

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes
October 8, 2019**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, October 8, 2019, 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, Alphonse Lepore, Rich Gold and Dave Craig. Also in attendance were: Isaac Wakefield, Solicitor, of Salzmann Hughes, Solicitor; Melissa Tomich Smith, 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: Daniel Craig made a motion, seconded by Mike Webb to approve the minutes of the September 10, 2019, regular meeting as presented. The motion carried with a 5-0 vote.

Secretary's Report and Communications

There was no Secretary's Report for this month.

Treasurer's Report: Alphonse Lepore gave the Treasurer's Report for September 2019. Mike Webb made a motion, seconded by Daniel Craig to ratify the bills paid, approve payments of the bills presented, and to accept the Treasurer's Report for September 2019, as presented, subject to audit. The motion unanimously carried with a 5-0 vote.

September Treasurer's Report	
Receipts Sewer Fund	\$ 5,107.50
Expenditures Sewer Fund	<u>\$ (34,552.90)</u>
Total Funds Available	\$ (29,445.40)
Invoices Paid 9/11 to 10/7	\$ 11,691.90
Current Invoices to be paid	<u>\$ 21,276.53</u>
Total	\$ 32,968.43

*In September, transferred \$58,610 Reserve Capacity Fees to Capital Reserve

** September transferred \$26,666.66 to 2020 Project.

Plant Operator's Report: Curt Cassel presented his report to the Board. Paul Cornell thanked Curt for spending time with he and Andy Stein to work on the budget. There

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will be a few items on the capital side to be brought forward converting to the pump stations over to the wireless system, that is already in use. Then the Public Work's Pump Station No. 3, with the possibility of needing an upgrade based on Chapter 95, or replacement of the pump, which they are looking at. If anything happens with the project in East Hanover/Lebanon, it might affect Pump Station No. 3. This might, in turn, pay for the project, based on their connections. They are looking at trying to budget for those items, the two pump stations, and the potential upgrade to that pump station, if it is needed.

Committee Report: There was no report as Andy Stein was absent.

Engineer's Report - GHD: Melissa Tomich Smith presented the Engineer's Report, as follows:

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

Retainer services cover attendance at the monthly meetings, the engineer's report, preparation of the annual Wastewater Management Report, and review of the draft budget.

Task Order #7 - Standard Specifications:

No change from last report. Copies of the pre-final specifications were provided to Mr. Hoover, and Mr. Lepore on August 13, 2019. A few questions were still outstanding after the solicitor's review and Mr. Hoover, and Mr. Lepore indicated that they would respond shortly.

Task Order #8 - WWTP Operations Manual:

As noted in last month's report, GHD met with the Township Manager, and the Sewage Treatment Plant Operator on August 29, 2019, to review the draft operations manual, and to obtain additional direction regarding the content. Mr. Cornell, and Mr. Cassel are reviewing the document. Mr. Cassel sent information to incorporate into the document on September 12, and noted that he has a few additional items to include. Once GHD receives those items, we will finalize the operations manual, and provide the requested electronic, and hard copies.

Discussion on the Draft WWTP Operations Manual was tabled to be discussed at the next meeting.

Manada Oaks Sanitary Sewer Extension:

As noted in last month's report, GHD responded to DEP's Technical Deficiency Letter concerning the WQM Permit Application on September 6, 2019. GHD's design is still on hold.

Developers:

- **Sheetz:** - GHD performed a final inspection of the sanitary sewers to be dedicated to the Authority on September 9, 2019. We observed grease accumulation, and an unsecured tracer wire during the inspection. GHD sent a letter to Sheetz on September 17, 2019, noting them of the deficiencies, and indicating that the bond would not be released until the two items were addressed in the presence of GHD's inspector. To date, GHD has not heard back from Sheetz as to when this work will be completed.
- **Springhill Suites Hotel** - No activity this month.
- **Warehouse proposed along Fox Run Road** - Langan Engineering and Environmental Services called Melissa Smith, on September 18, to discuss the sanitary sewer upgrades that would be required if the warehouse was to connect the public sanitary sewer system. GHD informed Langan that the closest sanitary sewers are located within the trailer park, but that those sewers are currently private. If the warehouse is tied into the sewers utilized within the trailer park, the sewers would need to be replaced, and made public until the trailer park's current tie in location with the existing 8-inch public sanitary sewer.

Solicitor's Report : Isaac Wakefield had no report.

Manager's Report:

- **Update of Glace Associates Work:** Paul Cornell discussed the Glace Associates e-mail that was sent by Max Stoner, giving an update of the work done, following the September Board meeting. Jackie Wilbern stated she had heard nothing since last month's meeting, and asked what Mr. Stoner would be meeting with her about, and asked for any directives. Paul stated he's sure Mr. Stoner would want to know Jackie's thoughts on potential development, as that may affect the routes, and the system. Paul stated that the Board has the report, from Max Stoner, on what his activities are, and there are no other updates on that work at this time.
- Paul Cornell stated one pump station was missed moving to Verizon from Block Line Systems, and that was remedied over the last week. He sent a copy over to Verizon to switch over for that particular pump station, so all lines now are with Verizon, and with any luck in the next few years, all will be converted to wireless. With Verizon we will get a government rate there.
- Public Works is looking at beginning to do work within the right-of-ways. The estimate is it will take approximately three years to clear all the right-of-ways they

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have to maintain, and get them into a condition that they will be able to maintain them with minimal work. The rental equipment estimate, received from Brian Ziegler, is \$10,000 just for the equipment, and it is estimated a week, to two weeks of labor, with two individuals in that. Paul stated he would like for him to get started on that work before the change in season. Paul stated he would keep the Board informed on what the costs are as they are proceeding. Best Line Equipment will be used. In the budget there will be three separate line items, one is for the Admin/Manager, one is for the Plant Operator, and the third is Public Works. The right-of-way is something that has never been done, and they are looking at a three year project. Chairman Hoover stated this is an opportunity of maintaining it to monitor the right-of-ways and encroachment. It will have to be budgeted as a separate line item. Melissa Smith stated one thing the Board might want to consider if the right-of-ways are close to homes, you might want to use door knockers on their homes to let them know the Township will be in there. Paul said they could be very effective.

- Paul Cornell discussed the large past due bills that the people were found guilty, and writs of execution to be filed. Paul discussed policies of Diversified Collections, and this will be brought before the Board at a later time.

Unfinished Business:

- Rick Hoover discussed a communication letter from the East Hanover Township Sewer Expansion. Jackie Wilbern asked if something could be worded for Township Staff, because the Administrative Assistant receives a lot of questions on this subject. Rick Hoover would write a communication regarding the sewer expansion information, that the Municipal Authority has asked the Engineer to stop work at this time. No decisions are able to be made until they have had a conference with DEP, and the time and date of the conference has not been established. Mike Webb stated it should be established that the sewer expansion will occur.

New Business: There is no new business at this time.

Adjournment: Mike Webb made a motion, seconded by Alphonse Lepore to adjourn the meeting. The motion unanimously carried with a 5-0 vote. The meeting adjourned at 7:05 p.m.

Frances Peck, Recording Secretary