

**WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY
7901 JONESTOWN ROAD, HARRISBURG, PA
TUESDAY, JANUARY 21, 2020
REORGANIZATIONAL MEETING**

CALL TO ORDER

Chairman Kreiser called the January 21, 2020 reorganizational 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 Kreiser, Chairman
William Rehkop, Vice Chairman
Joseph Sembrot, Secretary
Jeffrey Bowra, Assistant Treasurer
Gloria Zimmerman

REORGANIZATION

Chairman Kreiser turned the meeting over to Tina Laudermilch, solicitor, to facilitate the nomination and election of a chairman.

Election of Chairman. ***Mr. Rehkop moved, seconded by Mr. Sembrot, to elect Michael Kreiser as Chairman. The motion was unanimously approved.***

Ms. Laudermilch turned the meeting back to Chairman Kreiser.

Election of Vice Chairman. ***Mr. Kreiser moved, seconded by Mr. Sembrot, to elect William Rehkop as Vice Chairman. The motion was unanimously approved.***

Election of Secretary. ***Mr. Bowra moved, seconded by Mr. Rehkop, to elect Joseph Sembrot as Secretary. The motion was unanimously approved.***

Election of Treasurer. ***Mr. Rehkop moved, seconded by Mr. Sembrot, to elect Jeffrey Bowra as Treasurer. The motion was unanimously approved.***

Election of Assistant Secretary. ***Mr. Rehkop moved, seconded by Mr. Sembrot, to elect Gloria Zimmerman as Assistant Secretary. The motion was unanimously approved.***

Election of Assistant Treasurer. ***Mrs. Zimmerman moved, seconded by Mr. Sembrot, to elect Mark Salisbury as Assistant Treasurer. The motion was unanimously approved.***

Appointment of Accountant. ***Mrs. Zimmerman moved, seconded by Mr. Sembrot, to appoint Diana M. Reed & Associates as the Authority's accountant. The motion was unanimously approved.***

Appointment of Depositories. ***Mr. Sembrot moved, seconded by Mr. Rehkop, to appoint Mid Penn Bank, S&T Bank, and Fulton Bank as depositories for the Authority. The motion was unanimously approved.***

Appointment of Authority Solicitor. ***Mrs. Zimmerman moved, seconded by Mr. Bowra, to appoint Daley, Zucker, Meilton, Miner as the Authority solicitor. The motion was unanimously approved.***

PUBLIC COMMENT

Richard Enck, 7112 Hillside Road. Mr. Enck stated that his sewer was connected and had been inspected. He voiced a concern about making sure that the floats in the grinder pumps were working properly before certifying them.

Thomas Bejgrowicz, 7335 Moyer Road. Mr. Bejgrowicz inquired as to the penalty for not connecting to the public sewer. In response, Mr. Kreiser indicated that it was up to the Township to impose the penalties under its Ordinance.

Mr. Bejgrowicz stated he contacted the Authority Office and had a good discussion with Mr. Aston regarding the grinder pumps. He added that he also checked with Enders Insurance to determine whether or not a grinder pump malfunction would be covered under homeowner's insurance; it would not be covered. Residents would have to obtain insurance through a third party.

Finally, he inquired as to how many people were connected to the sewer. Mr. Salisbury responded that 20 or 21 residents had connected but more than half were yet to be connected.

APPROVAL OF MINUTES

Regular Meeting, December 17, 2019. ***Mr. Rehkop moved, seconded by Mr. Sembrot, to approve the Minutes as distributed. The motion was unanimously approved, with Mrs. Zimmerman abstaining as she was not an Authority member in 2019.***

FINANCIAL REPORTS

Mrs. Martin reported that the prepaid invoices as of December 31, 2019 totaled \$101,994.99 and the pending invoices as of December 31, 2019 totaled \$36,956.21.

Mrs. Zimmerman moved, seconded by Mr. Rehkop, to approve the prepaid invoices in the amount of \$101,994.99. The motion was unanimously approved.

Mr. Rehkop moved, seconded by Mr. Sembrot, to approve the pending invoices in the amount of \$36,956.21. The motion was unanimously approved.

Mrs. Martin also reported that the pending invoices for January 21, 2020 totaled \$23,467.75.

Mr. Bowra moved, seconded by Mr. Rehkop, to approve the pending invoices in the amount of \$23,467.75. The motion was unanimously approved.

December receipts totaled \$122,832.10.

OLD BUSINESS

Houck Manor. Mr. Cichy reported that all of the contract closeout paperwork was received; however, the contractor, Guyer Brothers, must still complete the Township Road pavement repairs and provide the valve box risers that were identified on the punchlist. Until those items are completed, retainage in the amount of \$26,403.46 will be withheld and the Contract closeout paperwork will also be withheld. The estimated value of the punchlist items remaining to be completed is \$4,500.

Mr. Cichy also reported that he had with him the PASPGP-5 Permit Self Certification form and the PADEP Water Quality Management Post Construction form for signature. The PennDOT Highway Occupancy Permit was closed out.

Holiday Park. Mr. Cichy reported the bidding documents for the project were being finalized and would be submitted to the Authority staff for review prior to advertisement. The project will be solicited for

three separate prime contracts: Gravity Collection System and Force Main Construction, Pump Station General Construction, and Pump Station Electrical Construction.

The proposed bidding schedule for this project is as follows:

- 01/30/2020 – Advertisement for Bid
- 03/10/2020 – Bid Opening
- 03/17/2020 – Consideration of Award by Authority

PWTech ESR 353. Mr. Cichy reported that the Water Quality Management Permit for the project was issued by PADEP on January 3, 2020.

HRG's electrical engineer recently met with the plant staff to review the operation of the lime silo feed system and to provide assistance regarding modifications to the timers which control the lime addition. HRG's modifications to contract drawings will include relocation of the current panel to allow for the HVAC improvements being investigated by the staff. Modifications to the panel's operations to adjust the lime addition rates will be performed by the staff. Mr. Cichy added that HRG's electrical engineer submitted his resignation and that the electrical design would need to be completed outside of HRG.

The bidding documents for the project are being finalized and a set of documents will be submitted to the staff for review prior to advertisement. There will be two separate prime contracts: General Construction and Electrical Construction. HRG has confirmed with staff that the work necessary to integrate the new PWTech equipment on the existing WWTP SCADA system will not be part of the bid project as it is instead anticipated that it will be performed by the System Integrator who has performed recent services for the staff.

The proposed bidding schedule is as follows:

- 01/30/2020 – Advertisement for Bid
- 03/10/2020 – Bid Opening
- 03/17/2020 – Consideration of Award by Authority

Pump Station #9. Mr. Cichy reported that the PADEP Water Quality Management Permit Application is still under review.

Land Development Plan for South Oak Grove Road. Mr. Cichy reviewed proposed plans with the Authority members. There is still some question as to whether or not the existing homes that are adjacent to South Oak Grove Road will be required to connect to the low pressure public sewer system. Mr. Cichy added that additional comments and questions have been sent to the developer. The existing homes that are adjacent to the project will not be required to connect to the public sewer.

NEW BUSINESS

Creekvale Phase I Dedication. Mr. Salisbury called the members' attention to letter from Andrew Williams of the Williams Holding Group outlining the work that has been completed in order for the Authority to accept dedication of Creekvale Phase I. Also included were several other memorandums/letters regarding this project.

At this point, the Authority is not ready to accept the Creekvale pump station. There is no metal roof or gutters and the elevations are not correct. The Authority will work with the Williams Holding Group to complete the necessary work in order for the Authority to accept the pump station.

Resolution 2020-A-1. Mr. Salisbury called the members' attention to the proposed Resolution. At the suggestion of the Township, rather than have the Township take legal action against those residents who have not connected to the public sewer, the Authority is proposing to begin billing any residents not connected to the public sewer within the sixty (60) days allotted to connection following notification.

Mr. Sembrot moved, seconded by Mr. Bowra, to adopt Resolution 2020-A-1. The motion was unanimously approved.

PUBLIC COMMENT

Richard Enck, 7112 Hillside Road. Mr. Enck stated that he agreed with the Resolution just adopted by the Authority members.

[NOTE: Mrs. Zimmerman left the meeting at 6:55 p.m. to attend the Board of Supervisors meeting.]

CORRESPONDENCE

Mr. Salisbury called the members' attention to the correspondence, which included the new bidding thresholds for 2020, the debt profile for the refinanced 2015 Bond which amounts to over \$300,000 in savings, Minutes from the December Joint Township Meeting, and a quote for a Komatsu Loader WA270-8.

AUTHORITY MEMBER COMMENTS

Gloria Zimmerman. Mrs. Zimmerman was not present for this part of the meeting.

Jeff Bowra. Mr. Bowra stated that he was pleased with the savings that would be recognized by refinancing the 2015 Bond. He also thanked Mr. Stewart for his service.

Joe Sembrot. Mr. Sembrot had no comments.

Bill Rehkop. Mr. Rehkop had no comments.

Mike Kreiser. Mr. Kreiser stated that he wanted to welcome Mrs. Zimmerman to the Authority Board. He also asked staff to prepare a letter for his signature to thank Mr. Stewart for his years of service.

REPORTS

Authority Manager. Mr. Salisbury called the members' attention to his written monthly report, as well as his written annual report.

Engineer. Mr. Cichy had no further comments.

Solicitor. Ms. Laudermilch indicated that several liens were placed against properties in arrears and one lien was satisfied.

ADJOURNMENT

Mr. Sembrot moved, seconded by Mr. Rehkop, to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 7:11 p.m.

Respectfully submitted,

Gail A. Martin
Recording Secretary