

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes**

November 14, 2017

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, October 10, 2017, at 6:00 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 Salzmann Hughes, Solicitor; Howard Butler of GHD, Engineer; Andy Stein, Consultant, Stein Consulting; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager; Jackie Wilbern, Assistant 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.

Public Input: No input.

Approval of the Minutes: Alphonse Lepore made a motion, seconded by Rich Gold, to approve the minutes of the October 10, 2017, regular meeting as presented. The motion unanimously carried with a 5-0 vote.

Secretary's Report and Communications: No report at this time.

Treasurer's Report: Smittie Brown presented the Treasurer's Report for October 2017. 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 for October 2017, as presented, subject to audit. The motion unanimously carried with a 5-0 vote.

Receipts Sewer Fund	\$175,470.37
Expenditures Sewer Fund	\$ 77,740.15
Total Funds Available	\$306,927.29

Solicitor's Report :

- Lee Stinnett reported, for the Board's information, the Township received the Planning Module for the Schaffer Plan, which will be brought before the Board of Supervisors. Jackie Wilbern gave the background on the development plan and Township Resolution 2017-11, for the Schaffer Planning Module.
- Lee Stinnett reported he sent out the Indemnity Agreement that Sheetz has

requested for his review for subsequent execution once everything on the plan is completed. PennDOT requires the municipal entity to apply for a Highway Occupancy Permit. The Board was asked for authorization for execution after it is finalized, because it has been approved, as to form, on a legal basis.

Alphonse Lepore made a motion, seconded by Rich Gold to approve the form of the Indemnity Agreement. The motion carried with 5-0 vote.

Manager's Report:

- Chairman Rick Hoover asked if Paul Cornell had a chance to check on the overdue account late fee, or fixed interest? Paul said he did not have a chance to check on this at this time, but Lee Stinnett stated that it was 10-percent of the amount due, and this is something that will need to be looked at, to refresh the resolution periodically.
- Paul Cornell presented the finalized version of the 2018 Municipal Authority Budget, and discussed the changes. Discussed were the proposed increase of \$5.00 per quarter fees, and collection fees. Court fees were also discussed. An updated version of the budget will be provided to the Board with the changes discussed, and any notes on questions asked. This will be sent to the Board by e-mail before the next few weeks.
- **2018 Budget Process and Fees:**
Paul Cornell, as discussed previously, stated the proposed increase in the fees would be \$5.00 per quarter, and the collection fee

Engineer's Report - GHD: Howard Butler presented the monthly update as follows:

- **Task Order #4 - Manada Oaks Force Main Siting Study.**
The additional time for the other alternatives (1B, 5 and 6) considered is represented in the current invoice. GHD is working on the final report for the alternatives to summarize the alternatives examined and the final decision recommended by GHD.
- **Task Order #5 - WWTP Rerate:**
GHD has submitted the entire Rerate package to DEP. Discussions with Aqua Aerobics refined the requested capacity to 794 lbs. of BOD per day. No changes were proposed to the 0.40 MGD hydraulic rating of the plant. This represents an increase of 1,500 EDUs over the current number of connections. The submission is undergoing review by DEP and is expected to take at least 90-days for review and comment.

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• **Developers:**

- Talley Petroleum - Pressure testing was completed - results of the test are still owned to the Authority. No update.
- Sheetz - An approval letter for the Authority was generated for the plans received October 4, 2017, with minor comments. A revised plan set was received November 8, 2017.

Lee Stinnett said he would need the construction cost estimate for financial security, whenever that could be done, to get it bonded.

- 252 Bow Creek Road - RJ Fisher Proposed 92 rooms - 23 EDUs. The developer has submitted the planning module and is aware of the hold on EDUs. No update.
- **Manada Oaks:**
The proposed scope of survey was generated by D.L. Reiber and reviewed by GHD, with a subsequent review with Paul Cornell on the 19th. GHD reviewed the revised scope and recommended authorization on November 1.

Attached are the anticipated costs breakdowns for the 2019 portion of the Engineering Design services for the project, and a revised milestone schedule. Items of note from last month's look at the 2018 cost are an overall reduction in the permitting and bidding services. We are working toward presentation of the design task order for the December Authority meeting.

Plant Operator's Report:

- Curt Cassel presented the report, that had been sent out, and if there were any questions. Curt suggested getting rid of the bill for Verizon, in the amount of \$612.52 as it is not needed.
- **Infiltration Testing Report and process:**
Curt presented the draft of the I & I Testing Protocol and corrections were discussed.

Review of the 2020 Project Status:

Howard Butler presented the projected EHTMA Manada Oaks - Design Project Costs for the Board's review.

Committee Report: Andy Stein had no report.

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Old Business:

- Mike Webb asked Paul Cornell about the Check 21 fees. Paul stated he would check with the bank and get back to the Board.

New Business:

- **2018 Budget Process and Fees:**
This was discussed previously in the meeting
- **Discussion regarding Fences in Sanitary Easements:**
Jackie Wilbern presented a memorandum from Kevin and Tessa Boyd, 1832 Stoneford Lane, regarding fences constructed in Sanitary Easements. The memorandum indicates a fence had been constructed prior to their purchase of the property, for Job BW007, which no permit had been obtained. The Board indicated the fence could stay, but if the easement is needed, it will have to be removed. Jackie will contact her with the information.

Adjournment: Alphonse Lepore made a motion, seconded by Smittie Brown to adjourn the meeting. The motion unanimously carried with a 5-0 vote. The meeting adjourned at 7.55 p.m.



Frances Peck, Recording Secretary