

**MUNICIPAL AUTHORITY  
EAST HANOVER TOWNSHIP  
Minutes**

**May 12, 2020**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, May 12, 2020, at 6:00 p.m., in a Zoom Video Conference Meeting. Chairman Rick Hoover called the meeting to order with a roll call of members. Members present: Rick Hoover, Mike Webb, Alphonse Lepore. Rich Gold, with and Dave Craig being absent. Also in attendance were: Lee Stinnett, of Salzmann Hughes, Solicitor; Melissa Tomich Smith, of GHD, Engineer; Andy Stein, Consultant, Stein Consulting; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager; Jackie Wilbern, Assistant Township Manager, Greg Ciraula, Board of Supervisors Liaison, Bryan Ziegler, Public Works, and Frances Peck, Recording Secretary.

The meeting was publically advertised as a Zoom Meeting, and audio taped. The tapes are strictly for the use of the Recording Secretary for clarification during preparation of the minutes.

**Public Input:** Tina Hastings was in attendance, but had no input.

**Approval of the Minutes:** Alphonse Lepore made a motion to approve the minutes of the April 12, 2020 regular meeting, and to expand it to ratify the actions taken at the meeting. Mike Webb seconded the motion and the motion carried 4-0.

**Secretary's Report and Communications** Mike Webb reported the only thing he was aware of was the e-mail regarding the Mainstay Suites Hotel requesting a Payment Deferral Request.

**Treasurer's Report:** Alphonse Lepore presented the Treasurer's Report for April 2020. Rich Gold made a motion, seconded by Mike Webb, to ratify the bills paid, approve payments of the bills presented, and to accept the Treasurer's Report for April 2020, as presented, subject to audit. The motion unanimously carried with a 4-0 vote.

|   |    |                    |
|---|----|--------------------|
| April Treasurer's Report                      |    |                    |
| Receipts Sewer Fund                           | \$ | 19,769.00          |
| Expenditures Sewer Fund                       |    | <u>(26,976.94)</u> |
| Total Funds Available                         | \$ | ( 7,207.94)        |
| April transferred \$26,666.66 to 2020 Project |    |                    |
| Invoices Paid (4/15/20-5/8/20)                | \$ | 30,674.37          |
| Current invoices to be paid                   | \$ | <u>52,144.54</u>   |
| Total Invoices for Approval                   | \$ | <u>82,818.91</u>   |

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**Plant Operator's Report:** Curt Cassel presented his April 6 to May 8, 2020 report. He reported they were currently out of old pumps and no current invoices for repairs. Three are usually kept in stock and it was discussed whether to go with an upgrade, or to refurbish the pumps. Curt recommended refurbished pumps. After discussion it was recommended to purchase refurbished pumps.

Alphonse Lepore made a motion, seconded by Rich Gold to purchase refurbished pumps and refurbish the existing pumps. The motion carried with a 4-0 vote.

**Committee Report:** Andy Stein had no comments at the time. Chairman Hoover asked him about the inflation as this summer they will be one year out with the 60-percent complete cost projection by GHD. He would like to get in the habit of identifying the inflation number so GHD can be updated cost estimate of each year going forward. Discussed was the considerable rise and drop in the cost of fuel and they won't be able to predict accurate numbers with the results of the last 120 days. Andy stated he could not predict it at this time. After the discussion it was decided Melissa Smith will look at the construction side, because of the oil prices at a later time. Chairman Hoover asked Melissa Smith when is the CNR update, is it once a year? Melissa said it is updated monthly, and you have to have a subscription to it. She will check with someone who maintains it.

**Engineer's Report - GHD:** Melissa Tomich Smith presented the Engineer's Report.

**Task Order #1 - Annual Retainer.**

Howard Butler provided guidance to the Township Staff regarding the PLS Interface at the plant. Curt discussed the PLC Interface with the Board.

**Task Order #2 - NPDES Renewal.**

Brionne Kiser has completed the application package, and prepared a sampling plan that needs to be completed so that the testing results can be included with the application package. A memo outlining the sampling plan is attached.

**Developers:** No GHD activity this month.

**Solicitor's Report :** Lee Stinnett had no report at this time. Chairman Hoover asked about any correspondence with DEP regarding the time line on the 2020 Project? Lee reported that he followed up on May 4, with a response for today, and has not received anything to date. The timing of the submission was not ideal, as the date of the letter was March 10. Lee sent it to the attorney he works with, and she would provide it to Tim Wagner so he was maintaining appropriate connections. Lee stated he followed up today to see that it had been provided to Tim Wagner so they could get a response.

**Manager's Report:** Paul Cornell reported that he has been working with issues with

Keystone Diversified and getting the lists updated.

- Sewer Line Maintenance: Paul asked Bryan Ziegler to give an update on the progress of the work with the Sewer Line Maintenance. All the sewer lines north of the plant having been gone over, trees cut down, moved to the sides. In addition, there is a lot of small saplings and brush, that they want to take a bush hog mower over the right-of-ways, and he needs to do that at the driest time of the year, which would be July or August. In about a week they can have that all mowed down. Chairman Hoover thanked Bryan and his crew for their efforts.

**Unfinished Business:**

- Chairman Hoover stated they did ratify the actions taken at the April 14, 2020 meeting, correct? Alphonse Lepore stated, yes.

**New Business:**

- **Payment Referral Request:** Paul Cornell stated that this was a request received by Mike Webb, and Paul stated he had a concern about how many of the hotels were still functioning. Paul went out and checked, and took photos very early in the morning, which indicated there were cars in the lot, more than what you would expect with housekeeping and general staff. Not a full capacity, but the business is being conducted and more than likely water and sewage being generated at those locations. He stated his concern is the businesses that are completely shuttered, and so far none have requested, on sewer, any relief. His concern was with residential and last month had asked Curt Cassel if there had been an uptake in the flows, and he did acknowledge that they did have that.

Mike Webb stated with the way it is set up, they either disconnect, or pay their sewer fees. Chairman Hoover stated they did look at the restaurant closely when it burned down, they were still connected. It was made clear to them if they were going to shut down their sewer connections, they would have to cleanly terminate them, and then pay the connection fees later when they started the flow from that address. There has never been an inquiry like the hotel has put before us. Lee discussed hardship applications to defer the penalties. Discussed were fees and penalties, pay as you go with no penalties discussed. Lee feels they have time and can reevaluate this at the next meeting. Chairman Hoover stated the Board acknowledged that it was a problem, but isn't anxious to take action at this time. It was the consensus of the Board to reexamine the issue at a later time. If there is a need for it, there is a simple form that they can use if the Board decides if they need to. He feels we should wait until we see if the approach is appropriate, and just tell the hotel at this time we're not making any changes to the collections process. Paul Cornell will send a letter to the Mainstay Hotel on this decision tomorrow.

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Keystone Diversified had gotten back to Paul and said they would like more time, or if there was going to be an adjustment, or extension, they would like to do it in the next billing, rather than try to adjust it at the billing that is currently out as of April 1.

- **Proposal received from Glace:** Chairman Hoover stated that Max Glace was present at the DEP Meeting, and he summarized what he heard at the meeting, and laid out, in the form of a proposal, that which he perceived appropriate to implement the discussions. Chairman Hoover asked Lee Stinnett if he concurred with their synthesis of the actions they are proposing, that it pretty much matched what was asked of them at the DEP Meeting? Lee said, yes, he thinks so. Lee suggested holding officially approving this until confirmation is gotten from DEP. He did go through the proposal, what's outlined in the proposal, is in keeping with what was discussed at the meeting. As soon as an agreement is gotten from the Department, then the Township should be off and running. Hopefully it will winds up with the next Board meeting. Chairman Hoover stated he asked Max Glace to cue it up focusing on the adjustment question. GHD was not at the meeting, do we want to give GHD an opportunity to get us a proposal to undertake those services?

Alphonse Lepore stated that the point of having Max Glace was a second opinion to GHD. If we asked GHD to participate in this, that would be opining on their original opinion., which would tend to defeat the purpose. Chairman Hoover stated the Board does have a proposal, when it's appropriate, you've got it for your consideration. Alphonse Lepore discussed the Municipal Authority being the owner of the 537 Plant, It is misleading, the Township owns the 537 Plant. The Municipal Authority is the contracting authority. Special meetings, in the proposal, was discussed on personnel attending the meeting when requested. Lee stated that there might be special meetings, which are fairly typical with the 537 Plan, because a lot of times it is a meeting with the Township, and the Municipal Authority, which are often not held on the same night as an Authority meeting, and thinks the general meeting attendance would be part and partial to sub A, and B. Chairman Hoover stated the Municipal Authority the owner of the 537, and should be stated as a Responsible Party. Chairman Hoover will ask Max Glace to make that update, and not make an update to the special meeting. Chairman Hoover stated he will get the updates to Max Glace and get them to the Supervisors since it is their 537 Plan that is being addressed, with the understanding that this is the current form, that the Authority is looking at going. We will keep the Supervisors apprised when we hear from DEP, then we can get everything finalized and move forward.

**Adjournment:** Mike Webb made a motion, seconded by Alphonse Lepore to adjourn the meeting. The motion unanimously carried with a vote. The meeting adjourned at 7:00 p.m.

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Frances Peck, Recording Secretary