

**WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY
7901 JONESTOWN ROAD, HARRISBURG, PA
WEDNESDAY, FEBRUARY 22, 2017
REGULAR MEETING**

CALL TO ORDER

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

ATTENDANCE

Michael A. Kreiser, Chairman
Donald L. Steinmeier, Vice Chairman
Thomas Stewart, Treasurer
William Rehkop, Secretary

PUBLIC COMMENT

No public comment was offered at this time.

APPROVAL OF MINUTES

Reorganization Meeting, January 18, 2017. ***Mr. Stewart moved, seconded by Mr. Steinmeier, to approve the Minutes as distributed. The motion was unanimously approved.***

FINANCIAL REPORTS

Mrs. Martin reported that the prepaid invoices as of 12/31/16 totaled \$3,707.46.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the prepaid invoices in the amount of \$3,707.46. The motion was unanimously approved.

Mrs. Martin also reported that the prepaid invoices for 2017 totaled \$34,800.89. She also reported that the pending invoices for 2017 totaled \$16,168.68.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the prepaid invoices in the amount of \$34,800.89. The motion was unanimously approved.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the pending invoices in the amount of \$16,168.68. The motion was unanimously approved.

The January receipts totaled \$250,353.97.

OLD BUSINESS

HRG Contract. Mr. Salisbury called the members' attention to Mr. Miner's letter dated February 10, 2017. Mr. Miner briefly reviewed his comments and recommended that the Authority sign the contract.

NEW BUSINESS

Mid Penn. Mr. Salisbury reported that the \$2.5 million CD will mature in March 2017. He added that Mid Penn would confirm the interest rate closer to the maturity date. Mr. Salisbury stated that he is recommending that the Authority move \$500,000 from the checking account and renew a certificate for a total of \$3 million.

Mr. Stewart moved, seconded by Mr. Steinmeier, to invest \$3 million in another Certificate of Deposit. The motion was unanimously approved.

Authority Board Vacancy. Mr. Salisbury reported that Ken Tyndale resigned in January, effective immediately. He called the members' attention to the applications of two residents interested in serving on the Authority.

Mr. Stewart moved, seconded by Mr. Steinmeier, to recommend to the Board of Supervisors that Joseph Sembrot be appointed to the Sewer Authority.

Operator Position/Work Schedule. Mr. Salisbury called the members' attention to his memorandum dated February 7, 2017. Adam Bell resigned effective February 7, 2017. Currently, the operators are on call on a rotating schedule. The week following their call schedule, they work Monday through Thursday with Friday off. Otherwise the staff works Monday through Friday, 7:30 a.m. to 4 p.m.

Mr. Salisbury requested guidance as to whether or not the Authority would be receptive to having the staff work Monday through Friday each week and pay them overtime for the weekends they are on call. After a brief discussion, it was the consensus of the members that Mr. Salisbury should make the decision as to what makes the most sense for the effective running of the plant. They agreed that he should stay within the 2017 budget as approved by the Authority.

Mr. Salisbury also called the members' attention to the summary prepared by Mr. Aston regarding two of the applicants he and Mr. Wetzel interviewed to replace Mr. Bell. Both Mr. Aston and Mr. Wetzel believe they would be a good fit for the Authority. Mr. Salisbury stated that he was recommending that two full-time employees be hired. Neither of the candidates have operators' licenses; however, one has operated an Aqua-Aerobic SBR system for Utz Potato Chips; the other has maintained and operated water stations at Beaver Falls Municipal Authority.

By consensus, the members agreed that Mr. Salisbury should move forward with hiring two full-time employees.

Direct Deposit Forms. Mr. Salisbury stated that any of the Authority members who were interested in having their quarterly checks deposited through Direct Deposit should return their completed forms and a voided blank check to the Authority by the middle of March.

Deed of Dedication Notebook Review. Mr. Miner reported that he reviewed the Deeds of Dedication and researched whether or not they were recorded at the Dauphin County Court House. He stated that only four of the many Deeds of Dedication were recorded. He stated that he was willing to work towards recording all of the Deeds, however, most of the documents would have to be resigned by the developers because of the age of the documents. A brief discussion followed.

Mr. Stewart moved, seconded by Mr. Rehkop, to authorize Mr. Miner's firm to take the necessary steps to ensure that the Deeds of Dedication are recorded at the Dauphin County Court House. The motion was unanimously approved.

Creekvale Deed of Easement and Dedication. Mr. Shope reported that he reviewed the Deed of Easement and Dedication. Mr. Miner also reviewed the document.

A brief discussion followed, during which Mr. Salisbury reported that the driveway into the pump station had not been paved and one of the motors in the pump stations has burned out after only a little over a year. Mr. Shope agreed that there were several things that should be addressed before the Authority signs off on the Deed. Mr. Shope stated he would write a letter listing the items that need to be addressed before the Authority takes over responsibility for the pump station.

Mr. Stewart moved, seconded by Mr. Rehkop, for the Authority to sign off on the Deed and have it recorded contingent upon completion of the items yet to be addressed by A.P. Williams. The motion was unanimously approved.

PUBLIC COMMENT

No public comment was offered.

CORRESPONDENCE

Mr. Salisbury briefly reviewed the correspondence; an introduction letter from Concord Public Finance and an e-mail from Lou Verdelli of RBC Capital Marks concerning the 2012 Bond. Mr. Verdelli's e-mail stated that there were no significant savings to make it feasible to refinance the 2012 Bond.

AUTHORITY MEMBER COMMENTS

Tom Stewart. Mr. Stewart had no comments.

Bill Rehkop. Mr. Rehkop had no comments.

Mike Kreiser. Mr. Kreiser had no comments.

Don Steinmeier. Mr. Steinmeier stated that the Codes Officer resigned from the Township effective March 8, 2017.

He announced that East Hanover Public Works would be holding a dedication at their new facility on March 5, 2017 from 1-3 p.m.

He reported that on March 29, 2017, a meeting would be held at the Park & Rec facility regarding police coverage for the Township. He indicated that in addition to West Hanover, South Hanover and East Hanover were invited to participate.

REPORTS

Authority Manager. Mr. Salisbury submitted his monthly written report.

Engineer. Mr. Shope had no further report.

Solicitor. Mr. Miner introduced Attorney Melissa Van Eck, who provided a brief overview of steps she has taken related to sewer arrears, bankruptcies, etc.

ADJOURNMENT

Mr. Stewart moved, seconded by Mr. Rehkop, to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Gail A Martin
Recording Secretary