

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes**

January 10, 2017

The Regular Meeting for the East Hanover Township Municipal Authority was held on January 10, 2017, at 6:05 p.m., at the East Hanover Township Municipal Building, 8848 Jonestown Road, Grantville, PA 17028. Chairman Rick Hoover called the meeting to order with a roll call of members. Members present: Rick Hoover, Smittie Brown, Mike Webb, Rich Gold and Alphonse Lepore. Also, in attendance were: Lee Stinnett, of Salzmans Hughes, Solicitor; Howard Butler of GHD, Engineer; Andy Stein, Consultant, Stein Consulting; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager; and Frances Peck, 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.

Reorganization:

Chairman: On a motion by Alphonse Lepore, seconded by Rich Gold, Rick Hoover was nominated to serve as Chairman of the Municipal Authority. With no further nominations, the motion unanimously carried.

Vice-Chairman: On a motion by Mike Webb, seconded by Smittie Brown, Rich Gold was nominated to serve as Vice-Chairman of the municipal Authority. With no further nominations, the motion unanimously carried.

Treasurer: On a motion by Alphonse Lepore, seconded by Rich Gold, Smittie Brown was nominated as Treasurer to the Municipal Authority. With no further nominations, the motion unanimously carried.

Secretary: On a motion by Alphonse Lepore, seconded by Smittie Brown, Mike Webb was appointed as Secretary to the Municipal Authority. With no further nominations, the motion unanimously carried.

Engineer: On a motion by Mike Webb, seconded by Smittie Brown, GHD was reappointed as the Municipal Authority's Engineer of record, based upon the Fee Schedule for 2017, attached to the letter of December 9, 2016. The motion unanimously carried with a 5-0 vote.

Solicitor: On a motion by Alphonse Lepore, seconded by Rich Gold, Salzmans Hughes, P.C. was reappointed as the Municipal Authority's Solicitor in accordance with

the December 5, 2016 Fee Schedule Letter. The motion unanimously carried with a 5-0 vote.

Public Input: No input.

Approval of the Minutes: Rich Gold made a motion, seconded by Mike Webb to approve the minutes of the December 13, 2016, as presented. The motion unanimously carried with a 4-0 vote.

Secretary's Report and Communications: No report.

Treasurer's Report: Due to the December Treasurer's Report not being voted on at the December meeting, Mike Webb made a motion, seconded by Rich Gold to ratify the bills paid, approve payments of the bills presented, and to accept the Treasurer's Report, of November 9, 2016, as presented. The motion unanimously carried.

Smittie Brown reported Expenditures of \$35,028.67 and Receipts of \$1,743.75 with Total Funds Available \$270,381.71. Alphonse Lepore made a motion, seconded by Rich Gold to ratify the bills paid, approve payments of the bills presented, and to accept the Treasurer's Report, of December 13, 2016, as presented. After a discussion regarding bank fees and interest, and principal. Paul Cornell will research what is in the budget, the VUB information on what the budget expects the payments to be, and this will be discussed at the next meeting. The motion unanimously carried.

Committee Report: No report.

Engineer's Report - GHD:

Task Order #1, Howard Butler reported on the Annual Retainer/Annual Wasteload Management Report. This covers the meeting attendance and other retainer obligations.

Task Order #4, Manada Oaks Forcemain Siting Study: Work included in the attached invoice is for the coordination of the future survey and revision of the detailed project schedule presented at the December meeting. We have an upcoming meeting Wednesday, the 11th, with the South Hanover Township Engineer to review the flows, loadings, and connection details.

Miscellaneous Project Items: Talley Petroleum, per our prior request, THD receives a set of the land development plans to look at the sewer location and forcemain connection, at the point where a formal sewage planning module is submitted, so that we will be allowed to review the site plan and a potential future connection along Route 22. The plan is currently undergoing review.

Howard Butler brought the Board up-to-date regarding his discussion with Keystone about the closing out from the Municipal Authority's perspective. Rick Hoover asked Howard Butler to make a recommendation that the sewer related components are acceptable. The Township will accept the project, in total, at some point and at that time their pipes and manholes automatically convey to the Municipal Authority based upon the Transfer Creation Agreements. Lee Stinnett said he would follow up and by next meeting the recommendation can be made.

Solicitor's Report : Lee Stinnett reported that they were making good progress on the IMA's, until South Hanover's solicitor was not available in December.

Manager's Report: Paul Cornell the Ethic's Forms are due May 1, unless you are running for office, in-which case you will have to file as to the election regulations, They are to be submitted to the Secretary of the Township.

Paul Cornell reported that the Municipal Authority has entered into the process where bids were solicited by CAPCOG to provide some of the materials, specifically the liquid aluminum sulphate. Paul thanked Curt Cassel for his help in getting this. The information will be provided to Curt Cassel.

Paul Cornell reported that all invoices will now have a stamp, account number, date and initials of whoever approves it. General invoices that come through the Township will go through Paul, everything else is being emailed to Curt Cassel for his review, stamp and initials and will then drop it off to Deborah Case.

Paul Cornell reported there are now established Township email addresses, basically for all members. When the members get it working, they are to send him a confirmation. All Township emails will be stored on the Township server. The Township has gone to an active portal. If you log into the internet, the log in as a guest will still be the same.

Plant Operator's Report: Curt Cassel presented his report that has been sent out, if anyone has any questions. In the past it was requested that the EDU count be declared formally. The ways to define the EDU's should be kept track of. It was the consensus of the Board that Curt Cassel to keep a record in his report, instead of including it in Paul Cornell's report. Rick Hoover asked Howard Butler to work with Curt Cassel to make sure the reasonable terms are used.

Unfinished Business: No unfinished business.

New Business:

Laboratory Analytical and Biological Services, Inc., Contract for 2017: Paul Cornell discussed the proposed contract for testing and Alphonse Lepore made a motion, seconded by Mike Webb to appoint Laboratory Analytical and Biological Services, Inc.

To perform the services to the Township based upon the Fee Schedule dated December 15, 2016. The motion unanimously carried with a 5-0 vote.

Pennprime, Over View of New Insurance Carrier: Paul Cornell discussed Pennprime, a municipal pool of insurance created by the municipalities, for municipalities. Howard Butler asked if they have any defined requirements, anything specific, in the insurance requirements that the Township will push to the contractor when they bid a project. Paul Cornell said they do require that contractors carry insurance at the same level as the municipality, or the Authority, and they would like to see any insurance certificates that are being provided by contractors. Howard Butler said before a project is done, get their approval on the insurance requirements, in case it would change after the bid. Rich Hoover suggested time should be spent to focus on insurance in February, or March. Paul Cornell will invite a representative to make a presentation to the Board at a later date.

Andy Stein said he would be speaking with the Board of Supervisors, at their next meeting, about Long Term Capital Planning. He will be informing them they need to start thinking about paying for a new Act 537 Plan, and that it will be theirs, and not the Municipal Authority's.

Adjournment: Smittie Brown made a motion, seconded by Alphonse Lepore to adjourn the meeting. The motion unanimously carried. The meeting adjourned at 7:41 p.m.



Frances Peck, Recording Secretary