

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, Ken Hoover, Jon Miller, Jeff Warfel and Carl Bohner. Jeff Gonsar and Tim Neiter were absent. Solicitor Kate Kerwin, Engineer Justin Mendinsky, Operators Jeff Grosser and Derek Grosser were also in attendance. Citizens David & Tammy Blain, Citizen Peach Snyder and Citizen (Halifax Pool Representative) Emily Hoffman were in attendance.

BUSINESS FROM THE FLOOR

- A. The Blains offered they were present as observers of the meeting.
- B. Mr. Snyder's concern is the lack of activity on the Sewer Extension Project. Further conversation developed into road conditions and plans. Engineer Justin Mendinsky of HRG advised that paving will begin Monday, June 24, 2024, on Peters Mountain Road (to be followed by 147 South). Gravity areas to be fixed first and the T's that are patched are not yet on the schedule for repairs. Engineer Medinsky also offered manhole testing, inspections and vacuum testing are in process. The poor quality of workmanship provided to date by Doli has increased concerns as to the quality of road repairs to expect. Chairman Enders shared his hope that it will be a different crew doing the road work and that the repairs will be of sufficient quality. Operator Jeff Grosser shared the paving work done by Doli up to the reservoir was nicely done.
- C. Citizen/Halifax Pool representative Emily Hoffman thanked the Authority for its support and requested continued support in the waiving of the water & sewer charges for the 2024 season. Ken Hoover moved to donate the water/sewer bill for the 2024 season. Carl Bahner seconded the motion; the motion was carried unanimously. The Board suggested that perhaps the Pool organization stop doing a complete drain each season (resulting in a complete fill each season) and instead, do a partial drain. Citizen Hoffman offered that they are unable to do this, at this time, because they need to paint the pool and have needed to for several years though it has not happened yet. She offered to bring it to their Board for future consideration. The Authority also offered, while acknowledging the pool is "for the kids", at some point the Pool will need to figure out how to cover its own expenses or make some tough choices.

SECRETARY'S REPORT

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

TREASURER'S REPORT

Carl Bahner moved to motion approve the treasure's report. Jon Miller seconded the motion: the motion was carried unanimously.

ENGINEER'S REPORT

- A. WWTP Upgrade- See HRG Engineer's Report at end of minutes.
- B. Sewer Extension Project- See HRG Engineer's Report at end of minutes.
 1. Peter's Mountain Road closure is scheduled to occur following permanent pavement restoration on South River Road. Chairman Enders to push the information out through social media on Facebook to help advise citizens of the upcoming detour.
 2. Notice To Connect draft is almost complete for review by Authority & Solicitor. It is the intention to include the Sewer Application and Invoice with the NTC.
 3. PENNVEST Payment Request #11 for the Halifax Area Water and Sewer Authority's Sewer Extension Project is \$573,583.56 and includes interest costs, engineering fees, and construction costs.

Ken Hoover moved to approve PV Request #11. Jeff Warfel seconded the motion; the motion was carried unanimously.

4. CDBG Payment Request #4 \$23,400.50 Grant Administration and Engineering Fees
Jeff Warfel moved to approve CDBG #4. Jeff Enders seconded the motion; the motion was carried unanimously.

5. Doli Contract No. 2022-01, Change Order 1 increase in price of \$11,432.17 due to mismarked and unforeseen utilities conflicts encountered to date. (Doli's initial change order request was more than \$50,000 but was also not submitted/calculated within the contract pricing structure)
Jeff Warfel moved to approve CDBG #4. Ken Hoover seconded the motion; the motion was carried unanimously.
 6. Discussion was held regarding a possible compromise on the On Lot System located at 102 Sycamore Drive. This is still under review and investigation. The homeowners (Citizens Blain, in attendance) have video recording reportedly confirming a discussion regarding a pipe being broken. Images of the broken pipe show a minimal opening through the degraded cast iron pipe that was also relatively "full". Homeowners reported the system was pumped out in February of 2023 with no issues following. Doli's bill for the pumping out & jetting (sublet) and their diagnosis is \$2800.06. Further review and investigation to be completed.
 7. Doli provided initial pricing for the laterals to Horning's & Dollar General that was in the ballpark of \$50,000.00. Response to the pricing was suggesting a directional drilling option that would come in between \$21,000.00-\$25,000.00. Pricing is pending further review by the Engineer.
- C. Sycamore Ridge- No new project activity.
- D. Halifax Commons- No new project activity.
1. Escrow funds require replenishment, statement to be sent out next week.
- E. 5th and Armstrong Street Water Project- See HRG Engineer's Report at end of minutes.
1. Advertisement for bids on this project will be published for the first time on June 20, 2024, with two additional times to follow. Bids will be accepted until July 16, 2024, at 11:00am and are anticipated to be presented to the Board at the July 16, 2024, HAWASA meeting.
- F. Piscioneri Vacant Lot Lateral Request- No new project activity.
- G. Misc Items:
1. HRG is preparing the CY 2023 Consumer Confidence Report on behalf of the Authority.

CONSULTANT'S REPORT

No Report

SOLICITOR'S REPORT

No Report

OPERATOR'S REPORT

- A. Operator Derek Grosser presented the following activity: Kline's hauled/cleaned, one water service shut off was performed, curb stop replaced at 3005 Peters Mountain Road, tree roots into sewer line at 62 Fellowship Drive, mowing completed.
- B. Operator Jeff Grosser inquired on the hiring status. Chairman Enders advised that the Authority (Secretary/Treasurer) push out advertisements via social media to connect to the local community to hire at least two full-time Operators. It was also confirmed that the Secretary/Treasurer is in possession of the Authority's Personnel Handbook and that it needs to be updated. Last update was 2005.

OLD BUSINESS

- A. Tabled from 04/16/2024 Meeting: Service Truck purchase. Operator Derek Grosser provided a Costars quote from LB Smith Ford to purchase a 2023 F350 Super Cab 4x4 Service Truck including service body, crane, light & inverter in the amount of \$78,319.00.
Jeff Enders moved to approve the purchase of the service truck. The motion was seconded by Jon Miller, the motion was carried by majority vote with Carl Bahner opposed.
- B. Operator Derek Grosser provided an additional Costars quote from LB Smith for a standard ½ ton truck. This request was presented as an efficient option for daily driver, water runs, parts pick-ups, additional employees (to be hired) and for better navigation of tight alleys.

Ken Hoover moved to table this topic until the July meeting, pending a mileage/costs report by the Secretary/Treasurer. Jon Miller seconded the motion; the motion was carried unanimously.

NEW BUSINESS

A. Millersburg Ferry Donation Request: No action taken/motioned.

B. Secretary/Treasure request to purchase a paper folding machine for the HAWASA invoices.

Jeff Enders moved to approve the purchase of the paper folding machine with a budget up to \$2500.00. Ken Hoover seconded the motion; the motion was carried unanimously.

EXECUTIVE SESSION

Jeff Warfel moved to enter Executive Session. The motion was seconded by Carl Bahner, the motion was carried unanimously. Executive Session entered at 8:05PM. Executive Session exited at 8:20PM.

OPEN SESSION

Open session resumed at 8::21PM. Chairman Enders requested a motion for the following actions approve opening a conversation with a Citizen for an offer to avoid civil litigation. Jon Miller moved to approve the request to open a conversation with a Citizen. Ken Hoover seconded the motion; the motion was carried unanimously.

APPROVAL OF BILLS

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

ADJOURNMENT

Jon Miller moved to adjourn the meeting at 8:36PM. Ken Hoover seconded; the motion was carried unanimously.

Respectfully Submitted,

Hoover Financial Services
Secretary



Herbert, Rowland & Grubic, Inc.
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Harrisburg, PA 17111
717.564.1121
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ENGINEER'S REPORT

HALIFAX AREA WATER AND SEWER AUTHORITY

Report Period: June 2024
HRG Project Number: 001650.0425

June 18, 2024

WASTEWATER TREATMENT PLANT UPGRADE & CONSENT ORDER AND AGREEMENT (COA)

The one-year correction period for work completed under Contract 20-01 and Contract 20-02 at the WWTP will expire on June 27, 2024. HRG has been assisting Authority staff in identifying any issues with equipment or installation work that need addressed during the correction period. HRG completed a site visit on May 22, 2024 to evaluate the ongoing performance of the SCADA system.

- HRG has been in correspondence with PA DEP regarding closeout of the COA. PA DEP has provided preliminary guidance on the closeout which we are currently assisting the Authority to address.
- HRG has arranged to hold an internal staff training event at the upgraded WWTP on Friday June 28th starting at 10:00 a.m. Board members are welcome to attend the tour and to see the operations of the new facilities. We will be hosting lunch at the Halifax Township Fire Hall following the tour.

HALIFAX TOWNSHIP SEWER EXTENSION PROJECT

Construction of the Project by all Contractors is in progress and includes the following significant work items since last month's meeting:

- **Doli Construction (Contract 2022-01):** Multiple crews on-site, including the following work:
 - Low pressure sewer work has been ongoing:
 - Low pressure sewer mains, private laterals and grinder pumps have been installed along Powells Valley Road. Work in this area of the project is ongoing this week.
 - Low pressure sewer main and laterals along South River Road (SR 147) have been installed.
 - Permanent pavement restoration is tentatively scheduled for late June/early July along Lauren Lane, Galli Road, Parmer Drive, South River Road (SR 147), and Powells Valley Road.
 - Peter's Mountain Road closure is scheduled to occur following permanent pavement restoration on South River Road (SR 147).
 - Work continues on grinder pump stations that have not been completed throughout the project area.
 - All gravity sanitary sewer mains and laterals installed within Township Roadways have been or are continuing to be air tested; manholes have been or are continuing to be vacuum tested. CCTV

inspections are required to be performed by Doli prior to allowing for new connections, which is currently being completed.

- All manhole frames and covers have been installed to finished grade.

• **PSI Contracts (2022-02 & 2022-03):** PSI continues with construction of all three (3) pump stations, including the following work:

- Creek Road PS: PPL completed connecting power to the site and installing a meter base; Pump supports and railings have been fabricated on-site and are awaiting installation; PSI has been laying and compacting additional fill material through the site; final grading for portions of the site is anticipated to begin the week of June 17th.
- Roadcap Lane PS: PPL completed connecting power to the site and installing a meter base; Shipment of pumps is tentatively scheduled for the middle of July; the odor control system has been installed; all process pipe is on site.
- Lenker Estates PS: PPL completed connecting power to the site and installing a meter base; Construction continues on the pump station building including entry doors, housekeeping pads, plumbing fixtures, etc.; with power to the site, electrical work has been progressing.
 - Anticipated start-up of the station is pending receipt of a 6" plug valve.
- Electrical Work: Power was connected at all stations; all control panels have been delivered and are awaiting installation, load banks have been delivered; ATS were installed at Roadcap and Lenker Estates.

Miscellaneous Project Items:

On June 10th, we met with Brian and Carrie McFeaters to review procedures for scheduling inspections for the new sewer connections and for abandonment of the current OLDS. Residents in the project area have begun to reach the McFeaters with questions for the inspections. We are working to provide additional information to the McFeaters including all project drawings and related information.

We have drafted the first round of Notice to Connect letters for gravity sewer connections to mains that are currently undergoing CCTV inspection by Doli. To date, no Notices have been issued.

We continue to have significant engagement with property owners in the project area.

PENNVEST Requisition No. 11:

HRG has assisted the Authority in preparing PENNVEST Requisition No. 11 for the project in the amount of \$573,583.56, which includes interest costs, engineering fees and contractor payment requests. The cost breakdown of the requisition amount is listed below.

- | | | |
|--|---------------|-----------|
| • Contract No. 2022-01 (Doli) | \$ 440,141.85 | (AFP #7) |
| • Contract No. 2022-02 (PSI) – General Construction | \$ 59,765.50 | (AFP #11) |
| • Contract No. 2022-03 (PSI) – Electrical Construction | \$ 35,501.08 | (AFP #9) |
| • Interest Fees | \$ 1,616.27 | |

MISCELLANEOUS SERVICES

- HRG is preparing the CY 2023 Consumer Confidence Report (CCR) on behalf of the Authority as requested at the May meeting.

If you have any questions on any of the items contained in our Report or require further information, please do not hesitate to contact me.

Herbert, Rowland & Grubic, Inc.



Justin J. Mendinsky, P.E.
Group Manager | Water & Wastewater

JJM/LJ/rb

Enclosures

- c: Jeff Grosser – Halifax Area Water & Sewer Authority (HAWASA)
Joseph Kerwin, Esq., Solicitor – Kerwin & Kerwin, LLP
Hoover Financial Services
HRG File

- Engineering Fees \$ 36,558.86

A copy of Requisition No. 11 is attached to this report.

The Authority is asked to consider the following action item relative to the construction contracts:

ACTION ITEM: Authority approval of PENNVEST Requisition No. 11 in the amount of \$573,583.56

HRG has prepared Change Order No. 1 to the Doli Contract (Contract No. 2022-01) for an increase in the Contract Price of \$11,432.17 for mismarked and unforeseen utilities conflicts encountered to date on the project. The Change Order and supporting Engineer's Determination for this item are attached to our Report.

ACTION ITEM: Authority approval of Change Order No. 1 (Contract No. 2022-01) for an increase in Contract Price of \$11,432.17

FIFTH & ARMSTRONG WATER MAIN REPLACEMENT PROJECT

The advertisement for Bid for this project will be published for the first time on June 20th and then 2 additional times as required by the County's CDBG funding guidelines. Bids will be accepted until Tuesday July 16th at 11:00am. Pending the receipt of the Bids, HRG will provide a summary of the bids and recommended award action at the Authority's July 16th Board meeting.

In conjunction with the Solicitor, HRG has finalized an easement agreement for the work to be completed between Strawberry Alley and Market Street and for the homeowner properties to be served from the main on Maple Street. HRG is coordinating execution of these agreements with Authority staff and the Solicitor.

HRG has prepared a CDBG Payment Request that includes engineering fees related to the preliminary design efforts on the project for submission to Dauphin County DCED.

ACTION ITEM: Authority approval of CDBG Payment Request No. 4 in the amount of \$23,400.50

HRG has prepared a CDBG Monthly Progress Report for the May reporting period for submission to the County following execution by Chairman Enders.

NEW LAND DEVELOPMENT PROJECTS

Sycamore Ridge – Halifax Township

NO UPDATE. PREVIOUS REPORT: There have not been any recent updates on the Developer's Plans for this Project.

Halifax Commons – Halifax Township

NO UPDATE. PREVIOUS REPORT: HRG conducted fire hydrant testing on April 25, 2024 with the help of Authority staff. This information was provided to the Developer's Engineer for review.

APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. ()	REFERRED BY		

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?

EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS KNOWN

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE _____ SIGNATURE _____

INTERVIEWED BY _____ DATE _____

DO NOT WRITE BELOW THIS LINE

REMARKS

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED: 1. _____ 2. _____ 3. _____
EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER