

THE UPPER HANOVER AUTHORITY and UPPER HANOVER TOWNSHIP BOARD OF SUPERVISORS JOINT MEETING

Minutes of Thursday, June 6, 2019 Meeting (6:00 PM)

The joint meeting of The Upper Hanover Authority Board (TUHA) and The Upper Hanover Township Board of Supervisors (UHT) was held on Thursday, June 6, 2019 in the meeting room of the township office at 1704 Pillsbury Road, East Greenville, Pennsylvania. The meeting was called to order at 6:00 PM by TUHA Vice-Chairman Dean Kresge followed by the Pledge of Allegiance.

TUHA Board Members present were Vice-Chairman Dean Kresge, Treasurer Kenneth Miley, Secretary David Grubb and Assistant Secretary-Treasurer Ben Fiorito.

UHT Board Members present were Eugene Fried, Dorothy Diehl, Ben Fiorito and Steven Rothenberger.

Also present at the meeting for TUHA were Blake Dunbar, R. Brant & Associates; TJ Figaniak, Gilmore & Associates, Inc. (G&A); Office Manager Marita Thomson; Operations Manager Grant Boyer.

VISITORS PRESENT: None

TUHA MINUTES OF PREVIOUS MEETINGS: Dave Grubb made a *MOTION* to approve the minutes of the May 2, 2019 meeting as submitted; the *MOTION* was seconded by Ken Miley. There were no dissenting votes.

TUHA WATER & SEWER FINANCIAL REPORTS FOR APRIL 2019 and MAY 2019: A *MOTION* was made by Ben Fiorito to approve the reports; the *MOTION* was seconded by Dave Grubb. There were no dissenting votes. Dave Grubb requested staff prepare a spreadsheet on the costs to date for Water Main Phase 2.

TUHA CHECK REGISTER FOR MAY 2019: A *MOTION* was made by Ken Miley to approve the TUHA Check Registers with water expenses of \$80,524.59 and sewer expenses of \$99,042.22; the *MOTION* was seconded by Dave Grubb. There were no dissenting votes.

APPROVAL OF TUHA BILLS FOR JUNE 2019: A *MOTION* was made by Dave Grubb to authorize payment of regular bills as listed for the month and any unexpected bills to be paid by the Office Manager, with ratification for the exact bills to be made at the next regular meeting. The *MOTION* was seconded by Ken Miley and passed with no dissenting votes.

PUBLIC COMMENT: None.

ACT 537 SEWAGE FACILITIES PLAN: **ACT 537 SEWAGE FACILITIES PLAN:** The Boards reviewed the need for the revised Act 537 Plan approval to provide sewer service to possible future customers, i.e. Knoll, Wentz, Zavitsanos; as well as improving the hydraulics of the existing force main. The Authority is requesting the Upper Hanover Township Board of Supervisors consider supporting the 537 Plan, so the Authority can proceed with updating the draft plan and submit to the Supervisors for review and approval of a revised plan. Dean will write a letter to the Board of Supervisors requesting a recommendation to move forward with the engineering work at an estimated cost of \$10,000 to \$20,000.

The Upper Hanover Township Supervisors left the meeting after this discussion.

TJ reported Knoll has indicated that although there is interest in sewer at this time, they are not in a position to make a commitment.

TJ estimates a cost to rerate the Perkiomen Plant at \$16,000.

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KAIN WENTZ/THE CROSSINGS AT UPPER HANOVER: The Board discussed the draft will-serve letter prepared by TJ for Grant's signature in response to the request dated April 11, 2019. TJ will revise the letter to indicate we will have capacity at the sewer plant when rerated, and that the process will move forward when a commitment is received from Wentz.

WATER MAIN REPLACEMENT PROJECT: AREA "2": TJ reported the contractor has installed water main which has passed pressure and bac-t testing. Water service connections to be installed this month. The Board reviewed Change Order Request No. 1 (Revised) dated June 4, 2019 from Gilmore Associates. The change order is for installing the water main over the existing 42" stream culvert instead of under it, maintaining the 36" minimum clearance underneath as required by the permit. Dave Grubb made a **MOTION** to approve Change Order Request No. 1 in the amount of \$10,000 credit; the **MOTION** was seconded by Ken Miley. There were no dissenting votes. The Board reviewed Application for Payment No. 1 as reviewed by Gilmore Associates (letter dated June 4, 2019). Dave Grubb made a **MOTION** to approve Payment No. 1 in the amount of \$146,672.10 to Shainline Excavating, Inc.; the **MOTION** was seconded by Ken Miley. There were no dissenting votes.

WATER MAIN REPLACEMENT PROJECT: AREA "1": TJ informed the Board B.P. Patterson has been notified and awaiting the revised maintenance bond prior to issuance of final payment. Contractor is working with bonding company to acquire revised bond. **Nothing new to report.**

1237 - 1241 WATER STREET LINE RELOCATION: TJ reported design is complete and easements are being prepared.

NORTHGATE/THP: **Nothing new to report.**

MACOBY RUN/SEWER LATERAL CLEANOUTS: TJ reported he received notice from Jerry Murnane of NVR, Inc. stating the repairs are complete. He believes there are still remaining plant reimbursement issues and will verify with homeowners.

PENNSBURG SQUARE SHOPPING CENTER: **Nothing new to report.**

HYDRANT POLICY: The Board reviewed the policy prepared by Grant including use guidelines, an application fee and deposit for hydrant use to protect the authority. The board agreed to wait to purchase the hydrant meter until it is needed. **Tabled to next month.**

SWEET WATERS GOLF COURSE: Gilmore received revised plans and issued review letter on May 21, 2019. TJ reported the applicants' calculations indicate the existing capacity would need 4 EDUs; they currently have 3 and would need to purchase 1 to comply. In addition they will need to purchase 4 EDUs for the new application. The additional EDUs has been a point of contention with their engineer; TJ will update the Board at the next meeting.

OFFICE MANAGER'S REPORT: The Board reviewed the **Office Manager's Report** including Accounts Receivable balances, May billing of \$172,179.42, and May receipts for services of \$156,771.86.

Red Hill Water Authority: The Office Manager spoke to Phil Palencar regarding the system operating and maintenance monthly reporting and invoices. The summary report on monitoring prepared by TJ dated April 30, 2019 was forwarded to RHWA; Phil will review and discuss with RHWA.

Certificates of Deposit: PLGIT (Pennsylvania Local Government Investment Trust) Certificates Financial Federal Savings TN \$243,000; American National Bank, MN \$243,000; Sonabank McClean VA \$243,000; Bank Keumi USA, NY \$243,000; First Mid Illinois Bank & Trust \$243,000 matured on May 24, 2019; new certificates and an additional certificate for sewer in the amount of \$220,000 were purchased from Univest Bank at 2.63% APY. Ben Fiorito made a **MOTION** to approve the certificate purchases at Univest; the **MOTION** was seconded by Ken Miley. There were no dissenting votes.

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PLGIT Certificates CFG Community Bank MD \$243,000; Franklin Synergy Bank, TN \$243,000; First National Bank of McGregor TX \$243,000; Merrick Bank UT \$243,000; Mission National Bank CA \$243,000; Mainstreet Bank VA \$243,000; CDT Bank TX \$243,000; CD Prudential Savings PA \$243,000; Unity Bank NJ \$243,000 and Farmer's Exchange Bank OK \$117,000 will be maturing on June 14, 2019. Board requested staff obtain rates from Univest, PLGIT, Embassy and QNB Bank on the 14th for 12 and 18-month certificates and review with Ben Fiorito to split purchases among the banks with the highest rates with 12- and 18-month certificates while ensuring funds are diversified. Put on the July 2019 agenda for the Board to ratify purchases.

E.F. Moser Development, Inc. Escrow Account: Development on E. Buck Road was approved by the Township in 2007 and Escrow Funds were not claimed by the developer. Funds in the amount of \$3689.75 are due and payable to Commonwealth of Pennsylvania Department of Unclaimed Property. Ken Miley made a **MOTION** to close the escrow account and forward payment to the Commonwealth; Dave Grubb seconded the **MOTION**. There were no dissenting votes.

Walmart/ Hanover North Sewer Escrow/ Agreement: Update: Contact made with Goldenberg Group who manages The Shoppes at Upper Hanover for Hanover North. A written statement is being prepared to send to them to review with counsel requesting renegotiation of the contract. They have also provided contact information for Walmart Corporate Offices.

Allegra Marketing Services – Water/Sewer Bill Processing and Mailing Services: Update: Diversified is working on preparation of the bill file to be used to submit to Allegra and redesign of the utility bill to an 8-1/2 x 11" format. Target date for first billing cycle is July 2019.

Ganter Complaint: The Board reviewed a customer complaint and request for a waiver of the \$20 tag fee for shut-off. This customer has already received the delinquent fee waiver permitted by the policy. No action taken by the Board. Staff will notify customer no further waivers are permitted.

Grinder Pump Policy/ 644 Gravel Pike: Site Specific was at Fiesta Habanera/Tosco, for repair of the grinder pump. The Board confirmed that the charges for the pump repair should be billed to the property owner. The Board requested staff provide them with copies of the grinder pump ownership/easement documents for their review.

OPERATIONS MANAGER'S REPORT: The Board reviewed the **Operations Manager report** dated June 6, 2019.

The following equipment purchases were discussed: Leak detector at a cost of \$5,380 from FlowNetworx/ 540 Technologies; Macoby plant SBR#4 actuator at a cost of approximately \$5,000; Honda generator at a cost of \$942.96 from Passmore Service Center; Stihl 16" cut-off saw and cart at a cost of \$1,757.94 from Passmore Service Center; a manhole cover mover at a cost of \$1,695 from LB Water Service. Ben Fiorito made a **MOTION** to approve the purchase of the equipment; the **MOTION** was seconded by Dave Grubb. There were no dissenting votes.

Third & Penn Water Tank Leak: Grant is waiting to hear from Mid-Atlantic Storage Systems about the tank inspection. Waiting for date to fix the leaking tank and information regarding any warranty for the maintenance of the tanks. Still working on a Tank Inspection Plan for all sites. **Nothing new to report.**

Macoby Wastewater Treatment Plant: I/I Inspections were performed and report with recommendations submitted by Dennis Schoenly dated June 3, 2019.

Palm Lift Station: Grant reported he is researching contractors for televising gravity lines. **Nothing new to report.**

Fire Call Policy: The Board reviewed the policy prepared by Grant and made recommendations for changes.

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Vineyards Lift Station: The rebuilt pump was installed and is working. New pump ordered.

East Greenville Business Center: Grant reported new heads for the 4" water meter have been installed.

Surveillance Cameras: Grant met with Paul Yaskowski Consulting for site visits on May 8, 2019 to discuss camera equipment options. **Nothing new to report.**

1285 St Paul's Church Road: Received a request and application for water and sewer service.

SOLICITOR'S REPORT: The Board reviewed the Solicitor's Report dated May 29, 2019. Nothing further to report.

ENGINEER'S REPORT: The Board reviewed the Engineer's Report dated June 6, 2019.

Perkiomen WWTP DRBC Docket Renewal: Awaiting final docket to be issued.

Macoby WWTP Reed Beds: TJ reported he is preparing a report on reed bed analysis to further discuss disposal options and estimates and vacating the reed beds; awaiting vendor pricing.

DRBC Groundwater Withdrawal Docket Renewal: Docket on agenda for DRBC's August meeting for approval.

Perkiomen WWTP NPDES Permit Renewal: Permit Renewal Application completed.

ADJOURNMENT: There being no further business to come before the Board, Dave Grubb made a **MOTION** to adjourn at 9:25 PM.

Respectfully submitted,

*NOTE: The above minutes give a generalization of the meeting and is not a verbatim transcript.
Next resolution number: 2019-01*

Approved 7/9/19 BOS.
Stanley W. Seitzinger