

THE UPPER HANOVER AUTHORITY
**Minutes of Joint Meeting of the Authority Board &
Upper Hanover Township Supervisors**
October 6, 2016

The joint meeting of The Upper Hanover Authority Board (TUHA) was held on Thursday, October 6, 2016, in the meeting room of the township office at 1704 Pillsbury Road, East Greenville. The meeting was called to order at 6:07 PM by TUHA Chairman Eugene Marks, followed by the Pledge of Allegiance.

TUHA Board Members present were Chairman Eugene Marks, Vice-Chairman Trevor Smith, Treasurer Kenneth Miley, and Secretary David Grubb.

Also present were Marita Thomson, Office Manager; Operations Manager Michael Wetzel; Stu Rosenthal and Thomas (TJ) Figaniak, Gilmore Associates.

Upper Hanover Township Supervisors present were Dorothy Diehl, Ben Fiorito and Steven Rothenberger. Also present was Stan Seitzinger.

PUBLIC COMMENT: None.

MINUTES OF PREVIOUS MEETINGS: Ken Miley made a *MOTION* to approve the September 1, 2016 minutes as submitted; the *MOTION* was seconded by Trevor Smith. The motion passed with no dissenting votes.

SEPTEMBER 2016 WATER & SEWER FINANCIAL REPORTS: A *MOTION* was made by Dave Grubb to approve the financial reports as submitted; the *MOTION* was seconded by Ken Miley. The motion passed with no dissenting votes.

CHECK REGISTER FOR SEPTEMBER 2016: A *MOTION* was made by Ken Miley to approve the TUHA Check Registers with Water expenses of \$81,940.88 and Sewer expenses of \$71,315.25; the *MOTION* was seconded by Dave Grubb. The motion passed with no dissenting votes.

APPROVAL OF TUHA BILLS FOR OCTOBER 2016: A *MOTION* was made by Trevor Smith 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.

GARAGE/ LAB BUILDING: Gilmore reported pre-bid meeting was held today; approximately 20-25 contractor representatives attended. Bids are due October 26th.

AREA "1" WATER MAIN REPLACEMENT PROJECT: Gilmore reported the application and supporting documents for the Commonwealth Financing Authority funding are prepared. Trevor Smith made a *MOTION* to approve Resolution 2016-03 authorizing the application to Commonwealth Funding Agency for Phase I of Water Main Replacement; the *MOTION* was seconded by Dave Grubb. There were no dissenting votes.

SOURCE WATER PROTECTION PLAN: The Board approved hosting the next Source Water Protection Plan in November.

PERKIOMEN ANIMAL HOSPITAL (P.A.H)– HEREFORD SEWER EXTENSIONS: Gilmore reported system start-up successfully completed. Sewer escrow agreement prepared by Brant & Associates has been received, signed and dated October 3, 2016. Trevor Smith made a *MOTION* to approve the escrow agreement; the *MOTION* was seconded by Kenneth Miley. There were no dissenting votes.

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YMCA: Blake reported Gilmore has reviewed and approved the legal description for the Water and Sewer Easement across Northgate properties. The solicitor advised counsel for the YMCA to execute and notarize the documents and forward to the Authority so that it may be recorded. Waiting for documents from YMCA.

1237 WATER STREET-- LINE REPLACEMENT: The Board discussed the letter received from David Reitz of 1237 Water Street dated September 6, 2016 requesting additional information regarding the ownership and maintenance of the water lines. Mr. Reitz is requesting an opinion from the Board whether using existing wells or drilling new wells would be a possible option for the property owners. No action taken by the Board.

ACT 537: The Board discussed response from Paul Nowicki. He is suggesting an option where Knoll pay for the construction of the Force Main to the WWTP and the proposed gravity sanitary sewer from the pump station to approximately their main drive parallel to Water Street in the vicinity of their LUBIN building, approximately 25% of the gravity sewer on their property. TUHA would then be responsible for the pump station and remaining gravity sewer to the Parklands pump station. Their estimated flow would be about 15,000 GPD; Knoll would not pay a tap fee in lieu of construction costs, but would be assessed quarterly fees. The Board requested Gilmore contact Knoll and request the proposal discussed be reviewed by their management.

Assistant Sec-Treas. Dean Kresge joined the meeting at 6:38 PM.

MACOBY RUN PHASE 4A/4B: Blake has reviewed the draft Development and Financial Security Agreements. Corrections were requested and executed agreements should be submitted for approval by the Board.

UHT Supervisor Rothenberger left the meeting at 7:45 PM.

THP/NORTHGATE: Board reviewed escrow release request dated October 5, 2016 in the amount of \$398,230.63 approved by Gilmore. Ken Miley made a **MOTION** to approve the escrow release; the **MOTION** was seconded by Dean Kresge. There were no dissenting votes.

BLOMMER CHOCOLATE CONTRACT: Gilmore reported testing samples completed 7 of 10 and prepared a preliminary sampling analysis of Domestic Raw, Pre-DAF and Post-DAF. The Board discussed corrective action and researching Blommer's housekeeping procedures. Final sampling and report will be available by November meeting.

The Board reviewed a proposal received from Upper Hanover Township and a request for a contribution of \$8,900 for **ADA Accessibility Improvements**. The improvements include modification of the south side sidewalk and entrance of the building. Supervisors Ben Fiorito and Dottie Diehl explained they are requesting TUHA contribute to the improvements. The TUHA Board agreed they will review and discuss at budget meeting.

OFFICE MANAGER'S REPORT: The Board reviewed the **Office Manager's Report** including Accounts Receivable balances, September billing of \$262,827.03, September services receipts of \$175,849.01.

Staff reported advertising the **employment opening** for an operator with previous experience and/or water or sewer license. To date 20 applications/resumes have been received. In addition, 30 resumes remain on file from the last open advertisement. The Board asked Mike Wetzel to preview and share prospective candidates with Ken Miley and Trevor Smith to discuss at the next board meeting.

Draft #1 Water and Sewer Budgets dated September 2016 were distributed to the Board for review. The Board requested staff set up a Wednesday evening meeting to review in detail.

The Board discussed **sludge hauling** and agreed it should be advertised for bidding. Gilmore will provide a contract for bidding and advertising.

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The Board reviewed 2016 Medical Insurance Renewal proposal dated October 3, 2016 prepared by Kistler-Tiffany Benefits. The Board will discuss at next months' meeting.

OPERATIONS MANAGER'S REPORT: Mike Wetzel reported the rubber roof on the Third & Penn Street shop is leaking and needs replacement. He received a verbal rough estimate from Smith Contractors of \$8 – 12,000 for a 60x30' roof. The Board requested Mike obtain a three (3) verbal quotes.

SOLICITOR'S REPORT: The Board reviewed the Solicitor's Report dated September 27, 2016. Nothing further to report.

ENGINEER'S REPORT: The Board reviewed the Engineer's Report dated October 6, 2016.

Gene Marks advised the board that he will not be seeking reappointment to The Authority Board for another term.

ADJOURNMENT: There being no further business to come before the Board, a *MOTION* was made by Dean Kresge to adjourn the regular meeting at 9:15 PM.

Respectfully submitted,

*Approved 11/8/16
Stanley Seifert, Jr.*

Marita R. Thomson, Office Manager

*NOTE: The above minutes give a generalization of the meeting and is not a verbatim transcript.
Next resolution number: 2016-04*