected. Staff is coordinating with Township Staff to proactively address the anticipated observations. Of note, the Township Stormwater Ordinance needs to be revised to incorporate certain parts of DEP's Model Ordinance. Township and DTMA Staff are developing the timeline and action plan to complete this revision and bring it to the Township Supervisors for approval.

#### Dauphin County Water Resources Enhancement Program (WREP) Agreement

WREP is a developing County-wide program intended to provide technical assistance for MS4 communities and help with meeting water quality requirements. This program is associated with the Tri-County Regional Planning Commission (TCRPC) and the Dauphin County Planning Commission. Potential benefits of the program to DTMA rate payers could be that DTMA would have a seat at the Advisory Committee table, which will help guide the development of the program from the perspective of Derry Township ratepayer's needs. Additional funding opportunities for MS4 compliance could also be identified as well as regional project development/funding approval assistance.

Although DTMA is not eligible to buy into the PRP credits available for the Conewago stream restoration, DTMA may be able to benefit from the cost-savings in future, large-scale stream restoration projects. Regardless of potential PRP project cost savings, this program will most likely provide other potential benefits of the program. The initial fee is \$500 per year. Joining this agreement does not preclude DTMA from engaging in other agreements. The Solicitor reviewed the agreement and noted upon payment of the \$500 fee, DTMA would have a seat on the Advisory Board that develops the programs. A menu of options or levels for participation will be developed and then at that time DTMA would decide at which level they would like to participate for their permit cycle. Currently the program has approximately 10 participating municipalities. More information will be presented at a future Board meeting for further consideration.

#### ITEMS FOR ACTIONS

**Resolution #2022-55 – Ratification of project payments from the 2021 Capital Project Funds:** Staff reviewed the payments from the 2021 Capital Project Fund requiring Board ratification. This resolution was then approved on a motion by R. Furlan, seconded by M. Corado. The motion passed unanimously by voice vote.

**Resolution #2022-56 – Approval of Sewer Revenue Note, Series B of 2022, Third Supplemental Indenture:** This resolution was approved on a motion by C. Duncan, seconded by R. Furlan. The motion passed unanimously by voice vote.

**Resolution #2022-57 – Award of Contract 2022-05 for the Forest Avenue and Oakmont Basin Retrofit BMP Project:** This resolution was approved on a motion by B. Link, seconded by R. Furlan. The motion passed unanimously by voice vote.

**Resolution #2022-58 – Approval of HRG Proposal for Construction Phase Services for Forest Avenue and Oakmont Basin Retrofit BMP Project:** This resolution was approved on a motion by R. Furlan, seconded by M. Corado. The motion passed by voice vote. D. Feidt abstained from voting due to a business conflict with HRG.

**Resolution #2022-59 – Approval of HRG Proposal for Design and Bidding Services for the SWTP Headworks Project:** This resolution was approved on a motion by R. Furlan, seconded by B. Link. The motion passed by voice vote. D. Feidt abstained from voting due to a business conflict with HRG.

Presentation of 2023 Wage and Salary Recommendations

In preparation for the 2023 Wastewater and Stormwater Fund Budgets, Staff prepared an employee compensation budget based on input from the Personnel Committee as well as national salary survey data projections such as WorldatWork, SHRM, and the US Department of Labor Consumer Price Index (CPI). The reported survey results indicate a cost-of-living adjustment range of 4% to 7.2% for 2023. Staff has recommended an increase to employee wage and salary pay ranges of 4%. Mr. Rehkop noted that the annual wage and salary adjustment helps to ensure that the Authority maintains a competitive compensation package within the industry as well as the current labor market.

**Resolution #2022-60 – Approval of 2023 Wage and Salary Budget:** This resolution was approved on a motion by R. Furlan seconded by B. Link. The motion passed unanimously by voice vote.

**Resolutions 2022-61, 2022-62, and 2022-63 regarding revisions to the Authority's retirement program:** C. Duncan made a motion to table these resolutions at this time pending the receipt of further information. The Board will then hold a special meeting to act upon them prior to the November Board meeting. R. Furlan seconded. 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, B. Link made a motion to adjourn the October 24, 2022 public meeting at 4:08 p.m., seconded by C. Duncan. The motion passed unanimously by voice vote.

  
(Assistant) Secretary