

**MUNICIPAL AUTHORITY  
EAST HANOVER TOWNSHIP  
8848 Jonestown Road, Grantville, PA 17028  
Minutes  
December 14, 2021**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, December 14, 2021, at 6:00 p.m., at the East Hanover Township Municipal Building, 8848 Jonestown Road, Grantville, PA. Chairman Rick Hoover called the meeting to order with a roll call of members. Members present: Rick Hoover, Mike Webb, Alphonse Lepore. David Craig and Keith Espenshade. Also, in attendance were: Lee Stinnett and Elana Schnoll of Salzmann Hughes, Solicitor; Melissa Tomich Smith, of GHD, Engineer; Andy Stein, Consultant, Stein Consulting; Curt Cassel, WWTP Operator; Paul Cornell, 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 at this time.

**Approval of the Minutes:** Alphonse Lepore made a motion, seconded by Mike Webb to approve the minutes of the November 9, 2021, regular meeting as presented. The motion carried with a 4-0 roll call vote as David Craig was absent at the November meeting.

**Secretary's Report and Communications:** David Craig had no report at this time. Paul Cornell reported he received a letter by email, from DEP, of the Draft NPDES Permit for the Dairy Lane Plant, along with all of the documentation, which has been documented and sent to the Board, GHD, and Curt Cassel, and will keep the Board apprised of any issues.

**Treasurer's Report:** Alphonse Lepore presented the November 2021 Treasurer's Report to the Board. David Craig made a motion, seconded by Keith Espenshade to ratify the bills paid, approve payment of the bills submitted, approve balance sheet transfers, and accept the Treasurer's Report for November 2021, as presented, subject to audit. The motion unanimously carried with a 5-0 vote.

Treasurer's Report - November 2021

Receipts Sewer Fund	\$ 110,669.55
Expenditures Sewer Fund	\$ ( 32,481.99)
Total Funds Available	\$ 78,187.56

Invoices Paid (11/10/21-12/10/21)	\$ 31,226.59
Balance Sheet Transfers	\$ 56,640.35
Current Invoices to be paid	\$ 45,898.30
Total Checks Written	\$ 133,765.24

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**Plant Operator's Report:** Curt Cassel presented the November 8, 2021 to December 6, 2021 Plant Operator's Report to the Board.

**Committee Report:** Andy Stein reported the total funds in the bank for the Municipal Authority.

**Engineer's Report - GHD:** Melissa Tomich Smith presented the summary of GHD's activities from November 5 through December 10, 2021.

**Task Order #1 - Retainer Services:**

GHD will provide the Authority the annual retainer agreement for 2022 when the 2022 rates are finalized.

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

As requested at the November meeting GHD did a high level capacity review of the system with the proposed developments. The collection system and WWTP should be able to handle all of the proposed development as shown on the attached spreadsheet.

GHD will have a Task Order proposal for the engineering associated with the modifications to the grinder pump at Funck's for this month's meeting.

**Developers:**

**Misc. Development:** GHD provided drawings showing the force mains within Route 743 to Steckback Engineering & Surveying, Inc. On December 7.

**Hanover Logistics Warehouses:** GHD received an email from the developer's engineer on 12/7 asking questions regarding the planning module. GHD will address those the week of December 13. There is no current invoice.

**Grantville Commons (formerly Chesapeake Estates):** GHD met with the developer's representative and the Township Manager on December 7, to discuss how the new development will be billed and to propose the idea of offsetting tapping fees with sewer replacement work in the existing portion of the development. The level of I/I was discussed along with the possibility of potential surcharge fees in the future. GHD requested additional information about the clubhouse on December 8, by email. There is no current invoice.

**Brent Miles Property off of Hill Street and Sunset Drive:** The developer's engineer is looking for a final answer if the Authority will allow the low pressure force main for the proposed 11 homes and if the existing homes along Hill Street will need to tie into the new low pressure line.

**Manada Oaks Sewer Extension:** GHD was asked to update the construction costs

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provided in March 2019. Construction costs were updated using the ENR Index. Cost A/Cost B = ENR Index A/ENR Index B.

The GHD Construction Cost Estimate was provided to the Board.

**Solicitor's Report :** Lee Stinnett reported that on the I-81 Rest Stop he received an email from PennDOT asking to try to put this to bed. Lee stated yes, if they have agreed with the Township's limits of ownership yet. After two follow-ups, no response has been received. Paul Cornell stated if there are deliveries to that location, they are being routed to the resident's properties off of I-81, while in the process of getting this corrected, because the street address for north and south rest stops are not listed. So Google is defaulting through its system to the nearest street address, which happens to be the residents. Chairman Hoover asked if the billing addresses for PennDOT rest stops were cleaned up with PennDOT on 22? Paul Cornell stated they were.

**Manager's Report:**

Paul Cornell reported that the Manhole work has been completed in the Township.

The Hearing for the Act 357 Special Study is scheduled for immediately after the Municipal Authority's Meeting beginning at 7:00 p.m. All residents of the study area have been sent letters advising of the hearing and inviting them to attend. Max Stoner of Glace Associates will be here to answer any questions from residents regarding the study.

Keystone Collections was asked to provide a year-to-date Delinquent Customer report for the Authority. A copy was sent when received and was sent again with the meeting correspondence. The State has corrected an error in their billing since the report was generated and they should be paying their final delinquent invoice from 2020 after which they will be completely up-to-date.

As mentioned in a separate memo, an online meeting was conducted with representatives of Grantville Commons regarding their Planning Module, the sewer connections, tap fees, billing, and the possibility of repairing/replacing some of the pipe in the older portion of the property.

An open issue is the use of American Rescue Plan Funds for Municipal Authority projects identified by Melissa Smith and Curtis Cassel. This will have to be discussed with the Board of Supervisors since they are the holders of the funds. This has been outlined in a separate memo to the Authority.

Paul Cornell discussed the INI issue and the Township Authority was asked if the Authority could quantify the INI so that if we couldn't, their concern was that a study might be done in the future requiring to replace it. Since this memo last week, he received a call from Luke Gindlesperger of H. F. Lentz Company, who had talked with the owners and priced out replacement of the existing lines in the old section, and after

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considering the replacement cost, they felt it would be better to flat pay the connection fee for each of the new units. They are open to discussions if there are sections of the pipe that need to be repaired in the old area. The INI content at the plant was discussed.

(Chairman Hoover called for a recess at 6:59 p.m. to begin the Act 537 Special Study Hearing.

(The Municipal Authority Meeting reconvened at 8:09 p.m. with David Craig having left the prior to the meeting being reconvened.)

**Manager's Report (continued.)**

**Webex Meeting with Grantville Commons:** Chairman Hoover asked if the Board was good with the Webex meeting with Grantville Commons. We have an opportunity to address some of the INI and it has to play out a little to see where it goes. Lee Stinnett stated there is also the Township side of this as it moves through the land development process.

**Keystone Collections:** Mike Webb stated to Paul Cornell at the last meeting he was asked to find out what Keystone was doing in regard to their policy for addressing the Collections? Paul stated other than what he had sent him, they haven't told him when they process and he has asked that of John Pinkerton and has gotten no response. Before he leaves he will put it in writing to his boss. Mike Webb stated minimally we should know when they are going to take a Collections Act, or some of the people will be on here forever. Lee Stinnett stated that was a good point as the way the agreement was originally written it was basically they could pick and choose who they would collect against. Chairman Hoover stated next month he can re raise the issue so it can be kept on the radar. Paul Cornell stated he will put it on the Manager's Report and will also copy on his letter to Joe Pinkerton and his boss.

**American Rescue Plan Funds Issue:** Mike Webb asked Paul Cornell about the issue on the American Plan Funds. Paul stated the issue on that is just to make sure that the Municipal Authority Board approaches the Board of Supervisors for the funding to get what they need to do the work that has been suggested at the plant and elsewhere. It's not a lot of money compared to the \$623,000 that the Township is getting and he thinks a piece should come to the Board. Mike Webb asked what specifically do they need to do? Paul stated they the Municipal Board should petition the new Board of Supervisors that once they take a seat that a portion of the money should be spent on the Authority for those items that were talked about.

Mike Webb made a motion, seconded by Alphonse Lepore to direct the Township Manager Paul Cornell to take the Board's wish list for the American Rescue Plan Funds and submit it to the Township Board of Supervisors for funding. The motion carried with a 4-0 vote.

**Public Works Director** - Paul Cornell gave Bryan Ziegler's report that the Public Works Department has started popping manholes and doing a full search of the system and looking inside all the manholes on the system. He will report any findings, or any issues of concern.

Keith Espenshade asked how the Township is handling Township Staff working for the Authority business? Paul Cornell stated that hours are assigned of the tasks and each of the organizations. The time is kept and tracked for their time working with the Authority.

Paul Cornell stated all of the right-of-ways were cleared once by the Public Works Department, Bryan Ziegler has now gone back and looked and he found two more trees that need to come down.

**Unfinished Business:** No unfinished business at this time.

**New Business:**

- a) **Discussion regarding new Stenographer:** Paul Cornell submitted a memorandum, dated December 9, 2021, on the request to hire a Recording Secretary, to take the place of Fran Peck beginning in 2022. An email proposal was received from Ms. Lynn Shollenberger to perform these duties, with additional information and résumé. Paul Cornell recommended that the Board hire Ms. Lynn Shollenberger to be the recording secretary at \$24.00/hr beginning at the meeting of January 11, 2022. The costs for this action are to be taken from the Municipal Authority Budget line item #8-400-31, Contracted Services, which contains \$1,500.00 for 2022.

Alphonse Lepore made a motion to hire Lynn Shollenberger to be the recording secretary for the East Hanover Township Municipal Authority starting at the January 11, 2022, meeting at the \$24.00 hourly rate stated in the memorandum. Mike Webb seconded the motion and the motion carried with a 4-0 vote.

- b) **Discussion regarding method of taking minutes:** After a discussion Lee Stinnett suggesting to continue using Fran Peck's format for setting up the minutes.
- c) **Recognizing the retirement of Township Manager Paul Cornell and Fran Peck, Recording Secretary:** Alphonse Lepore asked that the minutes should reflect the recognition and commending them for their competent, faithful and diligent work with the Board of the Municipal Authority.

Alphonse Lepore made a motion to provide Fran Peck with a letter and provide the minutes noting that she has been recognized and commended for her service to the Municipal Authority Board. Mike Webb seconded the motion and the motion carried.

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Alphonse Lepore made a motion to provide Paul Cornell with a letter and provide the minutes noting that he has certainly brought us into the 21st Century and to recognize him for his competent, faithful and diligent services. Keith Espenshade seconded the motion and the motion carried.

- d) **Amended Zoning of the Board of Supervisors:** Keith Espenshade discussed the amended zoning to accommodate townhouses that are near West Hanover and it will apparently take sewage for those townhouses, and where does the Township fall into that? Lee Stinnett stated he had talked with Jackie Wilbern and Chad Leese, with the Planning Commission, on this issue, and has a meeting with West Hanover Sewer Authority's solicitor discuss this. The service for the development is served by West Hanover for ten town homes. Lee stated that a Resolution could be done for these ten properties and that the developer will install the systems to the East Hanover Township's specifications.

Chairman Hoover requested that Paul Cornell add to the agenda for the next meeting the discussion and review of AP Williams Land Development Plan.

**Adjournment:** Alphonse Lepore made a motion, seconded by Mike Webb to adjourn the meeting. The motion unanimously carried with a vote. 4-0. The meeting adjourned at 8:47 p.m.

  
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Frances Peck, Recording Secretary