

MUNICIPAL AUTHORITY EAST HANOVER TOWNSHIP

Minutes

January 12, 2016

The Regular Meetings for the East Hanover Township Municipal Authority was held on January 12, 2016 and opened by Chairman Rick Hoover at 6:04 pm with the Role Call of Members. Those members present were Rick Hoover, Smittie Brown, Mike Webb, Rich Gold and Alphonse Lepore. Also in attendance were Lee Stinnett, Solicitor; Andy Stein of Stein Consulting, Consultant; Howard Butler of GHD, Engineer; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager; and Candy Huyck, Administrative Assistant.

Organization of Municipal Authority for 2016 – Rick Hoover acted as Temporary Chairman. Nominations and Election of the following positions with all votes resulting in a 5 in favor, 0 opposed to each: Chairman – Rick Hoover, Alphonse Lepore moved and Smittie Brown seconded the motion; Vice-Chairman – Rich Gold, Mike Webb moved and Alphonse Lepore seconded the motion; Secretary – Mike Webb, Alphonse Lepore moved and Smittie Brown seconded the motion; and Treasurer – Smittie Brown, Alphonse Lepore moved and Rich Gold seconded the motion.

On a motion by Alphonse Lepore and seconded by Mike Webb the firm of GHD was appointed as the Engineering Firm for 2016 (amended motion with new rate schedule). The vote was 5 in favor, 0 opposed.

On a motion by Alphonse Lepore and seconded by Rich Gold the firm of Salzmann Hughes was appointed Solicitor for 2016 along with their associated fee schedule. The vote was 5 in favor, 0 opposed.

On a motion by Alphonse Lepore and seconded by Rich Gold the Township Management Agreement with rates to be appended was approved. The vote was 5 in favor, 0 opposed.

On a motion by Mike Webb and seconded by Smittie Brown to accept Municipal Authority Meeting Schedule, Holiday Schedule and Mileage Reimbursement as presented subject to future changes. The vote was 5 in favor, 0 opposed.

Public Input – No input.

Approval of the Minutes – On a motion by Mike Webb and seconded by Rich Gold the minutes from the December 8, 2015 meeting were approved as amended 5 in favor 0 opposed vote.

Secretary's Report/Communications – Municipal Authority email address tied to the Township's server is up and running.

Treasurer's Report – Smittie Brown reported Expenditures of \$65,310.83 and Receipts of \$6,416.83. On a motion by Rich Gold, seconded by Mike Webb to ratify bills paid, to approve the payment of bills presented and to accept the report subject to audit – 5 in favor 0 opposed vote. Total Funds available were \$232,178.35. There was discussion on insufficient fund checks and costs associated with them.

Committee Report – Andy Stein – No report.

Engineer's Report – Howard Butler of GHD reported the following:

Task Order #1 - Annual Retainer/Annual Wasteload Management Report - This task covers the meeting attendance and other retainer obligations. DEP has rescinded comments regarding the calculation of peak flows at the pumping station. GHD provided an amended sampling plan to DEP detailing the days samples could be collected by the Lab. The first set of additional samples has been collected for November – GHD will prepare a report quarterly for DEP summarizing the results. Data collection is currently ongoing for the first report. (Report is due in April, Howard Butler hopes to have final at March Meeting.)

Task Order #2 - NPDES Permit Renewal - DEP inserted a target date of 7/1/15 for completion of their technical review due to their backlog of applications. DEP has recently issued a letter resolving the trading language to the EPA's satisfaction. Permits that were held up because of the trading language should be issued shortly. No current action from DEP.

Task Order #4 – Manada Oaks Forcemain Siting Study - The solicitor is coordinating a meeting with the concerned municipalities to determine the correct way to structure a multi-party agreement for conveyance and treatment. Project remains on hold until final destination and connection details are coordinated with receiving municipalities.

Miscellaneous Project items - Rockview Dedication – Preserve at Bow Creek action items:

- Final collection of existing test data from developer – Complete, drawings received 11/10/15.
- GHD will coordinate with the developer to amend the record drawings for the sewer facilities when they are received by the township.

Solicitor's Report – Lee Stinnett – Meeting scheduled with Hershey Trust was cancelled, they are working on rescheduling this meeting.

Plant Operator's Report – Curt reported that his reports had been sent out and if there were any questions he would answer them.

Unfinished Business:

Task Order #2 – NPDES Permit Application for Renewal – See Engineer's report above.

Task Order #4 – Manada Oaks Project – task order review – See Engineer's report above.

Rockview LLC Request for Dedication of Facilities – Motion to Accept – unable to do because of no drawings.

2020 Service Area Expansion Outreach Efforts:

Public Meeting – A Public Meeting date needs to be decided on so it can be added in the next letter. Lee Stinnett is looking at Letter #2 for spring (draft at February meeting). Paul Cornell is to get available dates in March for the Township Building to hold the Public Meeting.

Q&A – After discussion regarding amending Q&A as needed, a motion to post Questions and Answers on website by Rich Gold and seconded by Smittie Brown. The vote was 5 in favor and 0 opposed.

Grinder Pump Purchase Discussion – no action (discussion was held).

Collection Efforts – Status Report from Ronald Reeder, Consultant. Any questions on the report, let Paul Cornell know. There was discussion on policy and procedure. Lee Stinnett to put examples together for a couple of options for Authority to review.

Budget – 2016 – action delayed until February 2016 Meeting.

Billing Changeover – Most recent billing done by the billing company with two noted problems: the notice regarding payment options did not get sent out and the billing company cannot communicate with Jonestown Bank and Trust. A motion was made to open a checking account at Fulton Bank to accommodate the billing and close the account at Jonestown Bank and Trust at the earliest possible date by Alphonse Lepore and seconded by Smittie Brown – passed on a 5-0 vote.

2020 Expansion and Beyond – discussed at last meeting, no further discussion.

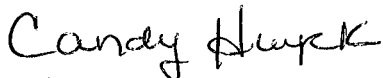
New Business:

P&L Disposition – Discussion was held.

Adjournment:

The meeting was adjourned at 8:00 pm on a motion by Alphonse Lepore and seconded by Smittie Brown and a vote of 5-0.

Respectfully submitted,



Candy Huyck, Administrative Assistant