

Hanover Township Sewer Authority  
October 7, 2013  
Hanover Township Building

Before the start of the meeting, Solicitor John Salopek swore in new board member, Donnie Grey. Chairman Greg Call called the meeting to order at 7:07 p.m. with the pledge of allegiance. Roll call was taken. Chairman Call, Secretary/Treasurer Nancy Voelker, Board Member Donnie Grey, Solicitors Salopek and Frank Paganie, Project Engineer Jack Rae, and Office Assistant Patty Garrett were present. Vice Chairman Tim Seech was absent. Twelve township citizens/business owners were also in attendance.

**Meeting Minutes:** Mrs. Voelker made a motion to accept the minutes of the July 1, 2013 meeting; Mr. Call second. Mr. Grey abstained. Motion passed.

**Invoices:** Mrs. Voelker made a motion to ratify and approve paying the bills in the amount of \$48,933.66; Mr. Call second. Motion passed unanimously.

Mr. Call made a motion to ratify the hiring of part-time office assistant, Ann Spetek, from August 1, 2013 at \$8 per hour, for up to 24 hours per week; Mrs. Voelker second. Motion passed unanimously.

Mr. Call made a motion to pay the wages of Patricia Garrett in the amount of \$1,905 for June 16 through September 15, 2013; Mr. Grey second. Roll call: Mr Call—yes, Mr. Grey—yes, Mrs. Voelker—abstain. Motion passed.

Mrs. Voelker made a motion to pay Ann Spetek payroll for August 1 through September 15, 2013 in the amount of \$300; Mr. Call second. Motion passed unanimously.

**Treasurer's Report:** Mrs. Voelker presented the treasurer's reports for July through October as follows:

The Operations account began the month of July with \$54,479.54, deposits of \$81,772.39 and expenditures of \$48,149.22 for an ending balance on July 31, 2013 of \$88,102.71. The Pennvest account had a balance of \$4,282.09, the Phase 1 Tap account had a balance of \$25,000, and the Phase 2 Tap Fund account had a balance of \$217,241.78. There was a transfer of \$22,000 from the Phase 1 Tap account to the PennVest fund.

The Operations account began the month of August with \$88,102.71, deposits of \$79,339.97 and expenditures of \$24,777.14 for an ending balance on August 31, 2013 of \$142,665.54. The Pennvest account had a balance of \$4,597.83, the Phase 1 Tap account had a balance of \$33,335.67, and the Phase 2 Tap Fund account had a balance of \$227,816.53. There was a transfer of \$22,000 from the Phase 1 Tap account to the PennVest fund.

The Operations account began the month of September with \$142,665.54, deposits of \$54,402.28 and expenditures of \$51,573.34 for an ending balance on September 30, 2013 of \$146,512.48. We do not have a balance for the PennVest account at this time, the Phase 1 Tap account had a balance of

\$11,697.17, and the Phase 2 Tap Fund account had a balance of \$214,520.20. There was a transfer of \$22,000 from the Phase 1 Tap account to the PennVest fund.

Mr. Call made a motion to accept the treasurer's report for July through October as presented; Mr. Grey second. Motion passed unanimously.

**New Business:** A discussion on the merits of setting a minimum charge for sewer usage ensued. This is different from the debt service charge, which is a pass-through charge. Several residents asked questions. It was determined that charging 1,000 gallons per month (\$6.40) as a minimum sewer rate on all metered water customers should not create a hardship.

Mr. Call made a motion to set \$6.40, based on 1,000 gallons of water usage, as the minimum sewer usage on all metered water customers; Mrs. Voelker second. Motion passed unanimously.

Adding a new fee to the rate schedule was discussed. This would be a Site Visit Fee. This fee would be charged to the customer when the authority's operations field manager or assistant needs to make a non-maintenance visit to a customer site, ie: to place water shut-off notices on doors, etc.

Mrs. Voelker made a motion to add a \$25 Site Visit Fee to the Rate Schedule; Mr. Call second. Motion passed unanimously.

The audit for 2012 will be advertised.

**Old Business:** Mr. Call made a motion to ratify the acceptance of credit cards, debit cards, and E-checks through Municipipay; Mrs. Voelker second. Motion passed unanimously.

The property where the PepsiCola Roadhouse is located needs a determination of EDUs. There are three businesses on the property, but only one water line feeds all three. The water usage supports six EDUs. This property also needs a pump station determination. Both of these issues are expected by the next meeting.

**Sewage Malfunction Reports:** Four were sent to the Washington County Sewer Council. One was issued a citation; one is to be issued a citation; one was determined not to be malfunctioning; and one property connected to the HTSA sewer system.

The pump station sampling has been sent for testing every other week without any problems and with cost savings to the Authority.

Mrs. Voelker made a motion to cut back sampling at the pump stations from weekly to bi-weekly; Mr. Grey second. Motion passed unanimously.

The purchases of the Knox Box and the safety signage have been put on hold until the construction is completed at the plant.

The audit of all accounts is continuing.

**Solicitor's Report:** AL Solutions is connected, but continues to truck out all process water. The office bathroom is the only sewage being sent to Weirton at this time.

Mrs. Voelker made a motion to adopt Resolution #20 Sewer Authority Water Shutoff, Mr. Call second. Motion passed unanimously

Mr. Call made a motion to ratify the Takeover Agreement with Cincinnati Insurance/Greensburg Environmental executed on July 19, 2013; Mrs. Voelker second. Motion passed unanimously.

Regarding the WCCED 3<sup>rd</sup> Amendment extension permit, Graziani Construction would like to get work done before winter.

The PNC Bank line of credit expires in April 2014. We are working to acquire permanent financing.

**Engineer's report:** There is a warrantee inspection October 11, 2013 at 9 am. Johanna Liller, Mark Lashhorn, and Graziani Construction will do the inspection.

Mr. Call made a motion to pay requisition 93 in the amount of \$244.76; Mrs. Voelker second. Motion passed unanimously.

Mr. Call made a motion to authorize change order not to exceed \$5,500 for provision of transformer to 240v in garage to Westmoreland Electrical; Mrs. Voelker second. Motion passed unanimously.

Mrs. Voelker made a motion to pay requisition P2-28 in the amount of \$119,286.37; Mr. Grey second. Motion passed unanimously.

The Authority needs a new quote to bring Comcast to the office.

**Public Comments:** A citizen asked if a determination had been made on the habitable status of a garage apartment. It was discussed previously and determined to be uninhabitable.

It was asked that if damage is done by contractors at the plant, who is responsible for approving the fixes?

**Adjournment:** Mrs. Voelker made a motion to adjourn the meeting at 9:36 p.m.; Mr. Call Second. Motion passed unanimously.

Respectfully Submitted,

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Nancy Voelker, Secretary