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THE UPPER HANOVER AUTHORITY
Minutes of 2014 Joint Meeting of the Authority Board &
Upper Hanover Township Supervisors
March 6, 2014

A joint meeting of The Upper Hanover Authority and The Upper Hanover Township was held on Thursday, March 6, 2014, in the conference room of the Township office, 1704 Pillsbury Road, East Greenville, Pennsylvania. The meeting was called to order at 7:00PM by TUHA Chairman, Kevin Carl.

TUHA Board Members present were Kevin Carl, Steve Harner, Eugene Marks, and new member Dean Kresge. UHT Supervisors present were Steve Rothenberger, Gene Fried, and Ben Fiorito.

Also present were: Bill Kalb, Operations Manager
 Marita Thomson, Office Manager
 Stu Rosenthal, Gilmore & Associates
 Blake Dunbar, Brant & Associates
 Kim Myers, Administrative Assistant
 Stan Seitzinger, Township Manager

JOINT MEETING TOPICS:

NEW GARAGE/BUILDING: Gene Marks & Steve Harner reported after meeting with the employees, they all felt a new building is necessary to centralize for daily operations and equipment and provide a locker room and shower for health and safety concerns. Bill Kalb reviewed the most recent drawings of the proposed building on Authority property by the Perkiomen Wastewater Treatment Plant. After some discussion with the Township Supervisors, it was agreed upon to allow the Authority to use the existing Township parking area. Kevin Carl asked the Authority Engineer to come up with sketch plans for a new building on the treatment plant site and give them to the Township Manager to pass along to the Supervisors for review.

PERKIOMEN ANIMAL HOSPITAL—sewer: A copy of the Inter-Municipal Agreement was reviewed by the Board and Supervisors. The Office Manager and Operations Manager reviewed the agreement and suggested some changes that were reviewed in a memo from the Authority Solicitor. After the agreement is approved the DEP must review the Planning Module. If the DEP approves the Planning Module, the agreement is in effect; if denied by DEP then agreement is null and void. After some discussion, the Authority Board and Township Supervisors agreed to make the suggested changes and to have it forwarded to the Township Solicitor for review.

ACT 537: Stu Rosenthal reported he has been reaching out to potential sewer customers to the Perkiomen Plant. He would like to locate property owners that are developers or businesses interested in connecting that would have the greatest impact on the sewer system. Bill Kalb reminded the Board Knoll is interested in connecting to sewer if the tapping fees could be negotiated. Blake reported the Authority can negotiate the number of EDU's but not the amount of the tapping fee per EDU as stated in the Authority resolution; the Authority can allow the customer to finance the fees or lower the number of EDU's in lieu of an easement to the property or improvements to the Authority's system. Bill Kalb also stated the tapping fees would be needed to finance the project if an upgrade to the treatment plant is required.

PUBLIC COMMENT: None

MINUTES OF PREVIOUS MEETINGS: The minutes of the February 6, 2014 meeting were adopted upon a *MOTION* by Gene Marks; seconded by Steve Harner. The motion passed with no dissenting votes.

FEBRUARY 2014 WATER & SEWER FINANCIAL REPORTS: A *MOTION* was made by Steve Harner; seconded by Gene Marks to approve the financial reports as submitted. The motion passed with no dissenting votes.

CHECK REGISTER FOR FEBRUARY 2014: A *MOTION* was made by Gene Marks; seconded by Dean Kresge to approve the Check Registers with Water expenses of \$61,027.55 and Sewer expenses of \$72,298.55. The motion passed with no dissenting votes.

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APPROVAL OF BILLS FOR MARCH 2014: After review, a *MOTION* was made by Steve Harner; seconded by Gene Marks 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 passed with no dissenting votes.

SOURCE WATER PROTECTION PLAN: Gene Marks reported operator Eric Schantz expressed an interest in becoming lead contact for the Source Water Protection Plan. The Board and Bill Kalb were in favor.

YMCA – update: Stu Rosenthal reported the developer is working on crossing route 663 with water and sewer lines.

GIS: Stu Rosenthal reminded the Board of the presentation of the GIS at the April meeting. Bill Kalb stated the operators would like an application for their phones to access the GIS. Operator Mike Wetzel would like to head the GIS project; he will be attending a seminar in April.

OFFICE MANAGER'S REPORT:

Office Manager's Report: The Board reviewed the Office Manager's report including Accounts Receivable Balances, February billing of \$99,212.66 and February receipts of \$75,945.17.

Trash Removal Contract: The Office Manager reported she obtained a new contract for trash removal for the Macoby WWTP from Whitetail Disposal for \$110.00 per month. The Authority was contracted with Waste Management for \$320.00 per month. A *MOTION* was made by Steve Harner to authorized the new contract with Whitetail Disposal; seconded by Gene Marks. There were no dissenting votes.

Township Loan: The Office Manager reported township funding carried on the books as a loan for \$62,000 has been paid in full. She also suggested the amount of \$74,000 owed to the water account begin to be reimbursed from the sewer account.

Multi Unit Billing: Marita Thomson reported the issue with the multi unit billing has been resolved on the billing system and customers are being billed according to Resolution 2014-01.

2013 Audit: Styer will begin year end auditing by the end of the month.

Accounting Software issue: An accounting software issue was discovered by the Office Manager concerning the 2013 payroll. The problem has been resolved but she will continue to monitor payroll.

OPERATIONS MANAGER'S REPORT: Bill Kalb reported an invoice was sent to Mr. & Mrs. Ussler for consumption lost due to the broken valve on the sprinkler system at their property in Palm last month. Bill received a call from the Ussler's insurance company, Selective Insurance, regarding the invoice. He was asked to explain how he estimated the water loss. Selective Insurance wanted to negotiate the invoice. Bill explained the water loss estimate is a low estimate and will not be negotiated. The insurance company will be sending the invoice to an arbitrator. Bill reported the water is off at the building and will not be turned on until upgrades are made to the sprinkler system.

Macoby WWTP violation: Bill reported the Macoby WWTP was in violation during the last cold snap due to the freezing of the Digester Waste Lines to the Reed Beds. DEP has been notified off the incident. Kevin Carl asked if the Authority can expect a citation for the violation. Stu Rosenthal responded it was not likely a citation will be generated. Revisions to process procedures have been taken to prevent another violation.

Truck Lettering: Bill Kalb reported the employees have suggested the Authority trucks be labeled and identified as Authority vehicles. He has contacted Asplen Signs; they quoted \$200 per truck. A *MOTION* was made by Gene Marks to approve getting all Authority trucks labeled and identified; seconded by Steve Harner.

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New Sewer connection: Bill reported Dennis Schlosser purchased 6 sewer EDU's for his property on Gravel Pike. They will be connecting to the system next month. The EDU's may need to be adjusted after reviewing history on the usage.

Continued Education: Bill asked the Board if they would approve a test preparation class for Eric Schantz who will be taking the sewer certification test. The Board agreed they would pay for the test preparation class for the upcoming sewer certification testing.

SOLICITOR'S REPORT: The Board acknowledged receipt of the *Solicitor's Report dated February 26, 2014.* Blake reported he just received notice from the Attorney for Almeida & Hudack that the dispute with Dutchland has been resolved. He will provide documentation as soon as he receives it.

THP Northgate Subdivision Phases – Maintenance Bonds: Blake has discussed the Maintenance Bonds with Steve English the Township Solicitor. All the agreements call for maintenance bonds to be in place. Bill Kalb reported he thought the first couple of Phases did not have maintenance bonds. The Maintenance Bonds begin to take affect after the Authority receives dedication of the phases. Bill Kalb reported none of the Phases in Northgate have been completed and have not been dedicated. Stu Rosenthal suggested a cash fund be set aside for emergency maintenance until the final work is completed. There are also easements needed for private streets in the development to allow for work done by the Authority. Stu Rosenthal will check into what easements are needed.

ENGINEER'S REPORT: The Board acknowledged receipt of the *Engineer's Report dated March 6, 2014.* Stu Rosenthal reported the Chapter 94 reports are completed and ready to be submitted. Gilmore submitted the NPDES renewal application and fee in September 2013 and is still waiting on a response from the PADEP.

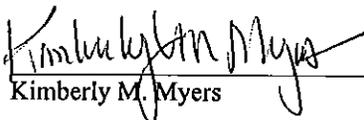
As-Built Drawings report: Gilmore has completed and submitted final record drawings of the Northgate Booster Station to Bill Kalb. The final record drawings of the Macoby WWTP will be ready next month. Gilmore is currently working on the Gravel Pike Bridge as-built drawings.

WELCOME NEW BOARD MEMBER: Kevin Carl officially welcomed Dean Kresge to the Upper Hanover Authority Board.

EXECUTIVE SESSION: The Board went into Executive Session at 8:25PM to discuss personnel.

ADJOURNMENT: There being no further business to come before the Board the regular meeting was adjourned at 9:00PM.

Respectfully submitted,


Kimberly M. Myers

*NOTE: The above minutes give a generalization of the meeting and is not a verbatim transcript.
Next resolution number: 2014-02*