

WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY
7901 JONESTOWN ROAD, HARRISBURG, PA
TUESDAY, OCTOBER 17, 2017
REGULAR MEETING

CALL TO ORDER

Chairman Kreiser called the regular meeting to order at 6 p.m., followed by the Pledge of Allegiance. Mr. Kreiser announced that an executive session would be held at the conclusion of the meeting to discuss legal matters.

ATTENDANCE

Michael A. Kreiser, Chairman
Donald L. Steinmeier, Vice Chairman
Thomas Stewart, Treasurer
William Rehkop, Secretary
Joseph Sembrot, Assistant Secretary

PUBLIC COMMENT

Richard Enck, 7112 Hillcrest Road. Mr. Enck advised the Authority that at least thirty (30) residents were missed when notification was sent out regarding the proposed sewer project in Houck Manor.

Mr. Salisbury stated that the list of residents was received from the Township and that all of the addresses shown on the plan were notified of the project. In response to a question asking Mr. Enck to provide the Authority with his list, he refused to provide it.

Mr. Enck expressed concern that the Authority was installing a low pressure rather than a gravity system. He also stated that several residents had obtained estimates for installation of the public sewer, and the prices ranged from \$9,000 from a plumber in Palmyra to \$22,000 from Walters.

Jessica Shertzer, 672 Piketown Road. Mrs. Shertzer asked why the Township could not pay for the difference in cost to install a gravity versus low pressure system.

Mrs. Shertzer also expressed concern that she and her husband were notified only a month ago that they would have to connect to the public sewer system and that they really didn't want to since they are not having any problems with their current system.

Mr. Salisbury explained that the Township's Ordinance required any property within 150 feet of the sewer lines was required to connect, and that they met that criteria. He further explained that the neighboring property had a small on-site plant and that the agreement signed by the property owner agreed that if public sewer would become available, he would connect to it. By doing so, that puts the Shertzer property within the 150 feet.

Mr. Steinmeier stated that DEP was mandating the projects for Houck Manor and Holiday Park and that they needed to be completed in the next several years.

APPROVAL OF MINUTES

Mr. Sembrot moved, seconded by Mr. Steinmeier, to approve the Minutes of September 19, 2017 as distributed. The motion was approved 4-0, with Mr. Stewart abstaining as he was not present at the meeting.

FINANCIAL REPORTS

Mrs. Martin reported that the prepaid invoices totaled \$44,891.99.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the prepaid invoices in the amount of \$44,891.99. The motion was unanimously approved.

Mrs. Martin also reported that the pending invoices totaled \$29,355.19.

Mr. Stewart moved, seconded by Mr. Steinmeier, to approve the pending invoices in the amount of \$29,355.19. The motion was unanimously approved.

September receipts totaled \$112,762.45.

OLD BUSINESS

Houck Manor and Holiday Park – Resident Letter, Gerald Hile Letter. Mr. Salisbury called the member's attention to the proposed letter to be sent to the residents affected by the project. The letter outlines information the residents would need regarding circuit breaker size, grinder pump spare parts, Township permits, etc.

Mr. Salisbury also raised the question as to whether or not the Authority wanted to stock two grinder pumps that could be used as loaners in the event that one would fail in Houck Manor. Mr. Salisbury explained that in the original project, the Authority did have one or two grinder pumps on hand but sold them to the resident rather than loaned it if the need arose.

A brief discussion followed during which a discussion was held as to how the loaner program would work, and it was agreed that an agreement would be drafted that could be used in the event the need for a loaner pump would occur. Mr. Salisbury agreed to work with Mr. Shope and the solicitor to accomplish that task. The Authority agreed by consensus that the letter should be sent to the residents.

Mr. Steinmeier moved, seconded by Mr. Sembrot, to have the Authority purchase and maintain two (2) grinder pumps to be loaned to residents in the event of an emergency. The motion was unanimously approved.

Mr. Salisbury called the members' attention to the letter included in the packet that was sent to the residents who required a grinder pump for their properties, as well as a copy of Resolution 2008-A-3 outlining the Authority's grinder pump policy.

A brief discussion followed regarding the revision of the Resolution to include the name of the grinder pump that would be used for the Houck Manor project, as well as any other changes that would be relevant.

Mr. Stewart moved, seconded by Mr. Rehkop, to revise Resolution 2008-A-3. The motion was unanimously approved.

Mr. Shope called the members' attention to the letter he sent to Gerald Hile regarding obtaining a right-of-way for the Holiday Park pumping station. He stated that Mr. Hile has not acknowledged the letter nor contacted the Authority. He stated that he and Mr. Salisbury would go out and make a "cold call" on Mr. Hile in the near future.

Mr. Shope reported that at the present time, the project would be advertised in December and the bid would be awarded in January 2018.

Mr. Shope stated that Justin Medinsky from HRG had approached him regarding preparation of a proposal to provide assistance during the bid phase and construction phase of the project. By consensus, it was agreed that Mr. Shope should request that HRG prepare the proposal.

LaQuinta Motel. Mr. Shope reported that LaQuinta Motel installed a lint trap on October 3, 2017. Mr. Shope also reported that he sent a letter to the general manager at LaQuinta including the invoice for the pump replacement and advised that staff would be monitoring the discharge.

Ted's Bar & Grill. Mr. Salisbury reported that the sanitary sewer valve box was repaired on October 5, 2017.

NEW BUSINESS

Draft 2018 Budget for Discussion. Mr. Salisbury called the members' attention to the proposed 2018 budget and salaries. Mr. Kreiser requested that the members review the information and come prepared to discuss and/or approve it at the November meeting.

7131 Beaver Creek Road. Mr. Salisbury called the members' attention to a letter addressed to the residents at 7131 Beaver Creek Road. It was discovered that this property was connected to the sewer in 2012 but had never been billed. Mr. Salisbury explained that the property was connected during the time period that PA American Water was doing the billing and only billed after the installation of a water meter. Since this house was not completed by the time the Authority changed billing companies in June 2012, it apparently was inadvertently overlooked since the owners did not contact the Authority to begin service nor did the Township provide a Certification of Occupancy. In an effort to be fair, Mr. Salisbury recommended that the Authority authorize him to send the draft letter included in the packet and to bill the residents from October 1, 2016 through December 31, 2017. The property will then be billed quarterly going forward.

A brief discussion followed.

Mr. Stewart moved that the residents be billed only from the fourth quarter of 2017 forward. The motion failed as no second was offered.

Mr. Sembrot moved, seconded by Mr. Steinmeier, to bill the residents from October 1, 2016 through December 2017 and then quarterly going forward. The motion was approved 4-1, with Mr. Stewart voting nay.

Emergency Bypass Pump. Mr. Salisbury called the members' attention to the letter and quote from Xylem for a replacement bypass pump. A brief discussion followed.

Mr. Stewart moved, seconded by Mr. Steinmeier, to approve the purchase of an emergency bypass pump. The motion was unanimously approved.

Draft Newsletter Articles. Mr. Salisbury called the members' attention to two newsletter articles drafted by Mrs. Martin and Mr. Shope. Mrs. Martin's article provides an update on sewer arrears and billing and Mr. Shope's article is basically a reproduction of the letter that was being sent to residents in Houck Manor regarding the proposed sewer project. By consensus, it was agreed that both articles should be submitted for publication in the next Township newsletter.

PUBLIC COMMENT

Richard Enck, 7112 Hillcrest Drive. Mr. Enck stated that he believes his house is located 151 feet from the street, which would mean that he should not have to connect to the sewer. Mr. Salisbury stated that Authority staff went out and measured and that measurement showed that the property was 149 feet from the street. It was suggested that the survey from HRG would be used as a guideline for connection.

David Shertzer, 672 Piketown Road. Mr. Shertzer asked if any grinder pump could be used as a replacement in the event he would experience a problem. He was advised that it would be unlikely that any other grinder pump would fit into the same components as the one that was going to be used for the project.

CORRESPONDENCE

Mr. Salisbury briefly reviewed the correspondence included in the packet, which included an article that appeared in The Patriot News on September 26, 2017 regarding the bill proposing that the PUC

should be over water and sewer authorities, a letter regarding the approval of Winslett Phase V record drawings and sanitary sewer dedication plat, and a calendar showing the dates for Authority meetings in 2018.

AUTHORITY MEMBER COMMENTS

Don Steinmeier. Mr. Steinmeier stated that he would be leaving the Authority on December 31, 2017.

Joe Sembrot. Mr. Sembrot had no comments.

Bill Rehkop. Mr. Rehkop had no comments.

Tom Stewart. Mr. Stewart had no comments.

Mike Kreiser. Mr. Kreiser had no comments.

REPORTS

Manager. Mr. Salisbury submitted a written report. He stated that he was contacted by Don Holmes asking if the fire company could store their tables and chairs in the Annex building. By consensus, it was agreed that could be done.

Mr. Salisbury also reported that he was approached by the Township Manager and asked whether or not the Authority would stop billing for Bucks Tavern located at 7590 Jonestown Road. A brief discussion followed.

Mr. Stewart moved, seconded by Mr. Sembrot, to waive the sewer fee for the house at 7590 Jonestown Road effective January 1, 2018. The motion was unanimously approved.

Engineer. Mr. Shope had no further report.

Solicitor. Mrs. Van Eck briefly reviewed the arrears listings included in the packet. She also reported that she is working on getting all of the easements recorded but that for several the Authority only had copies and not originals. She added that it would be necessary to go back to the owners and obtain original signatures.

ADJOURNMENT

Mr. Stewart moved, seconded by Mr. Sembrot, to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 7:23 p.m.

Respectfully submitted,

Gail A. Martin
Recording Secretary