

**MUNICIPAL AUTHORITY  
EAST HANOVER TOWNSHIP  
Minutes**

**January 14, 2020**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, January 14, 2020, 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: 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; 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.

**Organization:**

● **Elections:**

- **Chairman:** Alphonse Lepore made a motion to elect Rick Hoover as Chairman of the Municipal Authority. Rich Gold seconded the motion and the motion carried with a 4-0
- **Vice-Chairman:** Alphonse Lepore made a motion to elect Rich Gold as Vice-Chairman of the Municipal Authority. Mike Webb seconded the motion and the motion carried with a 4-0 vote.
- **Secretary:** Alphonse Lepore made a motion to elect Mike Webb as secretary to the Municipal Authority. Rich Gold seconded the motion and the motion carried with a 4-0 vote.
- **Treasurer:** Mike Webb made a motion to elect Alphonse Lepore as Treasurer for the Municipal Authority. Rich Gold seconded the motion and the motion carried with a 4-0 vote.

● **Appointments:**

- **Engineer Appointment:** Rich Gold made a motion to accept GHD's letter and 2020 rate schedule for reappointment as the Municipal Authority's Engineer. Mike Webb seconded the motion and the motion carried with a 4-0 vote.
- **Solicitor Appointment:** Alphonse Lepore made a motion to accept Salzmans Hughes, P.C. Rate Schedule for Solicitor for 2020 for reappointment as

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Municipal Authority's Solicitor. Mike Webb seconded the motion and the motion carried with a 4-0 vote.

**Public Input:**

- Chairman Rick Hoover introduced the newly elected Supervisor, Greg Ciraula, who will be the new liaison with the Board of Supervisors.
- Tina Hastie was in attendance, to observe the meeting.

**Approval of the Minutes:** Alphonse Lepore made a motion, seconded by Rich Gold to approve the minutes of the December 10, 2019, regular meeting as presented. The motion carried with a 4-0 vote.

**Secretary's Report and Communications**

- Mike Webb reported that the Water Quality Permit was received, by certified mail, for the 2020 Proposed Pumping Stations.

**Treasurer's Report:** 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 December 2019, as presented, subject to audit. The motion unanimously carried with a 4-0 vote.

December 2019 Treasurer's Report	
Receipts Sewer Fund	\$ 11,516.30
Expenditures Sewer Fund	\$ 35,198.30
Total Funds Available	\$(23,682.00)

December 2019 transferred \$26,666.55 to 2020 Project

Invoices Paid 12/11/19 to 1/10/20	\$ 25,572.50
Current Invoices to be paid	\$ 55,367.82
Total	\$ 80,940.32

**Presentation by Max Stoner, PE, Glace Associates:**

- Max Stoner gave a presentation before the Municipal Authority Board members. The overview was given for a 14,400 foot area, shown on a map showing areas of the Draft Report. One concern is the 14,400 feet to get from Pump Station No. 9, on Crooked Hill Road. He discussed different alternates heading down to Sand Beach Road, in South Hanover Township, as listed in his report.. He discussed another alternate that was permitted, in the Amended 537 Plan, in 2010-2011. He discussed the pump station in West Hanover Township, right on the Township line that has

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been constructed, which is only 5,000 feet versus the 14,400 feet going to the existing plant. Other options were discussed, as listed in his report.

Chairman Hoover asked Lee Stinnett, if the information in the report from Glace Associates would impress the arguments for DEP to get an adjustment to the schedule? Lee Stinnett stated he had reviewed the report and thinks it is the type of document needed to request a pause to do the special study, to look at the options that have been presented, in greater detail, regarding the cost savings. Melissa Tomich Smith was asked, as an engineering perspective, if she saw any stumbling blocks in the presentation from Glace Associates? She stated possible political issues between townships. Kevin Shannon stated they had looked at a number of the options, and stated West Hanover was looked at, and he thought there would be a buy in, and possible problems in other townships. West Hanover was receptive, but it isn't known if the pump station needed to be upgraded.

Chairman Hoover suggested adding one more column, which are checks for the completion of items, with the title heading be "completed." This will show that the Township has been following up on their commitments.

Lee Stinnett will start the process with a meeting date January 15, and expects it to be late January, or early February, aiming for before the next regular meeting.

**Plant Operator's Report:**

- Curt Cassel presented his report to the Board, if there were any questions. Alphonse Lepore asked if Curt had looked at the right-of-way clearing? Curt said they are doing a good job in clearing it, and making faster headway than anticipated. Curt said he is satisfied with the work being done.

**Committee Report:**

- Andy Stein reported that he had no report. He stated that Paul Cornell and Sharon Umberger were doing a good job continuing to refine the accounting system, and processing and you will get an update on billing. Chairman Hoover asked about the time line about the Successor Plan? Andy stated that the O&M Report is done, and February will be a busy time starting with the engineers. In February they will sit down and pick a date to start the plan.

(Board member Dave Craig arrived at the meeting.)

**Engineer's Report - GHD:**

- Melissa Tomich Smith presented the Engineer's Report for GHD with a summary as follows:

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

Rainwater 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 #7 - Standard Specifications:**

The final version of the standard specifications were emailed, as a PDF, to the Township Manager, and the Authority members on December 20, 2019.

Chairman Hoover asked Paul Cornell about putting the specs on the website making it more generically available to the public? Paul stated they had found holes in the website on the Authority's 2020 Plan, and these will be corrected. They will see if they can add it in, which Paul feels it can be done.

**Task Order #8 - WWTP Operations Manual:**

Howard Butler delivered the final document to the Township Manager on January 9, 2020. A PDF was also forwarded to all Authority members on January 9, 2020.

**Manada Oaks Sanitary Sewer Extension:**

GHD's design is still on hold. The Water Quality Management Permit for the proposed pumping stations was approved by DEP, and provided to the Municipal Authority on December 18, 2019.

**Miscellaneous Items:**

Manhole Deterioration - Curt to get a list of manholes with known deterioration to GHD. GHD will schedule a time to view the manhole downstream of the Chesapeake's trailer park near I-81 that is now partially exposed by the adjacent creek. Chairman Hoover asked what Melissa's recommendation was? Although the manhole will need to be moved and the line replaced, It was her recommendation to get a permit from DEP, and find out if it is acceptable to use rip rap stone to protect the structure itself, monitor it for now. It seems a lot of money to try and move it at this point. Kevin Shannon suggested finding the original drawings and go with restoring the original manhole. Chairman Hoover asked if by next meeting they could have drawings, general cost estimate, or a sketch by the next meeting, so they can move this along? Melissa said, yes.

**Chapter 94 Report:**

GHD to start on the Annual Wasteload Management Report due March 31, 2020.

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**Developers:**

- **Sheetz** - The Solicitor is preparing the 18-month maintenance bond paperwork. Sheetz has requested that the sewers be dedicated to the Authority.
- **Springhill Suites Hotel** - No activity this month.
- **Warehouse proposed along Fox Run Road:** No activity this month.

**Solicitor's Report :**

Lee Stinnett reported that he met with Howard Butler regarding the Act 20 Resolution. The Board should have the Keystone Agreement, and Act 20 Resolution. Corrections were made to the resolution, and the Keystone Agreement, and Lee Stinnett discussed the changes with the Board.

- **Act 20 Resolution As Amended, East Hanover Municipal Authority Resolution R-2020-1:**  
Alphonse Lepore made a motion to adopt East Hanover Township Municipal Authority Resolution R-2020-1, as presented. Rich Gold seconded the motion and the motion carried with a 5-0 vote.
- **Keystone Collection Agreement, a/k/a Kratzenberg and Associates, Inc.**  
Alphonse Lepore made a motion to approve the Keystone Collections Agreement, a/k/a Kratzenberg, and Associates, Inc., as presented. Mike Webb seconded the motion and the motion carried with a 5-0 vote.

**Manager's Report:**

Paul Cornell spoke on the collections, and thanked Lee Stinnett on his help, as they've had a flurry of activity and received quite a few checks and people paying in person. The total of uncollectible accounts have been significantly knocked down. Paul said he is still working on the collections on some individuals, and the rest will be left for Keystone Collections to collect.

Paul reminded the Board members of the new Ethic Forms they received, that need to be filled out and returned to the Township by May 1, 2020.

**Unfinished Business:**

- **Standard Specifications, Municipal Authority Resolution R-2020-2:**  
Alphonse Lepore made a motion, seconded by David Craig to adopt Municipal Authority Resolution R-2020-2 as presented. The motion carried with a 5-0 vote.

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**New Business:**

- Chairman Hoover stated that at the next month's meeting, the public outreach will be discussed on the DEP issue regarding the time line, communication on the 2020 Project area.

**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 7:22 p.m.

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Frances Peck, Recording Secretary