

At 7:00 PM Chairman Jeff Enders called the meeting to order, and the Pledge of Allegiance was recited. Roll call was taken with the following members present Jeff Enders, Jeff Gonsar, Ken Hoover, Jon Miller, Jeff Warfel and Tim Neiter. Carl Bohner was absent. Solicitor Joe Kerwin, Engineers Justin Mendinsky and Logan Jury, Operators Jeff Grosser and Derek Grosser were also in attendance. Citizens Ron & Lynda Manning were present.

### **BUSINESS FROM THE FLOOR**

- A. Citizens Ron & Lynda Manning attended the meeting to discuss Agenda Item, Engineer's Report, Point F, specifically the need/responsibilities of Permits & Inspections. Discussion from Engineer Justin Mendinsky resulted in the following answers:
1. \$150 Township Inspection fee after removal/closing of prior septic system. (To be performed by Brian McFeaters and/or daughter Carrie.
  2. \$100 Authority Inspection fee of piping into the system.
  3. No electrical inspections are needed.
  4. No permits required as the work is all outside the residence.
  5. It is the Contractor/Citizen's responsibility to coordinate inspections, which will likely occur on Monday's and Friday's.
  6. Citizen concerns with Contractors "jumping around" from one project to another without completing. Engineer Mendinsky offered this happens due to things like PA One Call, multiple crews performing specific portions of the project and/or needing additional/different tools, parts or equipment as well as challenges with timing, process and work flow.

### **SECRETARY'S REPORT**

Ken Hoover moved to approve the secretary's report. Jeff Gonsar seconded the motion; the motion was carried unanimously.

- A. On the Agenda for Council review were the following HAWASA accounts:
- I. Account #00182 Halifax Park Authority- Pool \$20,061.36 balance due as of 12.31.2023
    1. Last payment/credit to this account was 06/2021. Motion was passed in 2022 to forgive the charges and needs to be posted to the account.
    2. Jeff Enders moved to forgive the remaining balance for 2023. Motion was seconded by Jeff Gonsar and carried with a yes vote from all members except Jeff Warfel, who abstained from voting.
    3. HAWASA to invite Halifax Park Authority- Pool representative(s) to a HAWASA meeting to discuss 2024 and future billings/payments. It is the Council's intent to discuss discontinuation of full forgiveness in the future.
  - II. Account #00191 Halifax Park Authority \$779.57 balance due as of 12.31.2023
    1. Jeff Enders moved to forgive the water/sewer portion (\$495.10) of the bill. Motioned was seconded by John Miller. Jeff Gonsar voted yes, and all other Members abstained from vote.
  - III. Account # 09000 Norfolk Southern RR \$13,040.50 balance due as of 12.31.2023
    1. Discussion was held regarding the lack of response. Engineer Justin Medinsky advised that other Authority's he works with are also not getting paid for stormwater fees. No decision was made.
  - IV. Account # 02240 Citizen: Currently under specialized Sewer rates in combination for a Non-Commercial & Commercial property at one address.
    1. Due to the rate increases, this account needs to be reviewed for revised billing rates.
    2. Engineer Mendinsky has experience with this type of scenario with other Authorities and will look at the DEP recommendations and advise the Authority. Jeff Enders motioned to table

this topic until the next meeting. The motion was seconded by Tim Neiter; the motion was carried unanimously.

## **TREASURER'S REPORT**

Jeff Warfel moved to motion the treasure's report. Tim Neiter seconded the motion, carrying the motion unanimously.

## **ENGINEER'S REPORT**

### **A. WWTP Upgrade-**

1. HRG, along with DEP and Authority staff completed the final walk through of the WWTP on March 14, 2024. The inspection was signed off on by PA DEP.
2. The final inspection was submitted to PENNVEST along with all signed compliance documents.
3. PENNVEST will review all related documents then close out the PENNVEST Loan.
4. Coordination with DEP for CAP (Corrective Action Plan) to be reviewed for lifting the ban now that there is one year's worth of data available on the pump that was overloaded.

### **B. Sewer Extension Project-**

1. Doli crews are working on multiple locations- grinder pumps & sewer laterals.
2. PSI continues working on pump stations.
3. Lenker Station start up is delayed due to a delay in receiving transfer switch. ETA of switch and start-up is June/July.
4. HRG requested action on Change Order #2 for Contract 2022-02 in the amount of \$1345.50 for discretionary black vinyl coated fencing at Creek Rd Pump Station. Ken Hoover moved to approve Change Order #2, Contract 2022-02. The motion was seconded by Tim Neiter; the motion was carried unanimously.
5. PennDOT approved detour request including digital signs on 322. The detour includes going around the mountain and utilizing Route 325.
6. Motion requested for PENNVEST Payment Request #8 for the Halifax Area Water and Sewer Authority's Sewer Extension Project is \$818,990.73. Jeff Warfel moved to approve Request #8. Ken Hoover seconded the motion; the motion was carried unanimously.
7. HRG has been fielding a high quantity of concerns regarding roadway conditions. Engineer Mendinsky drove the areas and found damaged areas including damage from incidental work. Halifax Township also advised they will not see costs/responsibility for roadway damage when lines cross two lanes to connect Point A to Point B in the required straight line.
8. Brian McFeaters submitted a Letter of Interest to provide the inspection services, on behalf of the Authority. Tim Neiter moved to authorize Brian McFeaters to perform the Sewer lines inspections, on behalf of the authority. Motion was seconded by Jeff Warfel; the motion was carried unanimously.
9. Notice to Connect (NTC) letters are expected to be sent out soon. Letters will include information such as timing, fees, inspections, direction to the website for information, etc. Engineer Medinsky to draft into document. Solicitor Kerwin to review the drafted letter. John Miller moved to approve HRG/Hoover Financial Services to issue NTC letters, as applicable. The motion was seconded by Jeff Gonsar; the motion was carried unanimously. Solicitor Kerwin advised the NTC letters must be sent via USPS Certified Mail. Hoover Financial Services requested master list of addresses to connect for NTC letters as well as to update the HAWASA billing software.

### **C. Halifax Commons-**

No Report

### **D. 5<sup>th</sup> and Armstrong Street Water Project-**

1. Preliminary design activities have begun by HRG. Site survey completed February 19, 2024. HRG Design team scheduled to meet with Authority staff on March 20, 2024, to discuss project specifics related to the connections at PennDOT Right-of-Way (ROW) and service laterals off of 5<sup>th</sup> Street.
2. HRG requested action of Authority approval of CDBG Payment Request # 1 in the amount of \$17,672.50. Jeff Gonsar moved to approve CDBG Payment Request #1. The motion was seconded by Jeff Warfel; the motion was carried unanimously.

3. HRG requested approving the CDBG Monthly Progress Report for February. Jeff Enders moved to approve the report submission. The motion was seconded by John Miller; the motion was carried unanimously.
- E. Piscioneri Vacant Lot Lateral Request-
  1. Engineer Medinsky inquired if the citizen was still interested, Secretary advised yes, pending quote. HAWASA has requested an agreement to be drafted by the Solicitor who is working with HRG to complete.
- F. Misc Items:
  1. On the Agenda was a request for additional information on costs Citizens can expect as the Secretary/Treasurer is beginning to receive calls from Citizens requesting information. Inspection fees were addressed under *Business from the Floor*. Tapping fee information to be provided by HRG to HFS.

## **CONSULTANT'S REPORT**

No Report

## **SOLICITOR'S REPORT**

- A. Solicitor Kerwin to coordinate with HRG to draft proposal/agreement for Piscioneri Vacant Lot Lateral install.
- B. Lien Request for Accounts #01250 & #01260 Update Requested. Solicitor Kerwin advised no action is required at this time. The property is vacant, and the organization is no longer in operation. The charges on the account will be settled when the property is sold.

## **OPERATOR'S REPORT**

- A. Non-payment cut-off notices were posted.
- B. A leak was identified at 5<sup>th</sup> & Division. Lines may need to be moved.
- C. The following annual reports were completed/submitted: 110, Water Allocation, Tier 2, Source Water Protection.
- D. Water samples & arsenic samples pulled.
- E. P-Phos samples pulled. The samples are pulled every quarter at all points at for the mountain, Messick's & Deppen. All samples report as less than.
- F. Participated in the DEP meeting for the WWTP completion.
- G. Working with Doli.
  1. Doli is ow renting office space out of Reinhard's. If the trucks are there, there is likely someone on site.
  2. Doli plans to tap the line at the mountain, it will be a 10" line.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

- A. Request for approval of PMAA Board Member training for HFS staff members at a cost of \$75.00. Ken Hoover moved to approve \$75.00 for the training request. The motion was seconded by Tim Neiter; the motion was carried unanimously.
- B. Chairman Jeff Enders suggested the creation of a HAWASA Facebook page as a resource to provide information and updates to the community, with HFS and Jeff Enders as Administrators. John Miller moved to approve creation of the HAWASA Facebook creation & Administrators. The motion was seconded by Jeff Gonsar; the motion was carried unanimously.

## **APPROVAL OF BILLS**

Jeff Warfel moved to approve payment of the bills as presented. Ken Hoover seconded the motion; the motion was carried unanimously.

## **EXECUTIVE SESSION**

Chairman Enders requested Executive Session to discuss Staffing and Wages.

Jeff Warfel moved to enter into Executive Session. The motion was seconded by Tim Neiter, the motion was carried unanimously.

Executive Session entered at 8:05PM.

Executive Session exited at 8:35PM.

## **OPEN SESSION**

Chairman Enders requested a motion for the following actions:

1. Jeff Grosser- Wage increase of 3%, effective immediately. (Retroactive to 01/01/2024)
2. Derek Grosser- Wage increase of 3%, effective immediately. (Retroactive to 01/01/2024)
3. Colton Warfel- Wage increase of \$0.50/hour, effective immediately. (Retroactive to 01/01/2024)
4. Derek Grosser- Promotion to Plant Manager effective April 1, 2024, with an additional wage increase of \$8.00/hour.
5. Creation/advertisement of two Water & Sewer Laborer positions starting at \$20.00, wages commiserate with experience.

Tim Neiter moved to approve the listed actions. The motion was seconded by Jeff Warfel; the motion was carried unanimously.

## **ADJOURNMENT**

Jon Miller moved to adjourn the meeting at 8:40PM. Ken Hoover seconded; the motion was carried unanimously.

Respectfully Submitted,

Hoover Financial Services  
Secretary