CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
December 10, 2018

The Conewago Township Municipal Authority met on December 10, 2018 for their Regular Meeting at the Township Office.

The following were in attendance:

Christopher Stroup	Lynn Toft	Michael Mehaffey, PE
Francis Tananis	Zachary Brillhart	Barbara Krebs
Andrew Lawrence	Solicitor Robert L. McQuaide	Holly Zepp

There was no one in the audience.

Chairman Stroup brought the meeting to order at 5:30 p.m. with the Pledge to the Flag and a moment of silence.

1. **Minutes**
   - Lynn Toft made a **motion** to approve the minutes of the Regular Meeting on September 10, 2018, as presented; the second was made by Francis Tananis. **Approved: Vote 5-0**

2. **Communications**
   - Gannett Fleming's, September 18, 2018 letter regarding their intent to serve for 2019 was shared.

3. **Public Comment**-none

4. **Controller's Report**
   - **Treasurer's Report**
     Lynn Toft made a **motion** to approve the Treasurer's Report, as presented, for September 1, 2018 through November 31, 2018. Zachary Brillhart made the second. **Approved: Vote 5-0**

   - **QuickBooks Audit Trail Reports**
     Francis Tananis made a **motion** to approve the QuickBooks Audit Trail Reports for September, October, and November 2018; Lynn Toft made the second. **Approved: Vote 5-0**

   - **2019 Budget**
     A proposed 2019 budget was presented to the Authority Members and discussed. Lynn Toft made a **motion** to adopt the 2019 budget as presented, Andrew Lawrence made the second.
     Approved: Vote 5-0

   - **2018 Audit by RLH, CPA's**
     Francis Tananis made a **motion** to have the RLH CPA Firm perform the 2018 audit. Zachary Brillhart made the second**.** **Approved: Vote 5-0**

     The 2019 Audit will be scheduled for the week of January 14, 2019.

5. Requests for Adjustments/Past Due Accounts

- **Past Due Sewer Accounts**
  Holly indicated that the property at 612-614 Maple Avenue is past due 2 quarters and she will forward to Solicitor McQuaide so he may begin process of having a lien placed on the property.
- **Lien discontinuance**
  A copy of the November 14, 2018 discontinuance of the lien for 202 Linden Avenue was provided to the members.
- **Waiver/Adjustment Requests**

  710304-0 Chenault 113 Hemlock Drive
  Because of seven prior 10% late fees, Francis Tananis made a motion to deny the request by the property owner to waive the $50.00 penalty applied to account 710304-0 in September 2018; Zachary Brillhart made the second. Lynn Toft and Andrew Lawrence cast opposing votes. **Motion carries: Vote 3-2**

  Discussion ensued regarding waiving fees and making adjustments. Chris Stroup suggested that someone come up with a policy in regard to waiving fees. Discussion ensued. Barb interjected that during discussions at prior meetings the policy was set that if it's a first time late fee, the penalty is waived.

6. Report from Engineer, Michael Mehaffey, P.E.

Michael Mehaffey reviewed his report of current Authority Engineering Activities. The report will be included as part of official minutes. The following items were discussed by Mr. Mehaffey:

- **J.A. Myers Linden Commons/Linden Avenue**-request for bond reduction.
  Gannett Fleming reviewed and recommended decreasing the bond amount from $134,388.10 to $45,458.50 to reflect work completed.

  Andrew Lawrence made a **motion** to reduce the currently held sanitary sewer improvements bonding for the "Linden Commons" residential development project such that the bonding is reduced from a total of $134,388.10 to $46,458.50 to reflect work completed to date. This motion is also further conditioned on the Developer providing all revised and supporting bonding documents to the Authority in such form as deemed appropriate. Lynn Toft made the second.
  Approved: Vote 5-0

- **2018/2019 Sanitary Sewer Rehabilitation Project**
  Michael Mehaffey discussed the project to date. He indicated that Mr. ReHab should have the televising completed by December 14, 2018. He said about half of the videos have been reviewed and for the most part, the sewer lines are in good condition. He said there were several gushers in the same area. He anticipates the cost of the project coming in considerably lower than projected. Barb Krebs mentioned that if Mr. Rehab can utilize the 2018 Costars pricing, the remaining budgeted funds could be used for televising the next portion of the system scheduled for 2020. Budgeted funds will be reviewed by the engineer and Manager Krebs for projected amount.

  Francis Tananis made a **motion** to utilize excess funds from the Authority's budgeted amount for sewer rehabilitation, to have Mr. ReHab perform the video aspect of the next planned portion of I & I work. The total repair and televising work is not to exceed the budgeted amount of $300,000.00. Lynn Toft made the second. **Approved: Vote 5-0**

7. Report from Solicitor

- Solicitor McQuaide had nothing to report.

8. Old Business

- Barb Krebs asked for clarification of sewer bills being sent to tenants. The members were all in agreement that the policy is to send the bills to the property owners, not the tenants. Shut off notices are sent to both.

9. New Business

- William & Catherine Myers, in regard to 21 Witmer Road; sewer account 1999-0
  Mr. & Mrs. Myers submitted a written request to keep the sewer connection and pay the minimum bill of $38.96 for the property located at 21 Witmer Road. The Myers' obtained a demolition permit from the Township to remove the existing trailer. The trailer has been taken away and all utilities have been disconnected. Solicitor McQuaide indicated the request falls under the Authority's policy for vacant properties. The request was acknowledged by the Authority members.

10. Announcements/Comments

- Board of Supervisors Meeting: December 17, 2018 at 6:30 p.m.
- Zoning Hearing Board: January 9, 2019 at 6:00 p.m.
- Planning Commission: January 10, 2019 at 6:00 p.m.
- Municipal Authority: Regular & Reorganization March 11, 2019 at 5:30 p.m.

At 6:37 p.m., Zachary Brillhart made a **motion** to adjourn. Lynn Toft made the second.

App**roved: Vote 5-0**

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: December 10, 2018

This report is provided to assist the Authority in maintaining a specific understanding of the various capacities in which our firm is providing engineering consulting services, on a quarterly basis. While it is an attempt to provide a comprehensive outline of issues and projects that we are engaged in, it may not be all inclusive, as there are some efforts that are still in the initial stages of effort or that begin and end prior to the Authority meeting. We are pleased to outline the following for your review and consideration;

1. TOWNSHIP CONSTRUCTION PROJECTS

There are no active Township led construction projects currently. The Township has completed its highway project budgeting for 2019, which is likely to include a portion of Oxford Avenue and possibly Blettner Avenue (pending some potential development which may affect the roadway).

2. DEVELOPMENTS

TRONE Realty (Wetzel Drive) – This plan remains on hold at the request of the Developer.

Precision Cut (115 Ram Drive) – This proposed land development plan has been approved for the initial expansion (of approximately 9K square feet of additional building plus office space). A second phase, for an additional 13K of warehouse / manufacturing space has been submitted and is being considered for approval by the Township. At this time, there does not appear to be any new sewerage demand or changes to sewer utilities being proposed by the second phase.

Precision Cuts (64 / 80 Ram Drive) – No action is required by the Authority at this time. The Township is awaiting the final outcome of discussions with the Borough on an existing rear alley that is proposed to serve this expanded site.

Linden Avenue (J.A. Myers) – This project, consisting of three duplexes (6 units total) is nearing completion. The developer has submitted a partial Bond Release / Reduction request, for items completed to date, which will require action by the Township. Our office has previously provided review and comment on the request.

3. PLANNING

Mapping – Our office continues to assist with updates to the Sanitary Sewer Mapping (GIS) Platform as needed. In addition, the Township is completing its efforts to map its Storm Sewer assets, to have them on the ArcGIS Online mapping platform (like the sewer mapping) for cross sharing of information when projects are proposed.

4. AUTHORITY CONSTRUCTION PROJECTS

2018/2019 Sanitary Sewer Rehabilitation Project – The next phase related to rehabilitation of the sewer system includes the inspection and repair (as identified) of the remaining sewer system located within Sewersheds 2 and 7. Gannett Fleming has coordinated with the Borough of Hanover to synchronize a joint bid effort. The bid package for this project was developed and advertised. The bids were opened and the project was awarded. A preconstruction meeting was held and televising within the Township has occurred. The video is being reviewed so that improvements can be recommended.

If there are any questions regarding any aspect of this report, please feel free to contact me at our Camp Hill office or via email at mmehaffey@gfnet.com.