

**EAST HANOVER TOWNSHIP  
MUNICIPAL AUTHORITY  
8848 Jonestown Road, Grantville, PA 17028  
Minutes  
November 9, 2022**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Wednesday, November 9, 2022, 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 and Keith Espenshade. Michael Webb and David Craig were not in attendance. Also in attendance were: Isaac Wakefield of Salzmans Hughes, Solicitor; Melissa Tomich Smith of GHD, Engineer; Tyler Erb, HRG; Andy Stein, Stein Consulting Group; Tina Hastie, representing the Supervisors; Bryan Ziegler, Public Works Director; 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:** None.

**Approval of the Minutes:**

Alphonse Lepore made a motion, seconded by Keith Espenshade to approve the minutes of the October 11, 2022, regular meeting. The motion carried with a 3-0 vote.

**Secretary's Report and Communications:**

No report.

**Treasurer's Report:**

Alphonse Lepore presented the October 1, 2022 – October 31, 2022 Treasurer's Report to the Board.

**Treasurer's Report – October 1, 2022 – October 31, 2022**

Receipts Sewer Fund	\$ 9,207.22
Expenditures Sewer Fund	<u>( 37,575.62)</u>
Total Funds Available	\$ ( 28,368.40)
Invoices Paid (10/12/22-11/02/22)	\$ 31,658.25
Balance Sheet Transfers	\$ 0.00
Current Invoices to be paid	<u>\$ 6,873.04</u>
Total Checks Written	\$ 38,531.29

Keith Espenshade made a motion, seconded Rick Hoover, to ratify the bills paid, approve payment of the bills submitted, approve balance sheet transfers, and accept the Treasurer's Report for October 2022, as presented, subject to audit. The motion unanimously carried with a 3-0 vote.

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**Plant Operator's Report:**

Curt Cassel submitted a written report from October 6, 2022 to November 4, 2022. All the NPDES permit numbers were met. Monthly average flow is 172,000 gallons; 44,000 gallons of sludge hauled out.

Dairy Lane WWTP: General housekeeping and grounds maintenance; scheduled maintenance on SBR's, digesters and equipment; continued process control testing to monitor for changes; completed bi-annual maintenance on SBR and digester mixers.

Collection System: Marked PA One calls; performed scheduled maintenance at P.S.'s; responded to an alarm at P.S. #2.

**Public Works Director:**

Bryan Ziegler had nothing new to report.

Alphonse Lepore commended Bryan on good work in his neighborhood.

**Engineer's Report - GHD:** Melissa Tomich Smith presented the summary of GHD's activities from October 7, 2022 to November 4, 2022.

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

GHD responded to Nick's question regarding the ARPA grant. GHD will also look into the sludge hauling increases. Nick will ask the Supervisors if they are interested in having the Authority pursue Alternate 2.B. of the Act 537 plan at this time.

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

Project is on hold until the developer decides if they will extend sewer service to 1253 Ridge Road.

**Developers/New Connections:**

**Misc. Development:**

147 Shirks Road – GHD responded to the property owner's questions as they are getting closer to construction of the sewer system for their house. They need to submit shop drawings for approval prior to construction.

1253 Ridge Road – Steckbeck Engineering indicated that the developer is interested in extending the sanitary sewer system to serve the property and requested an evaluation to see how many EDUs they can contribute to the sewer system before upgrades are needed. Steckbeck will be starting the design of the commercial portion of the project

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shortly but could not give a timeframe at this time. GHD is currently working on the capacity request.

Tru of Grantville – GHD has no comment on the subdivision plan that was recently submitted as the laterals will not be affected. The developer is requesting release to financial security; per our records, the lateral installation portion of this project was inspected. There is nothing outstanding associated with the sanitary sewer.

**Solicitor's Report:**

Isaac Wakefield reported on the following:

1-81 Northbound/Southbound sewer lines/PennDOT right-of-way – Still no response from PennDOT.

Funck's grinder pump agreement – Still waiting for response from property owner.

Stormwater management and lease agreements – the revised management agreement was reviewed with no questions or concerns noted by the Authority members.

Sewer Connection repair inspection permit and language revisions for Rates, Rules & Regulations – Lee will review the draft and provide it to the Municipal Authority.

**Committee Report:**

No report.

**Manager's Report:**

Nicholas Yingst reported that he revised the proposed 2023 Sewer Fund and Stormwater Fund budgets following input from the MA.

Nick is continuing to work with the Solicitor on developing several draft agreements between the MA and the Township to allow the MA to provide stormwater fee services for the Township.

Worked with the MS4 and Planning Coordinator and the Township Engineer regarding public communication of the stormwater fee, including everything from postcard mailings, FAQ documents and posters, and preparations for the public meetings.

Met with property owners to address their questions regarding the stormwater fee.

Identified stormwater program decision points for the MA and Township to act on.

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Stormwater program updates – the following motions were made:

Alphonse Lepore made a motion, seconded by Keith Espensshade, to accept responsibility to set the rates and fees, conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade, to adopt the tiers and rates recommended by the Citizens Advisory Comm., conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade, to reject requests for discounts for early payment, conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade, to adopt the recommended credits and max credit values subject to the Rates, Rules and Regulations, conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade, to have an approved credit be applied to the next bill if the determination is made 30 days prior to the next billing date. Additionally, with the exception of the stormwater partnership credit, credits fully implemented and physically in place as of January 1, 2023 (BMP's, agricultural or low impact), shall have the credit applied retroactively to that date if the application is submitted, in full, no later than September 30, 2023, conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade, to set application fees for credits at \$25.00 per application but will be waived for the first year of the program, conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade, for an appeal application to be handled in the same manner in timing as the credit application, conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade, to ask the Township Manager to engage Dallas Data Systems for billing, conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

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Alphonse Lepore made a motion, seconded by Keith Espensshade, that credit and debit card service fees will be the responsibility of the customer, conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espensshade, that the stormwater utility program will begin on January 1, 2023 and the first bills will go out April 1, 2023, conditioned upon the approval of the Management and Lease Agreements. The motion carried with a 3-0 vote.

The draft credit and appeals manual was discussed at length, with Mr. Erb agreeing to make the suggested changes and submit to the Authority for review at its December meeting.

2023 Draft budget – all changes made. Alphonse Lepore made a motion, seconded by Keith Espensshade, to adopt the Sewer Fund Budget provided to the Municipal Authority. The motion carried with a 3-0 vote.

**Unfinished Business:**

Future sewer extension considerations – tabled until the December meeting.

**New Business:**

None.

**Adjournment:** Alphonse Lepore made a motion, seconded by Keith Espensshade, to adjourn the meeting. The motion unanimously carried with a vote of 3-0. The meeting adjourned at 8:10 p.m.

  
Lynn Shollenberger, Recording Secretary