

Hanover Township Sewer Authority  
January 12, 2015  
Hanover Township Building

Chairman Greg Call called the meeting to order at 7:12 p.m. with the pledge of allegiance. Roll call was taken. Chairman Greg Call, Vice Chairman Timothy Seech, Secretary/Treasurer Nancy Voelker, Assistant Secretary/Treasurer Chris Truby, Solicitor Christine Seymour, Project Engineer Jack Rae, Consulting Engineer Steve Greenberg, and Office Manager Patty Garrett were present. Board Member Donnie Grey arrived at 8:14 p.m. Three township citizens/business owners were also present.

**Reorganization:** Mrs. Voelker nominated Mr. Call for Chairman; Mr. Seech seconded. Mr. Call accepted. All in favor; pass unanimously.

Mr. Call nominated Mr. Seech for Vice Chairman; Mrs. Voelker second. Mr. Seech accepted. All in favor; pass unanimously.

Mr. Seech nominated Mrs. Voelker for Secretary/Treasurer; Mr. Call second. Mrs. Voelker accepted. All in favor; pass unanimously.

Mrs. Voelker nominated Mr. Truby Assistant Secretary/Treasurer; Mr. Call second. Mr. Truby accepted. All in favor; pass unanimously.

Mr. Call made a motion to adopt the standard IRS mileage rate; Mr. Truby second. Motion passed unanimously.

Mr. Call made a motion to set the 2015 meeting dates for the first and third Mondays of the month with the exception of September. Because of Labor Day, September's meetings will be September 8<sup>th</sup> and 21<sup>st</sup>. The 2016 reorganization meeting will be January 11, 2016; Mrs. Voelker second. Motion passed unanimously.

Mr. Seech made a motion to approve the current Rates and Fees Schedule; Mr. Call second. Motion passed unanimously.

**Meeting Minutes:** Mr. Call made a motion to accept the minutes from the December 1, 2014, meeting with correction to the New Business item to "...allow HTSA to pursue an extension to the line of credit."; Mrs. Voelker second. Motion passed unanimously.

**Treasurer's Report:** Mrs. Voelker presented the November treasurer's report. The Operations account began the month with \$206,357.95 with deposits of \$104,804.13 and expenditures of \$107,934.58 for an ending balance on November 30, 2014, of \$203,227.50. The PennVest account had a balance of \$26,860.79, the Phase 1 Tap Fund had a balance of \$12,405.84, the Phase 2 Tap Fund had a balance of \$7,100.32. There was a transfer of \$21,684.26 from the operating account to the PennVest account. Mr. Truby made a motion to accept the November's treasurer's report; Mr. Call second. Motion passed unanimously.

Mrs. Voelker presented the December treasurer's report. The Operations account began the month with \$203,227.50 with deposits of \$37,393.50 and expenditures of \$74,061.06 for an ending balance on December 31, 2014, of \$166,559.94. The PennVest account had a balance of \$26,860.79, the Phase 1 Tap Fund had a balance of \$20,889.71, the Phase 2 Tap Fund had a balance of \$21,618.19. There was a transfer of \$21,684.26 from the operating account to the PennVest account. Mr. Seech made a motion to accept the December's treasurer's report; Mr. Call second. Motion passed unanimously.

**Invoices:** Mrs. Voelker made a motion to pay the bills in the amount of \$35,005.33; Mr. Call second. Motion passed unanimously.

Mr. Call made a motion to ratify the payroll for December 12, 2014, in the amount of \$1,383.71, including service fees; Mr. Truby second. Roll call: Mr. Call—yes, Mr. Seech—yes, Mr. Truby—yes, Mrs. Voelker—abstain. Motion Passed.

Mr. Call made a motion to ratify payroll for December 24, 2014, in the amount of \$1,619.97, including service fees; Mr. Truby second. Roll call: Mr. Call—yes, Mr. Seech—yes, Mr. Truby—yes, Mrs. Voelker—abstain. Motion Passed.

Mr. Call made a motion to ratify payroll for January 9, 2015, in the amount of \$748.24, including service fees; Mr. Truby second. Roll call: Mr. Call—yes, Mr. Seech—yes, Mr. Truby—yes, Mrs. Voelker—abstain. Motion Passed.

**Old Business:** HTSA is still gathering information to determine if it is in HTSA's best interest to use project funds to pay for the 3<sup>rd</sup> bore needed by WCCED in the industrial park.

**New Business:** HTSA will contact PA American Water Company (PAWC) about amending the shutoff agreement between HTSA and PAWC. Issues such as locking the meters and long-term shutoff due to non-payment of sewer bills need to be addressed.

The Church of Promise has asked to have their EDU count reassessed to one EDU instead of two, due to a large water leak that was fixed. We must wait for a year for their water usage to stabilize before reassessment will be considered.

Mr. Call made a motion to approve a customer's applications for a payment plan for a Phase 2 Tap Fee; Mrs. Voelker second. Motion passed unanimously.

**Solicitor's Report:** Ms. Seymour reminded the Board of the upcoming telephone conference call with PennVest on January 13, 2015.

Information on rate increases and PMAA guidelines was presented for the Board's consideration.

During research, Ms. Seymour found no recorded easements to the Spencer property which adjoins HTSA property behind the sewer plant. There were also many condemnations of property in order to put the sewer lines in. She questioned the status of these and whether any were settled into a form of easement.

The budget was discussed briefly. Two methods, the cash method and the accrual method were discussed. This item was tabled until a better explanation of each method could be presented and understood by the Board.

Mrs. Voelker made a motion to accept the on-going solicitor's report; Mr. Call second. Motion passed unanimously.

**Engineer's Report:** Mr. Rae, referring back to the Solicitor's Report item regarding outstanding change orders with Gannett Fleming and the DEP, stated that all supplemental information requested by the DEP has been submitted. The DEP is the only one holding up change orders at this point.

Phase 2 Cincinnati Insurance Company status still requires a monetary amount assigned. Utility bills for the plant are needed before October 2012 and for the water leak after October 2012 until the leak was repaired.

Mr. Seech made a motion to pay requisition P2-40 in the amount of \$10,600.43; Mr. Call second. Motion passed unanimously.

An amendment is needed by the DEP for Phase 1 closeout.

Mr. Call made a motion to accept the engineer's report; Mr. Seech second. Motion passed unanimously.

**Correspondence:** None

**Public Comments:** None

**Additional Items:** Three quotes were received for a security camera for the gate to the plant. Item tabled.

Maintenance Contract renewal for the office copier through Bordon Office Supply, Steubenville, OH. was approved, effective February 1, 2015.

**Adjournment:** Mrs. Voelker made a motion to adjourn the meeting at 9:52 p.m.; Mr. Call second. Motion passed unanimously.

Respectfully Submitted,

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Nancy Voelker, Secretary