

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes
September 11, 2018**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, September 11, 2018, 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, Mike Webb, Rich Gold, and Alphonse Lepore. Chairman Hoover announced there is still a vacant seat on the Board. Also, in attendance were: Isaac Wakefield, of Salzmann 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.

At the last regular meeting, held on August 14, 2018, an executive session was held after the meeting, at 7:40 p.m., and adjourned at 8:30 p.m.

Public Input: Chad Leese, at 763 Carlson Road, as a member of the Board of Supervisor, asked about the last meeting, and the request made to the Board of Supervisors for the 150-feet, and asked if there was going to be a request from the Board with regard to tapping fees in the 2020 Project? Would the Board be looking for a recommendation, from the Board of Supervisors, or looking at all the financials? Chairman Hoover stated the current tapping is currently around \$3850, and when they know when the construction costs, maintenance, and operation costs are in 2019, or 2020, the tapping fee may be modified at that time. The Board of Supervisors and the Municipal Authority Board will be in contact for any recommendations. Andy Stein discussed the process of the tapping fee.

Approval of the Minutes: Alphonse Lepore made a motion, seconded by Mike Webb to approve the minutes of the August 14, 2018, regular meeting as presented. The motion carried with a 4-0 vote.

Secretary's Report and Communications: No report at this time. Chairman Hoover asked if Mike Webb would take a look at the website, before the next meeting, to make sure that everything that is needed is posted.

Treasurer's Report: 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 August, and unpaid bills as of September 11, 2018, as presented, subject to audit. The motion unanimously carried with a 4-0 vote

Current Treasurer's Report	
August Receipts Sewer Fund	\$22,291.56

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August Expenditures Sewer Fund	\$45,041.84
Unpaid Bills	\$43,833.35
Available Balance	\$549,291.11

Reports:

Plant Operator's Report: Curt Cassel presented the report, dated August 13 to September 10, 2018, sent to the Board and asked for any questions.

Committee Report: Andy Stein had no report.

Engineer's Report - GHD:

Howard Butler presented the GHD Engineer's Report for the Board, and discussed the draft of the O&M Report that will be available at the next meeting. The Deed of Dedication is being worked on for Sheetz. Mike Webb discussed the copyright issue regarding the O&M Report, and Howard stated that it will be removed.

Task Order #4 - Manada Oaks Force Main Siting Study:

No updates for this project. We are awaiting final comments/corrections to finalize the study for record.

Task Order #7 - Standard Specifications:

Standard specifications were sent out using the board members' alternate email address for comments and questions. Pending receipt of comments we will collate and prepare the final set for the Authority's use.

Manada Oaks Sanitary Sewer Extension:

The home investigations are roughly 75-percent complete with enough coverage for us to begin the depth design work. We have also spoken with the Haldeman family regarding the Forcemain crossing for their property and have a tentative final path. Our next step there is a meeting to review the 30-percent drawings and discuss easements. The additional survey (approved at the last meeting) for the alternate Forcemain route is in progress. We have started the permitting process with two pre application meetings, one with DEP and another with the Dauphin County E&S. Both meetings went well, with only minor concerns raised by the regulators. No unexpected requirements were brought up. We have shifted the 30-percent submittals out by a month to account for the delay with the alternate route. We had a month of lag between 30-percent and 60-percent, which we've reduced to two weeks, as most of the preliminary review will occur at, or before the public meeting in October. Additional changes to the schedule, associated with this change, are similar shifts in the 60-percent submissions, and the associated easement tasks. We have left the bid date, preconstruction meeting, and final completion as in the prior schedule.

We have utilized roughly 16-percent of the budget to date. The major tasks involved with the 30-percent design are the survey coordination, 30-percent utility design.

Wetland delineation, and the E&S and NPDES permitting work, and the home investigations.

Developers:

- Sheetz - We have provided updated lengths for the legal description that the solicitor was working on to clarify the limits of the materials the Authority is taking over, including the forcemain and Air Release manhole for the hotel.

Solicitor's Report : Isaac Wakefield didn't have a report, but will comment on the Deed of Dedication portion in unfinished business.

Manager's Report: Paul Cornell discussed his addressing issues in trying to close the account with JTB, which should be finished by next month. There is no collections report at this time, but expects to have it shortly to send out to the Board. Paul will be getting together with Lee Stinnett and Isaac Wakefield to work on the four people that are really in arrears, the others will be handled on a regular routine. Paul stated he is continuing to work on the budget, and should have it very shortly.

Unfinished Business:

- **Letter to 2020 Participants:** Chairman Hoover discussed the Communication Plan for the Manada Oaks Sewer Extension, which is Letter No. 5, inviting the residents to the October regular meeting. The meeting starts at 6:00 p.m., but the public will be on the agenda for 7:00 p.m. for their input and comments. Isaac Wakefield indicated to add to the letter that the previous four letters were posted on the website.
- **Deed of Dedication, Triple Diamond, Inc.:** Isaac Wakefield discussed the Deed of Dedication with Triple Diamond, Inc., and East Hanover Township Municipal Authority. This is in regard to a force main and a gravity sewer that was installed and intended to be dedicated, and was supposed to be dedicated under the recorded plan, but was not. This is for confirmation, from the Municipal Authority, to provide this with Triple Diamond's counsel for execution and to provide to the Municipal Authority for recording.

After discussion on the Deed of Dedication, Mike Webb made a motion to authorize the Township Solicitor, subject to the changes discussed, to provide copies of the Deed of Dedication for execution by Triple Diamond, Inc. Alphonse Lepore seconded the motion and the motion carried with a 4-0 vote.

New Business:

- **2019 Municipal Authority Draft Budget:** Andy Stein stated there is no draft budget at this time, due to the issues in getting caught up with Quickbooks. The Board will get a preview of things to come, but at this point it is impossible to distinguish discussions from the 2019 Draft Budget and issues surrounding the 2020 Project,

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because they are the main differences in budgets the Board is used to seeing. At the October meeting, the Board will be provided with a draft that will be discussed at the November meeting. It was the consensus of the Board to raise the rates \$5.00/quarter, \$20.00/year. This will be third anticipated for adjustments.

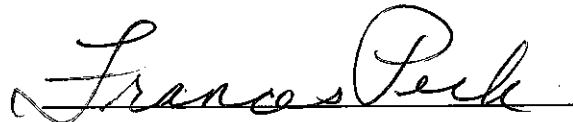
Andy Stein stated that the 2018 Budget had anticipated the need for a line of credit given to what the Township has contributed in paying off the debt, and where the principal would be applied. The Township is looking at not having to do the line of credit closer to construction. The Board discussed the financing of the 2020 Project.

Andy Stein reported that the Township has not fully converted over the billing being outsourced, and are still accepting payments at the Township. This creates confusion in monitoring the deposits, and in monitoring cash flow. He recommended that the Municipal Authority refuse to accept payment for the sewer rates at the Township Building and go to a unified payment center to receive funds. After discussion it was the consensus to discuss this with the Board of Supervisors. Rick Hoover will attend the Board of Supervisors at the next regular meeting.

- **October Regular Meeting:** The next meeting will start at 6:00 p.m., and the public input and discussion, regarding the 2020 Project, will be scheduled around 7:00 p.m. The public input at 6:00 p.m. portion of the meeting is for discussion not related to the 2020 Project, anything relating to the 2020 Project will be held at 7:00 p.m.

GHD's Report will be held after New Business at the next regular meeting, and go into the 2020 Project at that point. Howard discussed Budget issues for the project, and the final count on the grinder pumps for October. A fourth pump station, at Sycamore and Carlson was discussed. A draft of the power point will be sent to the Municipal Authority Board in the next few weeks.

Adjournment: Alphonse Lepore made a motion, seconded by Mike Webb to adjourn the meeting. The motion unanimously carried with a 5-0 vote. The meeting adjourned at 7:40 p.m.



Frances Peck, Recording Secretary