

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes
February 13, 2018**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, February 13, 2018, at 6:00 p.m., at the East Hanover Township Municipal Building, 8848 Jonestown Road, Grantville, PA 17028. Chairman Rick Hoover called the meeting to order with a roll call of members. Members present: Rick Hoover, Smittie Brown, Mike Webb, Rich Gold, and Alphonse Lepore. Also, in attendance were: Lee Stinnett, of Salzmann Hughes, Solicitor; Howard Butler and Kevin Shannon, of GHD, Engineers; Andy Stein, Consultant, Stein Consulting; 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.

Public Input: No input.

Approval of the Minutes: Alphonse Lepore made a motion, seconded by Rich Gold to approve the minutes of the January 9, 2018, regular meeting as presented. The motion carried with a 4-0 vote with Mike Webb abstaining due to his absence at the meeting.

Secretary's Report and Communications: None at this time.

Treasurer's Report: Smittie Brown presented the current Treasurer's Report as of February 13, 2018. A discussion was held regarding the Accounts Receivable Past Due Report, and it was a consensus to add this to the next agenda regarding Step No. 2 of the Collection process.

Alphonse Lepore made a motion, seconded by Mike Webb to ratify the bills paid, approve payments of the bills presented, and to accept the Treasurer's Report for February 13, 2018, as presented, subject to audit. The motion unanimously carried with a 5-0 vote.

Receipts Sewer Fund	\$172,093.99
Expenditures Sewer Fund	\$ 46,668.50
Total Funds Available	\$615,548.60

Committee Report: Andy Stein stated he is awaiting a response from Fulton Bank regarding the line of credit for the 2020 Project, and discussed the plant equipment

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showing up on the balance sheets. We will need to work with the accountant to show the money for the subsidy agreement. Also, discussed contingent liabilities and past dues by fees and hookups.

Engineer's Report - GHD: Howard Butler submitted his report as follows:

- **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 - WWT - 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, with a target date for completion of the Technical Review of April 4, 2018.

- **Task Order #7 - Standard Specifications:**
We have started work on the standard specifications, including generating standard details and identifying portions of the township standards to keep and others to discard.

- **Manada Oaks Sanitary Sewer Extension:**
We have received the aerial portion of the survey and are beginning the preliminary layouts to identify pump station locations and a final detailed route for the force main. The surveyors are working to complete the first floor survey of the houses, and township staff are collecting information regarding services locations, basement sewers, etc. Our preliminary design will be ready for discussion with the Authority at the end of the month. Our internal project chartering meeting was held to familiarize GHD staff with the project deadlines, deliverables, scope of work, and safety requirements.

- **Developers:**
 - Talley Petroleum - Pressure testing was completed - results of the test are still owed to the Authority. No update.

 - Sheetz - GHD attended the preconstruction meeting with the Owner and contractor, and has been reviewing shop drawings and providing other coordination on behalf of the Authority.

 - 252 Bow Creek Road - RJ Fisher Proposed 92 rooms - 23 EDUs. The developer

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has submitted the planning module and is aware of the hold on EDUs. No update.

- The Chapter 94 Report comes out March 31, 2018. Lee Stinnett talked to DEP regarding the Chapter 94 Report and received a favorable response, but has not heard back their counsel. Howard Butler gave an update on the 2020 Project. Bow Creek modules and tie ins were discussed. Howard will incorporate the table into the Act 94 Report. Chairman Hoover asked when the Chapter 94 Report was done if they could include reserve capacity? Howard stated he would include that.
- A special meeting for a design workshop was discussed and will be held after a regular meeting. A design process will be brought to the March meeting.

Solicitor's Report : Lee Stinnett had no report.

Manager's Report: Paul Cornell discussed the update regarding phone calls.

Plant Operator's Report: Curt Cassel presented the report that had been sent out, and asked if there were any questions.

Unfinished Business: No unfinished business at this time.

New Business:

- **Request to Hire Audit Firm 2018, 2019 and 2020:** Paul Cornell recommended to the Board to appoint Boyer & Ritter LLC as Auditor for the next three audit years, 2017, 2018 and 2019. Audit RFPs were sent out to various firms and advertised via legal notices.

Smittie Brown made a motion to engage Boyer & Ritter LLC as Auditor for 2017, 2018 and 2019 for the amount of \$9,450.00 each year for a total of \$28,350.00. Alphonse Lepore seconded the motion and the motion carried with a 5-0 vote.

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 8:40 p.m.



Frances Peck, Recording Secretary