

**EAST HANOVER TOWNSHIP MUNICIPAL AUTHORITY**  
**8848 Jonestown Road, Grantville, PA 17028**  
**Minutes of the January 9, 2024 Reorganization and Regular Meeting**

The Reorganization and Regular Meeting of the East Hanover Township Municipal Authority (EHTMA) was held on Tuesday, January 9, 2024 starting at 6:00 pm at the East Hanover Township Municipal Building, 8848 Jonestown Road, Grantville, PA. Rick Hoover called the meeting to order with a roll call of members. Members present: Rick Hoover, David Craig, Keith Espenshade, Alphonse Lepore, and Brenda Radle. Also in attendance were E. Lee Stinnett II, Salzmman Hughes, Solicitor; Melissa Tomich Smith and Jeremy Hamsher, GHD, Engineer; Curt Cassel, Wastewater Treatment Plant (WWTP) Operator; Bryan Ziegler, Public Works Director; Stephanie Harmon, MS4 and Planning Coordinator; Nicholas Yingst, Township Manager; and Michael Webb, former member of the EHTMA.

**Reorganization:**

**1) Election of Officers:**

- a) Chairman: Mr. Lepore made a motion to nominate Rick Hoover as Chairman for 2024. No other nominations being made, the motion was voted on and Rick Hoover was elected Chairman for 2024 by a vote of 5-0.
- b) Vice Chairman: Mr. Lepore made a motion to nominate Keith Espenshade as Vice Chairman for 2024. No other nominations being made, the motion was voted on and Keith Espenshade was elected Vice Chairman for 2024 by a vote of 5-0.
- c) Secretary: Mr. Lepore made a motion to nominate David Craig as Secretary for 2024. No other nominations being made, the motion was voted on and David Craig was elected Secretary for 2024 by a vote of 5-0.
- d) Treasurer: Mr. Espenshade made a motion to nominate Alphonse Lepore as Treasurer for 2024. No other nominations being made, the motion was voted on and Alphonse Lepore was elected Treasurer for 2024 by a vote of 5-0.

**2) Appointments:**

- a) Engineer: Mr. Lepore made a motion, seconded by Mr. Craig, to appoint GHD as the Authority Engineer for 2024 in accordance with the fee schedule provided. Motion carried by a vote of 5-0.
- b) Solicitor: Mr. Craig made a motion, seconded by Mr. Lepore, to (1) appoint Salzmman Hughes as the Authority Solicitor for 2024 in accordance with the fee schedule provided and (2) approve the revised Engagement & Representation Agreement with same. Motion carried by a vote of 5-0.
- c) Recording Secretary: Mr. Craig made a motion, seconded by Mr. Lepore, to appoint Lynn Shollenberger as the Authority Recording Secretary at a rate of \$26 per hour. Motion carried by a vote of 5-0.
- d) Authorized Signers for Authority Funds: Mr. Lepore made a motion, seconded by Mr. Espenshade, to authorize the members of the Authority and the East Hanover Township Secretary/Treasurer to be signers for Authority funds. Motion carried by a vote of 5-0.

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**Public Input and Guests:** Michael Webb, who completed two terms on the EHTMA in December 2023 and did not seek reappointment, was present. Chairman Hoover presented him with a plaque recognizing his ten years of service and the Authority members thanked him for his many valuable contributions over the years.

**Approval of Minutes:** Mr. Craig made a motion, seconded by Mr. Lepore, to approve the minutes of the December 12, 2023 Regular Meeting as submitted. The motion carried by a vote of 5-0.

**Secretary's Report and Communications:** Mr. Craig reported that communication was received from Boyer & Ritter regarding the planned scope and timing of its audit of the EHTMA's 2023 financial records.

**Treasurer's Report:** Mr. Lepore presented the December 1, 2023 through December 31, 2023 Treasurer's Report to the Board.

December 2023 Income Statement:	
Sewer Fund receipts	\$26,721.82
Sewer Fund expenditures	<u>(32,789.73)</u>
Sewer Fund net income	(\$6,067.91)
Invoices paid (12/13/23-01/03/24)	\$27,405.69
Current invoices to be paid	1,282.00
Stormwater fees transfer	<u>17,838.64</u>
Total checks written	\$46,526.33

Mr. Craig made a motion, seconded by Mr. Espenshade, to ratify the bills paid, approve payment of the bills submitted, approve balance sheet transfers, and accept the Treasurer's Report for December 2023, as presented, subject to audit. The motion carried by a vote of 5-0.

**Plant Operator's Report:** Mr. Cassel reported on activity from December 8, 2023 to January 5, 2024, briefly discussing his routine monthly tasks at the plant and for the collection system. He noted he did not respond to any alarms at the WWTP during that period, although he received a communications failure alarm from the Englewood pump station.

**Continued UV System Challenges:** Mr. Cassel reported that he contacted Control Systems 21, a local electrician recommended by GHD, to look at the control panel for the #2 UV system that is currently offline due to high fecal readings. He shared that the electrician agreed that the unit appeared as if it was functioning properly, even though the reads were high, and he recommended the panel be replaced. This led to discussions about lead times, whether such products were proprietary and thus did not require bidding, and using COSTARS for purchasing the equipment and possibly installation. There were also conversations about how bidding could delay replacement of the units

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and the risks if the #1 UV system failed in the meantime. There was concurrence from the Authority members that both UV units should be replaced at the same time. Chairman Hoover directed Ms. Smith to verify what could be purchased through COSTARS and the costs for same, and for GHD to provide a recommendation via email to all EHTMA members and staff prior to the next meeting to ensure this proceeds in a timely manner.

**Public Works Report:** Mr. Ziegler reported that Public Works has completed its stormwater pipe replacement work for the year. He shared that prior to beginning this work in 2023 he had estimated the cost would be \$65 per foot and he was happy to report the actual cost was around \$61 per foot due to some longer runs of pipe that were replaced.

**Engineer's Report:** Ms. Smith presented a summary of GHD's activities from December 7, 2023 to January 4, 2024.

**Task Order #11 – General Engineering Services:** Ms. Smith reported that GHD reviewed and assisted with the UV issues at the WWTP and also prepared a memo regarding procedures for properties disconnecting and reconnecting to the sanitary sewer system that would likely necessitate an update to the Rates, Rules, and Regulations.

**Task Order #12 – Funck's Grinder Pump and Force Main Replacement:** Ms. Smith reported that GHD reviewed the shop drawings for the pump, pipes, and fittings and the shop drawings for the manhole and hatch were submitted to GHD for its review on January 2. She noted the shop drawings for the rails are still outstanding.

**Task Order #13 – GIS Database Modernization and Implementation:** Ms. Smith and Mr. Ziegler will schedule a date for GHD to train the Public Works Department on using the GIS system. It was also agreed that an iPad or similar device would need to be purchased to facilitate this.

**Task Order #14 – Collection System O&M Manual:** Ms. Smith reported GHD has revised the collections system O&M manual to include the comments that were received at the December EHTMA meeting regarding generator maintenance. She indicated this would be provided to the EHTMA for its February meeting.

**Task Order #15 – Wastewater treatment system evaluation:** Ms. Smith reported that Chad Angle would be setting up a meeting to do an onsite review of the WWTP as a first step to developing this evaluation.

**Sanitary sewer disconnections and reconnections:** Ms. Smith reported she would be scheduling a meeting with Marty Sowers of Light-Heigel to review and better understand the responsibilities for sanitary sewer disconnections and reconnections and if there were any areas not being addressed.

**Miscellaneous Development:** Nothing to report.

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**Solicitor's Report:** Mr. Stinnett had no stand-alone report.

**Manager's Report:** Mr. Yingst provided a written report to the EHTMA, noting that most of the items in it are being addressed elsewhere in the meeting.

**Stormwater Program Updates:** Ms. Harmon reported that the fourth quarter stormwater bills were printed and mailed on December 27, 2023. She noted that staff has been in contact with First Energy regarding its sizable outstanding bill and the utility indicated the balance would be paid shortly. Per a question from Mr. Craig, she confirmed that First Energy is being billed for the current impervious area on its parcel.

**Sewer Billing Company Agreement:** Mr. Yingst reported that draft language was provided by Dallas Data Systems (DDS) for DDS to take on sewer billing and collections beginning first quarter 2024. Both he and Mr. Stinnett were fine with what was proposed by DDS, and Mr. Stinnett presented the EHTMA with a draft first addendum to the current agreement with DDS incorporating these changes. Following review and discussion by the EHTMA, Mr. Lepore made a motion, seconded by Mr. Espenshade, to approve the first addendum to the agreement with DDS. Motion carried by a vote of 5-0.

**Delinquent Collections Policy:** Mr. Yingst reported that Keystone Collections will be turning over all its outstanding accounts to the EHTMA in March. As some of these balances will be below the criteria set by the EHTMA for delinquent collection, Mr. Yingst asked the EHTMA to consider if it wished to make a one-time exception to forward all accounts from Keystone Collections to Portnoff Law Associates (PLA) for collection, or if it preferred to handle some of these accounts in a different way. Acknowledging this was a decision for a later meeting, Mr. Yingst agreed with Mr. Craig's suggestion he provide a spreadsheet on these accounts for the EHTMA's consideration for the next meeting.

**Delinquent Collections Company Agreement:** An agreement for collection of delinquent municipal claims with PLA was provided by the latter for consideration by the EHTMA. Mr. Yingst noted that PLA confirmed the EHTMA could approve this agreement and wait to turn over accounts for collection until there were at least 50 accounts in order to avoid the \$2,500 fee. Following review and discussion by the EHTMA, Mr. Lepore made a motion, seconded by Mr. Craig, to approve the agreement for collection of delinquent municipal claims with PLA. Motion carried by a vote of 5-0.

**Proposed Resolution Regarding Delinquent Collections:** A proposed resolution was provided by PLA regarding its appointment as the delinquent collections company and assessment of fees for consideration by the EHTMA. Following review and discussion by the EHTMA, Mr. Lepore made a motion, seconded by Mr. Craig, to approve EHTMA Resolution No. 2024-01, approving appointment of PLA, interest assessment, and attorneys fees and collection fees added to the amount collected as part of unpaid municipal claims for delinquent accounts. Motion carried by a vote of 5-0.

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Sewer Capacity Reservation Agreement: Per a question from the Board of Supervisors, there was no consensus from the EHTMA members to ask Hanover Logistics 1&2 if it was interested in entering into a sewer capacity reservation agreement for its project.

**Unfinished Business:** None.

**New Business:**

Acknowledgement of New Liaison from the Board of Supervisors: Chairman Hoover noted that Keith Espenshade was appointed by the Board of Supervisors to serve as its liaison to the EHTMA in 2024.

Executive Session: Chairperson Hoover declared a recess for an Executive Session to discuss personnel matters. The meeting was recessed at 8:07 pm and the meeting was resumed at 8:37 pm.

Position Description and Advertisement for Additional Wastewater Treatment Operator: The EHTMA reviewed a proposed position description for an additional Wastewater Treatment Facilities Operator and advertisement for same. Mr. Lepore made a motion, seconded by Mr. Craig, to recommend to the Board of Supervisors it approves the proposed position description and advertises for same. Motion carried by a vote of 5-0.

**Adjournment:** There being no further business before the EHTMA, Mr. Craig made a motion, seconded by Mr. Lepore, to adjourn the meeting. Motion carried by a vote of 5-0 and the meeting adjourned at 8:52 pm.



Nicholas T. Yingst, Township Manager