

WEST HANOVER TOWNSHIP AUTHORITY

SPECIAL MEETING MINUTES

December 16th, 2020 @ 6:00 pm

24 Participants including staff and board

1. **CALL TO ORDER:** Mr. Fowler called the special meeting to order at 6:03 pm. Welcomed everyone to the final meeting of 2020.
2. **ROLL CALL:** Alexis confirmed all were present except Mr. Geppert
3. **APPROVAL OF THE MINUTES:**
 - a. Monthly Meeting Minutes from December 2nd, 2020
Mr. Steinmeier moved and Mr. Shradley seconded a motion to approve the Meeting Minutes of December 2, 2020 as presented. Motion passed.
4. **CORRESPONDANCE: None**
5. **BOARD COMMENT/ANNOUNCEMENTS:**

Mr. Fowler reminded property owners who are delinquent as of 12/31 will not receive any stormwater credits on their 2021 stormwater billing. Mr. Fowler asked the residents on the call, please remind your neighbors to pay their invoice. Keystone did send a notice on 12/2 to all delinquent property owners.
6. **PUBLIC COMMENT:**

Mike Kreiser – 483 Hershey Road
Last meeting, Mr. Fowler asked Mr. Kreiser to email his comments to the Authority. He sent an email to Mr. Fowler’s West Hanover email address on 12/4 but hasn’t received response. Mr. Fowler apologized and let Mr. Kreiser know that he got his email but got tied up with some other issues and knows he still owes him a response, which he will get in the next couple of days. Mr. Kreiser wishes everyone a Merry Christmas and Happy New Year.

Richard Enck – 7112 Hillside Rd
On, 12/7 received notice from Keystone regarding payment being late. Mailed on 11/24, sat on hold for 18 minutes, his payment was received on 11/30, letter crossed in mail. One of Mr. Enck’s neighbors did not receive stormwater bill, a few others he knows of that did not receive their bill. Mr. Fowler thanked him for his comments.
7. **PRESENTATIONS, STAFF & BOARD REPORTS:**
 - a. **Administration - None**
 - b. **Public Works - None**
 - c. **Finance - None**

8. TREASURER'S REPORT:

- a. Mr. Shradley announced the Mid Penn Bank Balance as of 12/15/20:
\$417,334.56
- b. Mr. Shradley went over the approval of invoices to be paid:
 - 1. Accuwrite (checks) - \$145.10
 - 2. Salzman Hughes - \$2,720.00
 - 3. Capitol Computer Systems Invoice (Sage program setup) - \$262.35
 - 4. Keystone Collections (postage) - \$14.00Ms. Zimmerman moved and Mr. Steinmeier seconded a motion to approve the invoices presented at this meeting. Motion passed.

9. OLD BUSINESS:

a. Adoption of Final Consolidated Budget for 2021

Mr. Fowler explained this was a compilation of expenditure (approved & revised) and revenue, which we are making final. Revenue numbers haven't changed. We received a report from Keystone on delinquency update, unfortunately the percentage hasn't decreased. We must maintain gross billing at \$1,220,000 for 2021. It was \$1,105,000 in 2020. The Authority had to increase the amount of the gross billing because of delinquency and credits. Gross billing increased by approximately \$115,000. The, we reduced expenditures to offset those reductions. There were certain items whose names were changed due to our accountant's suggestions. The major being the elimination of the contingency line item. Under governmental accounting there is no such thing as contingency so that is now showing as our ending balance.

Ms. Zimmerman moved and Mr. Shradley seconded a motion to approve the Authority's Final 2021 Consolidated Budget as presented at this meeting. Motion passed.

b. Adoption of Final 2021 Stormwater Fee Rates

Mr. Fowler stated our collection did not increase from last meeting so the maximum Stormwater rates we approved on 12/2/2020 are now becoming our final Stormwater rates for 2021. Everyone has been provided a breakdown of the rates, including those who received an email meeting notice. The 2021 Stormwater Rates range from \$45 in Tier 1 to \$235 in Tier 4, greater than 8,000 square feet is Tier 5 at \$3.44 per 100 sq. ft of IA. To reiterate, the 2021 stormwater fees are based on IA of your lot, not total lot size, just the IA on the lot. We have scrapped the concept of an ERU. To figure out your rate, go on GIS map, look at your IA on your parcel, figure out which Tier you fall under and look on chart to see your fee for 2021. We are still in line to send bills in mid-February. First installment or full payment will be due March 15th. First 2 Tiers, representing more than half of the total parcels are paying \$103.00 or less. These are gross fees prior to any credits.

Mr. Shradley moved and Mr. Steinmeier seconded a motion to approve the final 2021 stormwater rates presented at this meeting. Motion passed

10. NEW BUSINESS:

a. I.A. Adjustment Appeals:

- i. Howard Forney, 7020 Devonshire Heights Rd., A-56

Mr. Fowler stated we discovered when Mr. Forney applied for credits, he has two adjacent lots both our records show as undeveloped ultimately discovered there were impervious areas on 3rd lot that were not picked up on the map. We went back and did the appropriate calculations that shows up in county tax record.

Recommendation: Approval of increase in IA from 0 sf to 2,185 sf.

- ii. Christopher S. Healy, 313 S. Oak Grove Rd, A-57

Mr. Fowler informed that the appeal application was filed in April but somehow failed to be acted on. It is a new build so the county didn't have any information. His permit form incorrectly showed the total lot size as his impervious area.

Recommendation: Approval of reduction of IA from 116,700 sf to 10,000 sf., 35.25 ERUs to 3 ERUs. Keystone won't take changes this late in the year, they will zero out their bill. Alexis will send them an invoice and collect the fee.

Ms. Zimmerman moved and Mr. Shradley seconded a motion to approve the increase and the decrease adjustment appeals as recommended. Motion passed.

b. Credit Approvals:

- i. Howard Forney, 393 Sarhelm Rd., C-104

Recommendation: Approval of a 40% Riparian Buffer credit; property qualifies for 50% maximum credit due to automatic low-impact credit

Mr. Steinmeier moved and Ms. Zimmerman seconded a motion to approve the Howard Forney credit application as recommended. Motion passed.

c. Authorization for Adjustments to 2020 Stormwater Fee Billings

Mr. Fowler stated we are discovering adjustments as a result of Keystone's delinquent bills in December that have triggered a lot of calls from people with concerns with billing and late fees. We have spent the last week trying to correct those. Mr. Fowler said we'd like an authorization from Board to adjust fees and bills between now and end of year. The staff will give a report to the Board of any adjustments so the Board can approve. Rather than wait until the next meeting we'd like it corrected so people won't be delinquent. Mr. Steinmeier moved and Mr. Shradley seconded a motion to authorize staff to make adjustments in fees and bills through the end of this year. Motion passed.

d. Authorization for Waiver of Late Fee Penalties

Mr. Fowler mentioned earlier, as a result of resident's receiving confusing or erroneous letters sent earlier in the year giving the expectation of getting a new bill, they are getting a late fee. Since credits were not retroactive, they weren't receiving a new bill from Keystone. A few have complained and asked for the late fee to be refunded. We talked to Keystone, the easiest way is for the resident to pay the full amount including late fee assessed and the Board will refund the late fee to those parties. It's the cleanest way to not mess up the Keystone system and get those late fees reimbursed to the property owner. Mr. Fowler believes this is only fair that we refund the late fee. Mr. Fowler asked the board if they have any questions or comments?

Mr. Steinmeier moved and Ms. Zimmerman seconded a motion to waive late fees on property owner that had received an erroneous notification while waiting for a new bill. Motion passed.

11. ANY OTHER BUSINESS TO COME BEFORE THE BOARD:

12. PUBLIC COMMENT

Jon Hetrick – 937 Sawmill Road

In July, submitted an appeal for an adjustment, approved in September. Looking at GIS website it wasn't updated and asked if that was going to be updated? Mr. Fowler responded Light Heigel will be updating and it will be recorded, and IA are changed so you won't have the same problem next year. Mr. Hetrick asked if he can he get his current recorded IA? Mr. Fowler advised to call Alexis and she can call Light Heigel and get the correct assessment information.

Diane & Philip Allen -7400 Fishing Creek Valley Road

In the last meeting, her husband asked about the Authority considering a discount if invoice is paid on time. Is that going to be considered next year? Mr. Fowler responded not for 2021. One of the difficulties is when you receive your bill, you only have a 1-month period before unlike a tax bill where there is more time, we don't have that lead time. We will talk to Keystone about adjusting quarterly payments to make that an option. It encourages and rewards those property owners. Mr. Allen believes paying in the first quarter on time should be incentive enough, reward those that are paying it when its due. We are being charged more to cover those who don't pay. Obviously, people aren't paying, and we must pick up the slack. Mr. Fowler stated we have a meeting on 1/6. Our billing info needs to go to Keystone by Jan. 15. Mr. Fowler will put this item on the agenda for our meeting and the board can discuss giving a discount to those who pay on time. Next year, it may mess up our budget, we will do an analysis. Mr. Steinmeier reminded that those who paid their fee will receive credits. The Covid credit is basically a 50% credit for paying your bill in 2020. Offering a 2% discount wont'

be as impactful in 2021 as it would be in 2022. We'll put that in the agenda and discuss.
Mr. Allen thanked Mr. Fowler.

13. BOARD MEMBER COMMENTS:

- a. Gloria Zimmerman – Merry Christmas, blessed New Year. Stay safe.
- b. Max Shradley – Merry Christmas and Happy New Year. May next year be a better year and stay safe.
- c. Don Steinmeier – He has been talking with congressman and state representatives trying to get money back to local governments to help with the MS4 program. Happy Holidays
- d. Robert Fowler – Best wishes for holiday season. Thanked Board members for their time and effort over the last year trying to make this program simpler and easier for the residents. Thanked the residents for participating in meetings, we appreciate your comments. Changes we have made have been a direct result of public comments.

14. ADJOURNMENT

Mr. Shradley moved and Mr. Steinmeier seconded a motion to adjourn. Motion passed.
Meeting adjourned at 6:44 pm.

Have a Safe and Healthy Holiday Season!

*****Next Authority Board Meeting on January 6, 2021 @ 6:30 pm*****