

THE UPPER HANOVER AUTHORITY and UPPER HANOVER TOWNSHIP

Minutes of Joint Meeting on Thursday April 6, 2017 Meeting (6:00 PM)

The joint meeting of The Upper Hanover Authority Board (TUHA) and Upper Hanover Township (UHT) Supervisors was held on Thursday, April 6, 2017, in the meeting room of the township office at 1704 Pillsbury Road, East Greenville, Pennsylvania. The meeting was called to order at 5:59 PM by Chairman Trevor Smith, followed by the Pledge of Allegiance.

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

UHT Supervisors present were Eugene Fried, Richard Fain, and Ben Fiorito.

Also present at the meeting were Office Manager Marita Thomson; Operations Manager Michael Wetzel; Administrative Assistant Samantha Lynam; Thomas (TJ) Figaniak, Gilmore Associates; Blake Dunbar, R. Brant & Associates; and Stan Seitzinger, UHT Manager.

MINUTES OF PREVIOUS MEETINGS: Dean Kresge made a *MOTION* to approve the March 2, 2017 minutes as submitted; the *MOTION* was seconded by Ken Miley. There were no dissenting votes.

WATER & SEWER FINANCIAL REPORTS FOR MARCH 2017: A *MOTION* was made by Dean Kresge to approve the financial reports as submitted; the *MOTION* was seconded by Dave Grubb. There were no dissenting votes. Mr. Grubb requested a summary of the year ending 2016 Blommer hauling bills and receipts through the beginning of 2017. Mr. Miley requested additional information on the year-to-date budget report at next meeting.

CHECK REGISTER FOR MARCH 2017: A *MOTION* was made by Ken Miley to approve the TUHA Check Registers with Water expenses of \$68,482.45 and Sewer expenses of \$61,922.58; the *MOTION* was seconded by Dean Kresge. There were no dissenting votes.

APPROVAL OF TUHA BILLS FOR APRIL 2017: A *MOTION* was made by Dave Grubb to authorize payment of regular bills as listed for the month with the exception of Diversified Technology (for refusing to answer questions about billing software concerns), 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.

GARAGE/ LAB BUILDING: Trevor updated the Township Supervisors on the status of the garage building. The Board reviewed the redesign proposal cost reduction dated March 21, 2017. The Board agreed that in the event that rebidding of the project provides the Authority with savings vs. budgetary expectations as discussed at prior Board meetings, the Board will consider sharing those savings with Gilmore to cover costs and fees being deferred for the redesign and rebidding efforts. Ken Miley made a *MOTION* for Gilmore to move forward on the new garage bids, contingent the proposal being rewritten with the above change; the *MOTION* was seconded by Dean Kresge. There were no dissenting votes.

WATER MAIN REPLACEMENT PROJECT: AREA "1": TJ reported TUHA did not receive any grant funding from the Pennsylvania Small Water and Sewer Program through the Commonwealth Financing Authority. Only 156 projects were awarded out of 605 applicants. TJ updated the Township Supervisors on the status of the project. He is requesting authorization from the Board to advertise for bids. Dean Kresge made a *MOTION* to move forward with the project as requested; the *MOTION* was seconded by Dave Grubb. There were no dissenting votes. TJ will begin putting the bid packets together.

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SOURCE WATER PROTECTION PLAN: The office manager advised the Board that East Greenville Borough approved putting signs on Route 29, along with splitting the cost of the signs. The next meeting is being set-up and will take place at East Greenville.

BLOMMER CHOCOLATE CONTRACT: Ken Miley reported he has not heard back from EHS Manager, Tim Campbell. If we do not hear back before next meeting, Mr. Blommer will be contacted.

MACOBY RUN/ SAL LAPIO HOMES: Gilmore has indicated that all issues have been finalized, and escrow is ready to be closed and released. Ken Miley made a *MOTION* to close Macoby Run/Sal Lapio Homes Escrow and release \$543.09 in funds; the *MOTION* was seconded by Dave Grubb. There were no dissenting votes.

UPPER PERK VALLEY AMBULANCE: The Office Manager reported the Upper Perkiomen Ambulance has signed the Deed of Dedication and it was presented to the Authority for approval and signatures. Dean Kresge made a *MOTION* to accept dedication of the sewer lines; the *MOTION* was seconded by Ken Miley. There were no dissenting votes. Signed documents were turned over to Blake to have recorded.

OFFICE MANAGER'S REPORT: The Board reviewed the Office Manager's Report including Accounts Receivable balances, March billing of \$246,299.20, March receipts of \$173,405.30.

AUDIT YE 2016: Styer Associates, Inc. performed the audit on March 17th and 21st, 2017. The Office Manager reported all accounts are balanced and there were no major deficiencies. Styer Associates is in the process of preparing the formal audit report for the board.

CERTIFICATES OF DEPOSIT: The Office Manager advised the Board several certificates of deposit are maturing in April. She contacted Embassy Bank who will continue to give us 1.09% for 12 months, where QNB will stay at .04%. Ben Fiorito suggested staff contact PLGIT for rates. Upon much discussion, Dean Kresge made a *MOTION* to close the matured certificates at QNB Bank and deposit part of funds in PLGIT and balance in Embassy Bank based on rates received and polling the Board; the *MOTION* was seconded by Ben Fiorito. There were no dissenting votes.

T-MOBILE CONTRACT: Ben Fiorito researched a cell tower lease advisor website; after making contact they suggested The Authority should not communicate with BlackDot, but continue the lease with T-Mobile as it stands. The board discussed and agreed. The Office Manager also reported she sent T-Mobile records starting from 2010 until present of back taxes with an invoice for \$24,056.62.

RATIFY HEREFORD WELL ELECTRIC CONTRACT: The electric contract from Energy Professionals/Champion Energy Services has been received for Hereford site. Ken Miley made a *MOTION* to approve the 33-month contract from Energy Professionals at .05644 beginning 4/1/2017 through 12/31/2019; the *MOTION* was seconded by Dean Kresge. There were no dissenting votes.

SECURITY: The Office Manager researched theft protection with rates coming in as low as \$17.99/month depending on coverage types and limits. The Board requested the Office Manager create a policy for informing new board members about the personal liabilities they incur with their position. The Office Manager will check TUHA insurance to obtain additional information on personal liability of officers.

WATER RATE CHANGE: Ken Miley informed the Board he is working on the letter for the water rate increase to inform our customers the reasons for the increase due to future projects, and the comparison to other Water Authorities.

OPERATIONS MANAGER'S REPORT:

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LMI PUMPS: Mike reported he received the LMI pumps and installed them, they are working great. Dean Kresge made a *MOTION* to ratify the purchase of the LMI pumps from Pyrz estimated at \$2,640.00; the *MOTION* was seconded by Ken Miley. There were no dissenting votes.

DEP WAIVER APPLICATION FOR TESTING SOC'S: Mike updated the Board on the first series of tests for SOC's and is waiting for the results. We have received the application to reapply for a waiver that would not require us to test sites quarterly for SOC's. Mike requested help from TJ at Gilmore to get the waiver done and sent in until the year 2020, when we would have to reapply. A *MOTION* was made by Dave Grubb to authorize Gilmore file for the SOC waiver; the *MOTION* was seconded by Ken Miley. There were no dissenting votes.

MOWING CONTRACT: The Board discussed the mowing proposal #675624 submitted by Nick Haas at a cost of \$535.00 for TUHA properties. The Board suggested the yards be cut on a 10-day cycle or longer depending on weather. A *MOTION* was made by Dave Grubb for Nick Haas to cut on a 10-day cycle for a seasonal trial basis per the contract and revisit the contract at the end of the year; the *MOTION* was seconded by Ken Miley. There were no dissenting votes. After much discussion of rent fees, a *MOTION* was made by Dave Grubb to charge \$200.00 a month to rent out the garage; the *MOTION* was seconded by Dean Kresge. There were no dissenting votes.

INFILTRATION: Mr. Grubb wanted to know if we have an inflow and infiltration problem due to the recent rain flow. Mike Wetzel responded that we have reached maximum flow one day last year, and at this point he does not feel there is an infiltration problem worthy of an investigation. Mike will continue to monitor and report any problems to the Board.

PLANT CAPACITY ON WENTZ PROPERTY: Discussion took place regarding the plant capacity across from Walmart on the Mr. Wentz property. Mike responded there are only 17 EDU's available due to organic loading. TJ added that the EDU's could be rerated for the plant to gain more volume. The Board discussed and would like TJ to look into interceptor and capacity analysis.

SOLICITOR'S REPORT: The Board reviewed the Solicitor's Report dated April 3, 2017. The developer of Macoby Run contacted Blake and Gilmore regarding sewer Easements for Phase 4A. Blake advised the developer they need to provide legal descriptions, and prepare Deeds and Easements for the Board to review.

Contact has been made with Zayo Group regarding the 2012 Agreement of equipment installation. Blake suggested TUHA should try to pursue receiving rent from Zayo, and consider the contract a void since the Board never approved the original signed contract. It was discussed that TUHA does not have a Certificate of Insurance and the Board requested Blake contact them for one.

Northgate will be preparing Easements for water and sewer services across lots 235 and 236 for Authority review.


ENGINEER'S REPORT: The Board reviewed the Engineer's Report dated April 6, 2017. Revised As-Builts for Macoby Run Phase 4A will be reviewed when Phase 4B is completed.

PA DEP Chapter 94 reports were submitted.

EXECUTIVE SESSION: None

ADJOURNMENT: There being no further business to come before the Board, Dean Kresge made a *MOTION* to adjourn at 8:36 PM.

Respectfully submitted,



NOTE: The above minutes give a generalization of the meeting and is not a verbatim transcript. Next resolution number: 2017-02