

**EAST HANOVER TOWNSHIP
MUNICIPAL AUTHORITY
8848 Jonestown Road, Grantville, PA 17028
Minutes
October 10, 2023**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, October 10, 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: Justin George of Salzmann Hughes; Lee Stinnett of Salzmann Hughes, Solicitor; Melissa Tomich Smith of GHD, Engineer; Tina Hastie, representing the Supervisors; Bryan Ziegler, Public Works Director; Curt Cassel, WWTP Operator; Stephanie Harmon, MS4 and Planning Coordinator; Nicholas Yingst, Township Manager; Sharon Umberger, Secretary/Treasurer of East Hanover Township 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:

Justin George, Esquire, of Salzmann Hughes presented information on delinquent collections.

Approval of the Minutes:

Alphonse Lepore made a motion, seconded by David Craig to approve the minutes of the September 12, 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 September 1, 2023 – September 30, 2023 Treasurer's Report to the Board.

Treasurer's Report – September 1, 2023 – September 30, 2023

Receipts Sewer Fund	\$ 20,724.26
Expenditures Sewer Fund	<u>(56,544.18)</u>
Total Funds Available	\$ (35,819.92)
 Invoices Paid (9/13/23-10/03/23)	 \$ 47,440.59
Current Invoices to be paid	\$ 40,595.19

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MA Capital Reserve Acct. Transfer	\$ 100,000.00
Stormwater Fees Transfer	<u>\$ 23,223.11</u>
Total Checks Written	\$ 211,258.89

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

Plant Operator's Report:

Curt Cassel reported from September 9, 2023 to October 6, 2023, that all the NPDES permit numbers were met, monthly average flow is 202,000 gallons per day and 0 gallons of sludge hauled out; still working on #2 UV;

Dairy Lane WWTP: General housekeeping and grounds maintenance; scheduled maintenance on SBR's, continued process control testing to monitor for changes; responded to one alarm at the WWTP; received Alum from Univar.

Collection System: Marked PA One calls and performed scheduled maintenance at P.S.'s; Penn Power completed fall generator contracted services.

Public Works Director:

Bryan Ziegler reported that 1,500 feet of stormwater piping has been replaced in the Township. They will continue to replace the piping as long as the weather permits.

Engineer's Report - GHD: Melissa Tomich Smith presented the summary of GHD's activities from September 4, 2023 through September 29, 2023.

Task Order #11 – General Engineering Services –

Treatment plant site visit made by Chad Angle on August 29 to look into the UV system discussed at the August meeting. GHD is preparing a task order to perform an evaluation of the entire treatment plant's components for 2024.

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

GHD is waiting for the submission of shop drawings and schedule for review and approval.

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 ready to schedule the training.

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

GHD is finalizing the revised draft, and it should be ready in the beginning of the week of October 16, 2023.

Developers/New Connections:

Miscellaneous Development –

GHD had a discussion regarding the reconnection of 9078 Jonestown Road. The existing home was demolished, and a new home is being constructed farther back on the property.

Solicitor's Report:

Lee Stinnett reported he received the fully executed 1-81 Northbound/Southbound Sewer Lines/PennDOT Right-of-Way Agreement with PennDOT.

Committee Report:

Alphonse Lepore spoke with Andy Stein and on behalf of Andy, Alphonse reported that Nick's work on the budget is good. Andy will have the Risk Assessment Report to be handed out at the November meeting for discussion at the December meeting.

Manager's Report:

Nicholas Yingst reported as follows:

Nick's primary focus over the last month was working with staff to continue preparing, and ultimately finalizing, the 2024 draft budget. As a result, the 2024 draft budget for the Sewer Fund and the Stormwater Fund was emailed to the Municipal Authority members and department heads on September 28, 2023. In keeping with the 2023 budget, the following interfund actions took place:

- \$100,000 was transferred from the Sewer Fund operating account to the capital reserve account.
- \$28,000 was paid from the Stormwater Fund to the General Fund, representing the first year's payment of the five-year reimbursement to the General Fund for costs incurred for establishing the stormwater utility program.
- \$100,000 was transferred from the Stormwater Fund to the General Fund (which reduced the balance of Due to General Fund, by \$100,000), representing the first year's payment of the ten-year reimbursement to the General Fund for the \$1,000,000 interest-free subsidy from the latter

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to the former to provide adequate cash flow in the early years of the stormwater program.

Nick, along with Stephanie Harmon, participated in two meetings of the Water Resource Enhancement Program (WREP). The purpose of these meetings was to clarify how the WREP is likely to operate in 2024 and 2025 as it develops a joint pollutant reduction plan addressing MS4 permit requirements for the next permit cycle for multiple municipal entities in Dauphin County.

Evaluated the delinquent sewer customers from 2020 through 2022; there are 54 customers with over \$150 in outstanding fees.

The Township office took several calls regarding the potential sale of 9963 Jonestown Road, which has been declared inhabitable, including questions about hooking up to the sewer line.

Backup Plant Operator Services –

Nick contacted ARRO Water Services and Skelly and Loy (and had an in-person meeting with the latter that included a tour of the wastewater treatment plant) regarding backup plant operator services. Proposals were received from both. Nick believes Skelly & Loy is the best option because of knowledge, price and location.

Alphonse Lepore made a motion, seconded by Keith Espenshade, to accept the proposal of Skelly & Loy for backup plant operator services as presented. The motion unanimously carried with a 4-0 vote.

Stormwater Program Updates –

Stephanie Harmon reported stormwater bills were released on September 29, 2023, and the annual report has been submitted.

Nicholas Yingst reported that 100.1% of the budget for two quarters was collected. Rick Hoover commended Nick and Stephanie for their good work, as the numbers speak well. Nick mentioned he and Stephanie also worked Sharon Umberger on this project.

Delinquent Collections –

There was a lengthy discussion regarding developing a delinquent collection policy. This matter was tabled for further discussion at the November meeting.

Unfinished Business:

Upcoming Vacancy on Municipal Authority –

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Nicholas Yingst will run the vacancy in the Township newsletter in addition to the Township website and at Town Hall.

New Business:

2024 Draft Budgets – Sewer Fund and Stormwater Fund –

There was a consensus to accept no change in the annual quarterly sewer billing fee for 2024.

There was a consensus to accept the 20%/80% allocation for billing service costs between the Sewer Fund and the Stormwater Fund, respectively.

There was a consensus to accept the specific costs budgeted for engineering services, specifically \$20,000 anticipated for the WWTP system evaluation by GHD.

There was a consensus to accept the personnel strategy and budget amounts for accounts 429.12, 429.13, 429.14 and 429.46.

There was a consensus to accept the level of increases and rationale for the supplies (429.24) and repairs and maintenance (429.37) accounts.

There was a consensus to accept the nature and costs for the capital improvements proposed for account 492.30.

There was a consensus to budget \$40,000 for an interfund transfer from the Operating Account to the Capital Reserve Account.

There was a consensus to accept the increase to dues, subscriptions and memberships (446.42) because of the benefits of addressing stormwater requirements with a collaborative, intermunicipal strategy via the WREP.

There was a consensus to accept the numbers being budgeted in 2024 for stormwater capital improvements (446.61) and project engineering (446.66) for streambank restoration projects.

There was a consensus to accept the General Fund to provide an additional \$1,000,000 subsidy to the Stormwater Fund to be repaid by the latter to the former over ten years at \$100,000 per year as the 2024 draft budget assumes (and as is the case for the initial \$1,000,000 subsidy that is part of the 2023 budget).

Alphonse Lepore made a motion, seconded by David Craig, to accept the current draft of the 2024 Stormwater Budget. The motion unanimously carried with a 4-0 vote.

Revisiting Purchasing Threshold for Staff –

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Keith Espenshade made a motion, seconded by Alphonse Lepore, to increase the purchasing threshold for staff to \$5,000. The motion unanimously carried with a 4-0 vote.

Adjournment: Alphonse Lepore made a motion, seconded by David Craig, to adjourn the meeting. Motion carried unanimously, and the meeting adjourned at 8:52 p.m.



Lynn Shollenberger, Recording Secretary