

EAST HANOVER TOWNSHIP MUNICIPAL AUTHORITY
8848 Jonestown Road, Grantville, PA 17028
Minutes of the July 11, 2023 Regular Meeting

The Regular Meeting of the East Hanover Township Municipal Authority (EHTMA) was held on Tuesday, July 11, 2023 at 6:03 pm 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, Michael Webb, Alphonse Lepore, and Keith Espensshade. David Craig was not present. Also in attendance were Idan Ghazanfari, Salzmann Hughes, Solicitor; Melissa Tomich Smith, GHD, Engineer; Tina Hastie, representing the Board of Supervisors; Curt Cassel, wastewater treatment plant (WWTP) operator; Bryan Ziegler, Public Works Director; Andy Stein, Consultant; Stephanie Harmon, MS4 and Planning Coordinator; and Nicholas Yingst, Township Manager.

Public Input: None, as no members of the public were present.

Approval of Minutes: Mr. Webb made a motion, seconded by Mr. Espensshade, to approve the minutes of the June 13, 2023 Regular Meeting. The motion carried by a vote of three to zero after a roll call vote, with Chairman Hoover, Mr. Webb, and Mr. Espensshade voting in favor of the motion and Mr. Lepore abstaining as he was not present for that meeting.

Secretary's Report and Communications: None.

Treasurer's Report: Mr. Lepore presented the June 1, 2023 through June 30, 2023 Treasurer's Report to the Board.

June 2023 Income Statement:	
Sewer Fund receipts	\$92,105.45
Sewer Fund expenditures	<u>(77,178.98)</u>
Sewer Fund net income	\$14,926.47
Invoices paid (06/14/23-07/05/23)	\$39,939.68
Current invoices to be paid	7,085.34
Stormwater fees transfer	<u>6,432.68</u>
Total checks written	\$53,457.70

Mr. Espensshade made a motion, seconded by Mr. Webb, to ratify the bills paid, approve payment of the bills submitted, approve balance sheet transfers, and accept the Treasurer's Report for June 2023, as presented, subject to audit. The motion carried unanimously.

Plant Operator's Report: Mr. Cassel reported on activity from June 8, 2023 to July 6, 2023. In particular, he noted that the Dairy Lane WWTP did not meet its permitted fecal limits; he notified the Pennsylvania Department of Environmental Protection of this and

East Hanover Township Municipal Authority
July 11, 2023 Regular Meeting

would be discussing a possible solution to this later in the meeting. He also noted that all other permit limits were met for the month. Mr. Cassel then briefly discussed his routine tasks at the plant, noting he responded to eight alarms and that he performed a complete rebuild of the #2 UV unit and was waiting on backordered components to rebuild the #1 UV unit. Regarding the collection system, in addition to discussing his routine tasks, Mr. Cassel reported that he responded to alarms at the Partridge Hills and Englewood pump stations and he replaced the cutter assembly in the Funck's grinder pump after pulling and removing an obstruction from same.

UV System Field Service Quote: Mr. Cassel presented a proposal from Aquionics to send a technician to look at the UV system. He noted that the fecal issue was related to the UV system and, despite his efforts, he has been unable to determine why the fecal numbers continue to be high at times. As Aquionics manufactured the system, he suggested it made sense to have them review it. Per a question from Mr. Espenshade, Mr. Cassel confirmed that no alarms went off indicating unusually high or low UV reads. Mr. Espenshade wondered if it was a control panel issue. Mr. Webb wondered if a bacteria colony in the pipe between the UV system and the test point could be the explanation, but Mr. Cassel thought that subsequent lower fecal readings made this unlikely. Per a question from Chairman Hoover, Mr. Cassel indicated the technician would look over the entire system, including the controller. With no further discussion noted, Mr. Lepore made a motion, seconded by Mr. Webb, to approve the proposal from Aquionics for an estimated amount of \$3,845.00 for a technician to provide a review of the UV system. The motion carried unanimously.

Englewood Pump Station Transfer Switch Controller Replacement: Mr. Cassel presented a proposal from Heim to replace the transfer switch controller for the generator at the Englewood pump station. He noted this was essentially the same issue Heim recently addressed at the Partridge Hills pump station and as such the quote was the same. He also noted that while he reached out to three companies for quotes, only Heim responded. Mr. Lepore made a motion, seconded by Mr. Espenshade, to approve the proposal from Heim for \$4,325.00 to replace the transfer switch controller at the Englewood pump station. Motion carried unanimously.

Public Works Report: Mr. Ziegler reported a leak was identified in the sanitary sewer manhole in Jonestown Road just north of North Crawford Road and it was determined to be from a cracked coupling in the manhole. While he noted a leak was not present at his latest inspection, he would be meeting with Ms. Smith onsite to see if the crack could be repaired without digging up the recently paved road.

Engineer's Report: Ms. Smith presented the summary of GHD's activities from June 10, 2023 to July 6, 2023.

Task Order #12 – Funck's Grinder Pump and Force Main Replacement: Ms. Smith reported that the notice of award letter for this project was sent to Custer Excavating, Inc. on June 26. She further noted that the performance and payment bonds, agreement, and insurance certificates were received timely earlier in the day and she will forward same

East Hanover Township Municipal Authority
July 11, 2023 Regular Meeting

to the Solicitor for review. Ms. Smith shared that the pump delivery will take approximately 18 weeks once submittals are approved, which means the two to three weeks anticipated for construction will likely be sometime in the winter. She noted this should not be an issue as contractors often prefer digging when the ground is harder. She also presented an addendum to Task Order #12 (identified as Task Order #12A) for GHD to provide award, construction administration, construction observation, and post-construction phase services for this project. Mr. Lepore made a motion, seconded by Mr. Webb, to approve Task Order #12A for an estimated cost of \$5,400 as presented. Motion carried unanimously.

Task Order #13 – GIS Database Modernization and Implementation: Ms. Smith reported that GHD continues to work on the GIS project and was recently in touch with the Township Engineer, HRG, to coordinate access to the Township's GIS database so that additional licenses would not be necessary at this time.

Task Order #14 – Collection System Operations and Maintenance (O&M) Manual: Ms. Smith reported that a first draft of the collections system O&M manual had been provided to EHTMA members and staff, and GHD was working on making the edits suggested thus far by Chairman Hoover and Mr. Yingst. Once those edits were completed, she would then schedule a meeting with Township staff to see if the O&M recommendations were reasonable. Mr. Ziegler noted he had some initial concerns from a workload standpoint he would like to address at that meeting. Mr. Espenshade noted the O&M manual stated it was and shall remain the property of GHD and asked that language be changed to make it clear the EHTMA owned the document. Ms. Smith believed that change could be made. Chairman Hoover suggested that inflow and infiltration monitoring be incorporated into the manual, and that the GIS upgrade and O&M manual projects should be working hand-in-hand.

Miscellaneous Development: Nothing to report.

Solicitor's Report: Mr. Ghazanfari reported that Salzmahn Hughes was preparing a brief in the Borough of West Chester vs. Pennsylvania State System of Higher Education (PASSHE) and West Chester University case regarding the former's stormwater fee. It had been suggested by the Pennsylvania State Association of Township Supervisors that a smaller entity be referenced in the brief to demonstrate the possible scope and impacts of the Commonwealth Court's decision if it were upheld by the State Supreme Court. Mr. Ghazanfari noted that while both West Chester Borough and the EHTMA used impervious area for calculating the stormwater fee, the West Chester Borough situation was very different because the fee was assessed under its home rule charter rather than through an authority. Noting that any information on the EHTMA's fee would be taken from the website, that there would be no cost for doing so, and that this information would be two to three sentences in the brief, there was concurrence from the EHTMA members for Salzmahn Hughes doing so.

Committee Report: Mr. Stein anticipating having conversations with staff in the weeks ahead on the wastewater treatment system and operations risk assessment project.

Manager's Report: Mr. Yingst reported that he reviewed and provided comments and suggested edits to the Act 537 Plan project cost update report prepared by Glace Associates. He noted that Max Stoner from Glace was planning to be present at the August 8 meeting of the EHTMA to discuss that edited report. Mr. Yingst also reported that he began working with the Secretary/Treasurer on the 2024 budget process and they were working with a local insurance agent to review and seek quotes from carriers for the current coverage as well as if there were any areas to consider adding coverage.

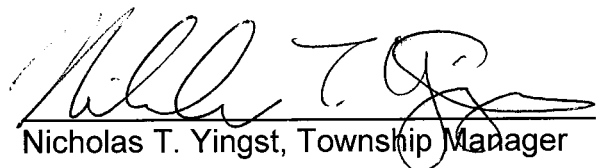
Backup Plant Operator Services: Mr. Yingst reported he is continuing to evaluate possibilities for backup plant operator services. Specifically, he noted that he, Mr. Ziegler, and Mr. Cassel met with representatives from the Derry Township Municipal Authority (DTMA) the prior week and the discussion seemed productive and promising. He further noted he was waiting on rates from the DTMA and also had preliminary discussions with two private firms that provide this service.

Stormwater Program Updates: Ms. Harmon noted the second quarter stormwater bills were printed and mailed on June 29. She also shared and discussed the appeals and credits report and the monthly aging report. The EHTMA asked about the collections strategy and suggested a policy be presented to it for consideration in the months ahead.

Unfinished Business: It was noted the Act 537 Plan project cost update had been discussed earlier in the meeting.

New Business: It was noted an Executive Session would be held following the adjournment of the meeting to discuss personnel matters.

Adjournment: Mr. Webb made a motion, seconded by Mr. Lepore, to adjourn the meeting. Motion carried unanimously and the meeting adjourned at 7:20 pm.



Nicholas T. Yingst, Township Manager