

**WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY  
7901 JONESTOWN ROAD, HARRISBURG, PA  
WEDNESDAY, JANUARY 20, 2016  
REORGANIZATION MEETING**

**CALL TO ORDER**

Chairman Steinmeier called the reorganization meeting to order at 6 p.m., followed by the Pledge of Allegiance.

**ATTENDANCE**

Donald L. Steinmeier, Chairman  
Kenneth L. Tyndale, Vice Chairman  
Thomas Stewart, Treasurer  
Robert Garland, Secretary  
Michael A. Kreiser, Assistant Secretary

**REORGANIZATION**

Election of Chairman. *Mr. Kreiser moved, seconded by Mr. Stewart, to nominate Donald Steinmeier as Chairman for 2016. The motion was unanimously approved.*

Election of Vice Chairman. *Mr. Stewart moved, seconded by Mr. Garland, to nominate Michael Kreiser as Vice Chairman for 2016. The motion was unanimously approved.*

Election of Secretary. *Mr. Kreiser moved, seconded by Mr. Stewart, to nominate Robert Garland as Secretary for 2016. The motion was unanimously approved.*

Election of Treasurer. *Mr. Kreiser moved, seconded by Mr. Garland, to nominate Thomas Stewart as Treasurer for 2016. The motion was unanimously approved.*

Election of Assistant Secretary. *Mr. Stewart moved, seconded by Mr. Garland, to nominate Kenneth Tyndale as Assistant Secretary for 2016. The motion was unanimously approved.*

Election of Assistant Treasurer. *Mr. Tyndale moved, seconded by Mr. Kreiser, to nominate Mark Salisbury as Assistant Treasurer for 2016. The motion was unanimously approved.*

Appointment of Accountant. *Mr. Stewart moved, seconded by Mr. Kreiser, to appoint Diana M. Reed & Associates as Authority's accountant, as needed, for 2016. The motion was unanimously approved.*

Appointment of Depositories. *Mr. Tyndale moved, seconded by Mr. Stewart, to appoint Fulton Bank and Mid Penn Bank as the Authority's depositories for 2016. The motion was unanimously approved.*

Appointment of Authority Solicitor. *Mr. Tyndale moved, seconded by Mr. Kreiser, to appoint Yost & Davidson as the Authority's solicitor for 2016. The motion was unanimously approved.*

## **PUBLIC COMMENT**

No public comment was offered at this time.

## **APPROVAL OF MINUTES**

Regular Meeting, December 15, 2015. ***Mr. Tyndale moved, seconded by Mr. Garland, to approve the Minutes as distributed. The motion was unanimously approved.***

## **FINANCIAL REPORTS**

Mrs. Martin reported that the prepaid invoices as of 12/31/15 totaled \$40,223.54. She also reported that the pending invoices for expenses incurred in 2015 totaled \$2,132.53.

***Mr. Stewart moved, seconded by Mr. Kreiser, to approve the prepaid invoices in the amount of \$40,223.54. The motion was unanimously approved.***

***Mr. Kreiser moved, seconded by Mr. Tyndale, to approve the pending invoices in the amount of \$2,132.53. The motion was unanimously approved.***

Mrs. Martin also reported that the prepaid invoices for 2016 totaled \$13,432.88. She also reported that the pending invoices for 2016 totaled \$4,682.98.

***Mr. Garland moved, seconded by Mr. Stewart, to approve the prepaid invoices in the amount of \$13,432.88. The motion was unanimously approved.***

***Mr. Stewart moved, seconded by Mr. Tyndale, to approve the pending invoices in the amount of \$4,682.98. The motion was unanimously approved.***

The December receipts totaled \$106,137.83.

## **OLD BUSINESS**

Houck Manor Discussion. This item is tabled until March 2016.

Sheriff Sales. Mr. Yost reported that he is continuing to work on the Sheriff's Sale. Several members voiced concerns about raising arrears. By consensus, the members agreed that proceedings needed to move forward for those properties already assigned for Sheriff's Sale. In addition, they agreed that the Authority needed to review arrears at the March 2016 meeting and move forward with assigning additional properties for Sheriff's Sale.

Board Authorization to Purchase a New Vehicle/Transfer Tank. Mr. Salisbury briefly reviewed the quotes from Hoffman Ford and Sutliff Chevrolet for a new vehicle. A brief discussion followed, during which it was suggested that Mr. Salisbury go back to the dealers and obtain a price for an extended cab, which the staff would like to have. In addition, Mr. Salisbury called the members' attention to the specifications for a Delta Steel Transfer Tank to be added to the new vehicle at a cost of \$299.99. Mr. Salisbury added that adding the transfer tank to the vehicle would allow the on-site fuel tank to be removed.

## **NEW BUSINESS**

West Hanover Composting Facility Project. Mr. Shope called the members' attention to the letter from nuTerra regarding a proposal to use the annex building to set up a composting facility.

A lengthy discussion followed, during which several members expressed concern about the proposed costs to the Authority and indicated that they would not be in favor of pursuing the proposal as currently outlined.

***Mr. Stewart moved, seconded by Mr. Garland, to go back to nuTerra and obtain more specifics on the proposal. The motion was unanimously approved.***

Arrears Procedures. Mr. Salisbury called the members' attention to his memorandum dated January 20, 2016 outlining the current procedures for handling sewer arrears. In addition, he pointed out that a copy of the current Resolution 2013-A-4 was attached as well. The current Resolution sets the threshold at \$1,200 to consider Sheriff Sale of a property; however, Mr. Salisbury proposed to lower the threshold to \$500.

A brief discussion followed, during which the Authority agreed to lower the threshold to \$600, which represents approximately one year of sewer charges.

***Mr. Stewart moved, seconded by Mr. Kreiser, to lower the threshold to \$600 in order to consider a property for Sheriff's Sale. The motion was unanimously approved.***

Newsletter Article. Mr. Salisbury called the members' attention to the proposed newsletter article for the next edition of the Township Newsletter. By consensus, the members agreed that the article should be forwarded to the Township Office as written.

### **PUBLIC COMMENT**

No public comment was offered.

### **CORRESPONDENCE**

Mr. Salisbury briefly reviewed the information included in the packets regarding the Bidding Thresholds Increase effective January 1, 2016. In addition, Mr. Salisbury pointed out a flyer for Board Member Training sponsored by PMAA.

### **AUTHORITY MEMBER COMMENTS**

Tom Stewart. Mr. Stewart asked Mr. Yost when he would be anticipating the completion of the agreement between the Authority and Goran Bulatovic, which he agreed to sign after the Authority agreed to waive payment of an additional tapping fee for a guest house on his property with certain conditions. Mr. Yost responded that he anticipated the agreement would be completed in the near future.

Ken Tyndale. Mr. Tyndale had no comments.

Bob Garland. Mr. Garland had no comments.

Mike Kreiser. Mr. Kreiser had no comments.

Don Steinmeier. Mr. Steinmeier pointed out that the Authority did not appoint an engineer for 2016 since the Authority is going to make some changes. Mr. Shope suggested that the Authority send a letter to Gannett Fleming in February that it is no longer going to retain their services under an Annual Services Agreement.

### **REPORTS**

Authority Manager. Mr. Salisbury submitted his monthly written report, as well as a report outlining activities during 2015.

Engineer. Mr. Shope had no further report.

Solicitor. Mr. Yost had no further report.

**ADJOURNMENT**

***Mr. Tyndale moved to adjourn the meeting. The motion was unanimously approved.*** The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Gail A Martin  
Recording Secretary