

**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 February 9<sup>th</sup>, 2021  
6:00 PM**

**The meeting is being video, and audio taped. Please note the Public Comment Guidelines of Decorum require all individuals wishing to make public comment need to do so by Emailing to [assttwpmgr@ehtdcpa.org](mailto:assttwpmgr@ehtdcpa.org) or you may raise your hand in the Zoom program option. Under regulations you will need to provide your full name and address for the record.**

- I. Roll Call of Members
- II. Public Input
- III. Approval of the Minutes – January 12<sup>th</sup>, 2021 - Regular Meeting
- IV. Secretary's Report and Communication; Mike Webb
- V. Treasurer's Report; Alphonse Lepore

January Treasurer's Report	
Receipts Sewer Fund	\$ 22,222.95
Expenditures Sewer Fund	<u>\$ 14,756.31</u>
Total Funds Available	\$ 7,466.64

Invoices Paid 1/13 to 2/5	\$ 33,428.06
Current Invoices to be paid	<u>\$ 7,561.40</u>
Total	\$ 40,989.46

**\*\*January transferred \$26,666.66 to Manada Oaks Extension Project**

*"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
- IX. Solicitor's Report – Lee Stinnett
- X. Manager's Report – Paul Cornell
- XI. Unfinished Business
- XII. New Business
  - a. Discussion of Mutual Aid Agreement for Operators
  - b. Public Inquiries
- XIII. Adjournment

## **FUTURE EVENTS**

<b>February 16<sup>th</sup></b>	<b>Board of Supervisors</b>	<b>7pm</b>
<b>February 23<sup>rd</sup></b>	<b>Planning Commission</b>	<b>7pm</b>
<b>March 1<sup>st</sup></b>	<b>Park and Recreation</b>	<b>7pm</b>
<b>March 2<sup>nd</sup></b>	<b>Board of Supervisors</b>	<b>7pm</b>
<b>March 9<sup>th</sup></b>	<b>Municipal Authority</b>	<b>6pm</b>

**MUNICIPAL AUTHORITY  
EAST HANOVER TOWNSHIP  
8848 Jonestown Road, Grantville, PA 17028**

**Minutes**

**February 9, 2021**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, 2021, at 6:00 p.m., by a Virtual Zoom Meeting. 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 Salzmans Hughes, Solicitor; Melissa Tomich Smith, of GHD, Engineer; Andy Stein, Consultant, Stein Consulting; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager; Jackie Wilbern, 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 Hastie had no input, but was looking for information regarding the warehouses on Fox Run Road. Paul Cornell asked if she had received the three e-mails she sent today, and she stated she did, but hasn't opened them yet.

**Approval of the Minutes:** Minutes of the January 12, 2021, regular meeting: Alphonse Lepore made a motion, seconded by Rich Gold to approve the minutes of the January 12, 2021, regular meeting as presented. The motion carried with a 4-0 vote with David Craig abstaining due to being absent at the last regular meeting.

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

**Treasurer's Report:** Alphonse Lepore presented the January 2021 Treasurer's Report. 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 January 2021, as presented, subject to audit. The motion carried with a 5-0 vote.

January 2021 Treasurer's Report	
Receipts Sewer Fund	\$ 22,222.95
Expenditures Sewer Fund	<u>\$ 14,756.31</u>
Total Funds Available	\$ 7,466.64
Invoices Paid 1/13 to 2/5	\$ 33,428.06
Current invoices to be paid	<u>\$ 7,561.40</u>
Late Invoice	
Total	\$40,989.46



East Hanover Township Municipal Authority  
Regular Meeting  
February 9, 2021

\* \* January transferred \$26,666.66 to Manada Oaks Extension Project.

Smittie Brown asked about the electric in the report and after the discussion, since Curt Cassel didn't receive this information, Paul Cornell stated that from now on he would see that Curt Cassel would get a copy of the agenda and all the files pertaining to the meeting.

**Plant Operator's Report:** Curt Cassel presented his report to the Board for January 8, through February 8, 2021. Paul Cornell reported they continue to have problems with the wipes again. Curt stated there were wipes in there, but feels it was part of the power failure problem. It may have been in the middle of operating and got cut off, and when it was turned back on it was already jammed.

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

**Engineer's Report - GHD:** Melissa Tomich Smith presented the Engineer's Report for January 7 through February 5, 2021, as follows:

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

GHD will prepare the Annual Wasteload Management Report that is due March 31, 2021.

- **Task Order #11 - General Engineering Services:**

The current invoice is for guidance on December 28, 2020, regarding additional clogs at a grinder pump station caused by wipes. The additional clog issue was discussed at the grinder pumps caused by the wipes, and discussed reaching out to people regarding this issue. Chairman Hoover stated kudos should be given to Paul Cornell for Curt's effort in that regard. Paul stated the kudos should go to Public Works, Bryan and Curt crew, and to Jhane for getting it on the website, and also Keystone as it will be printed as a notice on the next bill.

**Developers:**

**Holiday Inn:** GHD has not gotten a response from Holiday Inn, the Township Manager is now trying to set up a meeting.

**PJFG LLC (Fabio'S Property):** The fourth submission of drawings was submitted to GHD for review on January 19. All of the remaining comments were adequately

East Hanover Township Municipal Authority  
Regular Meeting  
February 9, 2021

addressed and a letter indicating that was sent to the Township Manager on January 25, 2021. Paul Cornell stated they had requested a price from our inspector, from Light-Heigel, but have not gotten the price to do that. In the interim if GHD could do that, he would appreciate it. He would like to see Light-Heigel do it, but in absence of a price, or any suggestion, he will stick with GHD. It was the consensus to go with Paul Cornell's suggestion to have GHD submit a price.

**Langan Warehouse:** GHD responded to questions and provided information for the Developer's Engineer to prepare the planning module and drawings. Drawings and the planning module were submitted on February 1. GHD has not yet reviewed the submission. The Planning Module has been submitted on the overall site plan, and Melissa has all the information to do the review. If it is okay with the Board she would like to work with Jackie Wilbern on who is doing what so there is no confusion and has discussed this with Jackie. Jackie would like to have the Board's thoughts on this before working on the checklist for this plan. Jackie stated she doesn't see any issues on the time line, it's more of making sure the working is delegated appropriately so that it gets to GHD, or that it's being reviewed by the right people. Chairman Hoover stated the suggestions sounds good.

**Bow Creek Road Property:** GHD responded to initial questions from the potential developer and provided a system map and as-builts of the sanitary sewer system in the project area.

**Manada Oaks Sewer Extension:** GHD was asked to update the construction costs were updated using the ENR Index.  $\text{Cost A/Cost B} = \text{EMR Index A/ENR Index B}$ .

**GHD Construction Cost Estimate:** estimates were provided to the Board.

**Solicitor's Report :** Lee Stinnett had no report, but will discuss the Mtual Aid Agreement for Operators under New Business.

**Manager's Report:** Paul Cornell discussed the late fees and the Entry of Satisfaction. Two bills were paid, and those checks did clear. The Entries of Satisfactions for the Judgments were filed, and the Board has a return from the court that closes them. He has been working with Keystone on several problems for billing. He will be discussing, with Keystone, a resident was upset that they got a bill returned to them. They paid it again, and it was returned a second time. Keystone pointing out that they failed to pay the penalty for paying late the first time, and they failed to pay the late fee the second time, that is why it was returned to them. Paul would like the Board to look at this, and he will be discussing this with Keystone, and if payment is accepted then just tack on the late fee and carry it into the next quarter. Keystone does it a little differently.



East Hanover Township Municipal Authority  
Regular Meeting  
February 9, 2021

Chairman Hoover asked what the late fee policy was? Paul stated if it goes past the deadline, the late fee kicks in. Paul discussed the problem they were having with the postal service, billing, and with payments. He will discuss this with Keystone, and the resident tomorrow. Paul feels there should be some consideration to our residents, and he will report back to the Board on his findings. David Craig stated it was his opinion that they should err on the side of the Township resident, if possible. Andy Stein stated he would recommend that the postmark should be the deciding factor if it is an issue or not. Chairman Hoover asked him to keep the Board posted next month.

**Unfinished Business:**

- **Sheetz Escrow Reduction:** Jackie Wilbern reported an e-mail was sent out that they were working on getting signatures from the property owner. Chairman Hoover asked Paul to let it sit on unfinished business until some definitive action is gotten on this.

**New Business:**

- **Discussion of Mutual Aid Agreement for Operators:** Paul Cornell presented a suggestion received from Lee Stinnett. The outline is in the Action Report, and a copy of the Draft Agreement. Lee Stinnett stated that Swatara Township, one of their clients, has been trying to work with the surrounding communities to assist if they are in need of whether they are operators, or collection system people. They have a larger staff and would like to help out other municipalities. Regarding Covid-19, with the numbers starting to climb again, Swatara Township asked him to open the conversation with Lee's clients, and other communities. Swatara Township, West Hanover, East Hanover, Hummelstown, and Derry Township is considering it, and a few others. Communities with unions are not likely to participate, as they have provisions in their contracts to preclude doing this type of work. It is completely optional. Chairman Hoover asked if this was a generic agreement that we offered to sign up to these terms, or executing an agreement with a municipal authority in specific? Lee stated because of the different meeting days it's not really possible to have one document that everybody is going to approve, so each entity that ends up willing to participate in this will separately approve it via a motion for Resolution. Eventually there will be a master agreement once everyone has had an opportunity. It is now just a general agreement to vote to approve this, and anyone who ends up on the agreement at the end, there will be a final sum up agreement with everyone's signatures. Mr. Gold asked if it was his recommendation to proceed? Lee Stinnett stated for East Hanover Municipal Authority it is potentially helpful. Mike Webb discussed agreement with GHD in providing help with operators, and possible rates to be paid. Chairman Hoover asked if there were entities whose labor conditions are significantly out of kilter? Lee stated he didn't think so, and are actually probably fairly narrow band of wages. The major difference would be length of service. Lee

East Hanover Township Municipal Authority  
Regular Meeting  
February 9, 2021

stated that if we need help and send out the notice, we could evaluate and ask informally for that information before agreeing to it. Andy Stein asked with this scenario, could this be amended? Melissa stated she didn't know of anything in their agreement that would exclude providing help. She doesn't know what the rates are for this agreement, but they will be able to provide certified help. Paul Cornell stated the agreement with GHD would be more of a shorter term, and the other agreement would be of a longer term while you restaff, or retrain other individuals.

Chairman Hoover asked if the Municipal Authority was in favor of this kind of tool? Lee Stinnett, would you like to see the Board formally accept this as a framework, or make a commitment that we are prepared to enter into the agreement. Lee stated that he would recommend making a motion to approve entry into the agreement, subject to the East Hanover Township's similar agreement to enter into it.

Alphonse Lepore made a motion, seconded by Rich Gold to enter into the Intermunicipal Mutual Aid Wastewater Treatment Plan Operator Agreement, subject upon similar actions by the East Hanover Township Board of Supervisors. The motion carried with a 5-0 vote.

- **Public Inquiry:**

Chairman Hoover stated Curt Cassel had received a voice mail message, general in nature, appearing on the plant's answer machine, and asked the Board if there were any preferences on the Board responds to inquiries that occur at the plant, as opposed to the Township Building? Mr. Webb stated he thinks it depends on what the inquiry is? Chairman Hoover asked Paul Cornell, and Curt Cassel to work that out. Mr. Webb stated if the inquiry was of a policy issue, it would come to the Board, and technical details, Curt would be able to provide the answer. Administrator details, the Township Manager would be in a position to answer those questions. Paul Cornell agreed.

**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 7:02 p.m.

  
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Frances Peck, Recording Secretary