

Hanover Township Sewer Authority
May 19, 2026
Hanover Township Building

Chairman Dawn Paden called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

Roll Call: Present: Chairman Dawn Paden, Vice-Chairman Ralph Speer, Secretary/Treasurer, Hannah Bruce, Project Engineer, Robert Dengler, II, Solicitor Office Savannah Vernet, Esq., Office Manager, Betty DeFelice and Operations Manager, Mark Lashhorn.

Member: Guy Auteri's resignation hasn't been accepted by the township supervisors as they haven't had their meeting as of today. Guy has resigned as he will be unable to attend meetings due to his scheduling.

Minutes: Minutes of April 21, 2026 motioned by Dawn Paden with the exception of the change in end time of when the executive session ended to 8:41 pm, motion was seconded Ralph. **All in favor no opposed. Motion carried.**

Treasurer Report:

Hannah Bruce presented the Treasurer's Report with beginning balance in the Operating and Expense Account as of April 30, 2026 of \$164,772.79, April deposits of \$68,635.06 and expenditures of \$74,841.68 ending balance \$158,566.17. Maintenance Account has a balance of \$20,445.08 as April 30, 2026 and the Tap Fund had a balance of \$111,317.12 as of April 30, 2026.

Motion to accept the Treasurer's Report as presented was made by Chairman Dawn Paden, second by Vice Chairman Ralph Speer. **All in favor no opposed.**

Invoices: Motion to accept the bills was made by Chairman Paden and seconded by Hannah Bruce. **All in favor of ratifying the invoices. No opposed**

Payroll: Chairman Paden made a motion to ratify payroll and was seconded by Ralph Speer. **All in favor no opposed. Motion passed.**

Office Manager:

PNC VISA balance 215.79. They were for supplies for gate.

Informed board that approximately 80 delinquent notices of customers with balances greater of \$200.00 went out. Can work out a payment plan.

950 Steubenville Pike new construction-Aunt is not granting easement access to the line from her house. We need a copy of the easement letter from Washington County for our records.

Do we have copies of the easements in customer files? Solicitor's office doesn't think her office would have them but will check- Chris Truby stated that the check to see if they have any easement information should be in the "Construction File" Boxes Phase I and II. You need an easement for every one of the lines.

Walk through of plant with Chairman Paden and operations. Discussed the drafting of an excel spreadsheet to track assets located throughout the plant.

Discussed purchasing 5 industrial shelving units for plant operations.

Handed out excel spreadsheet of grant funds used and remaining.

Motion to accept Office Manager report was made by Chairman Paden, seconded by Hannah Bruce. **All in favor, no opposed.**

New Business:

Hanover Township Sewer Authority was looking to move their meeting location to the Hanover Township Municipal building and change the meeting time from 7:00 pm to 6:30 pm. However, the Hanover Township Planning Commission conducts their monthly meeting at the municipal building on same day and same time as the authority and will be conducting many meetings this year due to the data center. Therefore, the Hanover Township Sewer Authority will change monthly meetings to the 2nd and 4th Tuesday of each month. The regular meeting will be held on the 2nd Tuesday of each month unless otherwise notified. We will always be canceled the 1st meeting unless needed due to an emergency or holiday scheduling. Solicitor's office can attend the meeting at the new location and time. Motion was made by Dawn Paden to change the meetings to the 2nd and 4th Tuesdays of each month along with the new time of 6:30pm. to advertise the changes. Seconded by Hannah Bruce. **All in favor, no opposed.** Also update the website.

Update contractor list on the website to include Morgan Patterson as one of the contractors allowed to install pumps.

Gate is still being repaired. We can use the lower gate if needed. The gate remains opened all day and manually close it when we leave. Locked over the weekend. We should use the lower gate. We don't close the lower gate at night. If we do it will prevent people from coming up here. Tracks around the flagpole. Kids are bringing quads and whatnot up here.

The church located at 813 Route 18; converting to a three-apartment unit. Owner originally purchased but never picked up or installed the simplex pump. Is there a basement in building? No. Chairman Paden stated that technically they need a larger pump size. Already a tap in the line. This would be a duplex pump. Ralph Speer asked what do the two additional tap fees cover. Chris Truby stated it's not a physical tap into the pipe but it is fee for a percentage of the system's capacity. Engineer stated that it should be defined in the rules and regulations. 537 plan-the "Initial Plan". Details of who pays for the pumps etc. The new duplex pump's cost was quoted on May 18, 2026 as \$16,128.99. The cost for the customer would be the sum of market value of a duplex pump less the cost that originally paid for at the time of the purchase plus two additional tap fees. Chairman Paden asked if they are requesting the pump now. Engineer stated to be cautious you may be setting a precedence for later. If a person purchases a single piece of property and wants to convert to a multiple unit. **Chairman Dawn Paden made a motion to establish the precedent that when going from a simplex single pump to duplex pump the resident is responsible for paying the difference of market rate of the new pump.**

Grant spreadsheet. Remaining funds from the LS22-29 Project is \$20,800.00. Those funds will be used to purchase the trailer mounted tank and pump. The LS 25-31 remaining \$1,181.00 will be used to pay for the installation of the manhole. The Small Water grant funds will be used to purchase heaters. No signed contract as of yet.

Old Business:

Safety walk around. Everything is progressing. We need to get the heavy-duty shelving units to put some of Mark's equipment and other inventory items on them so everything is easier to track.

Installing awning over office. Mark-"It's a timing issue". Not removing the enclosed trailer. Working on getting things more organized. The pumps that are in that trailer are safer in the trailer. Maybe some day put some racks inside the trailer. Roof is good and dry.

Capital projects and Grant availability- nothing to report

PayStar and Tyler Tech is two of third-party processors for MuniLink. We are going with PayStar.

Operations Report

- Seven one calls.
- Five Service Calls
- 3 changed out pumps
- 2 Circuit board changed and one scheduled for the morning.
- 10 spare pumps are ready. If we get a month without service calls we can get a few more pumps repaired. Getting low on the update kits. Every pump that gets repaired gets an update kit. The following week we may be out of the update kits. Get a quote for 12 pump kits \$700-\$800.00 each . The update kits will be paid out of the maintenance account. Ralph asked what is the Tap Fund for? It's used to make the monthly loan payments on the Penn Vest Loans. Order as soon as possible. Motion made to order the update kits. Chairman Paden made motion to accept operators report and seconded by Ralph Speer **All in favor, No opposed. Motion accepted.**

Solicitor Report: No public report unless the board has any questions. Dawn had question regarding the current liens we have. If we lien the property can we also shut off the water? Answer from Solicitor's office is yes you can. Lining the property and shutting off that property's water are meant to work together. Questions regarding liens please send emails to Mike at the solicitor's office and cc Autumn and/or Savannah Autumn primarily handles all liens. Get with Savannah for the process of the lien. Example: Different rules and requirements apply to the tenant and owner. Utility Service Tenants Right Act(USTRA) and the Public Utility Code. Chairman Paden stated we need to collect those unpaid bills and that we may eventually we are going to need to raise the rates if we can't collect. Operator stated that there was a list of properties given the solicitor's office for a sheriff sale a few years back. A couple were sold. Savannah will get with Autumn and see if any are active at this point. Chairman asked the solicitor's office if we can set up payment plan should a resident request one. Betty stated that HTSA already has one. The longest plan is for 15 months. However, if the water is shut off and the resident requested sewer they are then required to pay the entire balance in full prior to the water being restored. Motion was made by Chairman Paden to accept the solicitor's report and seconded by Hannah Bruce. **All in favor No opposed**

Engineer Report

Plant Subsidence is complete and closed payment was made.
Final Certificate issued and contract close docs have been sent to the contractor, Alex Paris. Getting docs together that are needed for the payment to the contractor for Devil's Den Bypass Project.

2025 LSA Grant procurement of composite samplers and funding at Star Lake force main manhole installation wasn't approved by RACW.

Getting ready to apply for the 2026 Washington County LSA Grant as soon as it opens. Bob and Mark to get some ideas together and see what is needed.

GFT prepared and submitted a Statewide Small Water and sewer Grant application for the replacement of the heaters located in both the garage and the UV building and the installation of the manhole located at the Star Lake discharge force main.

Quote from Ron-Air of \$17,400.00 for seven heaters. Those heaters are not available through Co-Stars.

Estimate from Kosol Electric for the installation of these heaters came back in the amount of \$5,025.00

Need a third estimate- call Lucas he is a commercial and residential electrician.

Get full quote from Kosol (procuring and installation) and see what the cost would be to do the complete purchase and installation of those heater.

GFT has reached out to other electrical contactors

If the award is < \$24,500.00 we won't have to go through the entire bidding process.

A request for quote to Alex Paris for a price to install the new manhole on the Star Lake Force Main. If quote is less than \$24,500.00 we can go with Alex Paris.

The unused manhole bottom from the Devil's Den Pump Station Bypass Project can be used.
If less than \$13,200.00 -Avoid three bids. If greater than \$13,200.00 we would need two more bids.

Examination of pump station discharge line is needed to determine issues with pump output. High pressure flushing of line similar to Steubenville Pike flushing may help clear any blockages that exist in the force main.

Have 6K send HTSA copies of their monthly DMR reports for 2026.

Evaluation of the Paris to Weirton area flow versus rainfall. The data shows that precipitation events significantly increase flow entering the system. Rainfall > 1 inch in 24 hours generates a 60% increase in flow to the collection system.

Development of strategies to identify and eliminate unauthorized connection to or to bill according to sewage flows rather than water usage.

Motion was made by Chairman Paden to accept Engineer's report and seconded by Ralph Speer. **All in favor no opposed, motion passed.**

Public Comments- Chris Truby- You're looking into the pump trailers? Yes. Chris' initial concerns were gas powered pumps. Unknown origin and specs. Need to make sure the pumps that are purchased can overcome the head pressure. Bob from GFT will look into the requirements of the Buy American Act (BABAA) for the grant.

Ralph Speer questions: Where is the check to Weirton Sanitary Board. He didn't see it on the Bills Paid List. It was. 2nd question Gladys Bee check was voided. It was voided because the house was sold and wasn't owned by Gladys but in our billing system it had them as owner. Their son Geary Bee was owner. House was sold and the initial refund of the final bill paid was issued to Gladys and not Geary. Another check was reissued to Geary Bee.

Executive Session –

Adjournment-8:29 pm.

Respectfully Submitted,

Hannah Bruce, Secretary