

**EAST HANOVER TOWNSHIP  
MUNICIPAL AUTHORITY  
8848 Jonestown Road, Grantville, PA 17028**

**Minutes  
May 9, 2023**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, May 9, 2023, at 6:00 p.m., at the East Hanover Township Municipal Building, 8848 Jonestown Road, Grantville, PA. Chairman Rick Hoover called the meeting to order with a roll call of members. Members present: Rick Hoover, Alphonse Lepore, Keith Espenshade and Michael Webb. David Craig was not present. Also in attendance were: Idan Ghazanfari of Salzmann Hughes, Solicitor; Melissa Tomich Smith of GHD, Engineer; Tina Hastie, representing the Supervisors; Curt Cassel, WWTP Operator; Andy Stein, Consultant; Stephanie Harmon, MS4 and Planning Coordinator; Nicholas Yingst, Township Manager; Christine Miller, a private citizen; and Lynn Shollenberger, Recording Secretary.

The meeting was audio taped. The tapes are strictly for the use of the Recording Secretary for clarification during preparation of the minutes.

**Public Input:**

Christine Miller, who resides at 457 Carlson Road in the Township, attended the meeting to discuss the current stormwater management program. Ms. Miller had a question regarding her fees, and the difference between the best management practices (BMPs) required by the stormwater ordinance and the MS4 program was explained to her.

**Approval of the Minutes:**

Alphonse Lepore made a motion, seconded by Keith Espenshade to approve the minutes of the April 11, 2023, regular meeting. The motion carried with a 3-0 vote after roll call, as Michael Webb abstained.

**Secretary's Report and Communications:**

No new communications.

**Treasurer's Report:**

Alphonse Lepore presented the April 1, 2023 – April 30, 2023 Treasurer's Report to the Board.

**Treasurer's Report – April 1, 2023 – April 30, 2023**

Receipts Sewer Fund	\$ 11,297.55
Expenditures Sewer Fund	<u>( 32,205.91)</u>
Total Funds Available	\$ ( 20,908.36)
 Invoices Paid (4/12/23-5/4/23)	 \$ 32,622.18
Current Invoices to be paid	\$ 0.00

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Stormwater Fees Transfer	\$ 136,383.59
Total Checks Written	\$ 169,005.77

Michael Webb made a motion, seconded by Keith Espensshade to ratify the bills paid, approve payment of the bills submitted, approve balance sheet transfers, and accept the Treasurer's Report for April 2023, as presented, subject to audit. The motion unanimously carried with a 4-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade to approve moving funds into a Flex CD account with JBT. The motion unanimously carried with a 4-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade to approve moving \$1.5 million into the JBT Flex CD account. The motion unanimously carried with a 4-0 vote.

**Plant Operator's Report:**

Curt Cassel reported from April 7, 2023 to May 5, 2023. All the NPDES permit numbers were met, monthly average flow is 176,000 gallons and 55,000 gallons of sludge hauled out.

Dairy Lane WWTP: General housekeeping and grounds maintenance; scheduled maintenance on SBR's, continued process control testing to monitor for changes; responded to four alarms at the WWTP.

Collection System: Marked PA One calls and performed scheduled maintenance at P.S.'s; pulled and removed obstruction in Funck's Exxon grinder pump and Walters Environmental cleaned pit.

Keith Espensshade made a motion, seconded by Michael Webb, to approve the contract with Heim for \$4,325 for the transfer switch replacement. The motion unanimously carried with a 4-0 vote. It was also noted that there was a policy that expenditures under \$2,500 did not require special approval by the EHTMA, and there was a concurrence to keep that policy in place.

**Public Works Director:**

Storm sewer pipe and inlet replacement update – Bryan Ziegler was not in attendance at the meeting and will provide an update at the June meeting.

**Engineer's Report - GHD:** Melissa Tomich Smith presented the summary of GHD's activities from April 6, 2023 through May 5, 2023.

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**Task Order #11 – General Engineering Services –**

GHD prepared the NPDES permit closeout documents for the Manada Oaks sewer extension project.

**Task Order #12: Funck's Gas Station Grinder Pump and Force Main Replacement –**

The project has been uploaded to Pennbid. Bids are scheduled to open on May 30 at 11:00 a.m.

**Task Order #14: Collection System O&M Preparation –**

GHD is working on this assignment. A draft report is close to being finalized.

**Developers/New Connections:**

**Misc. Development –**

GHD responded to a request for sanitary sewer as-builts for a parcel west of Lauder Milch Road and north of S. Meadow Lane via e-mail on April 11, 2023.

**Solicitor's Report:**

Idan Ghazanfari reported on the following:

**1-81 Northbound/Southbound sewer lines/PennDOT right-of-way –**

Red-line version of agreement with PennDOT regarding the rest stops received, however, it did not include the correct Exhibit A.

**Committee Report:**

**Wastewater treatment system and operations risk assessment –**

Andy Stein reported he is doing a brief study of the various risks the Authority could come across regarding the WWTP. He will speak to engineers and attorneys to review the risks and technical issues with the WWTP, and since this will cost extra money, he wanted to inform the EHTMA of this in advance. The members concurred with him doing so.

**Manager's Report:**

Nicholas Yingst reported as follows:

Continued working with the MS4 and Planning Coordinator on the process for evaluating and administering stormwater fee appeals and credits; meetings are now

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being held every other week between staff and Dallas Data Systems regarding the stormwater fee billing and collections process; coordinated posting and advertising the public notice for the Funck's grinder pump and force main modification project; attended the annual PSATS (Pennsylvania State Association of Township Supervisors) conference; and approved a proposal from Team CPT (the Township's IT provider) for replacing the PC at the wastewater treatment plant.

There was a consensus that the sewer fee collection agreement addendum with Keystone Collections Group (KCG) that extends through January 1, 2024 means KCG will bill the fourth quarter 2023 bills (October – December 2023) on or around January 1, 2024 and continue to collect fees for that period into 2024.

Keith Espenshade made a motion, seconded by Alphonse Lepore, to waive the 30-day late fee for the first quarter. The motion unanimously carried with a 4-0 vote.

**Stormwater Program Updates –**

Stephanie Harmon reported she continues to field questions and issues with billings and payments. She continues to work with Dallas Data to correct any issues.

**Unfinished Business:**

None.

**New Business:**

An Executive Session will be held after the regular July Municipal Authority meeting to discuss personnel matters.

**Adjournment:** Michael Webb made a motion, seconded by Alphonse Lepore to adjourn the meeting. The motion unanimously carried with a vote of 4-0. The meeting adjourned at 7:38 p.m.

  
Lynn Shollenberger, Recording Secretary