

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes
November 13, 2018**

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, November 13, 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, Alphonse Lepore, and Dave Craig. Also in attendance were: Lee Stinnett, of Salzman 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: Mike Webb had a correction on page 2, under Committee Report, line three, which should show a period after EDUs, and the rest of the sentence should be deleted. On page 5, paragraph two, line two which should read "would be siting." Dave Craig made a motion, seconded by Alphonse Lepore to approve the minutes of the, regular meeting as amended per the Board's discussion. The motion carried with a 5-0 vote.

Secretary's Report and Communications: Mike Webb had no secretary's report.

Treasurer's Report: Alphonse Lepore presented the Treasurer's Report for October 2018. 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 October 2018, as presented, subject to audit. The report does not include the GHD Invoices, remaining funds at Jonestown Bank and at Centric Bank. The motion unanimously carried with a 5-0 vote.

October Revenue	\$ 160,751.93
October Expenses	\$ 49,501.27
Unpaid Invoices	\$ 23,700.21
Available Balance 11/2/2018	\$ 631,784.71
GHD Invoices	\$ 18,122.05

Reports:

Plant Operator's Report: Curt Cassel presented his report from October 5 to November 9, 2018, that was sent to the Board and asked if there were any questions.

Solicitor's Report : Lee Stinnett had no report for this month.

Manager's Report: Paul Cornell reported that a Secretary/Treasurer has been hired for the Township, and Sharon Umberger will start on Monday, November 19, 2018. Paul stated he had printed reports for the Board that he received from BUB, a program that Diversified uses versus the friendly reminder. The Board should take note of the larger invoices of people that are behind. This was printed on the sixth, so there is time for people to get caught up. He has added to the report the past 30-days on the back of the report. Paul said he is still working with PennDOT on their invoice. All invoicing to the State has to go through General Services and no invoice will be accepted without the appropriate General Services number acknowledging an invoice is legitimate.

Engineer's Report - GHD: Howard Butler presented his report as follows:

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

This project is closed out. No current invoice.

Task Order #7 - Standard Specifications:

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

Manada Oaks Sanitary Sewer Extension:

Following the public meeting at the last board meeting, minor updates and service connection notes were added to the drawings. Additional clarification was providing regarding the 150-foot connection distance from the Township supervisors so we are including the majority of the questioned home locations. GHD made the Dauphin County E&S and the PA DEP general permit submissions for the collection system and force main. We are currently working on the pumping stations, including design and coordination with the solicitor for easements and property acquisition.

Upcoming tasks while the utility permits are processing include meeting with property owners regarding easements and the pump station design process.

Developers:

- Sheetz - We have provided updated lengths for the legal description that the solicitor was working on to clarify the limits of the materials and Authority is taking over, including the forcemain and Air Release manhole for the hotel. No current invoice.
- TRU Hotel - GHD attended the pre-construction meeting with the County E&S to clarify the time frame for connection to the Authority's sewer system.

Chairman Hoover stated there was email regarding nitrates and credits, and asked Howard

Butler what it was? Howard Butler explained the nitrates and credits and stated there is no way of a formal method to record these with DEP, and the best that can be done is a memo to file with the recorded runs which shows 158 sewer connections, 158 on-lot systems removed and to document that. Chairman Hoover asked if there was a way to add in a historic connections table into a spring report, from 2003 forward to keep track of connections? Mike Webb stated that those would only be connections that have previously been connected. Most of the connections, other than those, and Partridge Hills, are going to be new connections, which won't count. Some of Englewood would be counted. Chairman Hoover asked Howard to get together with Curt and get the information. Howard thought the Chapter 94 aspect for the new ones, would be a good way to memorialize the ones that are done in those years. He will meet with Curt and come up with something for the existing ones that have been retired.

Unfinished Business:

- **Public Meeting Results: Discussions:** In discussions on the results, no big problems were not seen, and the turnout surprised Howard. The level of comments, and the focus were pretty typical.
- **Supervisors Mandatory Connection input:** Chairman Hoover stated he asked the Supervisors directly at their meeting about the enforcement of 150-foot rule, they were good with that.. It was summarized in an e-mail. There were no questions from the Municipal Authority Board.
- **Township Diversified Receipts:** Township Diversified Receipts were discussed for the people paying their sewer bills at the Municipal Building. Alphonse Lepore asked when Diversified's contract run out? Paul Cornell stated that they were looking at making the move to Keystone, because Keystone is easier compared to Diversified, plus Keystone is significantly less financially. We are looking at asking the Board to possibly make the change at the first of the year, but with a new finance director starting it would be too much at once. We will try to make this change mid-year. The contract with Diversified is up right now, and the Township will go month-to-month as far as we can. Paul will get the new prices from Keystone for the Board, and ask the Board for permission to move to Keystone if you are satisfied with what they provide. Paul discussed the printout of Diversified and the contract services account, and Diversified being put into the wrong account of contract services, which is why the account is overrun. The coding issues were discussed.
- **2019 Draft Budget:** Paul Cornell and Andy Stein presented the draft if the 2019 Proposed Budget for the Board's review. What the Board is looking at is the budget going forward for 2019. The Municipal Authority Budget for 2019 is being broken into two sections, the operating budget, and the 2025 debt. This is being done for ease of tracking at where the Authority is at with the 2020 Project expense wise, and also so that the 2020 project will affect the operating costs for the next 5-7 years. Discussed were the amount

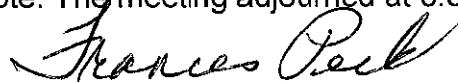
of EDUs being picked up, administration fees, user fees. They will start out the year with 987 EDUs. The 72,960 is the reserve capacities to Townships, contribution based upon 60-percent of the EDUs for the 2020 Project. This is based upon the \$190 quarterly fee. Paul Cornell will send a copy of the proposed 2019 Budget to the Board in the PDF Format.

- **Financial Analysis Report:** Andy Stein discussed the Financial Analysis Report with the Board regarding the proposed finances for the 2020 Project.

New Business:

- **Changes to the Municipal Authority Website:** Mike Webb passed information out to the Board on what should be removed and to reorganize the items that are on the website. This included the About Us information; Sewer Expansion Project, a/k/a 2020 Project; FAQs: Implementation. Data will be needed from Andy Stein, information from the letters sent to the residence on the sewer expansion, information from Howard Butler on start times for the collection system and roads to be repaved. Howard Butler stated in the comments should be the Grinder pumps. Mike hopes to have the information updated by the end of the year, so it would be on the website at the beginning of 2019. Mike stated he would like to see every document on the website show the date it was created.
- **Update of the FAQs portion of the website:** Mike Webb discussed the update of the FAQs implementation for the website, regarding the costs, connections, locations of the connections, repavement of the roads.

Adjournment: Dave Craig made a motion, seconded by Mike Webb to adjourn the meeting. The motion unanimously carried with a 5-0 vote. The meeting adjourned at 8:30 p.m.



Frances Peck, Recording Secretary