

**WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY
7901 JONESTOWN ROAD, HARRISBURG, PA
TUESDAY, NOVEMBER 20, 2018
REGULAR MEETING**

CALL TO ORDER

The November 20, 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)

No public comments were offered at this time.

APPROVAL OF MINUTES

Regular Meeting, October 16, 2018. ***Mr. Stewart moved, seconded by Mr. Sembrot, to approve the Minutes.***

Mr. Miner noted that under the Solicitor Report, the sentence should read as follows: "Mr. Miner reported that an Answer was provided on October 2, 2018 relative to the Water Polo litigation."

The motion was unanimously approved with the suggested amendment to the Minutes.

FINANCIAL REPORTS

Mrs. Martin reported that the prepaid invoices totaled \$428,842.30, which included the second payment on both the 2012 and the 2015 bonds.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the prepaid invoices in the amount of \$428,842.30. The motion was unanimously approved.

Mrs. Martin also reported that the pending invoices totaled \$38,236.03.

Mr. Stewart moved, seconded by Mr. Bowra, to approve the pending invoices in the amount of \$38,236.03. The motion was unanimously approved.

The October receipts totaled \$220,572.28.

OLD BUSINESS

Houck Manor/Holiday Park. Mr. Salisbury called the members' attention to the authorization for additional services during the bid phase and construction phase services.

Mr. Salisbury added that Authority staff, likely Mr. Rodemoyer and Mr. Wetzel, would provide the construction phase observation and inspection of the contractor's work during each of the projects. They will then communicate with HRG regarding these matters.

Mr. Bowra requested that HRG be asked to attend meetings periodically to provide a status on the projects.

It was also noted that on page 3, under Proposed Fee, the authorization should reflect that the Construction Administration phase specifically excludes engineering services associated with the private installation and start of the grinder pump stations in Houck Manor rather than Holiday Park. Mr. Salisbury will bring that correction to HRG's attention.

Mr. Stewart moved, seconded by Mr. Sembrot, to approve the HRG Authorization for Additional Service. The motion was unanimously approved.

Mr. Salisbury requested that the Authority reschedule the meeting for residents in Holiday Park since it was cancelled on November 15th due to the weather. It was agreed that the meeting would be rescheduled to Tuesday, December 4, at 6:30. Staff will send a meeting notice to The Paxton Herald and signs will be posted at the Authority, Park & Rec building, and the Township building. In addition, letters will be hand delivered to owners the week of November 26 and letters will be mailed to those owners who do not reside in Holiday Park.

Final 2019 Budget. Mr. Salisbury called the members' attention to the proposed final budget for 2019 as well as salaries for 2019.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the final budget for 2019. The motion was unanimously approved.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the salaries for 2019 as presented. The motion was unanimously approved.

Mr. Kreiser requested that in the future staff should provide a narrative on any line item(s) in the budget that would be increased more than five percent (5%). Mr. Salisbury agreed to do so.

NEW BUSINESS

Solids Handling Design and Spec Proposal. Mr. Salisbury called the members' attention to the proposal from HRG to provide professional service relative to the Authority's solids handling improvements project. They will use the report prepared by Mr. Shope as well some additional information that was gathered during HRG's October 24, 2018 site visit with the Authority.

Mr. Stewart moved, seconded by Mr. Sembrot, to approve the proposal from HRG. The motion was unanimously approved.

Millstone Phase 3 Deed of Dedication. Mr. Miner reported that he received the original Deed of Dedication from two representatives from Keystone Homes just prior to the meeting. He stated that he has reviewed it and recommends that the Authority approve it for dedication.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the Deed of Dedication for Phase 3 in Millstone. The motion was unanimously approved.

Mr. Miner stated that he will move forward and have it recorded at the Dauphin County Court House.

PUBLIC COMMENT (Non-Agenda Items)

Donald Steinmeier, 11 North Fairville Avenue. Mr. Steinmeier inquired as to the progress in having the pension funds transferred from Principal for Authority employees.

Mr. Salisbury reported that Mr. Aston is working with representatives from both PMRS and Principal to hopefully have the transaction finalized by December 31, 2018.

Mr. Steinmeier also reported that the Board of Supervisors were to meet with the Casino Advisory Committee on Thursday, November 15; however, it was cancelled due to the weather.

He also reported that residents from Brynfield were present at the last Board meeting to request that the Board consider passing an Ordinance against feeding deer in the backyards at Brynfield.

Mr. Steinmeier stated that it was recommended that they go to Brynfield's HOA to have that provision added to the HOA guidelines.

CORRESPONDENCE

Mr. Salisbury reviewed the correspondence, which included a letter from DEP regarding the Holiday Park Completeness Notification, letters from the Authority auditors Hamilton & Musser, the Resolution passed by the Board of Supervisors related to the Authority moving its pension funds, and a thank-you letter to Stacy Connors related to Pump Station #10 in Bradford Estates.

One of the items listed in the letter from Hamilton & Musser was the fact that the Authority should lower the credit limit on its VISA card. Mr. Salisbury stated that it has already been lowered from \$33,000 to \$20,000. After a brief discussion, it was agreed that the limit should be lowered to \$10,000. Mr. Salisbury stated that he will make that change.

AUTHORITY MEMBER COMMENTS

Tom Stewart. Mr. Stewart wished everyone a Happy Thanksgiving.

Joe Sembrot. Mr. Sembrot had no comments.

Bill Rehkop. Mr. Rehkop had no comments.

Jeff Bowra. Mr. Bowra stated that he was pleased to see Mr. Aston and Mr. Wetzel attend the recent PWEA Utility workshop.

He also highlighted information regarding a loan program that he identified as being available through the PA Housing Finance Agency.

Mike Kreiser. Mr. Kreiser wished everyone a Happy Thanksgiving.

REPORTS

Authority Manager. Mr. Salisbury submitted a written report.

Authority Engineer. There was no engineer present at the meeting.

Authority Solicitor. Mr. Miner requested a short Executive Session to discuss ongoing litigation.

ADJOURNMENT

Mr. Stewart moved, seconded by Mr. Bowra, to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 6:47 p.m.

Respectfully submitted,

Gail A. Martin
Recording Secretary