

**MINUTES OF THE MEETING  
DERRY TOWNSHIP MUNICIPAL AUTHORITY  
670 CLEARWATER ROAD  
HERSHEY, PA 17033  
MONDAY, DECEMBER 19, 2022**

The Derry Township Municipal Authority Board held its regular meeting on Monday, December 19, 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 6:01 p.m.

**ROLL CALL**

Attendees	In-Person	Virtually
Board Members		
Michael Corado		
Charles Duncan		X
David Feidt	X	
Ronald Furlan	X	
Brian Link	X	
Carter Wyckoff		
Staff		
William Rehkop (Executive Director)	X	
Kimberly Bloom (Deputy Director)	X	
Michael Postick (Staff Engineer)	X	
Dennis Beck (Comptroller)	X	
Michael Shambaugh (Network Systems Manager)	X	
Consultants		
Daryl Dethlefs (Dethlefs Pykosh)	X	
Colin O'Brien (Brown and Caldwell)	X	
Josh Fox (HRG)	X	
Mike Hess (HRG)		X
Steve McGuire (Brown & Caldwell)		X
Other Attendees		
No other attendees		

**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 November 21, 2022 Board meeting. B. Link seconded. The motion passed unanimously by voice vote.

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

Staff presented the November Treasurer's Report and Bills for Payment for approval. C. Duncan made a motion to approve the report, seconded by B. Link. 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 progress meeting is scheduled for December 20<sup>th</sup>. All three contractors continue to progress with construction. The Engineering team continues to be responsive to RFIs, contractor concerns, etc., and RPR activities are coordinated daily with the team. Heisey Mechanical continued minor work involving Hot Water Supply and Return piping tie-ins, insulation and water circulation, and CHP Building HVAC duct work. Eastern Environmental, in tandem with their subcontractors, progressed with CHP Building interior piping interconnections, CHP Building exterior instrument air piping, Secondary Digester sludge cover and overflow piping, exterior low pressure sludge gas piping, management of surface repair to Granite Fuels hydrogen sulfide removal vessel, final outstanding CHP Building roofing items, and site driveway grading restoration and stabilization. Pagoda Electrical continued with general wiring for the CHP Building interior, exterior wiring for the Gas Conditioning System and Waste Gas Burner, and coordination with OCC regarding PLC programming. All contractors are also coordinating major equipment start-up planning activities with manufacturers (e.g. Cummins, Varec, Ovivo).

The estimated project schedule final completion date has shifted to the end of June 2023. Full equipment startup testing completion and subsequent substantial completion are expected in March 2023.

During the reporting period, a Change Order in the amount of \$20,316.00 was requested from Pagoda Electrical to account for Modifications to PC2 by Scott Testing per the requirements of PPL. Staff and BC have reviewed this Change Order and recommend its approval.

Lastly, due to the extensive delay in the project's construction schedule and a significant increase in the responsibilities born by DTMA Staff and BC relating to contractor RFIs, additional submittal and change order management, the need for additional on-site inspections, etc., BC's scope of work has extended beyond what was established in their original Construction Phase contract. As such, BC has requested an amendment to their original contract to account for the additional work they have undertaken, and foresee until project completion. Colin O'Brien reviewed the amendment for Board approval. BC has requested an amendment in the amount of an additional \$396,436.00. Given that the contractor's project schedule has extended from an estimated 17 months to a currently estimated 31 months, and given the resulting additional work noted above, DTMA Staff recommends approval of this amendment.

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

Heisey is planning on starting the installation of the first new raw sewage pump around the third week of January. Manada has installed new MCC-PC1, the new Raw Sewage Pump VFDs, and the new Raw Sewage Pump Control Panel in the Electrical Room. They installed the power wiring from MCC-PC1 to the VFDs, and the control wiring from the VFDs to the pump control panel. OCC is planning on being on site in early January to perform some preliminary checks on the VFDs and the Raw Sewage Pump Control Panel.

#### **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 November 29th; an upcoming conference has been scheduled for January 10, 2023.

The Contractor, Ankiewicz Enterprises (Ankiewicz), has completed installation of sanitary sewers between manholes MH-4 and MH HM05. All sanitary sewer runs between manholes MH-4 and HM05 have passed low pressure air testing. Ankiewicz began installation of sanitary sewer beginning at MH42-3 and has installed sanitary sewer pipe including manholes up to and including MH 42-6B. Work will continue along East Derry Road throughout the month of December. The Contractor plans to remobilize behind Tanger Outlets after the holiday season to complete that section of work. Josh Fox of HRG reviewed some of the additional items that the contractor has discovered that were not part of the original project scope.

#### ENGINEERING STATUS REPORT

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

Staff and Hazen and Sawyer (Hazen) continue to work towards incorporating the US EDA contract provisions into the bidding and contract documents.

##### High Meadow Pump Station Upgrade

Herbert, Rowland and Grubic, Inc. (HRG) met with DTMA Staff on November 11<sup>th</sup> to review and discuss the 60% complete design and are ready to submit the PADEP WQM Part II Permit Application upon confirmation that the proper PADEP planning is in place.

Hershey Entertainment & Resorts (HE&R) has provided authorization to proceed with the geotechnical field work at the proposed pump station site scheduled for December 27<sup>th</sup>. The HE&R team has been provided a copy of pump station site plans and will review the proposed pump station and force main layout and provide any comments, questions or concerns to Staff and HRG by the end of January 2023. During this time HRG will begin work on the PADEP site work NPDES Permit and General Permit Applications.

A proposal from CHRIS, Inc. has been provided for review and approval. As mentioned during the November Board meeting, correspondence from the Pennsylvania State Historic Preservation Office has been received noting that a Phase 1 Archeological Study will be required for the Project. A proposal for these services at a cost of \$15,631.50 was provided by CHRIS, Inc.

##### High Meadow Pump Station Drainage Basin Flow Monitoring Plan

In the summer of 2021, DTMA authorized Herbert, Rowland and Grubic, Inc. (HRG) to complete an evaluation of the High Meadow Pump Station (HMPS) in order to determine feasible improvement alternatives, prepare a conceptual design, and provide cost estimates to upgrade and expand the capacity of the pump station. During periods of significant wet weather, the HMPS is highly susceptible to site flooding as well as increased flows due to inflow and infiltration (I/I) in the tributary collection & conveyance system. HMPS will also experience additional wastewater flow contributed from future development such as the West End Project.

HRG's evaluation recommended the full replacement of the existing HMPS to allow for additional system capacity for the reasons noted above and to improve flood resiliency of the station. HRG has since progressed with the detailed design and associated permit applications for the HMPS replacement.

In conjunction with the above, DTMA Staff have determined that a study of the flows in the sanitary sewer collection system tributary to the HMPS is in order. As mentioned at the November meeting, HRG



solicited for proposals to complete the aforementioned study. Two COSTARS proposals were received and after review, it has been determined that the COSTARS proposal from North East Technical Sales, Inc. (North East) at a cost of \$65,520.00 is preferred. The services to be provided include the installation of 9 flows meters for a data gathering period of 6 months, the wireless transmission of flow data, and meter maintenance and removal. By gathering data on the flows within this drainage basin, Staff can more accurately determine dry and wet weather flow rates and characteristics (i.e. average and peak flows), impacts of seasonal tourism and new development, and Identify significant sources of infiltration and inflow (I/I).

The data obtained from this study will be used for planning purposes to implement sanitary sewer repair and/or replacement projects to help reduce the sources of I/I within the HMPS drainage basin. This ultimately ensures that the HMPS upgrades will provide sufficient capacity into the future to support long-term development.

#### Maintenance Garage Expansion

Results of the geotechnical investigations within the future expansion area were completed on November 15<sup>th</sup>. Revised Architectural design plans remain under review by DTMA Staff. Staff are also coordinating with SGS Architects and Engineering, Inc. on the land development plan submission and approval schedule for early 2023.

#### Southwest WWTP Headworks Evaluation and Permitting

HRG is finalizing the WQM Permit application and anticipates submitting the permit application following the December DTMA Board meeting and upon concurrence by DTMA Staff. HRG continues efforts on the final design, including completion of the evaluation of the existing HVAC system.

As discussed during previous Board meetings, the existing fine screening and grit removal equipment located in the Headworks building at the Southwest WWTP are in need of replacement. The equipment was installed as part of the original plant construction in the early 1990's and has grown obsolete and difficult to repair, and has been malfunctioning and/or out of service since the early 2000's. In 2022, DTMA Staff and HRG initiated and progressed with a project to replace the existing fine screen and grit removal equipment within the existing building.

After developing design and performance specifications and submitting requests to qualified manufacturers to provide suitable equipment, DTMA Staff and HRG received and reviewed COSTARS proposals and contracts for the pre-purchase of replacement screening equipment from four manufacturers. Following our review and related coordination with manufacturers, Staff and HRG have selected the Duperon Corporation's FlexRake Bar Screen and related equipment (Duperon) as the preferred manufacturer. Some general conditions of the contract with Duperon include 10% payment upon approved submittals and release for fabrication and 80% payment upon delivery. Equipment shipment is estimated at 30-32 weeks after submittal approval. This project was planned and budgeted as a capital expenditure in the 2022 Budget. Project costs are to be paid from the Southwest Resource Allocation Fund (SWRAF).

Staff and HRG are continuing to review proposals received from manufacturers for the grit removal equipment and anticipate a recommendation for its replacement to be presented to the Board in January 2023.

#### 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.

#### STORMWATER PROGRAM MANAGER'S REPORT

Mr. Postick provided the report for this month's meeting.

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

Construction Agreements were signed on December 1<sup>st</sup> with Kinsley Construction, Inc. A pre-construction meeting has been scheduled for December 21<sup>st</sup>. Staff is working with the landowners to prioritize obtaining final temporary easements from Penn State Health, Penn State University and Hershey Trust.

#### Bullfrog Valley Stream Restoration

This project is currently well under construction. Completion of stream bank excavation and modification work and subsequent start of landscaping work is expected to occur the week of December 19, 2022.

#### Deer Run Stream Restoration

DTMA Staff has been working closely with property owners in the project's vicinity to keep them updated on the project's schedule and impacts. Staff have also prioritized obtaining and finalizing temporary construction easement agreements with the affected property owners (i.e. Derry Township, development HOAs, Allegheny Valley School, and two individual single-lots). The Contractor, ARRC, has mobilized onto the project site. However, until the above items have been properly addressed and accomplished, ARRC's work will remain on hold. Mr. Rehkop updated the Board on the status of outstanding easements for this project and others that were not obtained prior to the projects commencing. He noted that the projects were put on hold until the landowners were notified and schedules worked out to obtain temporary easements in order to keep the projects on schedule.

#### Stormwater Ordinance

Staff will continue to collaborate with Township Staff and HRG to revise the Stormwater Ordinance to further align it with PADEP's Model Ordinance.

#### Water Resource Enhancement Program (WREP)

As noted in previous Board meetings, WREP is a developing County-wide program, intended to provide technical assistance for MS4 communities and help with meeting water quality requirements. WREP is affiliated with the Tri-County Regional Planning Commission (TCRPC) and the Dauphin County Planning Commission. On December 6<sup>th</sup>, Mr. Furlan and DTMA Staff met with WREP team members to discuss the intention for the program's administration, in particular regarding how membership tiers may be set up and what levels of commitment and benefit each tier may have. They reviewed with the Board the details that were discussed at the December 6<sup>th</sup> meeting as well as what is proposed for the advisory committee in setting up the program.

Given the potential project cost-sharing and regional grant funding opportunities that membership in this organization would offer, and with the ability to have a seat on the WREP Advisory Committee, DTMA Staff recommends joining the program and executing the associated WREP agreement. Note that at this time, the fee for inclusion in the program is \$500 per year.



#### Spring Creek Watershed Improvement Program (WIP)

On December 7<sup>th</sup>, DTMA met with members of the Spring Creek WIP steering committee to discuss what has transpired to date regarding administration of the program, to look towards potential partnering efforts and projects, and to plan an upcoming public event to garner local interest in the program.

#### ITEMS FOR ACTIONS

##### Presentation of 2023 Stormwater Fund Budget

The 2023 Stormwater Fund Budget was prepared to account for six (6) years of Stormwater Management Program (SMP) operations and provides for an effective planning strategy for implementation of necessary stormwater asset renewal and/or replacement projects over the next two (2) years. Staff will continue to seek grant opportunities to offset project costs and has evaluated cost saving measures such as combining similar projects into a single construction contract. In 2023, Staff will continue to manage and move to completion a number of construction projects that are currently underway.

The Budget was prepared based on the projected primary revenues from the approved monthly fee of \$6.50 per Equivalent Residential Unit (ERU), or \$78/ERU/Year, applied to the projected net ERUs. Revenue also includes capital contributions expected from Hummelstown Borough for their agreed upon share of the construction costs of the Bullfrog Valley Stream Restoration project. The budget expenditures include a conservative estimate of the projected operational and capital expenses. However, according to projections, fund balances are estimated to be near \$30,000 at year end.

It appears that the existing SMP Fee will provide the Authority with the revenue requirement for 2023 to meet the annual needs of the program such as MS4 Permit compliance as well as the completion of the noted ongoing capital projects. However, we are currently updating the Capital Improvement Plan and preparing a stormwater fee analysis with annual revenue projections to support program initiatives and to ensure the program remains financially stable.

B. Link stated that he supports a fee increase if warranted. He also stated that he feels that DTMA should provide more public awareness for stormwater projects to acknowledge the benefits they provide to the entire community.

**Resolution #2022-66 – Approval of 2023 Stormwater Fund Budget:** This resolution was approved on a motion by B. Link, seconded by R. Furlan. The motion passed unanimously by voice vote.

**Resolution #2022-67 – Ratification of project payments from the 2021 and 2022 Capital Project Funds:** Staff reviewed the payments from the 2021 and 2022 Capital Project Funds 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 #2022-68 – Approval of Change Order #4 with Pagoda Electric for Contract 2020-02E:** This resolution was approved on a motion by B. Link, seconded by R. Furlan. The motion passed unanimously by voice vote.

**Resolution #2022-69 – Authorization for the COSTARS pre-purchase of select equipment for the Southwest Headworks Screening Replacement Project:** This resolution was approved on a motion by B. Link, seconded by R. Furlan. The motion passed unanimously by voice vote.

**Resolution #2022-70 – Approval of COSTARS proposal for the High Meadow Pump Station Drainage Basin Flow Monitoring Study:** This resolution was approved on a motion by R. Furlan, seconded by B. Link. The motion passed unanimously by voice vote.

**Resolution #2022-71 – Approval of Brown and Caldwell Construction Administration Proposal Scope Amendment #1:** This resolution was approved on a motion by B. Link, seconded by R. Furlan. The motion passed unanimously by voice vote.

**Resolution #2022-72 – Acceptance of the Dauphin County regional Water Resource Enhancement Program (WREP) Agreement:** This resolution was approved on a motion by B. Link, seconded by R. Furlan. The motion passed unanimously by voice vote.

**Resolution #2022-73 – Approval of the Cellco Partnership/Verizon Wireless land lease agreement for a communications tower at the Southwest Treatment Plant site:** This resolution was approved on a motion by R. Furlan, seconded by B. Link. The motion passed unanimously by voice vote.

**Resolution #2022-74 – Approval of Executive Director and Deputy Director Employment Contracts:** This resolution was approved on a motion by B. Link, seconded by R. Furlan. The motion passed unanimously by voice vote.

**Resolution #2022-75 – Approval of amendment to increase the Authority's contribution by 4% to the Defined Contribution Plan with MissionSquare:** This resolution was approved on a motion by R. Furlan, seconded by C. Duncan. The motion passed unanimously by voice vote.

**Resolution #2022-76 – Approval of 2023 Public Meeting dates:** This resolution was approved on a motion by R. Furlan, seconded by C. Duncan. The motion passed unanimously by voice vote.

#### **PUBLIC COMMENT**

There was no public comment at this time.

#### **RECOGNITION OF PUBLIC SERVICE**

Chairman Feidt announced that Board Member Brian Link's term on the Authority Board was ending on December 31, 2022. Board members and Staff thanked Brian for his contributions to the Board and for his years of dedicated service.

#### **EXECUTIVE SESSION**

At 7:08 p.m. the Board recessed into Executive Session to discuss a personnel matter. The Board exited the Executive Session at 7:29 p.m. and reconvened the public meeting at that time.

#### **ADJOURNMENT**

With no further business to come before the Board, B. Link made a motion to adjourn the December 19, 2022 public meeting at 7:29 p.m., seconded by C. Duncan. The motion passed unanimously by voice vote.



(Assistant) Secretary