

**EAST HANOVER TOWNSHIP
MUNICIPAL AUTHORITY
DAUPHIN COUNTY
8848 JONESTOWN RD., GRANTVILLE, PA 17028
717-469-9322 717-469-9323 (Fax)**

**Rick Hoover, Chairman, Rich Gold, Vice-Chairman,
David Craig, Mike Webb and Alphonse Lepore**

**Tuesday September 8th, 2020
6:00 PM**

The meeting is being audio taped. The tapes are strictly for the use of the Recording Secretary for clarification during preparation of the minutes. Please note the Public Comment Guidelines of Decorum require all individuals wishing to make public comment need to do so by providing your full name and address for the record.

- I. Roll Call of Members
- II. Public Input
- III. Approval of the Minutes – August 11th 2020 - Regular Meeting
- IV. Secretary's Report and Communication; Mike Webb
- V. Treasurer's Report; Alphonse Lepore
"Motion to ratify the bills paid, approve payment of the bills submitted, and accept the treasurer's report subject to audit"

Aug Treasurer's Report	
Receipts Sewer Fund	\$ 161,784.91
Expenditures Sewer Fund	<u>\$ (39,512.44)</u>
Total Funds Available	\$ 122,272.47

Aug transferred \$26,666.66 to 2020 Project

Invoices Paid (8/12/20-9/2/20)	\$ 17,201.72
Current Invoices to be paid	<u>\$ 41,075.69</u>
Total Invoices for Approval	\$ 58,277.41

- VI. Plant Operator's Report – Curt Cassel
- VII. Committee Report – Andy Stein
- VIII. Engineer's Report – GHD, Melissa Smith
 - a. General Task Order #11
 - b. Update on schedule for Manhole Lining Work
 - c. Sludge Pumping modification to Plant
- IX. Extension Engineer Report; Glace Associates, Max Stoner
 - a. Update of Project
 - b. Gant Chart/timeline
- X. Solicitor's Report – Lee Stinnett
- XI. Manager's Report – Paul Cornell
 - a. Bidding of Sludge hauling contract
 - b. Collections of Diversified Delinquent Bills
 - c. Pump Station Electrical work
 - d. Discussion of 2021 Budget
- XII. Unfinished Business
- XIII. New Business
- XIV. Adjournment

FUTURE EVENTS

September 15 th	Board of Supervisors	7pm
September 22 nd	Planning Commission	7pm
September 24 th	Twp. Budget Workshop	7pm
October 5 th	Park and Recreation	7pm
October 6 th	Board of Supervisors	7pm
October 7 th	Twp. Budget Workshop	7pm
October 13 th	Municipal Authority	6pm
October 20 th	Board of Supervisors	7pm

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes**

September 8, 2020

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, September 8, 2020, at 6:00 p.m., by a Zoom Meeting. Chairman Rick Hoover called the meeting to order with a roll call of members. Members present: Rick Hoover, Mike Webb, and Alphonse Lepore; Rich Gold and Dave Craig were absent. 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; Jackie Wilbern, Assistant 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 from the public.

Approval of the Minutes: Chairman Hoover had a correction on page three, Task Order #9, should read NPDES Renewal, not NRDES Renewal. Alphonse Lepore made a motion, seconded by Mike Webb to approve the minutes of the August 11, 2020, regular meeting as corrected. The motion carried with a 3-0 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 August 2020. Chairman Hoover 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 August 2020, as presented, subject to audit. The motion carried with a 3-0 vote.

August 2020 Treasurer's Report	
Receipts Sewer Fund	\$ 161,784.91
Expenditures Sewer Fund	\$ <u>(39,512.44)</u>
Total Funds Available	\$ 122,272.47

August transferred \$29,666.66 to 2020 Project

Invoices Paid (8/12/20-9/2/20)	\$ 17,201.72
Current invoices to be paid	\$ <u>41,075.69</u>
Total Invoices for approval	\$ 58,277.41
Total	

Plant Operator's Report: Curt Cassel presented his monthly O & M Report for July

East Hanover Township Municipal Authority
Regular Meeting
August 8, 2020

13 to August 7, 2020. Alphonse Lepore asked about the problem with the grinder pump? Curt stated that it had been in for three years and had no problem, but it took its toll.

Committee Report: Andy Stein discussed the 2021 Budget stating that there doesn't seem to be any major surprises and asked GHD. and Lee Stinnett to let Paul Cornell know if there are any rate increases. Also, discussed was how the costs for East Hanover Township side would affect the Authority even though it seems to be more than a few years out on doing the construction on the upgrade.

Engineer's Report - GHD: Melissa Tomich Smith presented the Engineer's Report.

Task Order #8 - WWTP Operations Manual:

Howard Butler will be working on adding the yearly manhole inspection procedure into the O&M Manual and is preparing a list of parts and equipment that may need to be upgraded so that they can be budgeted and for discussion with Andy and Curt.

Task Order #9 - NPDES Renewal:

The application package is currently going through GHD's QA/QC procedures. GHD will review the final application with EHTMA's Solicitor before submitting the application to DEP.

Task Order #10 - Sludge Hauling Contract:

GHD is working on the bidding documents and will provide a draft project manual for review by September 15. Melissa will send a PDF Copy of the draft to everyone to review.

Sludge Pumping Piping at WWTP:

Final layout of the reconfiguration of the sludge piping at the WWTP needs to be agreed upon with Howard Butler and the Township Manager. Paul Cornell stated it would be better for he, and Howard Butler to meet with the facilities manager, from the Casino, to look at their plant, because he believed the setup is exactly like East Hanover's. Melissa stated she will set up a meeting at the date and time that Paul and Howard were available. Paul would like to ask the facilities manager when they would be hauling again, try to do it live, and in person like he and Bryan did, and to have everyone there at one time.

East Hanover Township Municipal Authority
Regular Meeting
August 8, 2020

Developers:

Walters Property: GHD responded to emails from the property owner. Shop drawings were submitted and approved. Alphonse Lepore asked if Lee Stinnett had reviewed the Agreement for the right-of-way for the Walter's Property. Melissa stated Lee had taken a look at it before they approached the property owner to sign it.

Chesapeake Bay Homes: GHD checked the capacity of the sanitary sewer mains to see if the existing public system could accommodate an additional 200 trailer homes from Chesapeake Bay Homes. There is sufficient capacity in the lines to accommodate this additional flow. Curt Cassel asked if during negotiations if they could get him down to a solid number, not a floating number of EDU's? To also include the vacant, as it is not the Township's responsibility to keep mobile homes in their parks, so they should be paying EDU's for each one of those, whether they are hooked up or not. They are a floating range right now. Paul will check, but he thinks they are locked in at a fixed number. Lee Stinnett stated it goes by occupied, but going forward he would suggest a tapping fee agreement where they pay for EDU's, and that is what they always pay for. Paul will look at this and get the information for the next meeting. Mike Webb said they should be thinking about the possibility if they do the expansion, and tying into their existing lines, to require an inspection and upgrade of any lines that show infiltration. Mike Webb asked Lee Stinnett if it was something he could help them with? Lee Stinnett stated he could try and if they want to connect they can put it in a Developers Agreement. Curt asked if the MS-4 has anything to do with INI? Mike stated not on sewers. Also, Chairman Hoover asked under Chesapeake Bay does the Township fit Chesapeake Bay Homes, or the warehouse first, based on who asked about the capacity, or is it the first ones that get the drawings in? Lee Stinnett stated it is technically who pays first.

General Engineering:

No activity this period. GHD has requested that a general engineering number be opened for the miscellaneous items that may be requested during the year. This is currently being discussed with the Township Manager. Paul Cornell discussed the programming of this item as suggested by GHD. The members did not have any problems with this. It was the consensus of the Board to approve this addition. Melissa will get this Task Order assigned and sent over for signatures for 2021.

Last month, GHD requested a budget level estimate from Standard Pipe Services to line the manholes located downstream of pumping stations that were investigated by GHD earlier this year. A table showing the manholes to be lined and the estimate is attached. The total to line all of the manholes is approximately \$50,000. Last month performing these services through COSTARS was discussed and the Township Manager and

East Hanover Township Municipal Authority
Regular Meeting
August 8, 2020

Solicitor indicated that they would look into this option further. Paul stated this may become a 2021 project. Discussed whether it would be better to do this all at one time, or over the next few years. Andy Stein stated this should be given to Paul Cornell to put in the budget for 2021, under Capital Repair. After discussion, it was a consensus to budget this for next year in the spring.

Manada Oaks Sewer Extension:

GHD was asked to update the construction costs provided in March 2019. Construction Costs were updated using the ENR index.

Also provided was the GHD Construction Cost Estimate.

Chairman Hoover stated after the meeting with the Supervisors, two Supervisors expressed an interest in where Max Glace started, the adjustments the Township may make to the OLDS Program, and would like for Max to bring the Board up to speed on where he was, so that he, and with Lee's input take a strengthened OLDS Program relative to the ability to just skip putting any piping in the ground, as a means to sidestep the 2020 expansion. One of the questions to Max would be if he could get a package together. Chairman Hoover asked Lee Stinnett if they would hurt themselves if they asked DEP about the effectiveness once they've looked at the background information on the existing 537 Plan? Lee stated he thinks so, but would like to know a little more about Max's schedule on this. It would depend on what Max's studies have shown and whether it's good news, or bad news. Lee stated that before we have a big change in personnel, and while there are people that are listening to the cost, and giving us a chance to explore other things, that was one of the things why we were looking sooner than two years out.

Chairman Hoover stated that we should get Max Glace to join us at next month's meeting, and get an update on where he is at on his review, and asked if we can raise the issue with DEP to our best benefit?

Solicitor's Report : Lee Stinnett had no report at this time.

Manager's Report:

- Paul Cornell discussed the bidding of the Sludge and Hauling Contract. What he would like to do, if Lee is going to send that out, is have it moved to the next meeting for authorization to go out to bid. If it is acceptable to the Board, and to Lee between now and then, he would like to get it out to bid to be in compliance.

East Hanover Township Municipal Authority
Regular Meeting
August 8, 2020

- The Collections of Diversified Delinquent Bills, approximately \$10,000 worth of bills remain out. Some have gone out, and he has heard from three of the 22 residents. Two of them have received fair warning, and he understand what their complaint is, they received more than the 25 days contained within his letter to respond. It is an invoice to them, and it needs to be paid. He is working on one right now, that paid Keystone what was owed us, and didn't read the letter. Some adjustments are trying to be done on this one. In the end, he expects to collect all. Our Magisterial Justice Lowell has retired, and we have a revolving Magisterial Justice coming in. Paul is preparing that the residents will show up, and he will have to argue this before the judge. Right now the dates are for the 7th and 8th of October, when he would be there, as of right now without any extensions or other changes at this point.
- Pump Station Electrical Work is on his memo that went out today. K. L. Tyndale has the best price. The total cost of four pump stations is \$6,480. The next best price was a little over \$7,000. A township resident would do the work. The Board had no objection to a township resident doing the work.
- The 2021 Budget, Andy Stein teed this up with regard to the Operating Budget being very similar to what we currently are this year, since the Township is in kind of a holding pattern relative to the Manada Oaks Project. There are a number of issues, capital projects that are coming. Previously discussed were the manholes, lining, also manholes in the creek, and the whole issue of providing protection to them. Also, possible equipment Curt Cassel will want to have replaced at the plant, and he will check with him on that. We will also be looking at potential increase for some of the costs to the contractors, in bidding the sludge, and some of the other work we will be doing. We'll be looking at that as far as Capital is concerned. That will be part of the budget process. Paul stated he would like to have a budget outline, a quick workshop, if it's acceptable to the Board, at the October meeting, and if another one is needed, prior to the November meeting have that. At the November meeting, with the idea that by December we would have a finalized budget.

Chairman Hoover asked Paul if they would get jammed up if they spend time on the extension project with Max Glace? Paul stated that the operational numbers are going to be easy, the real difficult part is with cash on hand, non 2020 related capital, and what projects we have for 2021 Capital that has to be looked at. It's how we deal based upon what we have, based on the cash on hand for the non 2020 Project. Paul doesn't think it will take that much time, and if they could perhaps knock out some of the Capital items with Max, then the following meeting go through with a whole budget. By the time we get to December there will be a

East Hanover Township Municipal Authority
Regular Meeting
September 8, 2020

pretty good idea that the Board would be comfortable with the Budget.

- The Sewer Plant Sludge Pumping, as stated earlier, Paul would like to make an arrangement with the Casino, and see if Howard Butler can get out to look at it.

Unfinished Business:

- Chairman Hoover discussed the password and e-mail system adjustments sent to the Board members, and asked if they were received. They stated they were received.

New Business: No new business at this time.

Adjournment: Mike Webb made a motion, seconded by Alphonse Lepore to adjourn the meeting. The motion carried with a 3-0 vote. The meeting adjourned at 6:57 p.m.



Frances Peck Recording Secretary