

**EAST HANOVER TOWNSHIP
MUNICIPAL AUTHORITY
8848 Jonestown Road, Grantville, PA 17028
Minutes
December 12, 2023**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, December 12, 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, Alphonse Lepore and David Craig. Michael Webb was not present. Also in attendance were: Lee Stinnett of Salzmans Hughes, Solicitor; Melissa Tomich Smith and Jeremy Hamsher of GHD, Engineers; Tina Hastie, representing the Supervisors; Curt Cassel, WWTP Operator; Andy Stein, Stein Consulting; Brenda Radle, applicant for the Municipal Authority vacancy; 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 November 14, 2023, regular meeting. The motion carried with a 3-0 vote. David Craig abstained from voting.

Secretary's Report and Communications:

Nothing received.

Treasurer's Report:

Alphonse Lepore presented the November 1, 2023 – November 30, 2023 Treasurer's Report to the Board.

Treasurer's Report – November 1, 2023 – November 30, 2023

Receipts Sewer Fund	\$ 168,711.39
Expenditures Sewer Fund	<u>(45,916.79)</u>
Total Funds Available	\$ 122,794.60

Invoices Paid (11/15/23-12/06/23)	\$ 35,434.34
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Current Invoices to be paid	\$ 7,927.99
Stormwater Fees Transfer	\$ 35,704.86
Total Checks Written	\$ 79,067.19

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

Plant Operator's Report:

Curt Cassel reported from November 8, 2023 to December 8, 2023 that all the NPDES permit numbers were met, monthly average flow is 172,000 gallons per day and 49,500 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 zero alarms at the WWTP; annual flow calibration conducted by W.G. Malden.

Collection System: Marked PA One calls and performed scheduled maintenance at P.S.'s; pulled and removed obstruction at Funcks Exxon on one occasion. Walters pumped out the pit.

Curt received quotes for additional generator servicing by Penn Power after their analysis of sampled fluids taken during the fall inspections.

Curt also reported that there are still issues with #2 UV unit. He reached out to the manufacturer's rep but has not yet received a response. After a lengthy, in-depth conversation, it was decided that Curt will begin contacting the manufacturer daily regarding the continuing issues, as their diagnosis of the problem did not solve the problem. If no response is received after one week, the Authority will authorize either Salzman Hughes or GHD to step in to get this issue resolved.

Alphonse Lepore made a motion, seconded by Keith Espenshade, to accept the quote from Penn Power Systems for flushing and refilling the coolant for the generators. The motion unanimously carried with a 4-0 vote.

Public Works Director:

No report.

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Engineer's Report - GHD: Melissa Tomich Smith presented the summary of GHD's activities from November 9, 2023 through December 6, 2023.

Task Order #11 – General Engineering Services –

GHD met virtually with Andy Stein on November 10, 2023 to discuss risk associated with EHTMA's system for the risk assessment he is preparing and addressed an issue with a property owner and their missing cleanout cap and odor issue.

Task Order #1 – Retainer Services –

GHD provided the annual retainer agreement and PA rate sheet for 2024. The annual retainer will remain at \$7,000.

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

GHD received the shop drawings for the pump, pipe and fittings and is currently reviewing same.

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. No comments have been received to date.

Task Order #15: WWTP Site Visit and Evaluation –

This Task Order was approved in November. This work will begin in early 2024.

Developers/New Connections:

Miscellaneous Development –

As requested at the November meeting, GHD circled back on the sanitary sewer reconnection for 9078 Jonestown Road. Light-Heigel confirmed that the inspection was completed on October 25, 2023.

The Authority also requested a write-up regarding how existing properties should handle disconnections from the sanitary sewer main and reconnections if an existing building is demolished and a new one constructed. A memo was provided by GHD for discussion.

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Hanover Logistics Warehouses –

Reviewed the revised planning module and additional flows.

Solicitor's Report:

Lee Stinnett had nothing to report.

Committee Report:

Andy Stein provided his Risk Assessment Report to the Authority and gave a brief overview of same.

Manager's Report:

Nicholas Yingst reported as follows:

Finalized formatting on the adopted 2024 budget and made it available to the public on the website and in hard copy at the Township Office. He shared that the 2024 budget for the Stormwater Fund was adopted by the Board of Supervisors and is identical to what was adopted by the EHTMA last month.

The insurance coverage in 2024 will be with EMC rather than PennPrime (staying with PennPrime would have led to a \$40,000/47% overall increase, some of which would have impacted the Sewer Fund budget). We used Bowman's Insurance Group to evaluate our insurance levels and seek quotes from different carriers. Three quotes were received. EMC was recommended by Bowman's and selected due to its premium cost in conjunction with the program paying out dividends based on claim history, as well as its good history handling claims. An additional environmental pollution policy with Everest was also selected to provide more robust coverage if there is a pollution incident with the wastewater treatment system or in the Township as a whole. The overall premium cost (even with this additional coverage) is similar to the 2023 insurance costs and within the 2024 budget.

The sanitary sewer billing contract with Keystone Collections ends January 1, 2024. As previously discussed, this means that Keystone will issue and receive payments for the fourth quarter 2023 sewer bills that will be mailed around January 1, 2024. Nick assumes, but wants to confirm, that the EHTMA wishes to move ahead with a contract for Dallas Data Systems (DDS) to issue and receive payments for the first quarter 2024 sewer bills on the same bills as the stormwater fees, where applicable. If the board has any specific questions to raise with DDS, staff has a meeting with DDS on December 13. Nick reviewed the agreements with DDS to see what may need to be updated to reflect this expanded service and requested such recommended agreement revisions from DDS.

Nick also worked with Stephanie Harmon and Sharon Umberger to finalize a draft delinquent collections policy for the board's consideration.

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Reviewed the development agreement between the EHTMA and Grantville Commons for inflow and infiltration (I&I). It does not appear to Nick this agreement addresses I&I concerns in the mobile home park's existing private sewer system.

Researched sanitary sewer line easement agreements with private property owners due to the inquiry of a new owner.

Reviewed with Melissa Smith the proposed procedures she drafted for reconnections of sewer service at demolished and rebuilt properties.

Selection of Sewer Billing company for 2024

Alphonse Lepore made a motion, seconded by David Craig, to authorize Township Manager, Nicholas Yingst, to negotiate the addition of Dallas Data Systems' contract to include sewer services.

Stormwater Program Updates –

Stephanie Harmon reported she attended the monthly WREP meeting. December 27 is the release date for the next stormwater bill.

There was a consensus to provide the Monthly Receipts report quarterly instead of monthly in the future.

Delinquent Collections –

Mr. Yingst provided a recommendation for a delinquent collections policy. There was a consensus to accept the Township Manager's recommendation for a delinquent collection policy. The policy is as follows: a delinquent customer is an account that is delinquent for three quarters and more than \$250 in total is outstanding. Delinquencies will be turned over to the collections company once, annually.

There was a consensus for the possibility of using two different delinquent collections companies for 2024.

Alphonse Lepore made a motion, seconded by Keith Espenshade, to authorize Township Manager, Nicholas Yingst, to negotiate a contract with Portnoff Law Associates for delinquent collection services and bring it back to the Authority for approval.

Unfinished Business:

Brenda Radle expressed an interest in the MA vacancy.

Alphonse Lepore made a recommendation, seconded by David Craig, for Brenda Radle to fill the upcoming Municipal Authority vacancy. The motion unanimously carried with a 4-0 vote.

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New Business:

None.

Adjournment: Alphonse Lepore made a motion, seconded by Keith Espenshade, to adjourn the meeting. Motion carried unanimously, and the meeting adjourned at 8:11 p.m.



Lynn Shollenberger, Recording Secretary