

-1-
**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes
July 10, 2018**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, July 10, 2018, at 6:00 p.m., at the East Hanover Township Municipal Building, 8848 Jonestown Road, Grantville, PA 17028. Chairman Rick Hoover called the meeting to order with a roll call of members. Members present: Rick Hoover, Mike Webb, Rich Gold, and Alphonse Lepore. Also in attendance were: Lee Stinnett, of Salzmann Hughes, Solicitor; Howard Butler of GHD, Engineer; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager; Jackie Wilbern, Assistant Township Manager, and Frances Peck, 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: No public input.

Approval of the Minutes: Alphonse Lepore made a motion, seconded by Rich Gold, to approve the minutes of the June 12, 2018, regular meeting as presented. Mike Webb abstained due to his absence. The motion carried with a 3-0 vote.

Secretary's Report and Communications:

Mike Webb announced that Andy Stein received an e-mail, from Bonnie Housel, a concerned resident, regarding the East Hanover Sewer Rates, along with Andy Stein's reply explaining the funding and sewer costs. Ms. Housel was a former participant in the Public Water Committee for East Hanover Township.

Treasurer's Report: Alphonse Lepore presented the Treasurer's Report for June 2018, with an addition of \$712.00 bill from Laboratory Analytical, to be added to the unpaid bills. Rich Gold made a motion, seconded by Mike Webb to ratify the bills paid, approve payments of the bills presented, and to accept the Treasurer's Report for June 2018, as presented, subject to audit, with the addition of the \$712.00 bill from Laboratory Analytical. The motion unanimously carried with a 4-0 vote.

Current Treasurer's Report:

June Receipts Sewer Fund	\$	3,495.73
June Expenditures Sewer Fund	\$	16,373.20
Unpaid Bills	\$	40,366.81
Cash on Hand	\$	633,522.75
Add to Bills	\$	712.00
Total Cash on Hand	\$	632,810.75

2017 Audit, Boyer and Ritter CPA:

Mr. Dave Manbeck, from Boyer and Ritter CPA, addressed the Board regarding the 2017 Audit, for the Municipal Authority. He reported no issues on the audit. Rick Hoover stated that Andy Stein, who was not present at tonight's meeting, had reviewed it and stated there were no issues with the auditor's report. Paul Cornell stated it has been reviewed by the Finance Director, which Paul signs off on it, which it is kept in a binder for the auditor's review, when completed. Copies are printed in the Quick Books Pro, signed and dated, so they can see actual transactions. Rick Hoover asked why the Municipal Authority is reviewing the information, on July 10, with Boyer and Ritter? The inability to review the Audit Report prior to submission, in years past, have become an issue of concern for the Board, and would like improvements made in the future.

Plant Operator's Report:

Curt Cassel presented his report, dated June 8, 2018 to July 9, 2018, and asked for any questions. Curt requested to be allowed to attend the September 19-20, 2018, Aqua-Aerobics Seminar in Rockford, Illinois. Mike Webb made a motion to authorize Curt Cassel to attend the Aqua-Aerobic Seminar in Rockford, Illinois, on September 19-20, 2018. Rich Gold seconded the motion and the motion carried with a 4-0 vote.

Committee Report:

Andy Stein was absent, but Rick Hoover had spoken to him regarding the review of the 2017 Audit. Andy Stein reported that he is working on the line of credit information, and should have some additional information for the Board at the next month's meeting. The USDA will have requirements, if they get involved with the financing, so the Board will have to make sure that the specificity can be accommodated of their systems. Andy is hoping to have the line of credit proposal ready for the late summer.

Engineer's Report - GHD:

Howard Butler presented the GHD Engineer's Report for the Board.

- **Task Order #1 - Annual Retainer/Annual Wasteload Management Report:**
Retainer services cover attendance at the monthly meetings, the engineer's report, review of the annual Wastewater Management reports, and review of the draft budget.
- **Task Order #4 - Manada Oaks Force Main Siting Study:**
No updates for this project. We are awaiting final comments/corrections to finalize the study for record.
- **Task Order #5 - WWTP Rerate.**
The Rerate was granted by DEP on April 19 for the full organic loading requested of

794 lbs/day of BOD's. Activity this period was for reviewing the issued permit for details associated with the rerate request. We are closing out this project.

- **Task Order #7 - Standard Specifications:**

Time for this period was spent reviewing the comments provided, and coordinating items for the solicitor with the current references to existing rates, rules and regulations. The end goal is to have a separate, living document for the standard specs that can be revised without formal approval by the Board.

- **Manada Oaks Sanitary Sewer Extension:**

The wetland report is nearing completion, pending some final exhibits based on ultimate pump station locations. We are proceeding with the layouts as discussed during the last workshop session. We are concentrating on Sewer Depths to allow us to generate sketch plans of the pump stations, and initial selection of pump horsepower, which will feed into the electrical design. Updated maps showing the original 537 Plan boundary were provided to the Manager. The home investigations are roughly 50-percent complete. We have found additional dwellings on single parcels with no clear record of subdivision, which are being added to the list of service locations.

- **Developers:**

- Sheetz - Reiber has completed the plat for dedication. Lee Stinnett stated he needs to talk to Sheetz regarding the two manholes.

Jackie Wilbern stated that 87 home inspections have been completed, 11 are scheduled, and there are 88 left to complete. Howard stated he would like to get up to 75-percent of the home inspections completed, to set the target for final depths. Howard can come back to the Board with a recommendation for areas that are first floor only, and areas for consideration for deeper service, if necessary. Shared laterals were discussed, and Rick Hoover asked if that could be looked into that shared laterals are prohibited. The next time the rules and regulations are updated, that could be included. Alphonse Lepore stated that his home was visited for inspection and they are doing a good job representing the Municipal Authority.

Paul Cornell asked Howard Butler to comment on the O&M Plan for the plants and the 537 Plan. Howard stated that leaving the plan as is more flexible in terms of implementing any other future sewer projects. O&M for the plants, the scope of which can really vary, depending on what you are looking for. The Board would work to develop a scope for the Engineer to put together an O&M Manual, with Curt Cassel.

Alphonse Lepore made a motion, seconded by Rich Gold to authorize GHD to scope

and price an Operation Maintenance Plan. The motion carried with a 4-0 vote.

Paul Cornell discussed the distance ordinance for the Board of Supervisors. The Municipal Authority provided an additional set of plans for the Board of Supervisor's review. Paul asked what was the critical date, from a design standpoint, that the engineer needs to know? Based on that, they can start to develop where the lines are going to run. Paul asked to be kept in the loop regarding this, to make sure when the Board of Supervisors are looking at it, then the Municipal Authority knows where the Township is on this issue. Howard Butler stated the distance ordinance will not affect the overall layout. Holding the permits until mid-September, if they have something by the end of August would give the final count for DEP. He would like to have the count accurate as early as they can. Rick Hoover asked what was the position of the Supervisors at this point, relative to the distance? Paul stated it is 150-feet, and it is being discussed how much further they want to take it. Alphonse Lepore asked Howard Butler the estimated cost of a linear foot, and Howard will get back with the figure.

A discussion was held on the possible meeting with the Board of Supervisors regarding this issue. A member of the Municipal Authority will attend either the July 17, or August 7 meeting.

Solicitor's Report :

Lee Stinnett deferred discussing the Collections Report until the Manager's Report. Rick Hoover asked if the standard specs are be dovetailing with the Rates, Rules and Regulations? Lee stated they would be after his reviews.

Assistant Manager's Report:

Jackie Wilbern had e-mailed the report as to all the homes that have been surveyed, and the ones that are scheduled. So far, 87 have been completed, 11 scheduled for the next couple days. The last mailing was done for those remaining 88 homes. Jackie will be sending Howard Butler a list of questions that have been asked, and when a public meeting is held those questions can be answered. Howard stated that one question that comes up is paving after the fact, and it will be discussed as to whether this will be part of the contract, or a separate paving project at the end. Paul Cornell discussed the possibility of waiting for the ground to settle before dealing with the paving, and including this in the contract. The buildings that were not shown on CAD were discussed.

Manager's Report:

Paul Cornell discussed the Accounts Receivable Past Due Report as of July 5, 2018, which totaled \$27,037.11. Letters went out to the original list. There are at least three judgments against some of the people. Lee Stinnett said to start executing on this and

get the sheriff to go out and levy. Based on what is levied, it will be determined what will be done.

Unfinished Business:

- **Schedule of next letter to 2020 participants:** Rick Hoover discussed the Draft Communication Plan, originated in 2015, is still reasonably close to target. Four letters have been sent out at present, and the focus of letter five is where we are with the design. The letter should go out within the next few months.
- **Scheduling of meeting inviting 2020 residents to see draft plans:** Rick Hoover discussed the meeting of the 2020 residents and asked about a time frame. Howard Butler stated late September, or October would be a good time. It was discussed having the public meeting of the residents, along with the presentation of the design plan, at a regular meeting of the Municipal Authority, with the letter going out in September.

New Business:

- **Open Board Seat:** The open Board seat for the Municipal Authority was discussed.

Adjournment: Alphonse Lepore made a motion, seconded by Mike Webb, to adjourn the meeting. The motion unanimously carried with a 4-0 vote. The meeting adjourned at 7:27 p.m.


Frances Peck, Recording Secretary