

Hanover Township Sewer Authority  
January 11, 2016  
Hanover Township Building

Chairman Greg Call called the meeting to order at 7:06 p.m. with the pledge of allegiance. Roll call was taken. Chairman Mr. Call, Vice Chairman Timothy Seech, Assistant Secretary/Treasurer Chris Truby, Board Member Donnie Grey, Solicitor Matt Kalina, Consulting Engineer Mike Sherrieb, and Office Manager Patty Garrett were present. Secretary/Treasurer Nancy Voelker and Project Engineer Jack Rae were not present at the beginning of the meeting. Three township citizens/business owners were also present.

**Reorganization:**

Mr. Seech nominated Mr. Call as Chairman of the Board; Mr Call accepted. All in favor; pass unanimously.

Mr Call nominated Mr. Seech as Vice Chairman; Mr. Seech accepted. All in favor; pass unanimously.

Mr. Seech nominated Mrs. Voelker as Secretary/Treasurer. All in favor; pass unanimously.

Mr. Seech nominated Mr. Truby as Assistant Secretary/Treasurer; Mr. Truby accepted. All in favor; pass unanimously.

Mr. Truby made a motion to authorize the IRS mileage rate of \$0.54 per mile, effective January 1, 2016; Mr. Call second. Motion passed unanimously.

Mrs. Voelker and Mr. Rae arrived at 7:14p.m.

Mr. Truby made a motion to set the regular monthly meetings as the first and third Monday of each month with the exception of July 11 and August 22 being the only meetings in those months, and September meetings being on the 12<sup>th</sup> and 26<sup>th</sup>. The reorganization meeting will be January 9, 2017; Mrs. Voelker second. Motion passed unanimously.

Mr. Call made a motion to appoint Mr. Lashhorn Operator in Charge; Mr. Grey second. Motion passed unanimously.

Mr. Call made a motion to appoint Mr. Lashhorn a signatory on the Discharge Monitoring Reports; Mr. Truby second. Motion passed unanimously.

**Meeting Minutes:** Mr. Truby made a motion to accept the December 7, 2015, meeting minutes; Mr. Call second. Motion passed with Mr. Seech abstaining.

Mr. Seech made a motion to accept the December 21, 2015, meeting minutes; Mr. Truby second. Motion passed with Mr. Grey abstaining.

**Treasurer's Report:** Mrs. Voelker presented the December treasurer's report. The Operations account began the month with \$183,172.61 with deposits of \$48,651.32 and expenditures of \$58,200.99 for an ending balance on December 31, 2015, of \$173,622.94. The PennVest account had a balance of \$183.39, the Phase 1 Tap Fund had a balance of \$0, and the Phase 2 Tap Fund had a balance of \$2,283.09. There was no transfer from the operating account to the PennVest account. Mr. Seech made a motion to accept the treasurer's report; Mr. Grey second. Motion passed unanimously.

**Invoices:** Mrs. Voelker made a motion to ratify the bills in the amount of \$34,459.75; Mr. Call second. Motion passed unanimously.

Mr. Grey made a motion to ratify payroll from November 22 through December 5, 2015, in the amount of \$1,180.72, including payroll fee; Mr. Truby second. Roll call: Mr. Call-yes, Mr. Grey-yes, Mr. Truby- Yes, Mrs. Voelker- abstain. Motion passed.

Mr. Truby made a motion to ratify payroll from December 6 through December 19, 2015, in the amount of \$1,654.63, including one payroll fee; Mr. Seech second. Roll call: Mr. Call-yes, Mr. Grey-yes, Mr. Truby- Yes, Mrs. Voelker- abstain. Motion passed.

Mr. Seech made a motion to ratify payroll from December 20 through January 2, 2016, in the amount of \$1,003.22, including one payroll fee; Mr. Truby second. Roll call: Mr. Call-yes, Mr. Grey-yes, Mr. Truby- Yes, Mrs. Voelker- abstain. Motion passed.

**Old Business:** Different sewer rates for residential and non-residential customers – tabled until a rate study can be conducted.

Owners will be billed for sewer usage and they must deal with tenant issues. HTSA cannot get in the middle of these issues, but can lien property and execute older liens.

2016 Federal Funding Seminar in Florida is too expensive to consider at this time. CCBC has a grant writing class and a certificate program the board can consider. Tabled.

**New Business:** A customer has requested until the end of 2016 to get his building, currently assessed at four EDUs, down to three EDUs. Due to this being an issue now for three years, the board declined to grant the additional time. The customer's assessment will remain at four EDUs, but he has the option to abandon the fourth EDU after complying with the Tap Abandonment Policy.

Adding the benefit of holiday pay for HTSA staff has been tabled until an employee handbook can be finished and implemented.

The board members were presented with the information for the annual New Board Member Training. This training is also open to all authority staff, engineers, and solicitors. No members of HTSA are interested in attending this year.

Mr. Truby and Mrs. Voelker will form a committee to update the HTSA Rules and Regulations.

**Solicitor's Report:** Criminal complaints have been filed with the local magistrate for failure to tap into the system.

Discussions continue on the First Niagara Pavilion service agreement.

Mrs. Voelker made a motion to accept the solicitor's report; Mr. Grey second. Motion passed unanimously.

**Engineer's report:** On the PennVest wish list, we need bids on the guide rails and filter sooner rather than later. Ms. Sappie is working with office staff to justify the contractor for the gate opener.

Mrs. Voelker made a motion to pay Requisition P2-50 in the amount of \$5,342.91; Mr. Grey second. Motion passed unanimously.

Mr. Call made a motion to approve PennVest requisition #26 in the amount of \$3,370.01; Mrs. Voelker second. Motion passed unanimously.

Mr. Truby made a motion to authorize Gannett Fleming to supervise WCCED Lot 15-17 Third Bore Alternative, the cost of which is to be reimbursed by WCCED; Mr. Seech second. Motion passed unanimously.

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

**Correspondence:** None

**Public Comment:** None

**Adjournment:** Mr. Call made a motion to adjourn the meeting at 9:20 p.m.; Mrs. Voelker second. Motion passed unanimously.

Respectfully Submitted,

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Nancy Voelker, Secretary