

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

**Minutes
September 13, 2022**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, September 13, 2022, 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, Alphonse Lepore, Michael Webb, Keith Espenshade and David Craig. Also in attendance were: Tyler Erb of HRG; Stephanie Harmon, MS4 & Planning Coordinator for the Township; Idan Ghazanfari of Salzmann Hughes, Solicitor; Melissa Tomich Smith, of GHD, Engineer; Curt Cassel, WWTP Operator; Tina Hastie, representing the Supervisors; Bryan Ziegler, Public Works Director; Nicholas Yingst, Township Manager; and Lynn Shollenberger, 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: None.

Approval of the Minutes:

David Craig made a motion, seconded by Alphonse Lepore to approve the minutes of the August 9, 2022, regular meeting. The motion carried with a 5-0 vote.

Secretary's Report and Communications:

Annual Wasteload Management (Chapter 94) report approval:

David Craig reported he received correspondence from DEP that the Chapter 94 report for 2021 was accepted and approved.

Treasurer's Report:

Alphonse Lepore presented the August 1, 2022 – August 31, 2022 Treasurer's Report to the Board.

Treasurer's Report – August 1, 2022 – August 31, 2022

Receipts Sewer Fund	\$ 192,761.93
Expenditures Sewer Fund	<u>(45,763.33)</u>
Total Funds Available	\$ 146,998.60
 Invoices Paid (08/01/22-09/08/22)	 \$ 106,909.21
Balance Sheet Transfers	\$ 48,666.66
Current Invoices to be paid	<u>\$ 0</u>
Total Checks Written	\$ 155,575.87

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Keith Espenshade made a motion, seconded by David Craig, to ratify the bills paid, approve payment of the bills submitted, approve balance sheet transfers, and accept the Treasurer's Report for August 2022, as presented, subject to audit. The motion unanimously carried with a 5-0 vote.

Plant Operator's Report:

Curt Cassel reported from August 5, 2022 to September 9, 2022. All the NPDES permit numbers were met. Monthly average flow is 169,000 gallons; 92,000 gallons of sludge hauled out.

Dairy Lane WWTP: General housekeeping and grounds maintenance; scheduled maintenance on SBR's, digesters and equipment; continued process control testing to monitor for changes; influent auger taken off-line; shear pins broke; road crew repaired unit. Responded to four alarms at the WWTP.

Collection System: Marked PA One calls; performed scheduled maintenance at P.S.'s; responded to alarm, pulled and replaced grinder pump at Funcks Exxon PS. A replacement is on order.

Generator Maintenance Agreement for 2023 Budget Consideration:

Looking at two contracts for a generator service company.

Auger Repairs at Wastewater Treatment Plant:

David Craig made a motion, seconded by Alphonse Lepore, to authorize Nick to accept the PSI proposal for auger maintenance. The motion carried with a 5-0 vote.

Committee Report:

No report. Andy Stein was not present at the meeting.

Engineer's Report - GHD: Melissa Tomich Smith presented the summary of GHD's activities from August 5, 2022 to September 9, 2022.

Task Order #11 – General Engineering Services:

GHD performed a site visit check to talk with the contractor and check on the manhole lining work.

Task Order #12 – Funck's Grinder Pump and Force Main Replacement:

GHD resubmitted the drawings and permit application to DEP. GHD has prepared the project manual and drawings and will provide a copy of each for review.

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Potential Task Order #13 GIS Database Modernization & Arch GIS online Implementation:

GHD prepared Task Order #13 to standardize EHTMA's GIS database and expand capabilities through the implementation of the data in the Township's ESRI's web-based GIS platform. AGOL enables staff to connect location and data together using interactive maps and applications. Wish list item for 2023.

Potential Task Order #14 Collection System Operation and Maintenance Manual:

GHD prepared Task Order #14 to prepare an operations and maintenance manual for the Authority's sanitary sewer collection system. This O&M is intended to be a guide for staff to inspect and maintain the sanitary sewer collection system and to consolidate existing O&M manuals in one location or the existing pumping stations. Wish list item for 2023.

Developers/New Connections:

Misc. Development:

No current activity.

Spring Hill Suites Hotel (INDIJU Hospitality 2, LLC):

Received latest development drawings, review is on hold.

Grantville Commons:

Engineer's estimate was finalized and discussed at the August meeting.

9147 Allentown Boulevard:

No current activity.

PennDOT Stockpile:

GHD reviewed the first submission of drawings and prepared a review letter that was sent to the developer's engineer. Waiting for approval letter.

Solicitor's Report:

Idan Ghazanfari reported on the following:

1-81 Northbound/Southbound sewer lines/PennDOT right-of-way:

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Still no response from PennDOT. Lee still trying to get a response.

Creekvale Phase VI land development – assignment of sewer service:

Draft Development Agreement revised to a Resolution. It does not obligate the Board to anything.

Funck's grinder pump agreement:

Pursuant to the Agreement, the Township is not responsible for damage caused by the owners' negligence. Idan drafted correspondence and is waiting for Lee to review.

Wind down of amended subsidy agreement:

Michael Webb made a motion, seconded by Alphonse Lepore, to accept the terms of the Subsidy Agreement. The vote carried with a 5-0 vote.

Wind down of capacity reservation fee agreement:

Alphonse Lepore made a motion, seconded by Michael Webb, to accept the terms of the Termination of Capacity Agreement. The vote carried with a 5-0 vote.

Stormwater Management, lease and asset transfer agreements:

Idan sent Nick an initial copy. Terms will be updated as more input is gathered. Nick will revise and schedule a phone conference with Lee.

Manager's Report:

Nicholas Yingst reported that he met with the MS4 and the Planning Coordinator to lay out the next steps for the stormwater fee implementation process.

Finalized the analysis on the stormwater fee options and distributed a memo to the Municipal Authority.

Worked with Solicitor on several draft agreements between the Municipal Authority and the Township that would allow the Authority to provide stormwater fee services for the Township.

Met with our auditing firm to work through potential ways of accounting for stormwater revenues and expenses. More information will be coming from the auditors.

Began to prepare the 2023 budget.

Keystone Collections First and Second Quarter Report:

The collection summary is for the first two quarters. The first line shows who paid for all quarters. The second line shows who paid for one, two or three quarters and the third line shows the delinquencies.

Stormwater fee billing options update:

There was a consensus by the Board to use Dallas Data for stormwater fee billing and to bill quarterly.

Public Works Director:

Bryan Ziegler reported he sat in on an MS4 inspection with DEP on the Holiday Inn sewer line. The condition of the private sewer line is poor, and there was speculation if DEP may eventually require connection to the public system.

Revising conversation on inspecting repairs to existing private connections in the sewer system:

There was continued discussion regarding lateral repairs. It was suggested that private laterals should be inspected to make sure it is done correctly. Public Works would do the inspections. It was agreed to revisit this at next month's meeting after reviewing the rates, rules and regulations.

MS4/Stormwater:

Tyler Erb of HRG reported the following:

Continued Development of East Hanover Program

Budget – determining what the fee will be based upon budget at SAC and joint meetings.

Tier Structure – the fee depends on the square footage of the property.

Application Forms – credit, pre-application meeting request and appeal forms are included in the Credit & Appeal Manual for the public to use to apply to receive credits.

Discussion of next steps and timeframe for full implementation:

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Test run using postcard mailings to notify property owners of upcoming informational meetings and to find addresses that are no longer valid. Likely delinquency rate was discussed. First quarter bills will go out in April 2023.

Unfinished Business:

Alphonse Lepore will not be present for the October meeting. David Craig will present the Treasurer's Report for September in Alphonse's absence.

537 Study is tabled until the October meeting.

New Business:

None.

Adjournment: Alphonse Lepore made a motion, seconded by Mike Webb, to adjourn the meeting. The motion unanimously carried with a vote of 5-0. The meeting adjourned at 8:43 p.m.


Lynn Shollenberger, Recording Secretary