

**MUNICIPAL AUTHORITY  
EAST HANOVER TOWNSHIP  
Minutes**

**April 14, 2020**

The Regular Meeting for the East Hanover Township Municipal Authority was held by a Zoom Application, via Internet, on Tuesday, April 14, 2020, at 6:00 p.m. 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 Salzmann Hughes, Solicitor; Melissa Tomich Smith, of GHD, Engineer; Andy Stein, Consultant, Stein Consulting; Paul Cornell, Township Manager; Greg Ciraula, Liaison to the Board of Supervisors, and Frances Peck, Recording Secretary.

A notice was sent out to be published in The Sun regarding the meeting being held by a Zoom Application, and it was published. Invitations were sent out to anyone from the public who wished to participate. 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 and Shelly Fetterhoff had no input at this time.

**Approval of the Minutes:** Alphonse Lepore made a motion, seconded by Mike Webb to approve the minutes of the March 10, 2020, regular meeting as presented. The motion carried with a 5-0 vote.

**Secretary's Report and Communications:** Mike Webb had no report at this time.

**Treasurer's Report:** Alphonse Lepore presented the Treasurer's Report for March 2020. Dave Craig 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 March 2020, as presented, subject to audit. The motion unanimously carried with a 5-0 vote.

March 2020 Treasurer's Report	
Receipts Sewer Fund	\$ 2,279.72
Expenditures Sewer Fund	<u>\$ ( 61,511.35)</u>
Total Funds Available	\$ ( 59,231.63)

March transferred \$26,666.66 to 2020 Project

Invoices Paid 3/11/20-04/09/20	\$ 7,021.46
Current invoices to be paid	<u>\$ 54,512.19</u>
Total	\$ 61,533.65

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**Plant Operator's Report:** Curt Cassel was absent and sent his report to the Board. The correspondence from DEP was not on his report.

**Committee Report:** Andy Stein had nothing to add at this time.

**Engineer's Report - GHD:** Melissa Tomich Smith presented her report to the Board.

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

GHD finalized the Annual Wasteload Management Report and submitted it electronically to DEP on April 1, 2020. Hard copies of the report will be provided to DEP, the Township, and the Authority members when GHD staff returns to the office. Melissa stated the summary has been put on hold.

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

GHD's work associated with the WWTP Operation Manual is currently complete.

**Manholes downstream of grinder pumps and pumping stations:** No GHD activity this period. GHD visited the existing manholes on March 3. GHD will provide a spreadsheet summarizing the lining recommendations per manhole to the Authority at the March meeting. Paul stated he may be looking at pump replacement. Mike Webb stated this was maintenance, not an upgrade.

**Task Order #9 - NPDES Renewal:**

At the March meeting, Task Order #9 was approved and GHD started work on this assignment. GHD has not yet sent an invoice for this work.

**Developers:** No GHD activity this period. The current invoices are for work that was performed in late February/early March and discussed at the March meeting.

I-81 Rest Stop - No activity this month.

Warehouse along Fox Run Road - GHD provided a capacity review of the collection system to the Authority at the March meeting.

Scott Walter's service to existing house, a first invoice was sent.

**Solicitor's Report :** Lee Stinnett reported that he will know more about the Municipal Authorities Act Public Meeting Requirements when the Governor signs the amendment. Based upon that we will make some slight changes to the process. He will try and update it when the Governor signs that. Lee recommended that at this type of meeting we shouldn't take official action, because technically speaking we are not completely in line with PMA's opinion on this. But technically the Authority's Act requires physical

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presence of a quorum to make official action. Rick Hoover asked about actions taken at tonight's meeting? When the legislation is completed, we will follow that process and ratify these actions that were taken.

Chairman Hoover asked about their request for him to see about the ownership of the I-81 Rest Stop, of the lines, and if any progress was made on this. As to the assessment of ownership, Lee had no information at this time about the ownership of those lines. Jackie Wilbern wasn't able to find anything, and it is felt they are private at this time. Chairman Hoover asked if Lee had any reply yet from DEP on the 2020 Project? Lee stated he had called DEP's counsel on this to see if they would be willing to e-mail a response, and he was going to check with the program to see if they would. Lee had checked the date of the Township's letter, which was around March 10, or 11. He will resend that electronically.

**Manager's Report:** Paul Cornell reported that the sewer staff is working on an alternate schedule, when maintenance is due they are trying to keep the distance. Office staff in the Township Building, as the building is closed to the public, they are working in split shifts from home, and are fielding questions for related issues. Public Works employees are segregated, and distancing. As far as sewer billing, Keystone Collections has sent out the April Billing to customers, and was preceded with a notice of the change. There were some hiccups with bills actually going to Diversified, which came in today, and are going back out to the owners, and asking them to resubmit to the appropriate location. It appeared they were automatic invoices that were sent out. The Township website, phone, auto attendance have been updated with the Keystone Collection information. They are a little behind with that, but it is caught up. Keystone has their help line, which is confusing, because if you go on line the number is listed as the Tax Payer Help Line, but it is for both tax payers and utility customers, which is their main business. Another problem he has is Diversified keeps trying to bill the Township. Mike Webb stated the he did not get any notification from them, and the billing sent was incorrectly addressed. Paul will contact them and give Mike Webb the information on the correction.

David Craig asked Paul about the right-of-way and the small section yet to clear? Paul stated that work is completely done now, and they are going back to clean up. That was the last report received. Paul will check with Bryan Ziegler and ask for an update in writing for the next meeting. Dave Craig asked how that would work for the Board in the future, is that something that is needed to contract out, or will they continue to do that as they can? Paul stated they will certainly continue to do that as they can. It will be back billed as far as their time is concerned, but they will not need to rent specialized equipment as they did. Since they had the equipment, they got in there and finished it. It is up-to-date now, it is just spraying the trees and treating the stumps so they don't come back, and then coming in and keeping it moved and knocked down.

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**Unfinished Business:** None at this time.

**New Business:** None at this time.

**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 6:41 p.m.

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Frances Peck, Recording Secretary