

**MUNICIPAL AUTHORITY
EAST HANOVER TOWNSHIP
Minutes**

December 11, 2018

The Regular Meeting for the East Hanover Township Municipal Authority was held on Tuesday, December 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, David Craig, and Alphonse Lepore. Rich Gold was absent. Also, in attendance were: Lee Stinnett, of Salzmann Hughes, Solicitor; Howard Butler of GHD, Engineer; Curt Cassel, WWTP Operator; Paul Cornell, Township Manager and Jackie Wilbern, Assistant Township Manager.

Public Input: No input.

Approval of the Minutes: Alphonse Lepore made a motion, seconded by David Craig, to approve the minutes of the November 13, 2018, regular meeting as presented. The motion carried with a 4-0 vote.

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

Treasurer's Report: Alphonse Lepore presented the Treasurer's Report. Rick Hoover questioned the invoice for Keener Electric Motors and Curt Cassel explained the cost was to tear down two grinder pumps and repair one. David Craig 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 as presented, subject to audit. The motion carried with a 4-0 vote.

November Receipts	\$ 18,832.53
November Expenditures	\$ 42,777.26
Unpaid Bills (12/11/2018)	\$ 428,040.64

Plant Operator's Report: Curt Cassel presented his report dated November 9th through December 10th, 2018. Alphonse Lepore questioned what a DEP plan check entails. Howard Butler requested the meter calibration certificate for the Chapter 94 report.

Committee Report: Andy Stein noted the new Secretary/Treasurer is exceeding expectations and expects that starting in January, the Authority will receive the equivalent of a balance sheet and a more refined budget analysis. Additionally, the Township is working with the Solicitor on a legal retainer to refine process and control legal costs. A similar one will be created for the Authority. Mr. Stein also discussed proposing a flat fee agreement for his services for the 20/20 project in the amount of \$750 per month for 2019 and 2020 because the work being done for the 20/20 project

is above and beyond the scope of what he has been retained to do for the Township. Manager Cornell added that all of the work Mr. Stein has done so far has been paid by the Township, rather than the Authority.

Manager's Report:

Paul Cornell discussed the collections report citing issues with a few of the collection accounts, including a few of the delinquent residential accounts and the account for the newly acquired PennDOT property.

Engineer's Report - GHD:

Howard Butler presented the GHD Engineer's Report for the Board.

- **Task Order #7 - Standard Specifications:**

Mr. Butler advised the Authority to let him know if they have any comments.

Alphonse Lapore has provided detailed comments and he has received general comments from David Craig and the Solicitor.

- **Manada Oaks Sanitary Sewer Extension:**

Mr. Butler stated he is working on the pump station layout and will have to figure out how to structure easements once locations are determined.

- **Developers:**

Howard stated he attended a pre-construction meeting for Tru' Hotel. Manager Cornell noted the tap-in fee has recently been paid.

Unfinished Business:

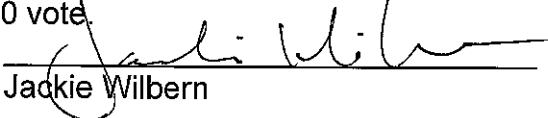
- **Budget:** Manager Cornell presented the 2019 Authority budget. Andy Stein requested clarification on what the Township does with the administrative portion of the sewer tap-in fee. Discussion ensued regarding how the Authority is charged for staff time. Howard Butler recommended a default of 5 EDU's to be placed in the line item for proposed EDU's in 2019.

Alphonse Lepore made a motion, seconded by Mike Webb, to adopt the 2019 Authority budget, as projected. The motion carried with a 4-0 vote.

New Business:

- **Changes to the Municipal Authority Website & Update of the FAQ's Portion of the Website:** Manager Cornell stated he met with Mr. Webb to discuss expansion of the MA portion of the website. Mr. Webb stated he has received questions from David Craig and will continue to work on it.

Adjournment: David Craig made a motion, seconded by Mike Webb, to adjourn the meeting at 7:35 p.m. The motion carried with a 4-0 vote.



Jackie Wilbern