

**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 October 13<sup>th</sup>, 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 – September 8<sup>th</sup>, 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"*

September Treasurer's Report	
Receipts Sewer Fund	\$ 42,256.83
Expenditures Sewer Fund	<u>\$ (25,907.65)</u>
Total Funds Available	\$ 16,349.18

Invoices Paid (9/9/20-10/9/20)	\$ 22,899.37
Current Invoices to be paid	<u>\$ 39,003.27</u>
Total Invoices for Approval	\$ 61,902.64

- VI. Plant Operator's Report – Curt Cassel
- VII. Committee Report – Andy Stein
- VIII. Engineer's Report – GHD, Melissa Smith
  - a. Holiday Inn Hotel connection request
- IX. Extension Engineer Report; Glace Associates, Max Stoner
- X. Solicitor's Report – Lee Stinnett
  - a. Agreement with State for Rest Stops
- XI. Manager's Report – Paul Cornell
  - a. Sludge hauling; pumping and contract
  - b. Discussion of 2021 Budget
- XII. Unfinished Business
- XIII. New Business
- XIV. Adjournment

#### **FUTURE EVENTS**

<b>October 14<sup>th</sup></b>	<b>BOS Budget Workshop</b>	<b>6pm</b>
<b>October 20<sup>th</sup></b>	<b>Board of Supervisors</b>	<b>7pm</b>
<b>October 27<sup>th</sup></b>	<b>Planning Commission</b>	<b>7pm</b>
<b>November 4<sup>th</sup></b>	<b>Board of Supervisors</b>	<b>7PM</b>
<b>November 10<sup>th</sup></b>	<b>Municipal Authority</b>	<b>7pm</b>
<b>November 24<sup>th</sup></b>	<b>Planning Commission</b>	<b>7pm</b>
<b>December 1<sup>st</sup></b>	<b>Board of Supervisors</b>	<b>7pm</b>
<b>December 7<sup>th</sup></b>	<b>Park and Recreation</b>	<b>7pm</b>

**MUNICIPAL AUTHORITY  
EAST HANOVER TOWNSHIP  
Minutes**

**October 13, 2020**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, October 13, 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, Alphonse Lepore, and Dave Craig. Member absent was Rich Gold. Also in attendance were: Lee Stinnett, of Salzmans Hughes, Solicitor; Melissa Tomich Smith, of GHD, Engineer; Andy Stein, Consultant, Stein Consulting; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager, Jackie Wilbern, Assistant Township Manager, Bryan Ziegler, Public Works, 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 Hasting, visitor, had no public input at this time.

**Approval of the Minutes:** Alphonse Lepore made a motion, seconded by Mike Webb, to approve the minutes of the September 8, 2020, regular meeting as presented. Dave Craig abstained due to being absent at the September meeting. The motion carried with a 3-0 vote

**Secretary's Report and Communications:** Mike Webb had nothing to report at this time.

**Treasurer's Report:** Alphonse Lepore presented the Treasurer's Report for September 2020. Mike Webb made a motion, seconded by David Craig, to ratify the bills paid, approve payments of the bills presented, and to accept the September 2020 Treasurer's Report, as presented, subject to audit. The motion unanimously carried with a 4-0 vote.

September Treasurer's Report		
Receipts Sewer Fund	\$	42,256.83
Expenditures Sewer Fund	\$	(25,907.65)
Total Funds Available	\$	16,349.18
Invoices Paid (9/9/20-10/9/20)	\$	22,899.37
Current invoices to be paid\$		<u>39,003.27</u>
Total Invoices for Approval\$		61,902.64

**Plant Operator's Report:** Curt Cassel presented the O & M Report to the Board for September 8 to October 9, 2020. Curt discussed the changing out of the UV Bulbs on



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one unit, and as it was the end of the month could not draw a second batch to see if anything was corrected. They just swapped over to the other unit. This was under UV Bank 1, it was moved over to UV Bank 2. They had four sets of bulbs that diminished themselves at the same time. He won't know the result until they grab this week's grab sample. In the next 30-45 days there will be two invoices for two sets of four bulbs for these units. Alphonse asked how old the bulbs were? Curt stated there were almost two years old. Mike asked if this would have an impact on meeting the permit requirements? Curt stated, no, because in October they jumped up to 2,000 rather than the 200 limit, so we should be good on that, as long as the old bulbs were the issue. Solicitor Lee Stinnett stated he would agree with Curt. Chairman Hoover asked Curt if he would send out to the Board members an e-mail with the results of the follow-up sampling so as the Board is aware if there is a continuing problem, or whether swapping the bulbs took care of it? Curt stated he could do that. Curt stated he had to pull and replace the pump at Station 2 and sent it out to be fixed, and put in a new one.

**Committee Report:** Andy Stein had no report at this time.

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

**Task Order #1 - Annual Retainer**

The current invoice was presented and the total amount invoiced to date.

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

Howard Butler will add in the yearly manhole inspection procedure into the O & M Manual and provide an updated document.

Pricing for pump replacement at the pumping stations has been provided to the Township Manager. Further discussion regarding the age and condition of the control components, and the eventual need for replacement will be the next step.

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

The draft application package was submitted to the Township Manager and Solicitor on October 7 for review. Once all comments are received and addressed, GHD will submit the Application to DEP.

**Task Order #10 - Sludge Hauling Contract:**

GHD submitted the draft bidding documents to the Township Manager and Solicitor for review. Comments were received from the Solicitor and the documents will be posted to

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PennBID shortly.

**Task Order #11 - Agreement for Professional Engineering Services:**

Chairman Hoover discussed the Task Order #11 Agreement for Professional Engineering Services between East Hanover Township Municipal Authority and GHD, Inc. Dated January 14, 2014. This agreement was authorized last month, you now have a copy of the Task Order going forward.

**Sludge Pumping Piping at WWTP:**

The truck filling operation at the Penn National treatment facility was observed by the Township Manager and Howard Butler of GHD. It was agreed Penn National's arrangement can be used with a few modifications. The biggest difference between the two facilities is that the type of pump used at the Penn National treatment facility serves as a closed valve when the pump is off, allowing the tanker truck to pull suction and empty the line without pulling additional sludge from the tanks. EHTMA would need to add an Air/Vacuum release valve inside the building to slow the sludge hauler to pull from the proposed piping configuration properly. The new valve would open automatically to prevent additional sludge being pulled from the tanks. The piping modifications and installation of the valve can be completed by Township staff. Howard provided a typical air/vacuum release valve cut sheet to Paul and Bryan so that they can purchase it directly from a supplier. GHD has advised staff on the location of the tap for the new valve within the building. Staff are going to confirm that there is available space above the existing piping for the new valve.

Paul Cornell thanked Melissa and stated as per the permit renewal, there is a check that has been signed, and he will drop it off to Melissa for her to process. Also, with regard to the valve, Bryan has been working on the one that Howard sent over to him, so he can actually get that out and installed, and to purchase the equipment, Chairman Hoover asked if Bryan and his crew would be making the modification, or will it be contracted out? Bryan stated the actual tapping into the line will be done by a subcontracting Company, Fox's out of Harrisburg, and the actual air relief valve we will be installing, along with the changes to the outside piping, we will be addressing that.

**Developers:**

**Walters Property:** The installation of the grinder pump and connection into the sanitary sewer main is scheduled for October 16. GHD will provide inspection services. There is no current invoice. Bryan Ziegler asked if the repair that Walters is doing in tying into that manhole, are they going to be doing an open street cut at the manhole to core drill



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the manhole? Melissa said they were just supposed to be boring that with a threshold drill, because it's a grinder pump in a low pressure system, so the line is pretty small, they are going to drill it through the neighbor's yard and bore into the manhole. They won't be doing much cutting of the street there. Mike Webb asked if we require them to provide us with their right-of-way, to show that they have a right-of-way to go across their neighbor's property? Lee Stinnett stated they do provide an easement for us to look at. Curt asked if there was any kind of a bond to cover any damage to the manhole if it occurs? Melissa stated, no. Chairman Hoover asked if we should consider that in the future? Melissa stated probably, normally the bonding is gotten with them coming in, and if they don't finish the work. We have not gotten them from homeowners. Lee stated if something would have been harmed, usually you would use your Rights, Rules and Regs Provisions to get a summary offense against them at the MDJ, largely as homeowners are generally unfamiliar with how to go about getting a performance security. Alphonse Lepore stated they are going to have somebody do the boring, they are not doing it themselves, and he would have some kind of bonding in case of damage also. Chairman Hoover asked if we should make the homeowner aware of the need to require a certificate of insurance from a subcontractor should they get involved, so they are protected, and the Municipal Authority, and/or the Township in the case of roadway issues? Alphonse stated that would make more sense, it is not too late to get that from them now. Lee stated what he is working on with Paul right now is a Street Cut Ordinance that is going to require some of these things going forward. So, that is in process with the Township so that we could largely put a lot of that over to the Authority.

**Chesapeake Bay Homes:** Last month, GHD checked the capacity of the sanitary sewer mains to see if the existing public system could add additional trailer homes from Chesapeake Bay Homes.

**I-81 Rest Stations:** The developer's engineer asked for additional information regarding the extent of the ownership of the sewer lines on the property.

Curt Cassel stated that lines are along the Mainstay Hotel. After discussion Lee stated he and Melissa should coordinate, because he thought when we revised the rules and regs they incorporated the schedule of EDU's that is used to calculate the number of EDU's for most commercial usage. Mike Webb stated it is based on the number of rooms, and if they have restaurant facilities it is treated as a restaurant, a laundry in the building would be an addition.

Lee Stinnett asked if Fabio's connected to the Sheetz line? Melissa stated she hadn't heard anything on that. They're supposed to, but doesn't know if they have or not. Jackie Wilbern said she has been trying to get them to, it's coming to the point where they will have to be forced to do it. Things were going well for a while, then they



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suddenly stopped and they are blaming Covid for not moving forward now. Lee Stinnett stated the Township will be sending the mandatory connection, by the Township, to force them to connect.. The Township Supervisors will be brought up to speed on next Tuesday.

**Manada Oaks Sewer Extension:**

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

**Extension Engineer Report, Glace Associates, Max Stoner:**

Max Stoner of Glace Associates reported they were continuing to work on the narrative for the for the options evaluations, and haven't gotten too far yet. Chairman Hoover asked if the old findings, and narrative, have they been qud up for the Township staff, for the Authority? Max stated they were anticipating getting that to the staff, and the Authority, by your tax meeting in November. All the background information has been gathered that is needed on that. Chairman Hoover asked that given the development of the graft narratives, what would be a reasonable time frame to plan on asking for a DEP meeting, so that they can ask the express question, is construction going to continue to be required? Max stated that they would be gotten a point to have a good draft to the Township Authority by January of 2021, and then the Board's input before DEP would be contacted, at which point it would probably take a month to get a meeting with DEP, and it might be a Zoom meeting, if you want to expedite it, before we go through all the Township meetings for the adoption of the 537 Plan? Chairman Hoover stated what we need to do is to evaluate on the potential save cost on your work effort. Chairman Hoover stated he has had inquiries from some of the Supervisors about this issue, and what he would like is to get a clean answer for them, with the question do we still need to go through with this to complete it? Is it an absolute must, or would DEP reconsider, if they would consider bringing up the enhanced OLDS Program in lieu of putting pipe in the ground? Andy Stein asked what would be the strategic advantage of expediting that? Chairman Hoover stated the strategy becomes don't address the options yet, those are something that we will defer and spend our time working on those options assessment with the choices of where we go with the tail.

After a discussion, Lee stated that back to the meeting with DEP, they actually raised the enhanced OLDS Option, as they asked why the Board weren't considering it? They asked for data to help determine if an enhanced OLDS is an option as a revision to the Act 537 Plan. Chairman Hoover stated that we need to let Max Stoner work it out to its fullest completion, and he pulls together the OLDS information, as well as the tail options, and we have to have the entire package as opposed to part of a package. Max



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Stoner asked for clarification, since they were the ones that pointed us to the enhanced OLDS direction. Are you looking for us to assess all options before coming back to you, or do you want us to specifically dive into the enhanced OLDS? Lee said they would say you need to go through the Act 537 process. You go through and provide the alternatives, you allow the public to comment on those alternatives you submitted, and we approve it, or deny it. Chairman Hoover stated that the consensus of thinking sounds like the time line that Max had pulled together, which puts the options evaluation through till this summer. It makes more sense in drawing the program, not necessarily looking for a quick answer that we would like, but a little longer until we get an answer to optimize our chances. Chairman Hoover thanked Max Stoner for keeping the Board on track in your summary report, and what he had completed is helpful. The next steps in the time line are certainly insightful for everyone.

**Solicitor's Report :**

- **Waiver of Court Costs:** Lee Stinnett asked Paul Cornell to give the factual background on the request for a waiver of court costs. Paul stated he had a number of cases that have come before the Magisterial Justice that the last ones were done on the October 8. There was an individual that requested a waiver of court costs. Paul stated he didn't have authorization and wasn't going to go forward without the Board's approval to do anything on those. It was discussed with Chairman Hoover on how we should handle it. We would have to go to court to collect it, because they hadn't gotten any response before the summons came, and they are underwriting the cost of court costs by virtue of the other rate payers in order to collect something we should have gotten all along. Lee stated that he and Paul had discussed this and generally speaking they are not in favor of waiving the court costs. They have to pay that money to get to the point of getting the judgment, so, it's not really fair to the Board and the rate payers to only accept the judgment amount to satisfy the judgment. The Board concurred with their decision of not waiving the court costs.
- **Chesapeake Estate Tapping Fees:** Lee stated there was some e-mail traffic on Chesapeake Estate. He spoke with Paul and Melissa and there were several issues within just one related item where they are thinking about expanding the park. So, the first question was, our tapping fees, how they are to be assessed? There was litigation with the Township involving Chesapeake Estates and its private treatment plant that led to them connecting to the system. Expressly within the settlement agreement of the litigation is the provision that any future tapping fees, resulting from the expansion of Chesapeake Estates, including lands they currently own, shall be at the rate in effect as of the time of such future development. The Authority can charge the full tapping fee for any future development of Chesapeake



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Estates. Chairman Hoover asked can any future expansion of Chesapeake Estates, would it be required to be constructed to our now in existence standards? Lee said that leads him into the next point.

Lee said the next question would be, where do they plan to connect? The Township doesn't know that as of now, there are no plans yet that have been seen. Lee stated the way he would handle this, if it were him, if the Township came back and said, sure you can connect, but you will need to improve your entire existing collection system if you plan to send any additional flow through it to the Township's current specs. Lee stated he would find another way to connect, to connect that section separately, if possible. So, the other option is entering into an agreement with them, to try to get an agreement with them to have their existing collection system improved. Lee thinks the Township will try to get existing collection system improved as part of any expansion, and he thinks there is some value there, and it is finding the middle ground where they don't throw away expanding the park, because we're asking for too much. It might, at some point, not be financially feasible for them to do the expansion, and fix the internal collection system, so they just say, no. We will look at that as we move forward to see if we can come to some agreement where we get the collection system fixed, because that is an issue with the Authority, and then, and they get their expansion, too, and the Township will get some portion with whatever the tapping fees. This will need to be a negotiated settlement base.

Mike Webb asked if there was a downside to the Township on this, and since Lee had reviewed the agreement, how did the Township end up with one-third of a EDU being charged? Lee stated he didn't think there would be a downside to the Township, Lee stated the way this used to work, Chesapeake Estates would send quarterly reports to the Township with the number of homes on sewer, each month. That is what the Agreement provides, they are supposed to provide the number of connected homes each home to the Authority for billing purposes. At some point it got to where it's at with a third of an EDU, whereas, the Agreement says that they're supposed to report the Township the exact connected number, and that's what they would be billed. So, you should see a variance, not a great variance. Mike Webb stated the only way you would get a variance with the way our rates and rules are set up, is if they actually, physically removed a home. Lee stated that is not how the Agreement is written, and it's the Agreement that runs with the land and is recorded, so it applies to successors. So, it applies to the Authority. It is the number of homes connected each month on sewer. Paul stated they receive notice of all for all new occupants, but he's not sure it really deals that a new trailer has moved in, nor does he believe that gives a total. He stated he will look at what they send the Township. This will give us a chance to clean up a number of these issues



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and get an accurate count. Lee said it's supposed to be an accurate number of the occupied mobile homes for the immediately proceeding one. They are supposed to report that to the Township, the Township then generates the bill, but the Township will have to check with Keystone to see how they can handle that. They have paid tapping fees for all 347 EDU's, but the actual usage fees are supposed to be based on the number of actual occupied mobile homes. They will need to start reporting them again so they can be billed correctly. Andy Stein stated that the minutes should be gone through before seeing if they owe the Township money. Chairman Hoover asked Paul if he would check the minutes, and Paul stated he would see what is in the minutes about this issue, and report back to the Board what they find.

- **Agreement with State for Rest Stops:** Lee stated she had a discussion with Jackie Wilbern, and had the Agreement from the State for the Rest Stops. There are some easy fixes, but one of the big issues is that this Agreement was essentially meant the fact that the Authority owns the lines basically all the way to the rest area, because it would be agreed upon that eventually. It is essentially the collection system to their property line. For awhile it was unsure of the ownership of the lines off of their property. Lee asked if anyone else was connected to these lines? Melissa stated she didn't think so, on the drawings she didn't see any T's or anything coming in, and didn't recall the guy who inspected it saying anything about anything else coming in. She will double check with him. Curt stated no one is tied to that line until it gets to the middle of the road at the bridge. Mike Webb asked whose property does it run through? Curt stated as far as he knew it belonged to the State. Mike Webb stated it's all inside their right-of-way, and encompasses both. So, they're willing to give you the line, but not the property, which means they keep the line. Paul stated there was a discussion with regard to the size of the lines, and the lines were undersized and the Township didn't want ownership of the lines. The Township Supervisors discussed it at the time. He will check and send the information over.

**Manager's Report:**

- **Sludge hauling pumping and contract:** Paul Cornell stated this had been discussed with Melissa Smith under the Engineer's Report.
- **Discussion of 2021 Budget:** Paul Cornell stated we have got time to work on the budget and asked Andy Stein to discuss the budget that the Board has in their packet. There are some capital items that can be reviewed. Andy Stein discussed the 2020 Budget, the year end projection, and the 2021 Township side of the Budget. There is no reason to continue to raise rates at this time. It is a fairly identical budget as he's seen with two exceptions. One is for the year-end



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projection that it is unlikely that the Township will spend over the money allocated in the budget. It is probably unlikely the Township will spend over any money out of the projection, which is an open issue. The 2021 Budget on the Township side is a warrant deficit budget and does not include anything other than paying the reserve fee. They are the biggest dollar differences from the budget. At the November meeting the Board has to approve this budget, which means going into specifically approving the projects that Paul Cornell put in. Mike Webb asked where there is a significant, as in three times the inflation rate, increase in a particular area, he would like to know what was the cause of that increase? What he is looking at is more than the projected 2020 year-end, because if that's what we spend in 2020, we can take a look at where we were at in 2019. If they are close together and there is a significant increase, he would like to know why that is being increased significantly?

Paul discussed the Line 71, Account 429.45 Sludge Removal. He had gotten numbers on this, and he bumped it a little bit as that is unknown at this time. Capital Improvements, \$50,000, the funds are in there for the manholes, and he doesn't know the condition of all the manholes. Thinking that there is sufficient funding, if we're going to do \$50,000 worth I put it in there, with the understanding that if we only do four manholes, it will be significantly less. But if we're going to do more, the funding is there, and you don't have to change the budget, or dip into the reserve. The Capital Equipment numbers he got from Curt Cassel, and they were updated by Howard Butler, and he bumped it a little bit. Those are the two replacement pumps, all the electric work that's necessary, and any additional work that is required, and that's \$26,000. That is Line item 492.60, Item 77. Other than that you will find the budget is very similar to the previous years numbers. Paul asked Andy, and all the Board members is to go through the budget, and if you find something, or have a question about something e-mail Paul, and he will respond to the entire Board. Hopefully at the next meeting he will have a list of questions and a list of the answers to make this go a little bit further and easier. We have till December.

Chairman Hoover thanked Paul and Andy for getting this in fine shape for this time of the year. Paul thanked Sharon Umberger, the Secretary Treasurer for doing a great job.

Mike Webb stated Paul had sent out a list of individuals that were in arrears, and had sent a revised one, does he understand correctly that everyone has paid up with an exception of two individuals, and the third individual that Paul is going to lien their property? Paul clarified there were eight individuals in the last mailing that judgments were found against, everyone prior to that has paid, and there are two others that he will be working with Lee for liens for them. Mike asked if we are still

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going to have outstanding individuals? Paul stated the list he sent of guilty verdicts and the two that will be lien will still be outstanding. The others have paid. He has continued the hearings until those checks clear. Once those checks clear, he will file a satisfaction notice with the court, and the the only ones with bill the eight, plus the two. Chairman Hoover stated Paul has done a good job in getting that cleaned up as well.

**Unfinished Business:** There was no unfinished business at this time.

**New Business:** There was no new business at this time.

**Adjournment:** Mike Webb made a motion, seconded by Alphonse Lepore to adjourn the meeting. The motion unanimously carried with a 4-0 vote. The meeting adjourned at 7:40 p.m.

  
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Frances Peck, Recording Secretary