

**WEST HANOVER TOWNSHIP WATER & SEWER AUTHORITY
7901 JONESTOWN ROAD, HARRISBURG, PA
TUESDAY, MARCH 21, 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
Joseph Sembrot, Assistant Secretary

PUBLIC COMMENT

No public comment was offered at this time.

APPROVAL OF MINUTES

Regular Meeting, February 22, 2017. ***Mr. Steinmeier moved, seconded by Mr. Stewart, to approve the Minutes as distributed. The motion was approved 4-0, with Mr. Sembrot abstaining as he was appointed to the Authority following the February meeting.***

FINANCIAL REPORTS

Mrs. Martin reported that the prepaid invoices for March 2017 totaled \$37,486.06. She also reported that the pending invoices for March 2017 totaled \$44,360.70.

Mr. Stewart moved, seconded by Mr. Steinmeier, to approve the prepaid invoices in the amount of \$37,486.06. The motion was unanimously approved.

Mr. Stewart moved, seconded by Mr. Rehkop, to approve the pending invoices in the amount of \$44,360.70. The motion was unanimously approved.

The February receipts totaled \$304,718.16.

OLD BUSINESS

Mid Penn CD Renewal. Mr. Salisbury reported that the \$2.5 million CD at Mid Penn Bank matured on March 21, 2017. Based on a motion made by the Authority at its February 2017 meeting, \$500,000 was added to the \$2.5 million CD and renewed for a period of 12 months (to mature in March 2018) at 1.2 percent interest.

Mr. Salisbury also reported that since there is a new member of the Authority, all of the Authority officers would be required to sign paperwork for the three (3) Certificates of Deposit as well as the checking at Mid Penn Bank.

The following officers are authorized to sign on behalf of the Authority:

Michael Kreiser, Chairman
Donald Steinmeier, Vice Chairman
Thomas Stewart, Treasurer

William Rehkop, Secretary
Joseph Sembrot, Assistant Secretary
Mark Salisbury, Assistant Treasurer

Direct Deposit Form. Mr. Salisbury reminded the members that completed Direct Deposit forms would be due in the Authority Office by Monday, April 27, 2017 in order to receive their quarterly stipend via Direct Deposit. If the forms are not returned, checks will be cut and mailed to the members.

Creekvale Deed of Easement and Dedication. Mr. Shope called the members' attention to his letter dated March 1, 2017 addressed to A.P. Williams regarding ongoing issues at the Creekvale pumping station. Mr. Shope reported that of the six (6) items listed in the letter, only two (2) issues were resolved. In addition, Mr. Shope stated there was also an issue with the Omnisite equipment.

A brief discussion followed, during which it was agreed by consensus that the Authority would not accept dedication of the pump station until the paving was completed, as well as having the other issues resolved.

NEW BUSINESS

Nicholas Calderelli. Mr. Salisbury reported that Mr. Calderelli's property located at 248 White Birch Lane was not yet connected to the public sewer. He is in violation of the 60-day connection notice.

Mr. Salisbury also reported that he contacted Township Manager Daniel Rosario to advise him that Mr. Calderelli still had not connected and asked Mr. Rosario to send him a violation letter.

West Hanover Township Sewer Authority Policy Manual. Mr. Salisbury called the members' attention to the "Draft" manual.

Mr. Salisbury reported that Mr. Miner reviewed the manual and offered several suggestions. During discussion, Authority members offered some additional recommendations.

Mr. Stewart moved, seconded by Mr. Steinmeier, to approve the Employee Policy Manual to accept the manual with the requested changes.

A brief discussion followed the motion, during which it was agreed by consensus that the recommendations should be incorporated and have the revised manual included in the packet for approval at the April meeting.

PUBLIC COMMENT

No public comment was offered.

CORRESPONDENCE

There was no correspondence to be reviewed.

AUTHORITY MEMBER COMMENTS

Tom Stewart. Mr. Stewart stated that it was announced at the COG meeting that there was a Bill in the State House that would reduce Liquid Fuels funds for municipalities without a police force.

Donald Steinmeier. Mr. Steinmeier stated that the Board of Supervisor would be holding four (4) public hearings on Monday, April 3, regarding proposed ordinance changes.

Mr. Steinmeier also stated that there would be a public meeting on Wednesday, March 29, at 6 p.m. to explore the formation of a regional police force. In addition to West Hanover, South Hanover, and East Hanover were invited to participate.

Bill Rehkop. Mr. Rehkop had no comments.

Mike Kreiser. Mr. Kreiser had no comments.

Joe Sembrot. Mr. Sembrot stated he was looking forward to serving on the Authority. The other members welcomed him to the Authority.

REPORTS

Authority Manager. Mr. Salisbury submitted his monthly written report. He also reported that the Chapter 94 Report was submitted to DEP on March 20.

Engineer. Mr. Shope stated that the Authority agreed to reimburse him for CLE credits when he was hired. He stated that he was planning to attend a continuing education class on boundaries and easements in May. The cost for the workshop is \$279 and will provide 6.5 hours of CLE credit towards the total he is required to obtain during 2017.

Solicitor. Mr. Miner reported that Ms. Van Eck would be working on getting easements recorded for various projects in West Hanover.

Ms. Van Eck reported that she received a call from Mrs. Duncan regarding their arrears. The proposal was to pay \$500 by March 24 and then \$200 per month. Following a brief discussion, the Authority declined that proposal and asked Ms. Van Eck to contact Mrs. Duncan to propose that she pay \$500 by March 24 and then pay \$500 per month until the account is brought current. She will be advised that if one payment was missed, further action would commence.

In addition, Ms. Van Eck reported that she was preparing three (3) complaints to be filed at the District Justice office.

ADJOURNMENT

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

Respectfully submitted,

Gail A Martin
Recording Secretary