

**EAST HANOVER TOWNSHIP  
MUNICIPAL AUTHORITY  
8848 Jonestown Road, Grantville, PA 17028  
Minutes  
November 14, 2023**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, November 14, 2023, 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, Keith Espenshade, Michael Webb and Alphonse Lepore. David Craig was not present. Also in attendance were: Lee Stinnett of Salzmans Hughes, Solicitor; Melissa Tomich Smith of GHD, Engineer; Tina Hastie, representing the Supervisors; Bryan Ziegler, Public Works Director; Curt Cassel, WWTP Operator; Andy Stein, Stein Consulting; Stephanie Harmon, MS4 and Planning Coordinator; 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:**

Alphonse Lepore made a motion, seconded by Keith Espenshade to approve the minutes of the October 10, 2023, regular meeting. The motion carried with a 3-0 vote. Michael Webb abstained from voting.

**Secretary's Report and Communications:**

One communication was received November 3, 2023, from the residents of Towamencin Township regarding the effort to prevent the sale of their public sewer system and asking for a financial contribution of \$1,000.00.

**Treasurer's Report:**

Alphonse Lepore presented the October 1, 2023 – October 31, 2023 Treasurer's Report to the Board.

**Treasurer's Report – October 1, 2023 – October 31, 2023**

Receipts Sewer Fund	\$ 9,070.55
Expenditures Sewer Fund	( 65,106.37)
Total Funds Available	\$ ( 56,035.82)
 Invoices Paid (10/11/23-11/08/23)	 \$ 24,476.18
Current Invoices to be paid	\$ 7,662.45

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Stormwater Fees Transfer	\$ 218,951.20
Total Checks Written	\$ 251,089.83

Michael Webb made a motion, seconded Keith Espenshade to ratify the bills paid, approve payment of the bills submitted, approve balance sheet transfers, and accept the Treasurer's Report for October 2023, as presented, subject to audit. The motion unanimously carried with a 4-0 vote.

**Plant Operator's Report:**

Curt Cassel reported from October 6, 2023 to November 8, 2023 that all the NPDES permit numbers were met, monthly average flow is 177,000 gallons per day and 24 gallons of sludge hauled out.

Dairy Lane WWTP: General housekeeping and grounds maintenance; scheduled maintenance on SBR's, continued process control testing to monitor for changes; responded to five alarms at the WWTP; PSI retrofitted #1 and #2 SBR decanters with A-A upgrades as contracted; continued trouble shooting #2 UV unit. Removed and cleaned cast iron piping immediately before and after the UV bulbs. Fecal Coliform number on October 18 reflects there is still more that needs to be cleaned. Received Alum from Univar; Skelly & Loy on-site to initiate training for back-up operator's contract; removed and cleaned more piping pertaining to #2 UV unit.

Collection System: Marked PA One calls and performed scheduled maintenance at P.S.'s; identified broken clean-out at 114 Evergreen Road; pulled and removed obstruction at Funcks Exxon on two occasions and replaced cutter head and shear disk after the second obstruction was removed.

**Public Works Director:**

Bryan Ziegler reported an additional 1,500 feet of piping was completed. He would like to get an additional 200 feet done before year-end.

**Engineer's Report - GHD:** Melissa Tomich Smith presented the summary of GHD's activities from October 1, 2023 through November 9, 2023.

**Task Order #11 – General Engineering Services –**

GHD met virtually with Andy Stein on November 11, 2023 to discuss risk associated with EHTMA's system for the risk assessment he is preparing.

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

GHD is waiting for the submission of shop drawings and schedule for review and approval. Custer indicated that they received the shop drawings on November 9, were

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reviewing them and would send them to GHD for approval soon.

Task Order #13: GIS Database Modernization –

Training for the Township is currently on hold per board direction at the August meeting. Township staff will notify GHD when ready to schedule the training.

Task Order #14: Collection System O&M Preparation –

GHD finalized the revised draft, and it was submitted for review on November 6, 2023. After review, changes were made, and a new draft was submitted.

Task Order #15: WWTP Site Visit and Evaluation –

GHD will submit Task Order #15 for the Authority to consideration to perform a site visit and evaluation of WWTP's processes, equipment, electrical system and control system. After the site visit is complete, GHD will prepare a report documenting the near term and long-term improvement needs and a schedule so that these items can be budgeted. This work would take place in early 2024.

Alphonse Lepore made a motion, seconded by Michael Webb, to accept Task Order #15. The motion unanimously carried with a 4-0 vote.

Developers/New Connections:

Miscellaneous Development – Nothing to report.

Hanover Logistics Warehouses –

The developer's engineer submitted a revised planning module application as they are increasing the proposed flow from the warehouse to 8,000 gpd (originally 3,960 gpd). GHD provided the updated information needed for the planning module application to the developer's engineer on October 24th. The collection system and WWTP can adequately convey and treat the proposed additional sanitary sewer flows. Once the attached Component 3 is signed by the Authority, a new public notice will be issued, Component 4a and 4b will be sent to the Township and County, and the remaining paperwork will be completed.

**Solicitor's Report:**

Lee Stinnett had nothing to report.

**Committee Report:**

Andy Stein provided an overview of his Risk Assessment Report. He will get the report to the Authority before the December meeting.

**Manager's Report:**

Nicholas Yingst reported as follows:

Executed the contracted operator services agreement with Skelly and Loy on October 11, 2023. Skelly and Loy started on the training/acclimation phase of the agreement, having been onsite at the wastewater treatment plant twice as part of this initial stage. Posted a notice seeking applicants for appointment to the EHTMA on the Township website, at the front door to the Township Building, and on the Township bulletin board. Also included an article in the Township's winter newsletter.

Reviewed and suggested some minor edits to the latest draft of the sanitary sewer collection system O&M manual prepared by GHD.

Reviewed and recommended edits for the revised sewage facilities planning module submitted for the Hanover Logistics 1 & 2 plan.

**2024 Draft Budgets – Sewer Fund and Stormwater Fund –**

Mr. Yingst revised the proposed 2024 budget for the Sewer Fund based on input provided by the EHTMA at its October meeting. The Board of Supervisors also authorized the 2024 budget for the Stormwater Fund for public review in the same form as what was previously reviewed and accepted by the EHTMA.

Alphonse Lepore made a motion, seconded by Keith Espenshade, to adopt the Sanitary Sewer Fund budget as discussed at the October meeting and as presented in its final form at this meeting. The motion unanimously carried with a 4-0 vote.

Alphonse Lepore made a motion, seconded by Keith Espenshade, to adopt the Stormwater Fund budget, conditioned on the Board of Supervisors accepting same at their December 5, 2023, meeting. The motion unanimously carried with a 4-0 vote.

**Keystone Collections Third Quarter 2023 Report –**

Nicholas Yingst reported that the percent of total 2023 sewer fee amounts collected is 72.34%. This is a 23.45% increase from last quarter's cumulative percentage. Last year's collections through three quarters were 72.22%.

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**Stormwater Program Updates –**

Stephanie Harmon provided the Authority with an update and an article on the stormwater program. Mr. Yingst reported that stormwater fee revenues were 97.3% of budget with a month and a half of collections remaining until year-end.

**Delinquent Collections –**

Mr. Yingst reported that he worked with Stephanie Harmon and Sharon Umberger on developing a delinquent collections policy based on the number of delinquent sanitary sewer and stormwater customers and the balances owed. Nick anticipates having a policy for the EHTMA's consideration at its December meeting.

**Unfinished Business:**

**Upcoming Vacancy on Municipal Authority –**

Nothing has been received regarding the vacancy thus far.

**New Business:**

Keith Espenshade opened a discussion regarding a house being removed and a new one being built by Buses Funeral Home. They have no permit, and they need one. Light Heigel is supposed to do an inspection. GHD will follow up.

Michael Webb will not be at the December meeting.

**Adjournment:** Michael Webb made a motion, seconded by Alphonse Lepore to adjourn the meeting. Motion carried unanimously, and the meeting adjourned at 7:40 p.m.

  
Lynn Shollenberger, Recording Secretary