

**EAST HANOVER TOWNSHIP  
MUNICIPAL AUTHORITY  
8848 Jonestown Road, Grantville, PA 17028  
Minutes  
March 14, 2023**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, March 14, 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, and David Craig. Keith Espenshade and Michael Webb were not present. Also in attendance were: Jaclyn Davidson, Auditor of Boyer & Ritter; Idan Ghazanfari of Salzmans Hughes, Solicitor; Melissa Tomich Smith of GHD, Engineer; 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:** Max is a boy scout and was at the meeting with his father, Scott, to earn his Community Merit Badge.

Jaclyn Davidson presented the 2022 financial statements and addressed questions from the Authority, noting it was a good audit that was free of findings.

**Appointment of Chairman Pro Tempore:**

Alphonse Lepore made a motion, seconded by Rick Hoover to appoint David Craig to serve as Chairman Pro-Tempore for the March meeting. The motion carried with a 3-0 vote.

**Approval of the Minutes:**

Alphonse Lepore made a motion, seconded by Rick Hoover to approve the minutes of the February 14, 2023, regular meeting. The motion carried with a 2-0 vote. David Craig abstained.

**Secretary's Report and Communications:**

David Craig reported that no communications were received.

**Treasurer's Report:**

Alphonse Lepore presented the February 1, 2023 – February 28, 2023 Treasurer's Report to the Board.

**Treasurer's Report – February 1, 2023 – February 28, 2023**

Receipts Sewer Fund	\$ 168,631.62
Expenditures Sewer Fund	<u>( 41,045.01)</u>

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Total Funds Available	\$ 127,586.61
Invoices Paid (2/15/23-3/8/23)	\$ 31,167.95
Current Invoices to be paid	<u>\$ 11,789.55</u>
Total Checks Written	\$ 42,957.50

Rick Hoover 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 February 2023, as presented, subject to audit. The motion unanimously carried with a 3-0 vote.

**Plant Operator's Report:**

Curt Cassel reported from February 10, 2023 to March 10, 2023. All the NPDES permit numbers were met. Monthly average flow is 164,000 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; responded to three alarms; ordered Alum from Univar; replaced two bulbs on #2 UV bank; and had Heim Electric on-site to access recurring alarms associated with #2 SBR blower VFD.

Collection System: Marked PA One calls and performed scheduled maintenance at P.S.'s.

**Public Works Director:**

Bryan Ziegler had nothing to report.

**Engineer's Report - GHD:** Melissa Tomich Smith presented the summary of GHD's activities from February 10, 2023 through March 9, 2023.

**Task Order #1 - Annual Retainer/ Annual Wasteload Management Report**

Alphonse Lepore made a motion, seconded by Rick Hoover, to accept the Annual Wasteload Management Report and authorize GHD to forward it to DEP. The motion carried with a 3-0 vote.

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

GHD informed Walters of the Board's decision regarding not paying for the volatiles surcharge. Walters increased the credit they are providing and has not yet provided backup for any additional disposal charges.

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

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GHD is responding to staff questions and will upload the project into Pennbid in a week or two.

**Task Order #13: GIS Database Modernization for Consideration**

GHD is preparing to begin working on this assignment.

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

GHD is working on this assignment, and a draft report is scheduled to be ready in early May.

**Developers/New Connections:**

**Misc. Development:** No development activity this month.

EDU Summary:

GHD will keep a running list throughout the year to track the EDU's when added.

**Solicitor's Report:**

Idan Ghazanfari reported on the following:

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

The final agreements with all exhibits were received, however, the boundary lines on Exhibit A were incorrect. The agreement was sent back to PennDOT to insert a map showing the correct boundary lines.

Funcks grinder pump agreement –

No update.

Further revisions to Sanitary Sewer Rates, Rules & Regulations –

Revisions are being made to a single paragraph for tapping fees. Lee will send a revised copy to Nick within the next week.

**Committee Report:**

Andy Stein had nothing to report.

**Manager's Report:**

Nicholas Yingst reported as follows:

Worked with the Secretary/Treasurer and Boyer & Ritter on finalizing the 2022 audited financial statements; continued to work with John Pinkerton from Keystone Collections for clarification on the lien filing process and for obtaining the 2022 collection report; continued working with the MS4 and Planning Coordinator on the process for evaluating and administering stormwater fee appeals and credits; began holding weekly meetings with Dallas Data Systems and pertinent Township staff in March to fine tune the stormwater fee billing process as the April 1 billing date approaches; finalizing coordination with Xpress Bill Pay for lockbox and online payment services for the stormwater fee; continued to collaborate with the Municipal Authority Engineer on the sludge invoicing issue; reviewed and provided comments on the draft 2022 Wasteload Management (Chapter 94) report; reviewed the Manada Basin study submission approved by DEP regarding "possible enhancements" with the Board of Supervisors.

**Stormwater Program Updates –**

There was a WREP kick off meeting held on February 22; attended a meeting with HRG and Light-Heigel to discuss impervious area updates via zoning permits; attended stormwater billing meetings and drafted stormwater bill; Zoom meeting with HRG to discuss remaining appeals, credits and billing data information; and continue to field questions and review stormwater fees, credits and appeals.

**Keystone Collections 4<sup>th</sup> Quarter 2022 Sewer Billing Report -**

There is a 96 percent collection rate of the 2022 sewer fee amounts collected.

**Unfinished Business:**

None.

**New Business:**

Reminder to submit Statement of Financial Interests ("Ethics Form")

**Adjournment:** Rick Hoover made a motion, seconded by Alphonse Lepore to adjourn the meeting. The motion unanimously carried with a vote of 3-0. The meeting adjourned at 7:25 p.m.

  
Lynn Shollenberger, Recording Secretary