

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

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, January 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, Alphonse Lepore, Keith Espenshade, Michael Webb and David Craig. Also in attendance were: Lee Stinnett of Salzmänn Hughes, Solicitor; Melissa Tomich Smith of GHD, Engineer; Tina Hastie, representing the Supervisors; Curt Cassel, WWTP Operator; 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.

Roll Call of Members:

- a. Organization Meeting
 - i. Elections
 1. Chairman – Alphonse Lepore made a motion, seconded by David Craig to nominate Rick Hoover for Chairman. The motion carried with a 5-0 vote.
 2. Vice Chairman – David Craig made a motion, seconded by Alphonse Lepore to nominate Mike Webb for Vice Chairman. The motion carried with a 5-0 vote.
 3. Secretary – Alphonse Lepore made a motion, seconded by Keith Espenshade to nominate David Craig for Secretary. The motion carried with a 5-0 vote.
 4. Treasurer – David Craig made a motion, seconded by Michael Webb to nominate Alphonse Lepore for Treasurer. The motion carried with a 5-0 vote.
 - ii. Appointments
 1. Engineer – Alphonse Lepore made a motion, seconded by Keith Espenshade to appoint GHD as the Authority's Engineer for 2023. The motion carried with a 5-0 vote.
 2. Solicitor – Alphonse Lepore made a motion, seconded by Michael Webb to appoint Salzmänn Hughes, P.C. as the Authority's Solicitor for 2023. The motion carried with a 5-0 vote.

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3. Consultant - Alphonse Lepore made a motion, seconded by Keith Espenshade to appoint Stein Consulting Group as the Authority's Consultant for 2023. The motion carried with a 5-0 vote.

Public Input: None.

Approval of the Minutes:

David Craig made a motion, seconded by Alphonse Lepore to approve the minutes of the December 13, 2022, regular meeting. The motion carried with a 5-0 vote.

Secretary's Report and Communications:

No report.

Treasurer's Report:

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

Treasurer's Report – December 1, 2022 – December 31, 2022

Receipts Sewer Fund	\$ 24,009.08
Expenditures Sewer Fund	<u>(37,232.60)</u>
Total Funds Available	\$ (13,223.52)
Invoices Paid (12/14/22-1/3/23)	\$ 39,261.60
Balance Sheet Transfers	\$ 4,730.00
Current Invoices to be paid	<u>\$ 3,975.75</u>
Total Checks Written	\$ 47,967.35

Michael Webb made a motion, seconded by David Craig to ratify the bills paid, approve payment of the bills submitted, approve balance sheet transfers, and accept the Treasurer's Report for December 2022, as presented, subject to audit. The motion unanimously carried with a 5-0 vote.

Plant Operator's Report:

Curt Cassel reported from December 8, 2022 to January 6, 2023. All the NPDES permit numbers were met. Monthly average flow is 222,000 gallons; 48,000 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; responded to three alarms; PSI installed rebuilt muffin monster; #1 SBR blower failed; replaced with in-stock rebuilt; failed blower being rebuilt by roadcrew maintenance.

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Collection System: Marked PA One calls; performed scheduled maintenance at P.S.'s; pulled and removed obstruction at Funck's Exxon grinder pump.

Generator set maintenance proposal and agreement: After some discussion on this matter, it was tabled. The MA would like clarification before moving forward.

Public Works Director:

Consideration of Task Order 14 – Collection system operations and maintenance manual.

Alphonse Lepore made a motion, seconded by David Craig, to accept Task Order #14, not to exceed \$22,000.00. The motion carried with a 5-0 vote.

Engineer's Report - GHD: Melissa Tomich Smith presented the summary of GHD's activities from December 13, 2022 through January 6, 2023.

Task Order #11 – General Engineering Services:

GHD reviewed the sludge hauling invoices from Walters against the WWTP's Discharge Monitoring Reports and prepared a memo. GHD discussed the decant operation with Curt to see if any changes can be made in order for that section of the O&M manual can be updated. Howard is currently working on the update and will provide the updated manual shortly.

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

The developer's engineer sent an e-mail on January 3, 2023, indicating that the sewer extension is too costly. They will move forward with an on-lot system to serve 1253 Ridge Road. There was a consensus to have GHD move ahead with improving Funck's sump improvements.

Task Order #13 – GIS Database Modernization for Consideration:

In August of 2022, GHD prepared Task Order #13 for consideration to standardize EHTMA's GIS database and expand capabilities through the implementation of the data in the Township's ESRI's web-based GIS platform, ArchCID Online (AGOL). AGOL enables staff to connect location and data together using interactive maps and applications. An example would be staff could track the manhole inspections and add pictures of the manholes to the database.

Alphonse Lepore made a motion, seconded by Keith Espenshade, to authorize Task Order #13, not to exceed \$8,500.00. The motion carried with a 5-0 vote.

Developers/New Connections:

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Misc. Development:

623 Firehouse Road questioned the availability of public sewer service. The closest sewer is the Grantville Commons private sewer system. If the connection is permitted, a permanent easement for the lateral would be required along with an agreement between the two entities for permission to connect and any shared maintenance. On advice of counsel, the Authority indicated such a connection would not be prudent if on-lot disposal was an option for that property.

Grantville Commons:

GHD responded to the developer's engineer's questions regarding uranium backwash water from the well.

147 Shirks Road –

GHD reviewed the shop drawings provided for this low-pressure sewer service connection. Construction has not yet been scheduled. GHD will provide inspection report.

Solicitor's Report:

Lee Stinnett reported on the following:

1-81 Northbound/Southbound sewer lines/PennDOT right-of-way –

PennDOT reviewed and provided a redline version with one outstanding question.

Keith Espenshade made a motion, seconded by Michael Webb, to amend the agenda to modify the agenda to add the words "and agreement." The motion carried with a 5-0 vote.

David Craig made a motion, seconded by Keith Espenshade, to authorize the Solicitor and approved staff to execute the agreement with PennDOT. The motion carried with a 5-0 vote.

Funcks grinder pump agreement –

No update. No response received.

Proposed Resolution Establishing Stormwater Management System Rates, Rules & Regulations

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Alphonse Lepore made a motion, seconded by Keith Espenshade, to adopt Resolution 23-01 adopting the Rates, Rules & Regulations for the Stormwater Management System. The motion carried with a 5-0 vote.

Proposed Resolution Revising Sanitary Sewer Rates, Rules & Regulations –

Alphonse Lepore made a motion, seconded by Keith Espenshade, to adopt Resolution 23-02 adopting the Rates, Rules & Regulations for sanitary sewer. The motion carried with a 5-0 vote.

Committee Report:

No report.

Manager's Report:

Reviewed, recommended edits, and executed the necessary agreements with Dallas Data Systems for stormwater fee billing services; reviewed and recommended edits to the lockbox and online payment services agreement with Xpress Bill Pay for stormwater fees; worked on initial steps to establish the Stormwater Fund from an internal accounting standpoint and with the bank; continued to work with the MS4 and Planning Coordinator on implementing the stormwater fee; began discussions with Keystone Collections Group regarding procedures for year-end delinquencies; had several conversations regarding the feasibility of a property outside of Grantville Commons connecting to that community's private sewer lines; researched whether expanding the number of uses in an existing building requires additional tapping fees and/or quarterly sewer charges.

Stormwater program updates–

On December 20, 2022, the Board of Supervisors approved the agreement the MA approved on December 13, 2022.

Stormwater fee lockbox and credit card payment services agreement –

Alphonse Lepore made a motion, seconded by David Craig, to accept and approve execution of the Stormwater Fee Lockbox and Credit Card Payment Services Agreement and other related documents and agreements with Express Bill Pay. The motion carried with a 5-0 vote.

Inquiry regarding external connection into Grantville Commons private system –

Addressed above.

Tapping fee and quarterly sewer charges for expanded uses in an existing building –

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There was discussion confirming that expanded uses would increase the tapping fee and quarterly fee.

There was a consensus the language of the Rates, Rules & Regulations should be amended to more clearly note this.

Unfinished Business:

None.

New Business:

None.

Adjournment: Michael Webb made a motion, seconded by Keith Espenshade to adjourn the meeting. The motion unanimously carried with a vote of 5-0. The meeting adjourned at 7:55 p.m.


Lynn Shollenberger, Recording Secretary