

West Hanover Township Authority Monthly Meeting Minutes

March 8, 2023 at 6 pm

13 in attendance including board, staff, solicitor, public (1 in person, 3 Zoom)

1. CALL TO ORDER: Mr. Shradley called the monthly meeting to order at 6:01 pm.

2. ROLL CALL: All present, Mr. Fowler via Zoom.

3. APPROVAL OF THE MINUTES:

a. Monthly meeting minutes from February 8, 2023.

A motion was made to approve the monthly meeting minutes as presented. Moved by Mr. Stewart, seconded by Mr. Fowler. Motion passed.

4. CORRESPONDENCE: None

5. BOARD COMMENT / ANNOUNCEMENTS:

2023 Stormwater bills are being reviewed and finalized. Bills are expected to go out to parcels Mid-March.

6. PUBLIC COMMENT:

Richard Enck – 7112 Hillside Road

Mr. Enck asked for additional information on the stream bank stabilization performed on Holly Ridge.

Mr. Kreiser responded public works put rip rap on the stream bank to keep it from eroding closer to the road.

Bobbie Van Buskirk for AP Williams

Ms. Van Buskirk commented on receiving lien notices for a parcel that they were unaware of, and invoices were being sent to the wrong address. The board asked her when she gets the bills to send an email with all the information and they will review.

7. PRESENTATIONS, STAFF & BOARD REPORTS:

a. Administration

i. Alexis' activity log

b. MS4 Projects

i. Rettew Stream Restoration Projects Update

We have signed and recorded easements for the school district and the Hepler parcel. Mr. Gossert is still working on getting in contact with the pool for the UNT Beaver Creek project. Mr. Gossert has received some new contact info and will try to reach them there, as they have been unresponsive thus far. The ad for bid was published and posted on Pennbid. Bid opening is planned for 3/30.

ii. COE update

Mr. Gossert informed the COE is finishing sizing pipes and will soon move back in the valley to gather data on structures, culverts, etc.

c. Public Works

- i. 2/7: Street sweeping & inlet boxes (Piketown, Jonestown, Orlando, Fernando, Mayberry)
- ii. 2/16: Cleaning water inlets, gutters & roads (Kingswood, Minute, Florence, E Appalachian Trail, Appleby, Fairville)
- iii. 2/22: Street sweeping, cleaning inlet boxes and gutters (Jonestown, Florence, Fern, Rabbit)
- iv. 2/23: Stream bank stabilization (Holly Ridge)

d. Complaints

- i. 1011 Holly Ridge

e. Incident Report

- i. Oil Spill on Piketown Road and Appalachian Trail

Mr. Gossert reported a car on Appalachian Trail bottomed out and lost transmission fluid. HRG was notified to file a report and the spill was cleaned up by the public works crew.

8. TREASURER'S REPORT:

- a. Mr. Stewart stated the Mid Penn bank balance as of 3/8/23 was \$719,901.18.
- b. The Keystone Collections totals for February were:
 - i. February: \$20,288.33
 - 1. 2020: \$3,789.46
 - 2. 2021: \$5,108.22
 - 3. 2022: \$11,390.65
- c. Keystone quarterly collection reports as of 2/15
- d. Approval of WHT January invoice \$23,793.16

A motion was made to approve the January invoice as presented. Moved by Mr. Stewart, seconded by Mr. Fowler. Motion passed.

- e. Financial statements provided by Tim

There was a discussion on retained earnings and reimbursed SALDO fees. Mr. Gossert stated about 6% of revenue for the year has been received and about 14% of expenditures have been used.

- f. Discussion of investment of surplus funds

There was a discussion investing funds in a 6-month treasury bill that are now getting about 5% interest and we are currently getting 1.5% from the bank. The board agreed to invest up to \$500,000 broken up in different increments for 6 months in the treasury bill. Mr. Houck will research the best options and monitor. A motion was made to approve the investment. Moved by Mr. Fowler, seconded by Mr. Stewart. Motion passed.

9. OLD BUSINESS:

- a. Approximately 200 second notice of lien letters were mailed out to 2020 and 2021 delinquent parcels
- b. Lien recommendation

Mr. Gossert stated the letters are getting attention and we are bringing down the delinquencies. A final noticed will be mailed before we move forward with the lien. Solicitor Ghazanfari will confirm exactly when the lien needs to be placed. A motion was made to send a final notice to delinquent parcels.

Moved by Mr. Kreiser, seconded by Mr. Stewart. Motion passed.

- c. Project financing discussion

Mr. Gossert informed he will be having a meeting with HRG to discuss finalizing the PennVest financing for the projects.

10. NEW BUSINESS:

a. Discussion on updated urban vs. non-urban areas determined by Census Bureau
There was a discussion on the updated Census Bureau information changing the 2020 urban area and how it affects some of the parcels in West Hanover. It was recommended by Solicitor Ghazanfari to continue our billing with the 2010 urban data because we are still under that permit.

b. Approval refund of late fees \$84.82 for 7390 Country View Drive. Dauphin County had error in billing address so resident was not receiving invoices.

A motion was made to approve a refund in the amount of \$84.82. Moved by Mr. Kreiser, seconded by Ms. Zimmerman. Motion passed.

11. PUBLIC COMMENT:

Richard Enck – 7112 Hillside Road

Mr. Enck asked if the Sewer Authority received late fees on their bill.

12. BOARD MEMBER COMMENTS:

a. Gloria Zimmerman – is willing to talk about issues in a public meeting or in private

b. Mike Kreiser – would like to make sure Light Heigel does not bill the Authority for the work they did when sending the updated billing including the Census update without our knowledge. Mr. Gossert will handle.

c. Tom Stewart – asked if there was a set date each year when the bills go out. Typically, they are set for March 15th but sometimes circumstances and things beyond our control may alter that date slightly.

d. Max Shradley - None

e. Bob Fowler – will be back in person for the April meeting.

13. ADJOURNMENT:

Mr. Shradley announced the monthly meeting would adjourn into an executive session. A motion was made to adjourn the monthly meeting. Moved by Mr. Stewart, seconded by Ms. Kreiser. Motion passed. The monthly meeting ended at 7:07 pm.

Upcoming 2023 Meeting Dates

April 12

May 10