

**EAST HANOVER TOWNSHIP
MUNICIPAL AUTHORITY
8848 Jonestown Road, Grantville, PA 17028
Minutes
September 12, 2023**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, September 12, 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, Alphonse Lepore and David Craig. Michael Webb was not present. Also in attendance were: Kevin Buraks of Portnoff Law Associates; Idan Ghazanfari of Salzmman Hughes, Solicitor; Melissa Tomich Smith of GHD, Engineer; Andy Stein of Stein Consulting Group; Tina Hastie, representing the Supervisors; Curt Cassel, WWTP Operator; 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:

Kevin Buraks of Portnoff Law Associates presented information on delinquent collections.

Approval of the Minutes:

Alphonse Lepore made a motion, seconded by David Craig to approve the minutes of the August 8, 2023, regular meeting. The motion unanimously carried with a 4-0 vote.

Secretary's Report and Communications:

None.

Treasurer's Report:

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

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

Receipts Sewer Fund	\$ 189,025.83
Expenditures Sewer Fund	<u>(53,940.30)</u>
Total Funds Available	\$ 135,085.53
Invoices Paid (8/9/23-9/1/23)	\$ 53,905.30
Current Invoices to be paid	\$ 0.00
Stormwater Fees Transfer	<u>\$ 46,506.33</u>
Total Checks Written	\$ 100,411.63

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David Craig 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 August 2023, as presented, subject to audit. The motion unanimously carried with a 4-0 vote.

Plant Operator's Report:

Curt Cassel reported from August 7, 2023 to September 9, 2023, that all the NPDES permit numbers were met, monthly average flow is 183,000 gallons per day and 275,000 gallons of sludge hauled out. A large amount of water was hauled out accounting for the increased number of gallons this month.

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; ordered Alum from Univar; PSI replaced actuator on #2 SBR decanter; #2 SBR decanter was back online as of 8/31/23; JGEnviro on-site to clean #2 SBR basin; Aquionics tech on-site for evaluation and repair of both UV units; cleaned post EQ tank; repaired water leak to Auger Monster spray heads

Collection System: Marked PA One calls and performed scheduled maintenance at P.S.'s; pulled and replaced grinder pump at 179 Sanjo Drive; portable flow meters have been installed at MH21A (CMHP) and MH12R; pulled and removed obstruction at Funck's Exxon grinder pump station.

Cleaning of SBR tank –

Alphonse Lepore made a motion, seconded by Keith Espensshade, to accept the JG Environmental estimate in the amount of \$5,965.00. The motion unanimously carried with a 4-0 vote.

Proposal for Spare Mixer Motors and EQ Pump –

Keith Espensshade made a motion, seconded by Alphonse Lepore, to accept the Aftermarket Proposal No. 71988 from Aqua-Aerobic Systems in the amount of \$14,927.76. The motion unanimously carried with a 4-0 vote.

UV System Upgrades –

There was a consensus that the quote received from Aquionics is acceptable, however, because there is no immediate need, GHD will provide an estimate for developing a sensible plan for addressing the entire system.

Public Works Director:

No report.

Engineer's Report - GHD: Melissa Tomich Smith presented the summary of GHD's activities from August 4, 2023 through September 8, 2023.

Task Order #11 – General Engineering Services –

Chad Angle of GHD performed a site visit to review the status of the UV system and the manufacturers suggestions. Replacement of the capacitors in both panels was discussed as an interim fix. Chad indicated that UV systems have a life span of approximately 20 years, so while he agrees with the interim fix, replacement of the entire system should be budgeted in the next few years as the analog panels will soon not be supported.

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

GHD is waiting for the submission of the shop drawings and schedule for review and approval. Custer indicated that they should be ready in two or three weeks. The Township sent the tax-exempt form to the Contractor and the Contractor provided the revised certificate of insurance to address the solicitor's comments.

Task Order #13: GIS Database Modernization –

Training for the Township is currently on hold per board direction at the August meeting. Township staff will notify GHD when the training can be scheduled.

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

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

Developers/New Connections:

Miscellaneous Development –

GHD had a discussion with a property owner near Sanjo Drive regarding a new connection from an existing property to the public sanitary sewer system. GHD sent tapping fee information and as-built drawings of the nearby sewers to the property owner. The property owner is currently talking with others regarding obtaining an easement for a sewer lateral. If he can get an easement, he will set up an escrow with the Township and submit drawings for review.

Solicitor's Report:

Idan Ghazanfari had nothing to report.

Committee Report:

Andy Stein updated progress on the risk assessment report. He reported that he still needs to speak with Melissa Tomich Smith of GHD to complete the report.

Manager's Report:

Nicholas Yingst reported as follows:

Nick held several meetings with staff updating the 2023 year-end projections and continuing to work on 2024 budget figures. He plans to have budget workshop packets for discussion at the October meeting. The Stormwater System Management Agreement requires the Stormwater Fund budget be approved by the Board of Supervisors and the Municipal Authority beginning with the 2024 budget.

Met with Curt Cassel and Chad Angle from GHD to evaluate the UV system and solutions for the periodic high fecal readings. A replacement of the analog-based UV system might address the issue, but we will see if a new sampling location and replaced capacitors are sufficient for the next few years.

Sharon Umberger and Nick met with Tyler Reitz and Jeffrey Edwards of Bowman's Insurance to review quotes received for property, vehicle, general liability, and workers compensation insurance and to discuss next steps. Environmental coverage was suggested as a possible addition to our current insurance.

Working on the 2024 schedule for public meetings for eventual advertising. The Municipal Authority Bylaws set the second Tuesday of each month as the regular meeting date (unless there is a holiday) but no start time is given. Nick assumes the Municipal Authority will continue to meet at 6:00 p.m., but it can be discussed further, if necessary.

Participated with Stephanie Harmon in two meetings of the Water Resource Enhancement Program (WREP). WREP anticipates ramping up its work in 2024 to develop a joint pollutant reduction plan addressing MS4 permit requirements for multiple municipalities in Dauphin County. This would have budget implications for the Stormwater Fund budget in 2024.

Backup Plant Operator Services –

Met with Curt, the Public Works Department and some members of the Derry Township Municipal Authority (DTMA) to tour the wastewater treatment plant. DTMA asked to tour the plant as it evaluates providing backup plant operator services. Curt did a great job leading the tour. The DTMA ultimately determined it was not interested in providing these services, and Nick shared information on other options he is pursuing.

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Keystone Collections First and Second Quarter 2023 Report –

Percent of total 2023 sewer fee amounts collected was 48.89%. Last quarter, only 15.83% of total sewer fees amounts had been collected (due to Grantville Commons paying late). Last year at this point, 48.37% of total sewer fee amounts had been collected through first and second quarters of 2022.

Stormwater Program Updates –

Stephanie Harmon reported she is updating spreadsheets for the third quarter. Public Works did MS4 outfall inspections. She will be working on the annual report. It will be submitted by the end of the month.

Unfinished Business:

None.

New Business:

Upcoming Vacancy on Municipal Authority –

There will be a vacancy on the Municipal Authority in January 2024. There was a consensus that Nicholas Yingst will advertise in the Township newsletter, on the Township website and will post the vacancy at town hall.

Adjournment: David Craig made a motion, seconded by Alphonse Lepore, to adjourn the meeting. Motion carried unanimously, and the meeting adjourned at 8:35 p.m.


Lynn Shollenberger, Recording Secretary