

**WEST HANOVER TOWNSHIP WATER AND SEWER AUTHORITY
7901 JONESTOWN ROAD, HARRISBURG PA
TUESDAY, FEBRUARY 18, 2020
REGULAR MEETING**

CALL TO ORDER

Vice Chairman Rehkop called the February 18, 2020 meeting to order at 6 p.m., followed by the Pledge of Allegiance.

Mr. Rehkop announced that an Executive Session was held following the January 21, 2020 reorganizational meeting to discuss personnel matters.

Mr. Rehkop stated that, as in the recent past, the same rules would apply for public comment.

ROLL CALL

William Rehkop, Vice Chairman
Joseph Sembrot, Secretary
Jeffrey Bowra, Treasurer
Gloria Zimmerman, Assistant Secretary

PUBLIC COMMENT – AGENDA ITEMS ONLY

No public comments were offered at this time.

APPROVAL OF MINUTES

Reorganizational Meeting, January 21, 2020. ***Mrs. Zimmerman 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 as for December 31, 2019 totaled \$2,105.48 and the pending invoices as of December 31, 2019 totaled \$15.

Mrs. Zimmerman moved, seconded by Mr. Sembrot, to approve prepaid invoices as of December 31, 2019 in the amount of \$2,105.48. The motion was unanimously approved.

Mrs. Zimmerman moved, seconded by Mr. Sembrot, to approve the pending invoice as of December 31, 2019 in the amount of \$15. The motion was unanimously approved.

Mrs. Martin also reported that the prepaid invoices for February 2020 totaled \$45,451.69 and the pending invoices for February 2020 totaled \$23,088.96.

Mr. Bowra moved, seconded by Mrs. Zimmerman, to approve the prepaid invoices for February 2020 in the amount of \$45,451.69. The motion was unanimously approved.

Mr. Sembrot moved, seconded by Mrs. Zimmerman, to approve the pending invoices for February 2020 in the amount of \$23,088.96. The motion was unanimously approved.

OLD BUSINESS

Houck Manor. Mr. Cichy reported that Guyer Brothers, the contractor for the Houck Manor project, submitted closeout paperwork in the amount of \$26,403.45. HRG is recommending that the retainage on the project be released; therefore, Mr. Cichy recommended that the Authority authorize Application for Payment #7-Final in the amount of \$26,403.45.

Mr. Bowra moved, seconded by Mr. Sembrot, to approve Payment #7-Final in the amount of \$26,403.45. The motion was unanimously approved.

Holiday Park. Mr. Cichy reported that the project was advertised for bid for three separate contracts: (1) Gravity Collection System and Force Main Construction; (2) Pump Station General Construction; and (3) Pump Station Electrical Construction. The bidding documents were made available to bidding contractors free of charge on the PennBID website.

The bid opening is scheduled for Tuesday, March 10, 2020, with Consideration of Award by Authority at its next meeting on Tuesday, March 17, 2020.

The construction agreements for this project indicate that the project must be substantially completed within 210 days.

A total of five (5) permits will need to be acquired from the Township, and the appropriate applications will be submitted after the contractors have been determined.

PWTech ESR 353. Mr. Cichy reported that this project was advertised for bid for two separation contracts (General Construction and Electrical Construction). The bidding document were made available to bidding contractors free of charge on the PennBID website.

A pre-bid meeting is scheduled at the Treatment Plant for Tuesday, February 25, at 10 a.m. to address questions from prospective contractors.

The bid opening for this project is scheduled for Tuesday, March 10, 2020, with Consideration of Award by Authority at its next meeting on Tuesday, March 17, 2020.

The construction agreements for this project indicate that the project must be substantially completed within 180 days, which was developed based on the equipment lead times for components, which were not pre-purchased by the Authority such as the new conveyor, pug mill, and sludge pumping and macerating equipment.

Pump Station #9. Mr. Cichy reported that PADEP was still reviewing the Water Quality Permit Application. He also responded to several questions PADEP had about the Part II Permit.

NEW BUSINESS

Creekvale Phase I Dedication. Andrew Williams and Bobbie Buskirk were present to represent Creekvale. Mr. Williams is one of the developers.

Mr. Salisbury called the members' attention to a letter from the Authority dated February 11, 2020 as well as some background information regarding the development. The roads in Creekvale will not be dedicated to the Township; therefore, there was some question as to whether or not the Authority would accept the gravity sewer lines and force mains in the private easement.

Mr. Salisbury pointed out that there were several issues yet to be resolved with the pump station. A lengthy discussion followed, during which Mr. Williams stated that he previously worked with Dale Shope, who served as the Authority engineer in 2017. Mr. Shope wrote a letter dated March 1, 2017 stating that at its February 28, 2017 meeting the Authority agreed to accept dedication of sanitary sewer easement, sewer lines, pump station, and force main contingent upon completion of some outstanding items.

By consensus, it was agreed that Mr. Salisbury contact Dale Shope regarding this matter and then send an e-mail to the Authority regarding their conversation. This issue will be addressed at a future meeting.

Municipal Wasteload Management Report 2019. Mr. Salisbury called the members' attention to the letter from PADEP dated February 5, 2020 advising that review of the 2019 Annual Wasteload Report was considered acceptable. Mr. Salisbury advised the Authority that Mr. Aston prepared the 2019 report.

Aerzen Blower Inspection Quote. Mr. Salisbury called the members' attention to the quote from Aerzen dated January 24, 2020 to provide annual preventive maintenance on the blowers at a cost of \$6,909.64.

Mrs. Zimmerman moved, seconded by Mr. Sembrot, to approve the quote from Aerzen for annual maintenance to the blowers at a cost of \$6,909.64. The motion was unanimously approved.

Personnel. Mr. Rehkop called the members' attention to the information regarding bonuses for the staff's effort in completing the Houck Manor project, and excellent performance in running the treatment plant. He added that the diligence of the staff enabled the Authority to sell some nutrient credits at a return of over \$11,000.

Mr. Sembrot moved, seconded by Mr. Bowra, to authorize staff bonuses. The motion was unanimously approved.

PUBLIC COMMENT – NON-AGENDA ITEMS

Thomas Bejrowicz, 7335 Moyer Road. Mr. Bejrowicz inquired as to the penalties/fines that could be assessed to residents who refused to connect to the public sewer system.

He also asked if it was correct that the Holiday Park project would be required for completion within 210 days. Mr. Cichy confirmed that was the case.

CORRESPONDENCE

Mr. Salisbury called the members' attention to the correspondence that included a letter thanking Mr. Stewart for his time on the Authority, notes from the joint meeting between the Township and the Authority that took place on February 4, 2020, and a memorandum regarding a problem that was encountered in the force main at 7150 Sterling Road.

AUTHORITY MEMBER COMMENTS

Gloria Zimmerman. Mrs. Zimmerman had no comments.

Jeff Bowra. Mr. Bowra had no comments.

Joe Sembrot. Mr. Sembrot had no comments.

Bill Rehkop. Mr. Rehkop had no comments.

[Mrs. Zimmerman left the meeting at 6:50 p.m. to attend the Board of Supervisors meeting.]

REPORTS

Authority Manager. Mr. Salisbury submitted a written report.

Engineer. Mr. Cichy had no further report.

Solicitor. Mr. Miner stated that he was continuing to work on sewer arrears with Authority staff.

ADJOURNMENT

Mr. Sembrot moved, seconded by Mr. Bowra, to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 7:03 p.m.

Respectfully submitted,

Gail A. Martin
Recording Secretary