

**WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY
7901 JONESTOWN ROAD, HARRISBURG, PA
TUESDAY, MAY 21, 2019
REGULAR MEETING**

CALL TO ORDER

Chairman Kreiser called the May 21, 2019 regular meeting to order at 6 p.m., followed by the Pledge of Allegiance.

An Executive Session was held at the conclusion of the April meeting to discuss ongoing litigation and personnel issues.

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
Jeff Bowra, Assistant Secretary

PUBLIC COMMENT (Agenda Items Only)

Kelly Sheetz, 640 Walnut Avenue. Mrs. Sheetz stated that she and her husband attended a meeting with Pennvest that was recently held by the Township. The purpose of the meeting was to find out information about borrowing funds to connect their property to the public sewer.

Mrs. Sheetz further stated that a homeowner who does not have a second mortgage on their property would be eligible to borrow up to \$25,000. However, any property owner with a second mortgage would be limited to borrowing up to \$7,500. Pennvest would have to be the second lienholder on the property.

APPROVAL OF MINUTES

Regular Meeting, April 16, 2019. ***Mr. Stewart moved, seconded by Mr. Sembrot, to approve the Minutes as distributed. The motion was unanimously approved.***

FINANCIAL REPORTS

Mrs. Martin reported that the prepaid invoices totaled \$684,587.20.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the prepaid invoices in the amount of \$684,587.20. The motion was unanimously approved.

Mrs. Martin also reported that the pending invoices totaled \$50,306.33.

Mr. Stewart moved, seconded by Mr. Sembrot, to approve the pending invoices in the amount of \$50,306.33. The motion was unanimously approved.

The April receipts totaled \$234,419.96. Mrs. Martin also briefly reviewed the arrears listings.

OLD BUSINESS

Houck Manor. Mr. Cichy reported the construction on the Houck Manor project was scheduled to begin on May 28, 2019.

Mr. Cichy also reported that HRG has received and reviewed the majority of the contractor's shop drawings. Mr. Cichy also submitted a request for a Road Cut Permit. That has been approved, and staff

has prepared a check to West Hanover Township in the amount of \$7,800, a total of \$6,500 is for an improvement guarantee with the balance of \$1,300 for a maintenance guarantee for a two-year period.

HRG and Authority staff have reviewed and approved with corrections the formal equipment submittal package from Mid-Atlantic Pump and Equipment Company for the purchase of the grinder pump packages. The first grinder pump packages should ship around mid-July 2019.

Holiday Park. Mr. Cichy reported that on May 13, 2019 PADEP approved the use of a water quality filter trench for stormwater management of the pump station site. HRG is now working on finalizing the submission of the NOI for NPDES and Post Construction Stormwater Management permit application and plan to be submitted by no later than May 24, 2019.

Mr. Cichy also reported that Authority Staff asked HRG to evaluate if a backup engine driving pump could be used at the Holiday Park Pump Station in lieu of a backup generator. Godwin Pumps estimated that it would cost approximately \$56,000 plus installation for the backup engine driving pump with an exterior rated enclosure vs. \$38,000 for a backup generator. By consensus, the Authority agreed to use a backup generator as proposed in the original plan.

Solids Handling Design and Specification Proposal. Mr. Cichy reported that HRG is preparing the preliminary drawings for the installation of the ES-353 volute press manufactured by PWTech, as confirmed by the Authority at April's meeting. The Water Quality Management Part II Permit application is also being prepared for submission to PADEP. The Part II Permit is required for construction of the project.

HRG has requested Envirep to provide information relative to the PWTech press in order to continue with the design of the project and future purchase of the equipment by the Authority through COSTARS. When the full submittal package from PWTech is received, it will be forwarded to Authority Staff to review.

Pump Station #9. Mr. Cichy reported that HRG completed the PA One Call, parcel record research, and field run boundary and topographic survey of the pump station site. HRG will compile the existing conditions topographic base mapping for the project. Upon completion of the base mapping, a kick-off meeting with Authority Staff will be scheduled and preliminary design work will begin.

Authority Pension. Mr. Salisbury reported that the pension would be discussed in Executive Session.

NEW BUSINESS

Houck Manor Authority Assistance and Installment Agreement. Mr. Salisbury stated that he wanted to discuss how the Authority would handle the \$3,000 being offered for each property in the Houck Manor project in relation to obtaining a Sewer Connection Permit. The total required for a Sewer Connection Permit would be \$4,385. Rather than have the residents pay that amount, he suggested that the \$3,000 be credited at the time the permit was obtained, and residents would be required to pay \$1,385 at that time. By consensus, it was agreed that the \$3,000 would be credited at the time the Sewer Connection Permit is issued.

Mr. Salisbury also stated that included in the packets were several scenarios of payment plans that the Authority would offer residents who are concerned about paying the fees to obtain the Sewer Connection Permit. The residents would be required to sign an Installment Agreement, after which a lien would be placed against the property until such time as all of the fees were paid. At the time the Installment Agreement would be initiated, the resident would be provided with a payment schedule.

Mr. Salisbury added that he was recommending that the Authority authorize the use of the Installment Agreement with a three percent (3%) interest.

A brief discussion followed.

Mr. Stewart moved, seconded by Mr. Sembrot, to authorize the use of Installment Agreements at zero percent interest for a period of twelve (12) months. The motion was approved 4-1, with Mr. Rehkop voting no.

7048 Linglestown Road. Mr. Salisbury reported that staff met with Paul Peffley, the owner of 7044 and 7048 Linglestown Road. Mr. Peffley took exception to the tapping fee cost for his commercial/residential property. He has a water meter for his property and wanted clarification on the determination for the cost the Authority put forth.

Mr. Salisbury stated that 7044 is one (1) commercial unit. The costs associated with that building for the Sewer Connection Permit would be \$4,385. The building located at 7048 has six (6) apartments. Each apartment would be considered a Domestic Establishment with a tapping fee of \$4,030 per unit. That location also has three (3) commercial businesses, which makes it a multi-use building with a tapping fee of \$4,030. The estimate for his fees for 7048 would be \$28,210 for tapping fees, \$175 for customer facilities fee, and a collection fee of \$180, or a total of \$28,565.

Mr. Peffley would also be eligible for the \$3,000 assistance for each building as well as the amount that is going to be offered by the Township through the Gaming Grant.

Following a brief discussion, it was agreed by consensus that Resolutions 2014-A-2 and 2017-A-1 should be reviewed and updated as needed.

PUBLIC COMMENT (Non-Agenda Items)

Richard Enck, 7112 Hillside Drive. Mr. Enck stated that he visited the Authority Office recently and asked to see information about the grinder pump system. He was told that the information consisted of 67 pages, and it was suggested that he could look it up on-line.

Following a brief discussion, it was agreed that staff would reach out to Mid-Atlantic to obtain copies of the manuals for the grinder pumps that could be provided to the residents.

Donald Steinmeier, 11 North Fairville Avenue. Mr. Steinmeier stated that the Township had obtained a \$275,000 Gaming Grant that would be used to subsidize the residents for fees due in connection with purchasing a Sewer Connection Permit. He added that it was estimated that each resident would receive approximately \$2,300.

Mr. Steinmeier also stated that the majority of the Board of Supervisors believed that the Authority should be required to pave the roads in Houck Manor and Holiday Park upon completion of the projects. It was agreed that at some point communication between the Authority and the Board of Supervisors needed to happen.

CORRESPONDENCE

Mr. Salisbury reviewed the correspondence, which included an e-mail from Debra Kirkpatrick who resides on Piketown Road. She had approached the Authority at an earlier meeting about the possibility of extending public sewer to her property. Mr. Salisbury added that she had spoken with the Township SEO Brian McFeaters, and it is believed that she likely could solve her septic issues for a cost of approximately \$5,000 rather than spend the \$35,000 that was projected to extend the public sewer. Ms. Kirkpatrick would have been responsible for that amount.

AUTHORITY MEMBER COMMENTS

Tom Stewart. Mr. Stewart wished everyone a good Memorial Day.

Joe Sembrot. Mr. Sembrot had no comments.

Bill Rehkop. Mr. Rehkop had no comments.

Jeff Bowra. Mr. Bowra asked Mr. Cichy whether photos and videos of the roads would be taken by the contractor prior to beginning construction. Mr. Cichy stated that was planned.

Mike Kreiser. Mr. Kreiser wished everyone a good Memorial Day.

REPORTS

Authority Manager. Mr. Salisbury submitted a written report. In addition, he stated that he, Mr. Aston, and Mr. Miner met with the Township Manager on May 7 to discuss joint issues. Another meeting is scheduled for Tuesday, June 4.

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

ADJOURNMENT

Mr. Stewart moved, seconded by Mr. Sembrot, to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Gail A. Martin
Recording Secretary