

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes**

January 9, 2018

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, January 9, 2018, at 6:04 p.m., at the East Hanover Township Municipal Building, 8848 Jonestown Road, Grantville, PA 17028. Vice-Chairman Rich Gold called the meeting to order with a roll call of members. Members present: Smittie Brown, Rich Gold, and Alphonse Lepore, with Chairman Rick Hoover arriving late and Mike Webb being absent. Also, in attendance were: Lee Stinnett, of Salzman Hughes, Solicitor; Howard Butler of GHD, Engineer; 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.

Reorganization:

● **Elections:**

- **Chairman:** Alphonse Lepore made a motion to nominate Rick Hoover as Chairman to the Municipal Authority. Smittie Brown seconded the motion and the motion carried.
- **Vice-Chairman:** Alphonse Lepore made a motion to nominate Rich Gold as Vice-Chairman to the Municipal Authority. Smittie Brown seconded the motion and the motion carried.
- **Secretary:** Rich Gold made a motion to nominate Mike Webb as Secretary to the Municipal Authority. Alphonse Lepore seconded the motion and the motion carried.
- **Treasurer:** Alphonse Lepore made a motion to nominate Smittie Brown as Treasurer to the Municipal Authority. Rich Gold seconded the motion and the motion carried.

● **Appointments:**

- **Engineer:** Alphonse Lepore made a motion to appoint GHD, as Township Engineer. In discussion Alphonse Lepore asked about the rates. Howard Butler assured the Board that the bill would not be more than 3 percent of last year's bill, in hours. Smittie Brown seconded the motion and the motion carried.

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- **Solicitor:** Alphonse Lepore made a motion to appoint the firm of Salzmann Hughes as Township Solicitor. Smittie Brown seconded the motion and the motion carried.

The Reorganization portion of the meeting concluded and convened into the regular meeting.

Public Input: No input. There was no public input at this time.

Approval of the Minutes: Alphonse Lepore made a motion to approve the December 12, 2017, regular meeting, are presented. Smittie Brown seconded the motion and the motion carried.

Secretary's Report and Communications: No report, or communications at this time.

Treasurer's Report: Smittie Brown presented the current Treasurer's Report for December 2017. Paul Cornell presented bills from GHD, which were not shown in the bills, and should include the \$3,753.22 in the Treasurer's Report. Alphonse Lepore made a motion to ratify the bills paid, approve payments of the bills presented, and include the GHD invoices in the amount of \$3,753.22, and to accept the Treasurer's Report for December 2017, as presented, subject to audit. Smittie Brown seconded the motion and the motion carried.

Receipts Sewer Fund	\$ 4,608.24
Expenditures Sewer Fund	\$ 24,616.05
Total Funds Available	\$ 214,686.94

GHD Invoices added	\$ 3,753.22
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Plant Operator's Report:

- Curt Cassel presented the report that had been sent out, and asked if there were any questions. Curt stated that he is working with Laboratory Analytical and is working well with them.

Committee Report: Paul Cornell gave the report for Andy Stein in his request for authorization for the Municipal Authority to formalize discussion with banks concerning the construction loan necessary to begin the 2020 Project, as contained in the 2018

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Budget. Andy estimates that if he begins now, we can get through the process and with a meeting scheduled. He hopes to be in the position to get an approval for authorizations to go forward, so by May we can have the approval from DCED to get the short-term loan for construction.

Alphonse Lepore made a motion to give authorization to Andy Stein to formalize discussion with the banks regarding the construction loan for the 2020 Project, as presented in the budget. Smittie Brown seconded the motion and the motion carried.

Engineer's Report - GHD: Howard Butler presented the monthly update as follows:

- **Task Order #4 - Annual Retainer/Annual Wasteload Management Report:**
Retainer services covered attendance at the monthly meetings, the engineer's report, review of the annual Wastewater Management reports, and review of the draft budget.
- **Task Order #4 - Manada Oaks Force Main Siting Study:**
The additional time for the other alternatives (1B, 5, and 6) considered is represented in the current invoice. GHD is working on the final report for the alternatives to summarize the alternatives examined and the final decision recommended by GHD.
- **Task Order #5 - WWTP Rerate:**
GHD has submitted the entire rerate package to DEP. The permit was logged in by DEP on Wednesday, November 22, and appeared in the PA Bulletin for comment on December 9. Their completeness review was finished on December 1, with a target date for completion of the Technical Review of April 4, 2018.

Developers:

- Talley Petroleum - Pressure testing was completed - results of the test are still owed to the Authority. No update.
- Sheetz - GHD completed our estimate for the force main work to allow the Developer to bond the work within the PennDOT right-of-way for work that must be bonded in the Authority's name - \$517.00.
- 252 Bow Creek Road - RJ Fisher Proposed 92 rooms - 23 EDUs. The developer has submitted the planning module and is aware of the hold on EDUs. No update.

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Manada Oaks:

The previously transmitted Task Order for the full scope of GHDs services is included as an exhibit to the agreement provided by the Authority Solicitor. As requested, a list of personnel was also developed to include with the agreement as a stand-alone exhibit. The Surveyor is continuing the initial round of data collection, including the aerial and first floor surveys.

Smittie Brown made a motion to approve execution by the Chairman, and the Secretary, of the Municipal Authority, of the East Hanover Municipal Authority Professional Engineering Service Agreement with GHD, as outlined in the Agreement. Alphonse Lepore seconded the motion and the motion carried.

Solicitor's Report:

Lee Stinnett discussed the Amended Subsidy Agreement that was sent out. The Board stated that it had not been received it as yet due to the problem with e-mails. The agreement was printed out and handed out to the Board.

Mr. Gold made a motion to approve the Amended Subsidy Agreement, with the attention of having the final principal amount determined, on page 2, prior to execution. Alphonse Lepore seconded the motion and the motion carried.

Lee Stinnett suggested that he and Paul Cornell need to get together before the next meeting regarding the Collections Report, on the course of action.

Manager's Report:

Paul Cornell discussed the Accounts Receivable Past Due Report and stated it was down to 32 at this time. If the problem accounts are taken out, it will drop another \$15,000 out of that number. He then could send out a series of letters to local people. He would like to do this in the next few weeks. He would like to get this to under \$10,000.

Paul discussed the copy of the 2018 Budget made up with the new software. The reports will come through in this format. Chairman Hoover asked Lee Stinnett if there was anything keeping the Municipal Authority earning interest? Lee stated that on the Township side they are looking into this subject.

Unfinished Business: No unfinished business.

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New Business:

- **Laboratory Analytical and Biological Services, Inc., Contract for 2018:**
Paul Cornell discussed the new contract for Laboratory Analytical and Biological Services, Inc., for 2018. Paul stated that Curt Cassel is very happy with their services and recommended that we keep the contract for 2018.
Alphonse Lepore made a motion to approve the new contract with Laboratory Analytical and Biological Services, Inc., for 2018. Rich Gold seconded the motion and the motion carried.

Adjournment: Alphonse Lepore made a motion to adjourn the meeting. Smittie Brown seconded the motion and the motion carried. The meeting adjourned at 7:25 p.m.



Frances Peck, Recording Secretary