

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes**

November 12, 2019

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, November 12, 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, and Rich Gold. Dave Craig was absent. Also, in attendance were: Lee Stinnett, of Salzmans Hughes, Solicitor; Melissa Tomich Smith, and Kevin Shannon, of GHD, Engineer; Andy Stein, Consultant, Stein Consulting; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager; Sharon Umberger, Secretary/Treasurer, 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: Chairman Rick Hoover had corrections on paragraph four, line one, and paragraph six, line two, which should both read Dave Craig. Alphonse Lepore made a motion, seconded Rich Gold to approve the minutes of the October 8, 2019, regular meeting as corrected. The motion carried with a 4-0 vote.

Secretary's Report and Communications

Mike Webb reported that a letter was sent to Mr. Luke Teller, of Langan Engineering and Environmental Services, from Paul Cornell, regarding Hanover Logistics' request on the anticipated sewer flow for their proposed project, with a copy of a letter from EPA.

Treasurer's Report:

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 October 2019, as presented, subject to audit. The motion carried with a 4-0 vote.

October Treasurer's Report

Receipts Sewer Fund	\$194,176.18
Expenditures Sewer Fund	<u>\$ 32,702.81</u>
Total Funds Available	\$161.473.37

Invoices Paid 10/9 to 11/8	\$ 13,356.31
Current Invoices to be paid	<u>\$ 66,609.17</u>
Total	\$ 79,965.48

Plant Operator's Report: Curt Cassel presented his report to the Board. Also

discussed was the assessing of the manholes on Jonestown Road, in the Shellville area for potential rehab due to gas and grease deterioration.

Committee Report: Andy Stein presented a proposal before the Board regarding Data Recovery Planning, at no cost to the Board. It is a Business Recovery Plan. Andy stated he has presented the same proposal to East Hanover Township Board of Supervisors. Discussed were prices, communications, policy and whether a written report will be presented. After the presentation, it was the consensus of the Board to have an agreement to accept the proposal, and if the Board likes the work product, they would accept it. The approximate time line is not known, and will be finished in approximately six months.

Engineer's Report - Melissa Tomich Smith presented the GHD Engineer Report for the Board stating the following:

Task Order #7 - Standard Specifications

Copies of the pre-final specifications were provided to all Board Members on October 10, 2019, for review. Additional comments were received from Mr. Hoover and Mr. Lepore. Comments from Mr. Webb are outstanding.

Task Order #8 - WWTP Operations Manual

Copies of the draft O&M Manual were provided to all Board Members on October 10, 2019, for review. Comments were received from Mr. Lepore and Mr. Cassel. Once GHD receives the generator information from Mr. Cassel, the manual will be finalized. This Update of the O&M Manual will be discussed at the next regular meeting.

Manada Oaks Sanitary Sewer Extension

GHD's design is still on hold. GHD will respond to DEP's email that was sent on November 6, 2019.

Developers

- **Sheetz** - Sheetz had Walters Environmental reattach the tracer wire within MH-4 and had the manholes and sewer mains flushed of the grease accumulation on October 9, 2019. GHD's inspector was onsite on October 15, 2019 to confirm this work. Everything was acceptable except that portion of the manhole coating has come off and concrete has spalled in areas. GHD sent a letter to the Township stating our findings on October 22, 2019 and copied Sheetz. Sheetz responded that they will get the coating fixed as soon as possible. As of November 8, 2019, the repairs had not yet been scheduled.
- **Springhill Suites Hotel** - No activity this month.
- **Warehouse proposed along Fox Run Road** - No activity this month other than to tell the Developer where the sewer system becomes public and that there is

available capacity at the plant. Capacity within the collection system will be confirmed when the planning module, and escrow are received from the developer.

Miscellaneous Items

The EPA sent a letter to the Authority on October 30, 2019, stating that they are conducting a National Study of Nutrient Removal and Secondary Technologies at publicly-owned treatment works and requesting that the Authority reply to a questionnaire. GHD is available to assist with the completion of the questionnaires.

Solicitor's Report : Lee Stinnett had no report at this time.

Manager's Report:

- **Glace Associates Work Update:** Paul Cornell gave an update on the Glace Associates work on the review of various routes in the field, that were previously evaluated, including in the updated scope. They have looked at possible alternative sites along the Manada for a potential small satellite plant. They have prepared a list of people to contact in South Hanover and Derry Townships for further discussion and review. They plan to meet with Jackie Wilbern and Curt Cassel, within the next 10 days to review some of the options. Paul reported that Max Stoner, from Glace Associates, picked up a copy of the Township's current 537 Plan, and had a brief Discussion with Paul about a number of projects, including the warehouse project. Chairman Hoover asked if Max Stoner would be able to attend the December meeting, to give an update on what they have been doing, and the time line in the Board's relationship with DEP?
- **Keystone Collections:** Paul Cornell gave an update on the Board's request for him to reach out to Keystone Collections, to ascertain whether they could do the Township's collections, and their rate that Diversified could do for the Township, and the check on the potential cost for 2020. An authorization from the Board is needed to authorize Paul Cornell to give notice to Diversified to begin the process of having an agreement for Keystone at the next meeting. Mike Webb suggested this be put in the Township Newsletter stating these changes.

Alphonse Lepore made a motion, seconded by Rich Gold to authorize the Township Manager to move the Municipal Authority's billings work to Keystone, which includes the EIT Collection, LST Collection, and the Delinquent Collections for the Township per capita. The motion carried with a 4-0 vote.

Unfinished Business: No unfinished business at this time.

New Business:

- **Request to authorize execution of the 2020 L.A.B. Service Agreement:** Paul Cornell asked for an authorization from the Board to sign the 2020 Laboratory, Analytical, and Biological Services, Inc. Agreement.

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Alphonse Lepore made a motion, seconded by Mike Webb to authorize the signing of the 2020 L.A.B. Services Agreement. The motion carried with a 4-0 vote.

- **Review of Draft of 2020 Municipal Authority Budget:**

Paul Cornell presented the 2020 Draft of the 2020 Municipal Authority Budget for the Board's review. On discussion, the Board had questions on Line 59, Plant Payroll-Staff, Line 77, Capital Equipment, and Line 112, Revenue over Expenditures. The draft budget reclassifications will be corrected, and Paul will bring the Draft Budget back to the next regular meeting in December.

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 7:33 p.m. p.m.

Frances Peck, Recording Secretary