

West Hanover Township Authority Monthly Meeting Minutes

April 12, 2023 at 6 pm

13 total in attendance including board, staff, solicitor and public (2 in person, 3 Zoom)

1. **CALL TO ORDER:** Mr. Fowler called the meeting to order at 6 pm.
2. **ROLL CALL:** Ms. Zimmerman absent, all other members present. Mr. Shradley arrived late.
3. **APPROVAL OF THE MINUTES:**
 - a. Monthly meeting minutes from March 8, 2023
A motion was made to approve the monthly meeting minutes as presented. Moved by Mr. Stewart, seconded by Mr. Kreiser. Motion passed.

4. CORRESPONDENCE:

- a. PMAA performance assessment
PMAA is conducting a complimentary performance assessment for board members. The board members expressed interest in participating. Alexis will submit the registration.
- b. EAC comments on the draft zoning proposal
The board discussed the EAC comments on the Township's updated zoning draft. The changes are consistent with the Authority's rates, rules, and regulations. There was a discussion on riparian buffers, wetlands, steep slopes, benefits for the developer, and impact on the environment. The Township has an open public comment period for 45 days, all are encouraged to submit their comments.

5. BOARD COMMENT / ANNOUNCEMENTS:

Mr. Fowler announced the Township received Tom Stewart's resignation from the Stormwater Authority effective 5/31/23. The open seat will be posted on the Township's website. If you are interested in serving on the board, please submit the application along with your resume.

6. PUBLIC COMMENT:

Richard Enck- 7112 Hillside Road

Mr. Enck commented on a previously held executive session, attending the EAC meetings, and how the street sweeper dragged mud all over his street.

Sue Miller – 7117 Sterling Road

Ms. Miller commented on large amounts of water runoff into her driveway from Sterling Road. Mr. Gossert and HRG are aware, but no plan has been formulated. Solicitor Ghazanfari confirmed identifying the source of the runoff will determine who is responsible.

7. PRESENTATIONS, STAFF & BOARD REPORTS:

- a. **Administration**
 - i. Alexis' activity log

- ii. Discussion on management hours
The board, Mr. Gossert, Mr. Houck, and Solicitor Ghazanfari discussed tracking of management hours to justify the 25% cost. Mr. Gossert and Mr. Houck explained how time consuming it could be and take away from Township duties. Solicitor Ghazanfari discussed a fair proximation test, where you don't need exact detail because in most cases the process of detail becomes more expensive and there is no one size fits all model. There was a discussion on how many and which months should be tracked, the auditors and solicitors' approval of the 25% cost which they find to be an accurate reflection, and what it would cost if an Authority manager and financial director were hired. Mr. Gossert reiterated, the Township has made a commitment to provide staff and services and there is a cost associated with that. Alexis will call around to other Townships and investigate what percentages they use and the basis of those.

b. MS4 Projects

- i. Rettew stream restoration projects update

- 1. Award construction bid

- A motion was made to award the construction bid as recommended by Rettew to Flyaway Excavating Inc. Moved by Mr. Shradley, seconded by Mr. Stewart. Motion passed.

- ii. COE update

- The analysis is near complete. There is a discrepancy on how many weeks the COE is supposed to be doing the analysis, so Mr. Gossert is looking into that.

c. Public Works

- i. 3/3: Cleaning debris from roadside gutters and inlet boxes (Fairville, E. Appalachian, Appleby, Sleepy Hollow)
- ii. 3/7: Street sweeping (Kiwanis, Rabbit, Walnut Run, Pinetree, Evergreen)
- iii. 3/13: Street sweeping (Bradford, Umberger, Slepian, Carl)
- iv. 3/15 -3/17: Street sweeping (Skyline, Millstone, Winslett, Brookview, Hanover Heights developments and adjacent roads)
- v. 3/20- 3/21: Street sweeping (Devonshire, Douglas, Maple, Fernando, Knight, Green Hill)
- vi. 3/22 -3/24: Street sweeping (North of Rt. 39)
- vii. 3/27 -3/28: Street sweeping (Firehouse 1 &2, Middle of Township)

d. Complaints

- i. 165 Piketown Road

- Mr. Gossert informed he and HRG inspected the site, the resident will apply for a road cut permit but there was no further concern.

8. TREASURER'S REPORT:

- a. Mr. Stewart stated the Mid Penn bank balance as of 4/12/23 was \$914,158.77
- b. The Keystone Collections totals for March 2023 were: \$193,499.46
 - a. 2020: \$4,745.43

- b. 2021: \$6,802.80
 - c. 2022: \$106.21
 - d. 2022: \$6,002.54
 - e. 2023: \$175,842.48
- c. Approval of WHT February invoice \$30,004.72
Mr. Kreiser is still not pleased with the lack of detail on the HRG invoices. Mr. Gossert will speak with them again. A motion was made to approve the West Hanover Township invoice for February. Moved by Mr. Stewart, seconded by Mr. Shradley. Motion passed.

There was a discussion on the status of the investments. Mr. Gossert and Mr. Houck recommended a PA School District Liquid Asset Fund for \$500,000, which is liquid asset, around 4.8% interest and can withdraw at any time. Solicitor Ghazanfari will double check the legality but does not foresee an issue as other municipalities are doing the same investments. A motion was made to approve the secondary investment option. Moved by Mr. Stewart, seconded by Mr. Kreiser. Motion passed.

9. OLD BUSINESS:

- a. Refund request in the amount of \$240.24 for Manada Court Villas Condominium Association.
After review of the provided documents by Manada Court, the board tabled the request until the next meeting. There was not documentation of the Act 20 fee that was applied only additional penalties.

10. NEW BUSINESS:

a. Appeals

- i. Appeal A23-01, 7174 Sterling Road. Recommendation: approval to reduce IA to 8,880 sq. ft
A motion was made to approve Appeal A23-01 as recommended by HRG. Moved by Mr. Kreiser, seconded by Mr. Stewart. Motion passed.

b. Discussion on financing comparison

There was a discussion on 10-year v. 20-year financing through PennVest and Dauphin County Infrastructure Bank. Mr. Gossert has a meeting in the beginning of May and will find out if there is a prepayment penalty. The interest is at about 1.7% for the first 5 years and goes up to about 2.1% for the remainder of the term.

11. PUBLIC COMMENT:

None

12. BOARD MEMBER COMMENTS:

- a. Gloria Zimmerman: n/a
- b. Mike Kreiser: None
- c. Tom Stewart: None
- d. Max Shradley: Apologized for being late

e. Bob Fowler: None

13. ADJOURNMENT:

Mr. Fowler announced the meeting would adjourn into an executive discussion to discuss anticipation of litigation with the lien process. A motion was made to adjourn the monthly meeting. Moved by Mr. Kreiser, seconded by Mr. Stewart. Motion passed. The meeting ended at 7:30 pm.

Upcoming 2023 Meetings

May 10

June 14