

**MUNICIPAL AUTHORITY  
EAST HANOVER TOWNSHIP  
Minutes**

**August 14, 2018**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, August 14, 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 input.

**Approval of the Minutes:** Alphonse Lepore made a motion, seconded by Rich Gold, to approve the minutes of the July 10, 2018, regular meeting as presented. The motion carried with a 4-0 vote.

**Secretary's Report and Communications:** No report at this time.

**Treasurer's Report:** Alphonse Lepore presented the Treasurer's Report for July 2018. After discussion, Rick Hoover asked Paul Cornell to take a look at the Budget versus actual expenses. Mike Webb made a motion, seconded by Rich Gold, to ratify the bills paid, approve payments of the bills presented, and to accept the Treasurer's Report for July 2018, as presented, subject to audit. The motion carried with a 4-0 vote.

Current Treasurer's Report:	
July Receipts Sewer Fund	\$180,079.51
July Expenditures Sewer Fund	\$ 39,978.82
Unpaid Bills	\$ 45,041.84

**Plant Operator's Report:** Curt Cassel presented his report. Dated July 9 through August 13, 2018, for the Board and asked for any questions.

**Committee Report:** Andy Stein was absent and there was no report.

**Engineer's Report - GHD:**

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

- **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 the record.

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

Time for this period was spent reviewing the comments provided and coordinating items for the solicitor with the correct 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. Updated maps showing the original 537 Plan boundary provided to this manager. The home investigations are roughly 75 percent complete, with enough coverage for us to begin the depth design work. We have found additional dwellings on single parcels with no clear record of subdivision, which are being added to the list of service locations. We have updated the list of vacant parcels and changes from the original boundaries for the supervisors. We have also met with the Halderman family regarding the forcemain crossing for their property.

Right-of-way for the construction of the sewer lines were discussed. It was the consensus of the Board that the Township owns from the main to the right-of-way part of the lateral, including the line, or "T."

- **Developers:**

Sheetz - Reiber has completed the plat for dedication. The solicitor was working on clarifications.

**Solicitor's Report :** Lee Stinnett discussed the mandatory connection ordinance that he had discussed with the Board of Supervisors. He had suggested that this be put in the next newsletter about this being a standing agenda item at the next Municipal Authority meeting on the 2020 Project extension. Howard Butler stated that within the original boundaries of the 537 Plan there are 169 developed parcels, 22 of those are greater than 150-feet to the center of the road. Paul Cornell stated there are 148 that are 150-feet, 15 that are 150-300-feet and eight that are 300-600-feet. There are zero that are more than 600-feet. Lee stated that the task for Howard Butler is what was used, as per the Mandatory Connection Ordinance as currently structured, and look at what is proposed at tonight's meeting. This might give the Board of Supervisors the clarity needed as to whether or not this will be revised, or whether it is close enough when the undeveloped parcels are factored in that can be stubbed.

Alphonse Lepore made a motion to recommend, to the Board of Supervisors, to

East Hanover Township Municipal Authority  
Regular Meeting  
August 14, 2018

increase the mandatory connection distance to 200-feet, based upon the changed DEP Regulations, and the changed Township Subdivision and Land Development requirements. Mike Webb seconded the motion and the motion carried with a 4-0 vote.

**Assistant Manager's Report:**

Jackie Wilbern reported she completed 129 total inspections, and had not received any phone calls.

**Manager's Report:**

Paul Cornell discussed the Collections Report with the Board. Paul discussed adding to the newsletter announcing a vacancy on the Municipal Authority Board, issue of the mandatory connections and the distances, which may be modified, and to announce there is an open agenda item on the Board of Supervisors' meetings for the next few months if someone wishes to come in and speak to address a specific issue. Paul stated he had been asked to send letters to individuals at the further distances that this is being considered. A draft letter will be submitted to Lee Stinnett and to Chairman Hoover. Howard Butler stated he would take the spreadsheet and will determine as to who is getting the letter on the vacant parcels, and the remainder will get the letter stating they are beyond the distance, and he would draft the letter for that. Mike Webb suggested this should also include parcels that could be subdivided.

Rich Hoover asked about the 2019 Budget. Paul stated the draft of the budget is ready and in the computer, and plans to bring a copy of the projection to the September meeting, and try to get something established for October.

**Unfinished Business:**

- **Scheduling of next letter to the 2020 participants:** Rick Hoover discussed the scheduled letter for the 2020 participants.
- **Scheduling of meeting inviting 2020 residents to see draft plans:** Rick Hoover stated that Paul Cornell is targeting the Budget in September and October, and discussed the residents meeting in October, rather than September.
- **Open Board Seat:** Rick Hoover asked if there were any nominations for the open Board seat? There were no nominations.

**New Business:**

- **Request for Authority to Join the PA One Call System:** Paul Cornell discussed the PA One Call System with the Board, and the need for Curtis Cassel to get the calls. Howard Butler discussed what needs to be submitted to PA One Call System. It was suggested that this be moved to unfinished business at the next meeting.
- **Request to write a complete Plant O&M Manual:** Paul Cornell discussed with the Board the need to have a Plant O&M Manual. The Township has a generic one, but there needs to be one specific to the plant. The objective is to comply with the Re-Rate Permit and establish an Operations and Maintenance Manual. Howard Butler has advised that the Authority is required to have an O & M Manual for the Plant as per the new Permit. The "basis" of a draft manual is already in print, but would require the plant operators to add the missing items to complete it. The recommendation is to have the Plant Operators, with Howard Butler's help, fill in the needed details to a draft manual. There would be limited engineering required to complete the manual. Rick Hoover stated if it could be pushed back until next year, and incorporated in next year's budget it would be better.
- Alphonse Lepore asked if they should be notifying people that they should have their septic tanks pumped, as it is the responsibility of the property owners? This takes staff time and cost. The other thing to consider, he pumps in September of 2018, the next pumping will be 2021. If the project is done, fine, but if it goes into 2022, he may want to wait until it is closed out. It is something to consider as the system is designed to hold more than three years. Paul Cornell stated there is a bigger issue, there will be others affected across the board, and the Board should look at some type of protocol that is reasonable, and doesn't subject the Board with a problem with DEP. Since the system will be replaced, maybe there is a protocol they could get into. Jackie Wilbern discussed an extension of three-years time for pumping/inspection that is required. It can be put on the website on the recommendation for time extensions.

**Adjournment:** Mike Webb made a motion, seconded by Rich Gold, to adjourn the meeting. The motion carried with a 4-0 vote. The meeting adjourned at 7:50 p.m. (The Board adjourned the meeting and moved into an executive session to review administrative protocols.)

  
Frances Peck, Recording Secretary