

**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 March 9th, 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 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 – February 9th, 2021 - Regular Meeting
- IV. Secretary's Report and Communication; Mike Webb
- V. Treasurer's Report; Alphonse Lepore

February Treasurer's Report	
Receipts Sewer Fund	\$ 99,377.38
Expenditures Sewer Fund	<u>\$ (54,896.66)</u>
Total Funds Available	\$ 44,480.72
Invoices Paid (2/10/21-3/5/21)	\$ 74,696.77
Current Invoices to be paid	<u>\$ 57,205.56</u>
Total	\$131,902.33

****February 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. Update from Glace Associates; Max Stoner
 - a. Milestones for process
- IX. Engineer's Report – GHD, Melissa Smith
- X. Solicitor's Report – Lee Stinnett
- XI. Manager's Report – Paul Cornell
- XII. Unfinished Business
 - a. Escrow reduction for Sheetz-status update
- XIII. New Business
- XIV. Adjournment

FUTURE EVENTS

March 16th	Board of Supervisors	7pm
April 5th	Park and Recreation	7pm
April 6th	Board of Supervisors	7pm
April 13th	Municipal Authority	6pm

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

Minutes

March 9, 2021

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, March 9, 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 Salzmann Hughes, Solicitor; Melissa Tomich Smith, of GHD, Engineer; Andy Stein, Consultant, Stein Consulting; Paul Cornell, Township Manager, Jackie Wilbern, Assistant Township Manager, Smittie Brown, 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 Hastie stated she understood with the warehouse plan they are using public sewer. In the past meetings there was not an issue, but a concern about the amount of sewer, whether it would be the Holiday Inn, or the warehouses to get hooked up first. There is also a concern that they were using private water; however she also knows that Sheetz had dry wells last year, and the trailer park has dry wells one to two times a year. So, her concern is, being across the road from the warehouses, her well has not gone dry in 20-years, but is not sure what the water table can handle it, and if anything can be done regarding this? Chairman Hoover asked if she has other concerns to give him a call off line.

Approval of the Minutes: David Craig made a motion, seconded by Alphonse Lepore to approve the minutes of the February 9, 2021, 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 February 2021. The bills for the Keystone Bills, regarding they were a month behind in billing. David Craig asked when these were paid would this bring the receipts up to budget? Paul Cornell will check into this and report back to the Board.

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 February 2021, as presented, subject to audit. The motion unanimously carried with a 5-0 roll call

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vote.

February 2021 Treasurer's Report	
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Plant Operator's Report: Curt Cassel was absent, but had sent his report to the Board.

Committee Report: Andy Stein had no committee report, but addressed the issue regarding the Keystone collections. With other clients there have been significant mail issues, so the January payment would be based on a mail drop in December. With the bank, some of the mail drops were running three to five weeks behind, because the post office basically decided not to deliver mail to push the two months of Christmas packages they had building up. What should be looked into is what day they do the mail drop, and how many people paid by check, or whether they have an online ability to pay. He can meet with Paul Cornell and determine what the contract is with them regarding reporting, how long they have, once receipt, to send it out to us. These are all issues and we need to look at and find out if we have the right agreement, and how long they can hold funds, report funds, when the bills are actually being dropped compared to when they were dropped with Diversified.

Update from Glace Associates: Max Stoner:

- Milestones for process: Max Stoner said they were plugging along on the choosing up the OLDS tables and information to place in the final report. We are also integrating, at the same time, with the other options we looked at earlier. He suspects by the next meeting the staff should have the time to review it, and maybe give a report at the next meeting if there are any questions. It will be a draft, and we have a couple months to review the draft since we have until 2022 to get this all wrapped up. Chairman Hoover stated, according to Max Stoner's time line, he would have the OLDS revisions for the next meeting, which will be April 13. Chairman Hoover asked if he could have it for he and Paul Cornell to get out to the Board members on April 9? Max Stoner stated he would. Chairman Hoover stated they will have that and in July the options evaluation should be pulled together; is that

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correct? Max Stoner stated it was correct. Chairman Hoover stated the third thing on the time line was we would have an update amendment, the draft completed, the end of summer, and that would end up going to Planning Agency comments? Max Stoner said that would be the East Hanover Township Planning Commission, and the Dauphin County Planning Commission. They have 60 days to review the 537 Planning Update, which will be submitted to DEP. Andy Stein suggested since the auditors will be at the Township in April, there is no reason to rush having this delivered early for the members to review in five days. Maybe it would be best to postpone the draft review in May. Chairman Hoover stated the OLDS Revision is something the Supervisors are going to have to work with and approve. We are going to make sure it makes sense from the Board's perspective before it is sent to the Board of Supervisors, and the options evaluation occurs shortly after. After discussion on the time line, it was the consensus of the Board to keep to the time line stated.

Engineer's Report - GHD: Melissa Smith presented the GHD Summary Report activities from February 5 through March 5, 2021.

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

GHD has prepared the Annual Wasteload Management Report that is due to DEP by March 31, 2021. A copy of the report is attached. If it is approved, the reports should be signed by both Rick Hoover and Paul Cornell. GHD will submit the final report electronically to DEP as requested.

Alphonse Lepore made a motion, seconded by Mike Webb to approve the 2020 Waste Load Report as provided. The motion carried with a roll call vote of 5-0.

Developers:

Misc. Development: GHD replied to developer's questions regarding a property along Bow Creek.

FJG LLC (Fabio's Property): GHD approved the drawings on January 25, 2021. GHD is currently waiting for shop drawings and notification of construction.

Langan Warehouse: GHD has reviewed the drawings and the planning module were submitted on February 2, 2021. Discussion was held regarding any future connections, or possible connections that they put some sort of "T" or stub in for them.

Manada Oaks Sewer Extension:

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GHD was asked to update the construction costs provided in March 2019. Construction costs were updated using the ENR Index. $\text{Cost A/Cost B} = \text{ENR Index A/ENR Index B}$. The GHD Construction Cost Estimate was provided to the Board.

SOP Discussion: Melissa discussed working with Jackie Wilbern on the outlines with standard operating procedures. Jackie Wilbern stated she and Melissa were working on things to streamline the way of doing things moving forward. Jackie stated she has been discussing with Lee Stinnett about possibly establishing an escrow for when the plans come in. Chairman Hoover thanked Melissa and Jackie for preparing the draft for this issue.

Solicitor's Report : Lee Stinnett reported he had no formal report at this time. Chairman Hoover asked about the sewer lines at the rest stops, as they are now open. Lee stated he had no further information as yet, but Paul had sent further information to him on this. Lee asked PennDOT's counsel to reopen the discussion. Smittie Brown asked about the remodeling of the rest stops, does it increase the capacity regarding the sewers, or did the capacity stay the same? Was the capacity increased after the remodel of the building? Jackie recalled it was the same capacity. Chairman Hoover asked Melissa to take a look at the plan on the capacity and get the information to Lee Stinnett regarding the issue of using terracotta pipes.

Manager's Report:

- Paul Cornell discussed the Keystone Collections memorandum, and the customer investigations. He agreed with Andy Stein concerning the postal service being an issue. Keystone will accept a bill and credit it as being paid current as long as the postmark is prior to the penalty period. Any complaints received from Keystone, one is to call the Taxpayer Hotline Number, for taxes and utilities. If the problem is not solved, then they should call Paul Cornell, Township Manager.
- **Chesapeake Estates:** Mike Webb discussed the memorandum, dated February 24, 2021, regarding sewer billing. Paul stated this discussion may want to be held in executive session.

Unfinished Business:

- **Escrow reduction for Sheetz-status update:** Jackie Wilbern stated the request was made that it should be on the agenda each month, but there was nothing at this time.

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New Business:

- Lee Stinnett and Andy Stein asked the Board to consider having an informational session between now and April. Andy sent out an e-mail to the Board regarding this. Two items before the Board is the approach to DEP regarding Manada Oaks, and the proposed extension at Chesapeake Estates.

Adjournment: David Craig made a motion, seconded by Alphonse Lepore to adjourn the meeting. The motion unanimously carried with a 5-0 vote. The meeting adjourned at 7:07 p.m.

(The Board adjourned and went into Executive Session at 7:07 p.m.)



Frances Peck, Recording Secretary