

**WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY  
7901 JONESTOWN ROAD, HARRISBURG, PA  
TUESDAY, DECEMBER 18, 2018  
REGULAR MEETING**

**CALL TO ORDER**

The December 18, 2018 regular meeting of the Authority was moved to the West Hanover Park and Recreation building at 628 Walnut Avenue due to anticipating a significant number of residents to attend. Chairman Kreiser called the regular meeting to order at 6 p.m., followed by the Pledge of Allegiance. Mr. Kreiser stated that, as in the recent past, the same rules would apply for public comment.

**ATTENDANCE**

Michael A. Kreiser, Chairman  
William Rehkop, Vice Chairman  
Thomas Stewart, Treasurer  
Joseph Sembrot, Secretary  
Jeffrey Bowra, Assistant Secretary

**PUBLIC COMMENT** (Agenda Items Only)

Richard Enck, 7112 Hillside Road. Mr. Enck inquired as to what the WQM Permit referred to. Mr. Salisbury stated that it referred to a Water Quality Permit that was required by DEP to construct the low-pressure sewer system to the Houck Manor area.

Dudley Gordon, 7104 Hillside Road. Dr. Gordon inquired as to whether or not the Authority intended regarding the grinder pumps, e.g., extending the warranty, having the Authority be responsible for the maintenance, etc.

Mr. Kreiser stated that the Authority had not made any final decisions regarding how the grinder pumps would be handled other than each homeowner would be provided with a grinder pump at the Authority's expense.

**APPROVAL OF MINUTES**

Regular Meeting, November 20, 2018. ***Mr. Stewart moved, seconded by Mr. Rehkop, to approve the Minutes as distributed. The motion was unanimously approved.***

**FINANCIAL REPORTS**

Mrs. Martin reported that the prepaid invoices totaled \$44,627.62.

***Mr. Stewart moved, seconded by Mr. Sembrot, to approve the prepaid invoices in the amount of \$44,627.62. The motion was unanimously approved.***

Mrs. Martin also reported that the pending invoices totaled \$40,872.19.

***Mr. Stewart moved, seconded by Mr. Rehkop, to approve the pending invoices in the amount of \$40,872.19. The motion was unanimously approved.***

The November receipts totaled \$305,322.

## **OLD BUSINESS**

Houck Manor/Holiday Park. Matt Cichy from HRG was present for an update regarding the Houck Manor and Holiday Park projects.

Mr. Cichy reported that the Final Contract Documents for the Houck Manor Sewer Extension were submitted to the Authority for final review the week of November 27. The solicitor had several comments that were incorporated into the documents.

He also reported that the proposed bidding schedule was completed, which included Advertisement for Bids to be published on January 3, 2019, a Pre-Bid Meeting on January 22, 2019 at 10 a.m. to be held at the treatment plant, and the Bid Opening is scheduled for February 7, 2019 at 1 p.m. to be held at the treatment plant.

Mr. Salisbury asked the Authority to authorize the advertisement for bids to be published in *The Patriot News* on January 3, 2019.

***Mr. Stewart moved, seconded by Mr. Rehkop, to authorization an advertisement for bids on the Houck Manor sewer extension to be published on January 3, 2019. The motion was unanimously approved.***

In addition, Mr. Cichy added that he anticipated the authority taking action at its February meeting to issue an intent to award a bid. In response to a question, Mr. Cichy stated that he would anticipate construction to begin in April or May dependent on weather conditions.

It was noted that the grinder pumps for the project would be procured through CoStars.

Mr. Cichy also reported that a WQM Permit application was submitted to DEP for the Holiday Park sewer extension but as of December 18, 2018, DEP had not begun to review the application.

Mr. Cichy added that the Authority would also be required to apply for an NPDES Permit for the Holiday Park extension. The Dauphin County Conservation District also requested that soil drilling to do soil investigation would need to be completed at the location of the pump station to be constructed on Mr. Longenecker's property. Mr. Salisbury stated he would contact Mr. Longenecker regarding that issue.

Solids Handling Design & Spec Proposal. Mr. Salisbury reported that staff met with Justin Medinsky the week of December 10, 2018 to discuss possibilities for a new sludge press. The BDP screw press pilot study would commence on January 21, 2019 at the Treatment Plant.

## **NEW BUSINESS**

Mid Penn CD. Mr. Salisbury reported that he obtained a quote of a 2.25 percent interest rate from Mid-Penn for a \$1 million CD for one (1) years.

***Mr. Stewart moved, seconded by Mr. Sembrot, to authorize that the Authority obtain a \$1 million CD from Mid-Penn Bank for a period of one (1) year.***

Accountant's Engagement Letters for 2018. Mr. Salisbury called the members' attention to the engagement letter from Hamilton & Musser to perform the financial audit for 2018 for a fee of \$9,050.

***Mr. Stewart moved, seconded by Mr. Sembrot, to execute the engagement letter for the 2018 financial audit at a fee of \$9,050. The motion was unanimously approved.***

Mr. Kreiser noted that the one of the letters dated November 12, 2018 indicated that management chose to omit the Management's Discussion & Analysis (MD&A) report for 2017. Mr. Salisbury stated that he had been advised by one of the auditors several years ago that the MD&A report was not necessarily required. Following a brief discussion, it was agreed that an MD&A report should be prepared for the 2018 audit. Mr. Rehkop offered assistance if it was needed.

***Mr. Stewart moved, seconded by Mr. Sembrot, to have the manager prepare an MD&A report to be included in the 2018 audit. The motion was unanimously approved.***

## **PUBLIC COMMENT** (Non-Agenda Items)

Donald Steinmeier, 11 North Fairville Avenue. Mr. Steinmeier stated that members of the Board of Supervisors met with the Casino Advisory Board on December 17, 2018 regarding the Township's request for casino grant funds. He added that the Township requested \$600,000, which would be used to pay tapping fees for the residents of Houck Manor and Holiday Park. A response as to whether or not the Township will receive the funds is anticipated in March 2019.

Members of the Board of Supervisors also met with newly-elected State Representative Andrew Lewis who stated he would not support any Bills involving unfunded mandates for his District.

### **CORRESPONDENCE**

Mr. Salisbury reviewed the correspondence, which included a copy of the Bond Debit Service Schedule for informational purposes, a letter from the Dauphin County Conservation District related to the Holiday Park sewer extension, an update on bidding requirements from the PMAA, and confirmation that the credit limit was reduced to \$10,000 on the VISA card used by the Authority Office.

### **AUTHORITY MEMBER COMMENTS**

Tom Stewart. Mr. Stewart wished everyone a Merry Christmas.

Joe Sembrot. Mr. Sembrot wished everyone a Merry Christmas.

Bill Rehkop. Mr. Rehkop wished everyone a Merry Christmas.

Jeff Bowra. Mr. Bowra wished everyone a Merry Christmas.

Mike Kreiser. Mr. Kreiser wished everyone a Merry Christmas.

### **REPORTS**

Authority Manager. Mr. Salisbury submitted a written report.

Authority Solicitor. Mr. Miner requested a short Executive Session to discuss ongoing litigation and wished everyone a Merry Christmas.

### **ADJOURNMENT**

***Mr. Stewart moved, seconded by Mr. Rehkop, to adjourn the meeting. The motion was unanimously approved.*** The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Gail A. Martin  
Recording Secretary