

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes**

December 10, 2019

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, December 10, 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 Salzmann Hughes, Solicitor, and Isaac Wakeman (by telephone); Melissa Tomich Smith, of GHD, Engineer; Curt Cassel, WWTP Operator; Paul Cornell, 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:

Update on Cleaning of Right-of-Ways:

Brian Zeigler, of Public Works, gave an update on the cleaning of the right-of-ways in East Hanover Township. A machine had been rented by the Public Works Department, and the manhole at Bow Creek has been worked on. Also, the Chesapeake Homes Trailer Park area is 95 percent done. An engineer should take a look at the last manhole where it goes under Route 81. Fifty percent of the manhole is tight against the stream, and 50 percent of the manhole was exposed to the stream. Half of it is subject to any high water, or rush of water on the turn. Chairman Hoover asked Melissa Smith if she would have someone take a look at it. Bryan stated the one up to the rest area, on Route 81, is 100 percent cleared out. Brian said he continued to rent another bigger machine, and wants to continue on behind the third of Bow Creek, and an issue in Bow Creek, with fencing in some of the right-of-ways. The clearing is going better than expected. The Pump Station at the Public Works Building has a manual generator, every other pump station is automatic. It would be able to be made automatic with a transfer switch. Curt Cassel informed Bryan Ziegler of the deterioration in one manhole.

Approval of the Minutes: Alphonse Lepore made a motion, seconded by Mike Webb to approve the minutes of the November 12, 2019, regular meeting as presented. The motion carried with a 4-0 vote.

Secretary's Report and Communications

Mike Webb stated there was no report, or communications at this time.

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

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Report for November 2019, as presented, subject to audit. The motion unanimously carried with a 4-0 vote.

November Treasurer's Report	
Receipts Sewer Fund	\$ 16,230.17
Expenditures Sewer Fund	<u>\$ 28,898.01</u>
Total Funds Available	\$(12,667.84)
Invoices Paid 11/9 to 12/6	\$ 9,797.54
Current invoices to be paid	<u>\$ 42,626.48</u>
Total	\$ 52,424.02

Plant Operator's Report: Curt Cassel presented his report to the Board. The O & M Report from November 8 to December 6, 2019 was discussed. Discussed was the deterioration of the manholes outside of P.S. No. 3. Mike Webb asked if there was a reason for the deterioration at that manhole. Curt stated that it was the one off of Crawford Road and didn't know if the sulfuric acid just built up in the low force main. In working with the Standard Operating Procedures, Mike Webb suggested is when the Standard Operating Procedures is written, take someone with basic knowledge, but not specific knowledge, and have them work through it, because they would find things doing a review on it.

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

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

Task Order #7 - Standard Specifications:

The pre-final version of the standard specifications are scheduled to be reviewed at this meeting.

Task Order #8 - WWTP Operations Manual:

Howard Butler is scheduled to meet with Curtis Cassel at the WWTP on December 10, to finalize the generator portion of the Operations Manual. The final document will be delivered by the end of December.

Manada Oaks Sanitary Sewer Extension:

GHD's design is still on hold. GHD is currently working with DEP to address their remaining comments.

Developers:

- **Sheetz** - Sheetz had a contractor repair the manhole coating that had come off and the concrete that had spalled. Sheetz provided photos at the manholes that were repaired and they are acceptable. GHD sent a letter to the Township on December 4, indicating that the bond/financial security should be returned to Sheetz and an 18-month maintenance bond, in the amount of 15-percent of the construction total, should be requested.

Paul Cornell discussed the area where the tie-in would be and discussed putting a question in for the standard specifications.

- **Springhill Suites Hotel** - No activity this month.
- **Warehouse** - Warehouse proposed along Fox Run Road - No activity this month.

Solicitor's Report :

Lee Stinnett reported that he had been in contact with Max Stoner, with Glace, on the status of their review, and Lee reenforced that there is some urgency in getting his report back. Max Stoner assured Lee that he will have that ready as soon as possible. Lee stated he would need it before the January meeting, such that we can commit moving DEP into this as soon as possible, so the written extension of time can be gotten to pursue the 2020 Project. Lee told him that he would like the review, and in writing from DEP, authorizing and extending this while the Municipal Authority moves forward at whatever path Glace is able to lay out in the review. Chairman Hoover stated his concern was that Glace and Lee Stinnett were somewhat out of sync, but for them to get on the same page so they can stay on track. Does this mean that in January the Board will delve into the 2020 Project options and the setup for DEP activities? Lee stated, yes, that is the plan, and it would help him if the Board asks Lee to make sure that Max Stoner understands the time line and is comfortable meeting it. Chairman Hoover stated that Lee should follow up with Max Stoner, of Glace.

Manager's Report:

- **Request to Terminate Account EHT355 Karen Turns and balance:** Paul Cornell discussed the memorandum to the Karen Turns, 9209 Jonestown Road, Grantville, PA 17028 account. He had spoken with the Auditor and he has suggested that the due amount can be removed from the collection list, as the house was empty and wasn't being used. He asked that the Board authorize the deletion of the account as the home no longer exists.

Mike Webb made a motion, seconded by Alphonse Lepore to close the Account

EHT355 for Karen Turns and balance. The motion carried with a 4-0 vote.

- **Request to hire Keystone Collections and terminate Diversified Technologies (90-day notice.)**

Paul Cornell presented a request to give notice with Diversified, which requires a 90-day notice, and move to hire Keystone Collections. The annual cost for Keystone Collections for fees, will reduce the Municipal Authority costs by \$4500, and Keystone will also accept payments from banks and set up recurring payments from banks at no cost. Paul asked for the recommendation to authorize the Township Manager to give a 90-day notice to Diversified, with the intention to leave service, and authorize and execute the Agreement once the solicitor has completed the review, which he is currently reviewing. The annual contract would be \$7500 budgeted, and it is modified on the budget to reflect \$7500, with Account No. 8-400-35.

Alphonse Lepore made a motion, seconded by Mike Webb to provide 90-days notice to Diversified Technologies, and to authorize the Township Manager to initiate the agreement with Keystone Collections once it is acceptable to the Solicitor, and he has approved the Agreement with any modifications. The motion carried with a 4-0 vote.

Unfinished Business:

- **2020 Municipal Authority Budget:
Request to consider increase of Quarterly rate by \$5.00:**

The 2020 Municipal Authority Budget was discussed, with the rate increase of \$5.00 for the Quarterly Rate.

Alphonse Lepore made a motion, seconded by Rich Gold to approve the Quarterly Rate Increase of \$5.00. The motion carried with a 4-0 vote.

After discussion, Alphonse Lepore made a motion, seconded by Rich Gold to adopt the 2020 Municipal Authority Budget, as presented. The motion carried with a 4-0 vote.

- **EHT MA Standards, discussion:**

Melissa Tomich Smith presented a list of remaining questions to the Board for discussion for any changes. After the suggested changes, Chairman Hoover stated he would like the MA Standard Specifications to be adopted in January 2020.

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New Business:

No new business at this time.

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 7:24 p.m.

Frances Peck, Recording Secretary