

**EAST HANOVER TOWNSHIP
MUNICIPAL AUTHORITY
8848 Jonestown Road, Grantville, PA 17028
Minutes
March 12, 2024**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, March 12, 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 and Brenda Radle. David Craig was not present. Also in attendance were: Lee Stinnett of Salzmans Hughes, Solicitor; Jeremy Hamsher of GHD, Engineer; Curt Cassel, WWTP Operator; Michael Wetten, newly-hired WWTP Facilities Operator; Bryan Ziegler, Public Works Director; Stephanie Harmon, MS4 and Planning Coordinator; Nicholas Yingst, Township Manager; Jaclyn Davidson of Boyer & Ritter; 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:

Michael Wetten, the newly hired Wastewater Treatment Facilities Operator, thanked the Municipal Authority for hiring him for the position. He told the MA about himself and his prior work experience.

Jaclyn Davidson of Boyer & Ritter presented a review of the 2023 audit and financial report. There were no findings or corrections.

The Municipal Authority thanked Sharon Umberger for her efforts doing a great job on the audit.

Approval of the Minutes:

Alphonse Lepore made a motion, seconded by Brenda Radle to approve the minutes of the February 13, 2024, regular meeting. The motion carried unanimously with a 4-0 vote.

Secretary's Report and Communications:

Nothing to report.

Treasurer's Report:

Alphonse Lepore presented the February 1, 2024 – February 29, 2024 Treasurer's Report to the Board.

Treasurer's Report – February 1, 2024 – February 29, 2024

Receipts Sewer Fund	\$ 147,980.41
Expenditures Sewer Fund	<u>(58,963.07)</u>
Total Funds Available	\$ (89,017.34)
 Invoices Paid (2/14/24-3/6/24)	 \$ 47,015.94
Current Invoices to be paid	\$ 2,987.50

East Hanover Township Municipal Authority
Regular Meeting
March 12, 2024

Stormwater Fees Transfer	\$ 16,189.77
Total Checks Written	\$ 66,193.21

Brenda Radle 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 February 2024, as presented, subject to audit. The motion unanimously carried with a 4-0 vote, except for Bill No. 469. Keith Espenshade abstained from voting on Bill No. 469 for a possible conflict, but it was approved by vote of 3-0.

Alphonse Lepore commended Sharon Umberger and Nick Yingst on a great job keeping the stormwater fees transfer amounts straight.

Plant Operator's Report:

Curt Cassel reported from February 9, 2024, to March 8, 2024, that all the NPDES permit numbers were met, monthly average flow is 191,000 gallons per day and 66,000 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 two alarms at the WWTP; met with representatives from Envirep (Aqua-Aerobics), GHD and Township staff regarding identification of future upgrades and/or system needs; met with GHD to discuss upgrade needs unrelated to process control.

Collection System: Marked PA One calls and performed scheduled maintenance at P.S.'s.

Brenda Radle made a motion, seconded by Alphonse Lepore, to accept the quote from Team CPT in the amount of \$1,460.32 for a new laptop for the Wastewater Treatment Plant. The motion unanimously carried with a 4-0 vote.

Public Works Director:

Bryan Ziegler reported that the first part of the year, Public Works will be paving. The second half of the year, at the earliest, Public Works will be cleaning and inspecting lines. Brian may start with the older lines first as opposed to new lines first, which is the way they were done in the past. This will also be dictated by when roads are anticipated to be paved.

Engineer's Report - GHD: Jeremy Hamsher presented the summary of GHD's activities from February 9, 2024, through March 7, 2024.

Task Order #1: Retainer Services –

GHD prepared the annual Wasteload Management Chapter 94 report that is due to DEP by March 31, 2024.

East Hanover Township Municipal Authority
Regular Meeting
March 12, 2024

Alphonse Lepore made a motion, seconded by Keith Espenshade, to accept the 2023 Chapter 94 report and to authorize Rick Hoover and Nicholas Yingst to sign the report. The motion unanimously carried with a 4-0 vote.

Task Order #11: General Engineering Services –

No miscellaneous items to report.

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

The pump has been delivered. The contractor is waiting for the control panel to be delivered to start construction.

Task Order #13: GIS Database Modernization –

The I-pads are here, and apps are downloaded. GHD is waiting for training to be completed and for HRG to prepare the apps that were downloaded.

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

GHD has completed the O&M manual. Additional copies were handed out at the meeting.

Task Order #15: WWTP Site Visit and Evaluation –

On March 7, 2024, Chad Angle and Jeremy Hamsher, along with Curt Cassel and Nicholas Yingst, visited the WWTP to discuss the Aqua Aerobics recommendations. Curt provided a list of items that need to be replaced, repaired or on the wish list at the treatment plant. A formal report will be forthcoming once all estimated costs are received.

Task Order #16: WWTP UV Replacement –

GHD scheduled and conducted a phone permit coordination meeting with PA DEP on February 23, 2024, to discuss potential permitting requirements for the replacement of the existing UV system. DEP indicated that since the Authority will be replacing the UV with a newer model from the same manufacturer, no permit is required.

After completion of the new UV installation, DEP requires submission of a narrative of work completed, as-built drawings and the specifications/shop drawings of new equipment for their records. GHD received quotes from Aquionics and Envirep for the equipment and controls. Aquionics's quote was \$93,795 and Envirep's quote was \$168,168. GHD recommends proceeding with Aquionics via its vendor, Pyrz Water Supply.

GHD contacted PSI and reviewed the extent of the project including demolition, installation, and general electrical work. PSI indicated that they could complete the work for both the UV units and controls installation under Costars.

East Hanover Township Municipal Authority
Regular Meeting
March 12, 2024

Alphonse Lepore made a motion, seconded by Brenda Radle, to accept the quote from Pyrzs Water Supply in the amount of \$93,795 for UV replacement equipment. The motion unanimously carried with a 4-0 vote.

Developers/New Connections:

Miscellaneous Development –

Nothing to report.

Solicitor's Report:

Lee Stinnett had nothing to report.

Manager's Report:

Nicholas Yingst reported as follows:

- Nick worked with Sharon Umberger and Boyer & Ritter on finalizing the 2023 audited financial statements. Congratulations to Sharon for her hard work that resulted in an audit free of findings!
- Reviewed and provided comments to GHD on the draft 2023 Wasteload Management (Chapter 94) report.
- Nick met with Bryan, Curt, and Doug Spatz to discuss onboarding Mr. Wetten.
- Curt suggested the EHTMA resume discussions, if it wished, on the grinder pump buyout program at a higher rate than before. Nick reviewed the Authority minutes, and it looks like this was last discussed in depth in 2015-2016, with several residents expressing initial interest, but only one property owner following through with this.

Stormwater Program Updates –

Stephanie Harmon, Sharon, and Nick started to meet every other week with Dallas Data Systems to work through the logistics and details of the combined sewer/stormwater bills they will be issuing beginning with the first quarter 2024 bills.

First quarter bills will be released on April 1.

Delinquent Collections –

Stephanie, Sharon, and Nick met with Jason Leininger of Portnoff Law Associates on February 14 to discuss the next steps and logistics for turning over the EHTMA's delinquent accounts. They are planning to turn over delinquent accounts in two phases, as follows:

Staff is recommending mailing a courtesy letter around March 29 to the 13 or so sewer customers who only owe for one quarter in 2020, 2021, 2022, or 2023 notifying them of their outstanding balance and advising them to pay it off within 30 days to avoid additional costs that would be incurred should this go to collections. After discussing this internally, staff thought this was the right thing to do for these 13 customers under the circumstances, and the MA members agreed.

The stormwater accounts that meet the delinquency threshold are targeted to be turned over to Portnoff in early April, which will allow staff to see all payments made by customers up through March 31 (the last day before first quarter 2024 bills go out). Portnoff is then anticipated to make initial contact with these delinquent customers in early-May. They are anticipating this to be a relatively simple process, as it is easy to get the customer data needed from Dallas Data, and Portnoff and Dallas Data are very familiar with each other (and thus both understand what information needs to be transmitted).

The sewer accounts that meet the delinquency threshold are targeted to be turned over to Portnoff in early May, which will allow staff to see all payments made to Keystone up through March 31, as well as any payments made by the customers who receive courtesy letters for owing one quarter from 2020, 2021, 2022, or 2023 (as this letter would likely have an April 29 due date). When further considering that Portnoff doesn't have experience working with Keystone, a delay of a month also seems best so they can focus solely on these delinquencies, and Nick anticipated they would then make initial contact with these delinquent customers in early June.

Electricity Supply Contract –

The electricity supply contract for our municipal accounts expires in April. Nick reached out to a broker used in the past (she works for Patriot Energy Group/Mantis Innovation with an office on Progress Avenue) to seek quotes for the Township's accounts.

Alphonse Lepore made a motion, seconded by Brenda Radle, to grant authority to the Board of Supervisors to include the Municipal Authority's accounts in the electric supply contract and accept on the Authority's behalf. The motion unanimously carried with a 4-0 vote.

Unfinished Business:

New Wastewater Treatment Facilities Operator –

Nick reviewed applications, conducted interviews (along with Keith Espenshade, Bryan Ziegler, and Curt Cassel), contacted references and former employers, and participated in wastewater treatment plant and collection system tours with candidates for the wastewater treatment facilities operator position. Based on their recommendation, at its March 5 meeting, the Board of Supervisors approved hiring Michael Wetten.

East Hanover Township Municipal Authority
Regular Meeting
March 12, 2024

Statement of Financial Interests ("Ethics Form") –

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

New Business:

Grinder Pump Buyouts –

Nicholas Yingst did research on this issue, and it was last discussed in 2015-2016. Letters were sent, but only one property owner followed through. Nick asked the Authority if there was any interest in trying this program again.

There was a consensus to continue with the grinder pump buyout program and offer a rebate program.

There was a consensus to set a cap of \$150,000 for the total spend for the program.

There was a consensus to set the buyout amount to be \$5,000 per pump, plus a new back-up pump. Mr. Yingst indicated he would draft a letter for review for the next meeting.

Adjournment: Alphonse Lepore made a motion, seconded by Brenda Radle to adjourn the meeting. Motion carried unanimously, and the meeting adjourned at 7:54 p.m.

A handwritten signature in blue ink, appearing to read "Lynn Shollenberger", written over a horizontal line.

Lynn Shollenberger, Recording Secretary