

**MUNICIPAL AUTHORITY  
EAST HANOVER TOWNSHIP  
Minutes**

**February 11, 2020**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, February 11, 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. Dave Craig (late). Also in attendance were: Lee Stinnett, of Salzmann Hughes, Solicitor; Melissa Tomich Smith, 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.

**Public Input:** No input.

**Approval of the Minutes:** Alphonse Lepore had an amendment to the minutes to add that David Craig arrived late in the roll call section in the first paragraph. Alphonse Lepore made a motion to approve the minutes of the January 14, 2020 minutes as amended, seconded by Rich Gold. The motion carried with a 4-0 vote.

**Secretary's Report and Communications:** Mike Webb had no report. Chairman Hoover noted there was a correspondence where the Board of Supervisors asked for an update on the status of the 2020 Project, and he provided the Board of Supervisors with the information. Mike Webb discussed caution in the wording in the letter to the residents regarding the expense of the project.

**Treasurer's Report:** Alphonse Lepore presented the Treasurer's Report for January 2020. 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 January 2020, as presented, subject to audit. The motion unanimously carried with a 4-0 vote.

January Treasurer's Report	
Receipts Sewer Fund	\$ 199,790.23
Expenditures Sewer Fund	<u>\$ (37,971.12)</u>
Total Funds Available	\$ 181,819.11
January transferred \$26,666 to 2020 Project	

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Invoices Paid 1/15/20	\$ 37,573.28
Current invoices to be paid	<u>\$ 47,222.87</u>
Total	\$ 84,796.15

**Plant Operator's Report:** Curt Cassel presented the January 10 to February 7, 2020 Monthly O&M Report.

(David Craig arrived at 6:13 p.m.)

**Committee Report:** Andy Stein reported that the audit has been done and the Board should see the Draft Report in March, or April. Also, the target for the sewer service fees is about to be reached. The Board might want to consider whether at this time, or the 2020 Budget Process, for the 2021 year, the Board would want to raise the fees, or whether to slow it down and skip a year. Paul Cornell stated that the auditor is proposing to come to the March Meeting for a presentation to the Municipal Authority Board. Lee Stinnett noted that for the existing permit to continue, as the inspection report notes, the renewal has to be submitted by December 31, 2020. You would probably need a Task Order from GHD in time to have them prepare the renewal application. Melissa Smith stated she will have that at the next meeting. It was suggested that Andy Stein and Lee Stinnett should get together and get current with next year projections on how much will be spent on capitalization and funding. It was suggested to have this information by the July 14, 2020, regular meeting. Chairman Hoover asked Andy Stein to research the inflation and tapping fee rates, and to have that available to reset the tapping fees.

**Engineer's Report - GHD:** Melissa Smith presented the Engineer's Report for the Board.

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

GHD has started preparation of the Annual Wasteload Management Report that is due March 31, 2020.

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

No GHD activity this period on the Operations Manual.

**Miscellaneous Maintenance Items:**

- Manhole with stream bank erosion: Melissa visited the site with Bryan Ziegler on January 14, 2020. Manhole 15A, the manhole downstream of the Chesapeake trailer park and directly upstream of the culvert that extends under the off ramp of I-81, is now partially exposed by the adjacent creek. GHD is preparing a memo discussing the situation. It appears that with the amount of permitting required to

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enter the stream at this location, a temporary fix (riprap) is not cost effective and the Authority should consider a more permanent option.

The engineering time to review this situation and prepare the memo has currently all been charged to either the retainer, or our internet proposal preparation number. If the Authority decides to proceed with a project, GHD will submit a new Task Order to the Agreement.

Melissa discussed the manhole in the stream, and presented a memo, from GHD, for the Streambank Stabilization at MH 16A regarding possible costs for permitting, design, and recommendations, along with photographs. Also, requested are prices for a wall, and gabion gaskets to get an idea of the project costs. Paul Cornell will work with GHD on these recommendations.

David Craig made a motion, seconded by Mike Webb to table the action for the streambank stabilization. The motion carried with a 5-0 vote.

- Manholes downstream of grinder pumps and pumping stations: Curt Cassel provided evidence of seven manholes located downstream of known grinder pumps and pumping stations to GHD at the January meeting. As requested by the Authority at the last meeting, GHD reviewed these videos and determined that only two of the manholes, MH 0102-04 and MH 1114.04, need attention in the near future and should be lined. However, if a manhole lining contract is awarded, it would be cost effective and beneficial to line all seven of the manholes to prevent future deterioration. GHD would like to perform a site visit to each of the manholes to be lined to determine the best liner material for each location. This work could be bid, or could be performed by contractors that are currently on Costars.

The time to review the videos was charged to the WWTP Operations Manual project number. If the Authority decides to proceed with the project, GHD will submit a new Task Order to the Agreement.

- **Manada Oaks Sanitary Sewer Extension:**  
Bryan Ziegler contacted Howard Butler regarding a potential new sewer hook-up for a property near Sand Beach Road and said he would supply more information to GHD as it is available. The current design has a force main in this area only, making a residential tie in difficult.

**Developers:**

- Sheetz - No activity this period.

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- Springhill Suites Hotel - No activity this period.
- Warehouse Proposed along Fox Run Road - on February 6, GHD received an email from the Township Manager forwarding the developers request for a capacity review of the collection system. This evaluation will be completed shortly.
- I-81 Rest Stop - The existing buildings at the north bound and south bound rest stops are being demolished, and the existing sanitary sewer services to each building are being relocated. Howard Butler was contacted by the Contractor regarding the construction and Howard attended a progress meeting on January 29, after he confirmed GHD inspection/oversite of the project was required from the Township Manager. GHD staff has been onsite for 1 ½ hours per day, starting January 28, to provide site inspection of the new sewer service installation. The sewer installation is expected to last through February 14. The Authority's solicitor is looking into the ownership of the lines since they are six and eight inch in diameter, and include manholes.
- TRU-Hotel - GHD was onsite to view the installation and testing of the pipe between the hotel and the grinder pumps that were previously installed. The building inspector indicated, to the Township Manager, that anything more than five feet beyond the building was not his responsibility to inspect. The Township Manager requested GHD to inspect this portion of the pipe to ensure there were no issues. The pipe was adequately installed on January 28, and passed an air test on January 30.

Per the 2013 Rates, Rules and Regulations, the building sewer is the portion of the drainage system that extends from the end of the building drain to curb line/property line and this portion of the pipe is the property owner's responsibility. The Authority is responsible for the service lateral, the pipe from the curb liner/property line to the connection to the mainline sewer. Section 2.10 of the 2013 Rates, Rules and Regulations states that the building sewer is to be inspected by the Authority or the Authority's agent. The recently adopted standard specifications do not note whose responsibility it is to inspect the portion of the pipe. We suggest the Authority adopt a policy regarding this inspection moving forward.

**Solicitor's Report :** Lee Stinnett reported that the meeting scheduled with DEP was cancelled, and will hopefully be rescheduled with additional dates in the first week of March. He will notify the Board when the meeting is rescheduled.

**Manager's Report:** Paul Cornell reported that an employee had 11 hours left from 2019 to use for vacation, and due to not being able to use those days, Paul authorized

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the employee to carry these hours to be carried over and will use the days for vacation for 2020, and wanted to make the Board aware.

Paul reported that Keystone and Diversified are now talking, and in the month of March the transition will be made. On April 1, the billing will go out through Keystone, Diversified will continue to collect anything from the previous time, and they will be coordinated. It is hoped that a report will be ready, for the Board, at the next month.

Mike Webb asked Paul where we are in regard to arrears. Paul stated he did not have an actual report at this time, but believes they are well below \$15,000, based on the last payments, but will have a report at the next meeting. They are down to 4-5 percent.

**Unfinished Business:** The discussion of the Communication Plan will be discussed at the next regular meeting.

**New Business:** No new business at this time.

**Adjournment:** Alphonse Lepore made a motion, seconded by David Craig to adjourn the meeting. The motion unanimously carried with a 5-0 vote. The meeting adjourned at 7:49 p.m.

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Frances Peck, Recording Secretary