

MUNICIPAL AUTHORITY EAST HANOVER TOWNSHIP

Minutes

February 9, 2016

The Regular Meeting for the East Hanover Township Municipal Authority was held on February 9, 2016 (at 376 North Crawford Road) and opened by Chairman Rick Hoover at 6:00 pm with the Role Call of Members. Those members present were Rick Hoover, Smittie Brown, Rich Gold and Alphonse Lepore. Also in attendance were Lee Stinnett of Salzmans Hughes, Solicitor; Howard Butler of GHD, Engineer; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager; and Candy Huyck, Administrative Assistant.

The meeting was audio taped. The tapes are strictly for the use of the Administrative Assistant for clarification during preparation of the minutes.

Public Input – No input.

Approval of the Minutes – On a motion by Alphonse Lepore and seconded by Smittie Brown the minutes from the January 12, 2016 meeting were approved as amended 4 in favor 0 opposed vote.

Secretary's Report/Communications – None

At 6:02 pm Mike Webb entered the meeting.

Treasurer's Report – Smittie Brown reported Expenditures of \$52,318.39 and Receipts of \$166,704.46. On a motion by Rich Gold, seconded by Alphonse Lepore to ratify bills paid, to approve the payment of bills presented and to accept the Treasurer's Report subject to audit and review of the Waste Water Treatment Fund Budget and the Electric Actuals for the current period on the P&L Statement – 5 in favor 0 opposed vote. Total Funds available were \$346,599.60.

Committee Report – Andy Stein – Under old business.

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. Regarding the amended sampling required by DEP, we are in the process of analyzing the data and preparing the first offset quarterly report. Average results for the first quarter are extremely close for values reported for the first 10 months of 2015.

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 –

Connection Notice Letter – Discussion was held regarding the connection notice letter. Lee Stinnett will send out a copy to the members for their approval. Then he will get it to the Supervisors for their approval so it can be sent out.

Collection Policy – Discussion was held on drafting a policy. This would set a formal process for collections.

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

Discussion regarding letters being sent out to residents with repeat system malfunctions due to their misuse. Board asked Lee Stinnett to check over letter.

Discussion regarding the review of Insurance coverage.

Unfinished Business:

Task Order #2 – NPDES Permit Application for Renewal – on hold

Task Order #4 – Manada Oaks Project – task order review – have not received final drawings – on hold

Rockview LLC Request for Dedication of Facilities – Motion to Accept – can't do until get the final drawings – on hold

2020 Service Area Expansion Outreach Efforts –
Act 537 Meeting Date and Presentation:

Meeting date of March 30th, 2016 at 6:00 pm agreed on

Andy Stein was not able to attend the meeting but was available by phone and provided the PowerPoint for review for the public meeting. There was an overview of the presentation with Andy Stein via phone.

Grinder Pump Purchase; Draft letter to Residents - Discussion on Paul Cornell's draft letter on grinder pump purchase and Lee Stinnett drafting legal document changing ownership interest.

Collection Efforts – Status Report from Paul Cornell – had January court date and going back through paperwork to get an idea of where we are.

Budget – 2016 – action delayed until March 2016 Meeting

2020 Expansion and Beyond; Joint Meeting with Board of Supervisors - Discussed this under Outreach Efforts.

Discussion regarding Accounting System – looking into options for possible software change.

New Business:

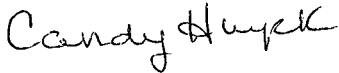
2016 EHT Directory – everyone was in agreement with no changes needed.

New Collection Policy – Lee Stinnett to proceed with developing the Collection Policy.

Adjournment:

The meeting was adjourned at 8:01 pm on a motion by Mike Webb and seconded by Alphonse Lepore and a vote of 5-0.

Respectfully submitted,



Candy Huyck, Administrative Assistant