

**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 November 10<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 – October 13<sup>th</sup>, 2020 - Regular Meeting
- IV. Secretary's Report and Communication; Mike Webb
- V. Treasurer's Report; Alphonse Lepore

October Treasurer's Report

Receipts Sewer Fund	\$ 17,382.81
Expenditures Sewer Fund	<u>\$ (33,323.16)</u>
Total Funds Available	\$ (15,940.35)

Invoices Paid (10/14/20-11/5/20)	\$ 22,388.98
Current Invoices to be paid	<u>\$ 30,774.68</u>
Total Invoices for Approval	\$ 53,163.66

*"Motion to ratify the bills paid, approve payment of the bills submitted, and accept the treasurer's report subject to audit"*

- 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
  - b. Sludge hauling contract
- IX. Solicitor's Report – Lee Stinnett
  - a. Agreement with State for Rest Stops
- X. Manager's Report – Paul Cornell
  - a. Discussion of 2021 Budget
  - b. Report on Collections
- XI. Unfinished Business
- XII. New Business
- XIII. Adjournment

#### **FUTURE EVENTS**

<b>November 17<sup>th</sup></b>	<b>Board of Supervisors</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>
<b>December 8<sup>th</sup></b>	<b>Municipal Authority</b>	<b>6pm</b>
<b>December 15<sup>th</sup></b>	<b>Board of Supervisors</b>	<b>7pm</b>
<b>December 22<sup>nd</sup></b>	<b>Planning Commission</b>	<b>7pm</b>
<b>January 4<sup>th</sup></b>	<b>Board of Supervisors</b>	<b>7pm</b>

**MUNICIPAL AUTHORITY  
EAST HANOVER TOWNSHIP  
Minutes**

**November 10, 2020**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, November 10, 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 Rich Gold. Dave Craig was absent. 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; 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:** Mr. Gallagher and Tina Hastings had no input at this time.

**Approval of the Minutes:** Alphonse Lepore made a motion, seconded by Rich Gold to approve the minutes of the October 13, 2020, regular meeting as sent out to the Board. The motion carried with a 4-0 vote.

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

**Treasurer's Report:** Alphonse presented the Treasurer's Report for October 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 October 2020, as presented, subject to audit. The motion carried with a 2020 vote.

October Treasurer's Report	
Receipts Sewer Fund	\$ 17,382.81
Expenditures Sewer Fund	\$ <u>(33,323.16)</u>
Total Funds Available	\$ (15,940.35)
Invoices Paid (11/0/14/20-11/5/20)	\$ 22,388.98
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Total Invoices for Approval	\$ 53,163.66

**Plant Operator's Report:** Curt Cassel presented the October 9 to November 6, 2020 Monthly O&M Report to the Board. Curt discussed the cost of rebuilding the grinder pump, rather than to replace it with a new pump. It would cost more to rebuild the pump than to replace it with a new commercial grade reversible grinder pump. It was the



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consensus of the Board to replace the grinder pump with a new one. Chairman Hoover thanked Curt for the mid month e-mail in keeping the Board informed on the Fecal Coliform.

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

**Engineer's Report - GHD:** Melissa Tomich Smith presented the monthly update of the GHD Engineer's Report.

#### **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.

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

GHD Submitted the NPDES Permit Renewal Application to DEP on October 16, 2020.

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

Four bids were received on November 4, 2020, and Litzenberger's Septic Services is the apparent low bidder with a total base bid \$58,670.00 (taking the sludge to Derry Twp WWTP) and a total alternate bid of \$41,415.00 (taking the sludge to a WWTP of their choosing). GHD submitted a bid recommendation letter on November 6, 2020. In discussion, due to the non responsiveness issues on the bid documents, on behalf of the apparent low bidder, Alphonse Lepore made a motion to reject the low bid of Litzenberger's Septic Services. Mike Webb seconded the motion and the motion carried with a vote of 4-0.

Alphonse Lepore made a motion to accept the next low bid, and issue the notice of intent, or notice of an award of Walters Environmental Services, Inc., in the amount of \$45,077.50. Rich Gold seconded the motion and the motion carried with a 4-0 vote.

#### **Developers:**

**Walters Property:** GHD inspected the installation of the grinder pump and connection into the sanitary sewer main on October 15, and provided a letter to the property owner indicating that the installation was acceptable. The letter was required for the sale of the house.

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**Chesapeake Bay Homes:** The Township was informed of a pending sale of the Chesapeake Homes property to RHP properties, Inc. Melissa and Paul Cornell discussed the potential sale of the property, and Paul stated it was his understanding there was a closing a week ago, and it is now under new ownership. Confirmation has not yet been received from the County.

**Holiday Inn:** The owner has provided information regarding the facility for GHD's review. They were provided the EDU's and GHD requested a drawing of where they would tie in. Mike Webb asked if she had taken a look as to where it is available to tie in? Melissa stated they would either cross Bow Creek Road, or there is a line that is back behind the facility. She provided them with a copy of the Sanitary Sewer Index Map for that location. Mike Webb asked about restrictions, if it would be able to handle the EDU's. Melissa said at this time the pipe would be able to handle it. Chairman Hoover asked for this particular project, does she have what the time line would be like for them to get tied in, and the impact on the Municipal Authority's Budget? Melissa said it seems like they want to get tied in sooner than later.

#### **Manada Oaks Sewer Extension**

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

Cost A/Cost B = ENR Index A/ENR Index B.

**GHD construction Cost Estimate** was provided for the Board.

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

Chairman Hoover reported that he had received an e-mail from Max Stoner that reported that Glace is finishing up the OLDS review and starting the comparison of the other options for incorporation into the draft Official Wastewater Facilities Plan.

#### **Solicitor's Report :**

- **Agreement with State for Rest Stops:** Lee Stinnett stated that he had nothing new to report on this Agreement. The 537 Plan was discussed regarding reviewing findings, directions to planning.

#### **Manager's Report:**

- **Report on Collections:** Paul Cornell reported in June they started with approximately 46 delinquent customers. They have been reduced to 19 civil actions



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that were filed, 11 were withdrawn, because they paid in full with court costs. Seven went to judgment, one entry of satisfaction filed for judgment, and copies of the judgments have been forwarded to Lee Stinnett. There is one open case at this time, for someone who paid early, neglected to file court costs. He was advised he needed to pay court costs, and the hearing would be kept open. The check was returned for not being filled out properly, and it was returned. It was sent back with a letter. When this is paid this case will be withdrawn, which will bring to a close all of the collections from Diversified that were remaining. Everything going forward will be Keystone.

- **Discussion of 2021 Budget:** Paul Cornell discussed the 2021 Budget, which was a carry through of what the costs are for this year, for the 2020 Project, since it is in a holding pattern. Chairman Hoover stated that the 2021 Budget is ready to clean up to be passed at the December meeting.

**Unfinished Business:**

- Paul Cornell apologized for not resending the budget, but sent the financial report. The previous month the Board will see that it is unchanged from what was received last month in October.

**New Business:**

- **MS-4 - Stormwater Fees:** Paul Cornell reported that the Township is moving forward with MS-4, as required. HRG will be doing heaving lifting, Jackie Wilbern will coordinate on behalf of the Township. Part of it will be the development of a stormwater fee. Discussion was held on the forming, setting it up and collection process. The process to set it up would take up to 18 months. The Authority isn't asked to enforce the MS-4, or to manage the MS-4, that will rest with the Township through Jackie Wilbern, and HRG.

Lee Stinnett discussed that most Township Authorities do not become co-permittees on the MS-4 Permit, so it's not like you would incur additional regulatory risk. The MS-4 Permit would stay with the Township. There will be a management agreement between the parties where you would collect the fee, the Township will do the work and invoice the Authority for the costs, and will be similar to how it's structured for sewer. This should not be referred to as an MS-4 Fee, but should be referred to as a Stormwater Management Program.

Chairman Hoover stated that since this is an MS-4 based component, there may be some DEP Grant monies available. Andy Stein will research the grant monies that may be available. Paul Cornell stated that they would be looking at another agency, besides Keystone to collect these fees, as Keystone is not taking any new clients

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pertaining to storm water management.

**Public Input:** Tina Hastings thanked Chairman Hoover for all his work at the polls, and anyone else on the Municipal Authority that helped.

**Adjournment:** Mike Webb made a motion, seconded by Alphonse Lepore to adjourn the meeting. The motion carried with a 4-0 vote. The meeting adjourned at 7:01 p.m.

  
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Frances Peck, Recording Secretary