

**EAST HANOVER TOWNSHIP  
MUNICIPAL AUTHORITY  
8848 Jonestown Road, Grantville, PA 17028  
Minutes  
February 13, 2024**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, February 13, 2024, 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, David Craig and Brenda Radle. Also in attendance were: Lee Stinnett of Salzmans Hughes, Solicitor; Jeremy Hamsher of GHD, Engineer; Curt Cassel, WWTP Operator; 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 Brenda Radle to approve the minutes of the January 9, 2024, regular meeting. The motion carried unanimously with a 5-0 vote.

**Secretary's Report and Communications:**

Correspondence dated 1/12/24 was received from Pennsylvania Rural Water Association. They are looking for someone for their Board of Directors.

Correspondence dated 1/30/24 was received from the Department of Environmental Protection regarding non-compliance with the NPDES Permit.

**Treasurer's Report:**

Alphonse Lepore presented the January 1, 2024 – January 31, 2024 Treasurer's Report to the Board.

**Treasurer's Report – January 1, 2024 – January 31, 2024**

Receipts Sewer Fund	\$ 7,812.16
Expenditures Sewer Fund	<u>( 38,326.79)</u>
Total Funds Available	\$ ( 30,514.63)
Invoices Paid (1/10/24-2/7/24)	\$ 37,054.02
Current Invoices to be paid	\$ 11,912.13
Stormwater Fees Transfer	<u>\$ 188,141.94</u>
Total Checks Written	\$ 237,108.09

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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 January 2024, as presented, subject to audit. The motion unanimously carried with a 5-0 vote.

**Plant Operator's Report:**

Curt Cassel reported from January 5, 2024 to February 9, 2024 that all the NPDES permit numbers were met, monthly average flow is 259,000 gallons per day and 88,000 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.

Collection System: Marked PA One calls and performed scheduled maintenance at P.S.'s; and responded to one alarm at Partridge Hills Pumping Station.

Alphonse Lepore made a motion, seconded by David Craig, to accept the quote from Espenshades to replace the A/C at the Waste Water Treatment Plant in the amount of \$10,575.00. The motion carried with a 4-0 vote, as Keith Espenshade abstained for a perceived conflict of interest.

**Public Works Director:**

No report.

**Engineer's Report - GHD:** Jeremy Hamsher presented the summary of GHD's activities from January 4 through February 9, 2024.

Task Order #11: General Engineering Services –

GHD reviewed and assisted with UV issues at the WWTP and prepared a letter dated 2/9/24 breaking down the timeline in response to the DEP violation letter received by the Authority.

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

GHD reviewed the shop drawings for the pump, pipe and fittings. The shop drawings for the manhole and hatch were submitted to GHD for review on January 2. The shop drawing for the rails is still outstanding.

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Task Order #13: GIS Database Modernization –

Training for the Township scheduled for February 13 was postponed until February 20.

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

GHD is revising the manual to include the comments that were received at the December meeting. The revised document was to be submitted prior to this meeting, however, there was a printing error, so it had to be returned to the printer. Jeremy will bring hard copies to the March meeting.

Task Order #15: WWTP Site Visit and Evaluation –

On January 23, 2024, GHD, along with a representative from Aqua Aerobics, made a site visit to the WWTP to meet with Authority staff. Electrical, controls, equipment, spare parts and current maintenance routines were evaluated. Measurements, photos and an evaluation of the UV system for future replacement were performed. Overall, the plant is in great condition, and a report with suggestions on future upgrades and maintenance items will be forthcoming.

Task Order #16: WWTP UV Replacement –

Alphonse Lepore made a motion, seconded by Brenda Radle, to accept Task Order #16 for engineering services for the UV replacement at the Wastewater Treatment Plant at an estimated cost of \$20,000. The motion unanimously carried with a 5-0 vote.

Developers/New Connections:

Miscellaneous Development –

GHD met with Light-Heigel to ensure that the lateral and building sewer inspection and testing were not being missed in any situation. GHD submitted a memo outlining this process.

**Solicitor's Report:**

Lee Stinnett had nothing to report.

**Manager's Report:**

Nicholas Yingst reported as follows:

Met at the wastewater treatment plant on January 23 with Curt Cassel, representatives from HRG, and representatives from Aqua Aerobics. The purpose of

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the meeting was to launch HRG's evaluation of long-term, future improvements for the plant, as well as to discuss the replacement of the UV system panels in the short-term.

A notice of violation was received from DEP on January 30 regarding the NPDES permit limits for fecal coliform and total suspended solids being exceeded on several dates in mid-2023, with a response due by February 14. On February 1, Rick Hoover, Curt, and Nick met with Melissa Smith and Jeremy Hamsher and Lee Stinnett to discuss the response letter to DEP. GHD issued the letter on February 9.

The on-site portion of the 2023 financial audit is finished, and the auditor has indicated things have been going well. We anticipate the audited financial report will be completed in the next few weeks and Boyer & Ritter is planning to have a representative present at the March EHTMA meeting to review.

Advertised the Wastewater Treatment Facilities Operator job announcement at the Township Building and on the Township website; posted online via Indeed, the Pennsylvania Rural Water Association, and the Capital Region Council of Governments; in The Hummelstown Sun and The Patriot-News/PennLive; and with some local community colleges/trade schools. Over 60 applications were received and reviewed. Keith Espenshade, Curt Cassel, and Bryan Ziegler joined Nick to interview two candidates on February 8.

Nick took the minutes for the January 9, 2024 EHTMA meeting.

#### Stormwater Program Updates –

Stephanie Harmon reported the Township is taking part in the WREP program. She made two site visits regarding the Crawford Road streambank restoration project.

#### Delinquent Collections –

Nick advised there are well over 50 accounts going to Portnoff Law for collection. The delinquent collections agreement with Portnoff Law Associates (PLA) was executed. Stephanie Harmon, Sharon Umberger, and Nick met with Jason Leininger of PLA on February 14 to discuss the next steps and logistics for turning over the EHTMA's delinquent accounts. PLA also reviewed the delinquent data provided by Keystone Collections Group and determined its formatting was sufficient for them.

**Unfinished Business:**

Additional Wastewater Treatment Facilities Operator –

After the first round of interviews, there are two qualified applicants who will be going on-site for further interviews. There was a consensus to allow Curt, Nick and Bryan to make a recommendation for one of the candidates to the Board of Supervisors.

**New Business:**

Statement of Financial Interests ("Ethics Form") –

Nick reminded the Authority that the form is due May 1.

**Adjournment:** Alphonse Lepore made a motion, seconded by Brenda Radle, to adjourn the meeting. Motion carried unanimously, and the meeting adjourned at 7:26 p.m.

  
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Lynn Shollenberger, Recording Secretary