

West Hanover Township Authority Monthly Meeting Minutes

August 9, 2023 at 6:00 pm

9 total in attendance including board, staff, solicitor and public (1 zoom, 1 in person)

1. **CALL TO ORDER:** Mr. Fowler called the meeting to order at 6:00 pm.
2. **ROLL CALL:** Ms. Zimmerman absent, all other board members present.
3. **APPROVAL OF THE MINUTES:**
 - a. Monthly meeting minutes from July 12, 2023
A motion was made to approve the monthly meeting minutes as presented. Moved by Mr. Kreiser, seconded by Mr. Shradley. Motion passed.
4. **CORRESPONDENCE:**

The board received correspondence from Mr. Smullen regarding a potential project on Pheasant Road.
5. **BOARD COMMENT / ANNOUNCEMENTS:**

The 2023 rain barrel workshop will be held on Monday October 16th at Parks and Recreation. 43 barrels will be available, first come first serve.
6. **PUBLIC COMMENT:**

Richard Enck – 7112 Hillside Road
Mr. Enck asked if there would be photos of the stream restoration projects during construction and after. Alexis can add them to the website under MS4 projects as they are received.
7. **PRESENTATIONS, STAFF & BOARD REPORTS:**
 - a. **Administration**
 - i. Alexis' activity log
 - b. **MS4 Projects**
 - i. Rettew stream restoration projects update:
Solicitor Ghazanfari confirmed that he worked with the president of the board at the pool and the signed easement was put in the mail. Beginning of October is when the projects are slated to begin (weather permitting) and there will be a one-year warranty after the completion of the project, which includes plantings.
 - ii. COE update
Mr. Gossert had no updates.
 - c. **Public Works**
 - i. 7/3 & 7/10: Street sweeping and post storm cleanup (Sleepy Hollow, Piketown, Appalachian Trail East, Appleby, Rabbit, Kiwanis, Moyer)
 - ii. 7/20: Equipment maintenance
 - iii. 7/28: Replaced cross pipe (1408 Mumma Road)

d. Complaints

i. Bradford HOA

Public works fixed the inlet, in the Township's right of way, that was clogged by rocks.

8. TREASURER'S REPORT:

a. Mr. Kreiser announced the Mid Penn bank balance as of 8/8/23 was \$172,353.95.

b. July PSDLAF statement balance as of 7/31 is \$1,006,250.85. \$4,070.80 was earned in interest.

c. Approval of WHT invoices totaling \$57,395.19

i. May: \$32,974.53

ii. June: \$24,420.66

A motion was made to approve the invoices as presented. Moved by Mr. Kreiser, seconded by Mr. Shradley. Motion passed.

d. Keystone Collections totals for July: \$4,549.67

a. 2020: \$174.89

b. 2021: \$99.00

c. 2022: \$64.36

d. 2023: \$4,211.42

e. 2020, 2021, 2022 and 2023 Keystone collection stats

The board discussed the collections percentages. 2020 has an almost 98% collection rate. 2023 is still lagging. Keystone sends reminders in September to the parcels that have not yet paid in full, and more collections come in near the end of the year.

9. OLD BUSINESS:

a. Discussion on staff percentages

Mr. Gossert will work on the Authority's budget with Mr. Houck and come back to the board with percentage recommendations that do not involve time/activity logging for the staff. Moving forward, staff will no longer be logging their time and activities. Alexis and Mike are available during Township hours for anything stormwater related that comes in. Mr. Gossert reminded the board that the percentages are ultimately up to the supervisors.

b. Discussion on loan for Dauphin County Infrastructure Bank

This is for the stream restoration projects this year and potential 3rd project next year near the Sewer Authority. The Authority is looking at borrowing approximately \$600,000 for 20 years and there is no prepay penalty. Mr. Gossert is planning to submit the application on Friday 8/11.

c. Liens: approval of resolution 23-06 adopting schedule of attorney's fees

Solicitor Ghazanfari explained the municipal claim's collections process in the municipal claims and tax liens act, you can recoup some of your costs through including attorney's fees. To do so, it must be pursuant to a previously adopted rate schedule. Dauphin County recently sent an upset sale list, that list was cross referenced with our delinquent sheets from Keystone to get all delinquent stormwater fees from these properties. Mr. Kreiser had sent the board the Sewer

Authority's resolution which dealt with legal fees and collection receiving. The board was interested in adopting something similar. The resolution 23-06 was recommended for adoption now because of the time sensitivity of the upset sale and the lien filing. The resolution could be amended later if necessary. A motion was made to approve resolution 23-06. Moved by Mr. Holmes, seconded by Mr. Kreiser. Motion passed.

10. NEW BUSINESS:

a. Discussion on budget workshops

Last year's budget was done for 2 years. Only some minor tweaks are needed. The board discussed if there was a need for separate budget workshops or if it could be done at the monthly meeting. The board agreed workshops were not needed and the budget could be discussed as an agenda item at the monthly meetings. In September, Mr. Gossert and Mr. Houck will present a draft budget to be discussed and then make any necessary adjustments. The board will plan to adopt the budget at the October meeting that way Mr. Gossert and Mr. Houck can then focus on the West Hanover Township budget.

11. PUBLIC COMMENT:

Richard Enck – 7112 Hillside Road

Mr. Enck asked how many parcels were going to have a lien filed. Solicitor Ghazanfari said the top 20 delinquent amounts from 2020 are the first ones to have a lien filed.

12. BOARD MEMBER COMMENTS:

- a.** Gloria Zimmerman: n/a
- b.** Mike Kreiser: None
- c.** Don Holmes: None
- d.** Max Shradley: None
- e.** Bob Fowler: None

13. ADJOURNMENT:

A motion was made to adjourn the monthly meeting. Moved by Mr. Shradley, seconded by Mr. Kreiser. Motion passed. The meeting ended at 6:53 pm.

Upcoming 2023 Meeting Dates

September 13

October 11