

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes**

October 10, 2017

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, October 10, 2017, 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 of GHD, Engineer; 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 had a correction on page one, under Engineer's Report, line three which should read "something in writing next week." Alphonse Lepore made a motion, seconded by Mike Webb to approve the minutes of the September 12, 2017, regular meeting as corrected. The motion carried with a 5-0 vote.

Secretary's Report and Communications

Treasurer's Report: Alphonse Lepore made a motion, seconded by Mike Webb to approve payment of the bills presented, and to accept the draft Treasurer's Report for September 2017, subject to audit. The motion unanimously carried with a 5-0 vote.

After a discussion held off the record, Alphonse Lepore made a motion, seconded by Mike Webb to approve the amendment of the Treasurer's Report to include the GHD Bill as submitted. The motion carried with a 5-0 vote.

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|-------------------------|--------------|
| Receipts Sewer Fund | \$28,848.00 |
| Expenditures Sewer Fund | \$13,330.72 |
| Total Funds Available | \$247,902.74 |

Reports:

Solicitor's Report :

Lee Stinnett had no report.

Manager's Report:

Paul Cornell discussed the Diversified Status, Collections and litigation to collect the remainder of the overdue accounts. Chairman Hoover asked Lee Stinnett to check to see if the charge for the overdue accounts is just a late fee, or an interest-based fee. If it is interest based, what flexibility is there to assess it monthly? Lee Stinnett stated it would be 10-percent per annum. It was set by resolution. Chairman Hoover stated this can be reviewed next month. Paul discussed the 2018 Budget Process and Fees. A draft of the budget was sent to the Board, but the draft did not include any adjustment for 2018. After discussion it was the consensus of the Board to continue with the \$5.00 adjustments. Paul stated a revised budget will be sent to the Board within the next week. Mike Webb requested having a separate spreadsheet on how the management and operation fees to the Township are calculated. Lee Stinnett said it should be based on the labor rate attached to the Management Agreement as a schedule. Mike Webb stated what he was looking for was the number of hours, overtime, and what is paid in terms of overhead. Paul Cornell said there are time sheets in place, documentation, and the time sheets are used to generate the invoice. An appendix, or a spreadsheet will be made available. The updating of the management schedule is to be provided to the Board.

Engineer's Report - GHD:

Task Order No. 1 - Annual Retainer/Annual Wasteload Management Report:

Retainer services cover attendance of the monthly meetings, the engineer's report, review of the annual Wastewater Management reports, and review of the draft budget.

Task Order No. 4 - Manada Oaks Force Main Siting Study:

It is anticipated closing this task following the October board meeting with final direction on a path for the Manada Oaks sewage discharge and a formal memorandum summarizing the discussions to date. The additional time for the other alternatives (1B.5, and 5) considered is represented in the current invoice.

Task Order No. 5 - WWTP Rerate:

GHD is working on the modules and the engineer's report to accompany the requested manufacturer's literature confirming the loading per their installed equipment and controls. It is anticipated submitting the rerate package by October 24.

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Developers:

- Talley Petroleum - Pressure testing was completed - results of the test are still owed to the Authority. No update.
- Sheetz - Revised drawings showing the forcemain connection for Fabio's were received October 4. The new plan shows a gravity sewer from the crest of the hill downward, and the terminated branch line for Fabio's. GHD will provide a review letter with standard details for the shared forcemain.
- 262 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.
- **Sewer Plant Rerate Status and review of costs for 2020 Sewer Project for 2018 Budget:** Howard gave an update on the rerate status.

Plant Operator's Report: Curt Cassel presented the report that had been sent out and if there were any questions. Curt discussed the Infiltration Testing Report and process and the replacement of the refrigeration unit in the composite sampler.

Mike Webb made a motion authorizing Curt Cassel to replace the refrigeration unit in the composite sampler. Alphonse Lepore seconded the motion and the motion carried with a 5-0 vote.

The Infiltration testing was discussed and another meter will be needed in the 2018 Budget. Mike Webb suggested at the end of December to check the Capital Equipment Budget and get it this year if there is money left in the budget.

Review of 2020 Project Status:

Chairman Hoover referred the Board members to the memorandum, dated September 17, 2017, sent to the Board of Supervisors regarding the 2020 Collection System Conveyance that was reviewed previously. It was the consensus of the Municipal Authority Board members to go to the East Hanover Plant with the force main, if the rerate can be gotten. Howard Butler distributed the budget information to the Board members for discussion on the Design Project Costs for Manada Oaks.

Andy Stein discussed the bond issues, legal costs and financing costs, and other costs associated with preconstruction financing, with a recommendation for a revolving line of credit. Paul Cornell will incorporate these costs into the budget. The line of credit was discussed.

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Unfinished Business: No unfinished items at this time.

New Business:

- **2018 Budget Process and Fees:**

Andy Stein discussed the flat fee quote for financing with Salzmann and Hughes. It was the consensus of the Board for Salzmann and Hughes to put together a flat fee quote for loan financing.

Andy Stein discussed the policy of the Municipal Authority Board to no longer accept payment for fees at the East Hanover Township Building. Paul Cornell will put the Township Payment Policy on the agenda for the next meeting and provide the Board with a number of walk-ins who pay at the Township Building. A copy of the policy should be mailed, or electronically sent to Diversified.

Adjournment: Mike Webb made a motion, seconded by Smittie Brown to adjourn the meeting. The motion unanimously carried with a 5-0 vote. The meeting adjourned at 8:04 p.m.



Frances Peck, Recording Secretary