

**EAST HANOVER TOWNSHIP
MUNICIPAL AUTHORITY
8848 Jonestown Road, Grantville, PA 17028
Minutes
August 8, 2023**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, August 8, 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, Keith Espenshade, Michael Webb, Alphonse Lepore and David Craig. Also in attendance were: Max Stoner of Glace Associates; Lee Stinnett of Salzmann Hughes, Solicitor; Melissa Tomich Smith of GHD, Engineer; Tina Hastie, representing the Supervisors; Curt Cassel, WWTP Operator; Bryan Ziegler, Public Works Director; Stephanie Harmon, MS4 and Planning Coordinator; Nicholas Yingst, Township Manager; 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:

Max Stoner presented the Act 537 Plan project cost update report. He and the Authority members reviewed it and discussed the history of the Township's Act 537 Plan. Alphonse Lepore made a motion, seconded by David Craig, to accept the report. The motion unanimously carried with a 5-0 vote.

Approval of the Minutes:

Michael Webb made a motion, seconded by Alphonse Lepore to approve the minutes of the July 11, 2023, regular meeting. The motion carried with a 4-0 vote after roll call, as David Craig abstained.

Secretary's Report and Communications:

Communication received from the Pennsylvania Municipal Authorities Association dated July 12, 2023 with a special offer for a complimentary membership.

Treasurer's Report:

Alphonse Lepore presented the July 1, 2023 – July 31, 2023 Treasurer's Report to the Board.

Treasurer's Report – July 1, 2023 – July 31, 2023

Receipts Sewer Fund	\$ 6,648.75
Expenditures Sewer Fund	<u>(51,853.72)</u>
Total Funds Available	\$ (45,204.97)
Invoices Paid (7/12/23-8/2/23)	\$ 44,733.38
Current Invoices to be paid	\$ 0.00

East Hanover Township Municipal Authority
Regular Meeting
August 8, 2023

Stormwater Fees Transfer	\$ 228,770.79
Total Checks Written	\$ 273,504.17

David Craig made a motion, seconded by Keith Espenshade to ratify the bills paid, approve payment of the bills submitted, approve balance sheet transfers, and accept the Treasurer's Report for July 2023, as presented, subject to audit. The motion unanimously carried with a 5-0 vote.

Plant Operator's Report:

Curt Cassel reported from July 6, 2023 to August 7, 2023, that all the NPDES permit numbers were met, monthly average flow is 199,000 gallons per day and 66,000 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 eight alarms at the WWTP; received Alum from Univar; PSI replaced actuator on #1 SBR decanter only to return the next day to reinstall faulty actuator due to the failure of the replacement actuator; #2 SBR decanter is currently inoperable due to actuator failure and WWTP is in single basin mode; and completed rebuild of #1 UV unit.

Collection System: Marked PA One calls and performed scheduled maintenance at P.S.'s; roadcrew and Walters Environmental repaired line break at 255 N. Crawford Rd. (Shirks Lane).

Alphonse Lepore made a motion, seconded by Michael Webb, to amend the agenda to include authorization of payment to Aqua-Aerobic Systems, Inc. in the amount of \$27,027.20. The motion unanimously carried with a 5-0 vote.

Alphonse Lepore made a motion, seconded by David Craig, to authorize payment to Aqua-Aerobic Systems, Inc. in the amount of \$27,027.20. The motion unanimously carried with a 5-0 vote.

Public Works Director:

Bryan Ziegler reported the force main on Shirks Lane was repaired. 1100 feet of new stormwater pipes have been installed. Public Works is hoping to get one-half mile replaced this year.

The sewer repair made at Jonestown & Crawford Roads is working well. Alphonse Lepore complimented Bryan and the Public Works Department for an excellent job staging traffic and a nice job done.

Engineer's Report - GHD: Melissa Tomich Smith presented the summary of GHD's activities from July 7, 2023 through August 3, 2023.

Task Order #11 – General Engineering Services –

Site visit and discussion regarding broken force main coupler at manhole located near the municipal building.

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

The Notice of Award letter was sent on June 26 to Custer Excavating, Inc. The performance and payment bonds, agreement and insurance certificates were due July 11th. A preconstruction meeting was held on August 3. A copy of the minutes was provided to the MA.

Task Order #13: GIS Database Modernization –

Esri's 'Sewer Data Management' solution for ArcGIS Online has been deployed and EHTMA's GIS data has been loaded to the platform. This is a free solution Esri has available for their ArcGIS Online platform. It provides a standardized database schema, map symbolization, and pre-configured web applications. Utilizing this solution saved GHD effort in place of developing these items from scratch.

GHD needs to finalize the configuration of the Sewer Data Management solution for EHTMA and also upload the record drawing link for access to drawing files. Training can be scheduled any time after August 13, 2023.

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

A draft version of the manual was provided to the EHTMA on July 10. EHTMA staff provided comments, and GHD and staff met on July 24 to discuss the questions and address the suggested schedule. GHD is working on the revised draft.

Developers/New Connections:

Langan/Hanover Logistics 1 and 2 Warehouse:

GHD responded to the developer regarding the tapping fee amount and the need for financial security.

Solicitor's Report:

Lee Stinnett presented the proposed resolution authorizing the signing of the I-81 sewer lines agreement with PennDOT – Alphonse Lepore made a motion, seconded by David Craig, to adopt Resolution 2023-4 to authorize Nicholas Yingst, Township

East Hanover Township Municipal Authority
Regular Meeting
August 8, 2023

Manager, to sign the Sewer Lines Agreement on behalf of the EHTMA. The motion unanimously carried with a 5-0 vote.

Committee Report:

Wastewater treatment system and operations risk assessment –

Nicholas Yingst reported on behalf of Mr. Stein that he continues to work on the wastewater treatment system and operations risk management assessment project and has met with several staff members.

Manager's Report:

Nicholas Yingst reported as follows:

Drafted the minutes for the July 11, 2023 meeting; reviewed and provided comments and suggested edits to the second draft of the Act 537 Plan project cost update report prepared by Glace Associates; participated in a pre-construction meeting with Township staff and representatives of Custer Excavating and PSI regarding the Funck's grinder pump replacement project and later visited the site with the contractor. Reviewed and provided comments and suggested edits to the sanitary sewer collection system O&M manual prepared by GHD. Also met with the Engineer, staff, and Chairman Hoover to review and discuss the draft manual. Continued working with a local insurance agent to review and seek quotes from different carriers for our current coverage and for areas to consider additional coverage; worked with Sharon Umberger to prepare the first draft of the 2024 Sewer Fund and 2024 Stormwater Fund budgets and provided to department heads for review, input, and comment. Continued to research possibilities for backup plant operator services. Met with Dallas Data Systems to discuss them taking over the sanitary sewer system billing program;

Backup Plant Operator Services –

Nick was joined by Bryan Ziegler and Curt Cassel for a July 27 meeting with Jeff Helwig of Helwig Operations to evaluate if his company was a good fit for our needs. While it was a good meeting, they thought that the Derry Township Municipal Authority (DTMA) is probably the best option for these services.

Proposal for 2023 Audit and Financial Statement Preparation Services –

Boyer & Ritter provided a quote for \$8,900 for performing the 2023 audit and preparation of the financial statements. As this amount is only \$400 higher than this year's cost (this is the first increase received from Boyer & Ritter in five years) and is actually lower than the 2023 budget amount of \$9,000, Nick recommended the Authority authorize Boyer & Ritter to perform this service.

East Hanover Township Municipal Authority
Regular Meeting
August 8, 2023

Alphonse Lepore made a motion, seconded by David Craig, to engage Boyer & Ritter for 2023 audit services. The motion unanimously carried with a 5-0 vote.

Stormwater Program Updates –

Stephanie Harmon reported the credits and appeals update hasn't changed much since last month. The stormwater fees collected and owed were also reviewed.

Delinquent Collections –

Late penalties for unpaid second quarter stormwater bills were applied in August. The Authority was informed that Dallas Data Systems could send out a reminder mailing, although previously the Authority was not interested in this and took no action to do so at this meeting.

Nicholas Yingst reached out to Kevin Buraks of Portnoff & Associates. This firm specializes in municipal delinquent collection services and is interested in providing a presentation if the Authority is interested. There was a consensus to have Portnoff & Associates do such a presentation.

Unfinished Business:

None.

New Business:

Nicholas Yingst requested an executive session be held following adjournment of the August meeting to discuss personnel matters.

Adjournment: Alphonse Lepore made a motion, seconded by Michael Webb, to adjourn the meeting. Motion carried unanimously, and the meeting adjourned at 7:35 p.m. The Authority then went into Executive Session. Executive Session ended at 8:05 p.m.


Lynn Shollenberger, Recording Secretary