

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes**

March 10, 2020

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, March 10, 2020, at 6:00 p.m., at the East Hanover Township Municipal Building, 8848 Jonestown Road, Grantville, PA 17028. Alphonse Lepore called the meeting to order with a roll call of members. Members present: Rick Hoover (absent), Mike Webb, Alphonse Lepore, Rich Gold (absent), and Dave Craig. 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; Greg Ciraula, Liaison for the Board of Supervisors, 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: Tina Hastings had no input from the public.

Approval of the Minutes: Dave Craig made a motion, seconded by Mike Webb to approve the minutes of the February 11, 2020, regular meeting as presented. The motion carried with a 3-0 vote.

Report of Boyer and Ritter, 2019 Municipal Authority Audit Report: Matthew Wildasin, of Boyer and Ritter, presented and discussed the 2019 Municipal Authority Audit Report with the Municipal Authority Board. Paul Cornell stated that he would like to discuss the extension with Boyer and Ritter on March 11, 2020. Alphonse Lepore discussed no employees shown on the report. Mike Webb said everyone is contracted out. Mr. Wildasin stated this was typical between a Municipal Authority and a Board of Supervisors.

Mike Webb made a motion, seconded by Dave Craig to adopt the Audit Report as presented, and authorize Chairman Hoover to sign the document and submit it on the Municipal Authority's behalf. The motion carried with a 3-0 vote.

Secretary's Report and Communications: None at this time.

Treasurer's Report: Alphonse Lepore presented the February 2020 Treasurer's Report. Mike Webb made a motion, seconded by Dave Craig, to ratify the bills paid, approve payments of the bills presented, and to accept the February 2020 Treasurer's Report, as presented, subject to audit. The motion carried with a 3-0 vote.

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February 2020 Treasurer's Report

Receipts Sewer Fund	\$ 15, 164.40
Expenditures Sewer Fund	<u>\$ (23,064.07</u>
Total Funds Available	\$ (7,899.67

February transferred \$26,666.66 to 2020 Project

Invoices Paid 2/11/20 to 3/05/20	\$ 20,319.81
Current invoices to be paid	<u>\$ 81,131.81</u>
Total	\$101,451.63

Plant Operator's Report: Curt Cassel presented his February 7, 2020 to March 6, 2020 O&M Report for the Board.

Committee Report: Andy Stein discussed the DCED filing with the Board. The Board could wait until another date to discuss sewer rates.

Engineer's Report - GHD: Melissa Tomich Smith presented the Engineer's Report and discussed Annual Wasteload Management Report, subject to modification. It was discussed that in the future there will be a need to complete a draft of the report in sufficient time, to allow the Municipal Authority to review the report, before approval, and then to be submitted to DEP.

Mike Webb made a motion, seconded by Dave Craig, to provisionally accept the draft of the Annual Wasteload Management Report, subject to modifications to be presented, and will authorize Mr. Hoover to sign the final report. The motion unanimously carried with a 3-0 vote.

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

GHD is finalizing the Annual Wasteload Management Report that is due March 31, 2020.

Task Order #8 - WWTP Operations Manual:

Last month GHD was authorized to complete small maintenance assignments under Task Order #8.

Task Order #9 - NPDES Permit Application for Renewal:

Melissa discussed Task Order #9, which is due by July 1, 2020. At the next meeting, Melissa will get the cost estimate for this project for the Board.

Mike Webb made a motion, seconded by Dave Craig to accept and authorize Task

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Order #9. The motion carried unanimously with a 3-0 vote.

Manholes downstream of grinder pumps and pumping stations: GHD visited the existing manholes, that were previously videoed by Township Staff, on March 3. GHD will provide a recommendation to the Authority listing the suggested lining materials for each manhole. The site visit and material recommendation summary will be charged to the WWTP Operations Manual project number as discussed during the February meeting. If the Authority decides to proceed with bidding this work, GHD will submit a new Task Order to the Agreement.

Manhole with streambank erosion: GHD transferred the site pictures and record drawings to HRG. HRG will be completing this design with other similar projects.

Manada Oaks Sanitary Sewer Extension:

There is no current invoice; GHD's portion of this project is currently on hold.

Developers:

- TRU-Hotel - GHD was onsite January 29 and 30 to view the installation and testing of the pipe between the hotel and the grinder pumps that were previously installed. The pipe was adequately installed and passed an air test.
- 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. GHD staff has been onsite to provide periodic site inspection of the new sewer service installation. The sanitary sewers on the north bound side are installed and pretested. The final testing will be done when the site is filled. Two runs of sewer are installed and tested on the south bound side. There are two runs left to be installed, but that work cannot be done until this fill is placed. The Authority's solicitor is looking into the ownership of the lines since they are six and eight-inch in diameter and include manholes.
- Warehouse proposed along Fox Run Road - GHD is performing a capacity review of the collection system.
- Scott Walter's new service to existing house - Mr. Walters will need an easement from his neighbor to tie a proposed grinder pump and low pressure service line into a manhole on Sanjo Drive. Mr. Walters is working on obtaining the easement and will submit shop drawings for the materials when he has them.

Solicitor's Report : Lee Stinnett had no report at this time, but asked after adjournment they hold an information session to brief the Board on the background for

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the Manada Oaks Extension.

Manager's Report: Paul Cornell discussed the Keystone Diversified and they are in the final stages. Paul discussed the TCC Collections. Also, he discussed the cleaning of the right-of-ways by Bryan Zeigler. This has been going better than expected and expect to be able to maintain it with the Township's equipment in the coming years. Bryan has two areas completed, and has one area to do during the next budget process. Bryan will provide the Board with a report on what remains to be done.

Unfinished Business:

- Discussion of Communication Plan: This discussion will be held at another meeting.

New Business: No new business at this time.

Adjournment: Mike Webb made a motion, seconded by Dave Craig to adjourn the meeting. The motion unanimously carried with a 3-0 vote. The meeting adjourned at 7:05 p.m.

Frances Peck, Recording Secretary