

**WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY
7901 JONESTOWN ROAD, HARRISBURG, PA
TUESDAY, DECEMBER 20, 2016
REGULAR MEETING**

CALL TO ORDER

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

Chairman Steinmeier announced that an Executive Session was held at 5:30 p.m. to discuss professional services.

ATTENDANCE

Donald L. Steinmeier, Chairman
Michael A. Kreiser, Vice Chairman
William Rehkop, Secretary
Thomas Stewart, Treasurer
Kenneth L. Tyndale, Assistance Secretary

PUBLIC COMMENT

No public comment was offered at this time.

APPROVAL OF MINUTES

Regular Meeting, November 15, 2016. Mr. Kreiser called attention to page 2, under Authority Member Comments. Under Tom Stewart, it should read that Mr. Stewart had no comments.

Mr. Stewart moved, seconded by Mr. Tyndale, to approve the Minutes as amended. The motion was unanimously approved.

FINANCIAL REPORTS

Mrs. Martin reported that the prepaid invoices totaled \$42,542.13; pending invoices totaled \$29,862.59.

Mr. Stewart moved, seconded by Mr. Kreiser, to approve the prepaid invoices in the amount of \$42,542.13. The motion was unanimously approved.

Mr. Kreiser moved, seconded by Mr. Tyndale, to approve the pending invoices in the amount of \$29,862.59. The motion was unanimously approved.

Receipts for November totaled \$374,594.08.

OLD BUSINESS

Sheriff Sales. Mr. Yost stated that he was continuing to work on this issue.

NEW BUSINESS

Houck Manor/Holiday Park Engineer Appointment. Mr. Shope reiterated that the Authority interviewed Herbert, Rowland and Grubic (HRG) and Gannett Fleming on December 8, 2016 to discuss their proposals to design the Houck Manor/Holiday Park sewer extension.

Mr. Stewart moved, seconded by Mr. Kreiser, to appoint HRG as the design engineer for the project. The motion was unanimously approved.

PUBLIC COMMENT

No public comment was offered.

CORRESPONDENCE

Incident Report 11-19-16. Mr. Salisbury called the members' attention to an incident report submitted by Mr. Aston that occurred on 11-19-16 whereby the SBR #2 influent valve failed to open and that the breakers for both SBR #2 and SBR #3 valves tripped. Those failures necessitated the plant to be run manually for most of Thanksgiving week and weekend. After further investigation, it was determined that the underground wires to the influent valves needed to be replaced.

Mr. Salisbury called the members' attention to a quote from Whitman's Plumbing, Electrical, & Mechanical to replace the wiring at a cost of \$3,531.74. A brief discussion followed.

Mr. Kreiser moved, seconded by Mr. Tyndale, to proceed with Whitman's quote at a cost not to exceed \$3,531.74. The motion was unanimously approved.

Job Classifications. Mr. Salisbury called the members' attention to job descriptions for the Chief Operator and Operators.

Adam Bell's Employment. Mr. Salisbury called the members' attention to his memorandum dated December 14, 2016. Mr. Bell has requested that he be permitted to move from full-time to part-time employment so that he can pursue his Master's Degree in Environmental Engineering. His schedule would consist of working Monday thru Thursday from 10 a.m. to 4 p.m. and his weekend work every third week. Mr. Bell is aware that he would not be entitled to medical, retirement, or PTO benefits. Currently, he has slightly over ten (10) days of PTO accumulated. This transition would occur either the week of January 9 or January 16, 2017.

By consensus, the members agreed to this change in status.

AUTHORITY MEMBER COMMENTS

Mike Kreiser. Mr. Kreiser had no comments.

Ken Tyndale. Mr. Tyndale had no comments.

Bill Rehkop. Mr. Rehkop had no comments.

Tom Stewart. Mr. Stewart had no comments.

Don Steinmeier. Mr. Steinmeier announced that the Board of Supervisor did approve Echo Housing. He added that the Township's budget for 2017 had a \$500,000 deficit, which would be offset by reserves on hand.

REPORTS

Authority Manager. Mr. Salisbury submitted a written report.

Authority Engineer. Mr. Shope had no additional report.

Authority Solicitor. Mr. Yost had no additional report.

ADJOURNMENT

Mr. Stewart moved, seconded by Mr. Tyndale, to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 6:52 p.m.

Respectfully submitted,

Gail A. Martin
Recording Secretary