CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
December 14, 2020

The Conewago Township Municipal Authority met on December 14, 2020, for their Regular Meeting at the Township Office. Social distancing and face masks were required due to the Covid-19 Pandemic.

The following were in attendance:

Christopher Stroup, Chair Andrew Lawrence, Vice-Chair Michael Mehaffey, P.E. Holly Zepp
Francis Tananis, Sec. /Treas. Thomas Klunk Solicitor Joseph Erb for Robert McQuaide

Due to the COVID-19 Pandemic, Lynn Toft participated via speaker telephone.

Charlotte Shaffer was in the audience.

Chairman Christopher Stroup brought the meeting to order at 5:31 p.m. with the Pledge to the Flag and a moment of silence.

1. **Minutes**
   - Andrew Lawrence made a **motion** to approve the minutes of the Regular Meeting held September 14, 2020 with a typographical correction to the Miller request for an adjustment; the second was made by Mr. Tananis. **Approved: Vote 5-0**

2. **Communications**
   - 11/5/20 Letter from Sharrah Design-Sewer Capacity Request for the Residence on Church-Holly explained the letter and no action was necessary.
   - 11/9/20 email from Tim Mayers-Hanover Borough WWTP Budget for 2021. Holly reviewed with the members. No actions needed. The board acknowledged the report.

3. **Public Comment**
   - Charlotte Shaffer questioned capacity at the Hanover WWTP for the next 5 years. Mike Mehaffey explained that the upgraded system has sufficient capacity to serve the Township and he also explained the upgrade in 2013 which was a directive of the Chesapeake Bay mandate.
   - Mrs. Shaffer received a text from Robert Miller in regard to streaming the Authority meetings on Facebook. After discussion, the meetings will continue the way they have been held, open to the public with social distancing and masks. One of the reasons being, the meetings are only quarterly and secondly, Holly does not have administrative rights to the Township Facebook.

4. **Controller's Report**
   - **Treasurer's Report**
     Andrew Lawrence made a **motion** to approve the Treasurer's Report for September, October, and November 2020; Lynn Toft made the second. **Approved: Vote 5-0**

   - **QuickBooks Audit Trail Reports**
     Andrew Lawrence made a **motion** to approve the QuickBooks Audit Trail Reports for September, October, and November 2020; Francis Tananis made the second. **Approved: Vote 5-0**

   - **2021 Budget Municipal Authority Budget**
     Holly reviewed the budget with the authority members, Andrew Lawrence had several questions which were answered. Andrew Lawrence made a motion to approve the 2021 Budget as presented; Thomas Klunk made the second. **Approved: Vote 5-0**
   - **Funds transfer from Members 1st to M & T.**

As a result of budget discussions, Holly was directed to meet with the Authority's Financial Advisor, Quinn Bower of M & T. The meeting will be held to determine better investment rates for longer terms. The board agreed to transfer $1,250,000.00 to the investment account.

5. Requests for Adjustments Past Due Accounts

- **Past Due Sewer Accounts**
  Holly was directed to forward the information to Solicitor McQuaide to begin the process of placing Municipal Liens for non-payment for the following properties: 276 Oxford Ave., 3196 Hanover Pike, 115 Elk Dr., 40 Sandy Ct., and 68 Seneca Dr.

- **Late fees in regard to Covid restrictions**
  The Board was in agreement to reinstate the $50 billing penalty, beginning with the current November 2020 billing.

- **Requests for Sewer Account Adjustments**
  712525-0 B. Schriver, 15 Locust Dr.
  Requested a pool deduct without readings.
  Due to the property owner not knowing an annual pool deduct was available; Andrew Lawrence made a **motion** to credit the dollar amount equivalent to 17,000 gallons to account 712525-0. Lynn Toft made the second. **Approved: Vote: 5-0**

  723340-0 W. Doron, 632 Third St.
  Requesting a pool deduct without readings.
  Andrew Lawrence made a motion to credit account 723340-0 the dollar amount equivalent to 16,000 gallons in regard to the November 2020 billing. Francis Tananis made the second.
  Approved: Vote 5-0

  738790-0 B. Metzger, 270 Puma Dr.
  Requesting $3.90 waiver because resident used her bank's bill pay and sent payment to Hanover Borough in August. Lynn Toft made a motion to refund the $3.90 penalty associated with the August 2020 billing, Thomas Klunk made the second. Andrew Lawrence opposed. **Motion Carries: Vote 4-1**

  724080-1 M. Markle 334 Third St.
  Because the property owner never had a late fee, Andrew Lawrence made a **motion** to waive the $6.31 penalty applied to 724808-1 for the November 2020 billing. Francis Tananis made the second. **Approved: Vote 5-0**

  824416-0 D. Musick, 60 Los Alamitos Circle
  Due to the Covid situation, Andrew Lawrence made a **motion** to approve the property owner's request to credit the $15.10 late fee to account 824416-0. Thomas Klunk made the second.
  Approved: Vote 5-0

  824044-0 D. Gervasi, 1007 Hostetter Rd.
  Because the property owner never had a late fee, Andrew Lawrence made a **motion** to waive the $11.69 penalty applied to 824044-0 for the November 2020 billing. Francis Tananis made the second. **Approved: Vote 5-0**

- **Hanover Borough Mandate in Regard to Water Shut off for non-payment**
  The Hanover Borough reinstated water shut off on November. The Board was in agreement to resume water shut off beginning in January. Water shut off is scheduled for January 20, 2021. The Board also agreed to let Holly use her judgement in regard to payment plans for hardships.

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

- **Quarterly Report**
  Michael Mehaffey reviewed the quarterly Engineers Report with the members. The report will become part of the official minutes.

Holly reviewed several upcoming developments: Arrows Point, Chapel Meadows, and 226 Church Street and the Residence on Church.

- **Sewer Rehabilitation**
  The Board agreed to begin the next sewer shed in the spring.

  Final Documents for the 2019/2020 Sewer Rehabilitation Project:

  Lynn Toft made a **motion** to ratify the final payment no. 2 to Mr. ReHab in the amount of $12,246.01. Andrew Lawrence made the second. **Approved: Vote 5-0**

  Lynn Toft made a **motion** to ratify the change order #2 from Mr. ReHab in the amount of $5,951.80 dated September 11, 2020. Francis Tananis made the second. **Approved: Vote 5-0**

  Lynn Toft made a **motion** to approve the final documents and completion certificate, submitted by Mr. ReHab; as approved by the Solicitor and Engineer. Francis Tananis made the second. **Approved: Vote 5-0**

7. Report from Solicitor Erb standing in lieu of Solicitor McQuaide

- Solicitor Erb reported that Solicitor McQuaide relayed that he reviewed the documents from Mr. ReHab in regard to the rehabilitation project discussed in the *Sewer Rehabilitation* section above.

8. New Business

- Korporate Computing is the new IT provider for the Township beginning December 1, 2020
- 2021 Terms of Office-No terms expire in 2021
- Update on Township Office Staffing
  Andrew Lawrence expressed concern in regard to Holly's workload. He does not want additional responsibilities to interfere with her work for the Authority. Holly advised she would keep the Authority informed if that would happen.

9. Old Business

- Nothing was discussed.

10. Announcements/Comments

- Board of Supervisors Meeting: December 21, 2020 at 6:30 p.m.
- Zoning Hearing Board: January 6, 2021 at 6:00 p.m.
- Planning Commission: January 7, 2021 at 6:00 p.m.
- Municipal Authority: March 8, 2021 at 5:30 p.m.

At 7:34 p.m. p.m., Andrew Lawrence made a **motion** to adjourn; Thomas Klunk made the second.

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller

Engineer's Quarterly Report

Conewago Township, Adams County, PA
Meeting Date: December 14, 2020

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

No active projects.

2. DEVELOPMENTS

TRONE Realty (Wetzel Drive) – Plan has been approved.

Blettner Avenue Industrial Buildings – This project, consisting of two large industrial buildings (uses yet unassigned) is approved and will require the use of a low-pressure grinder pump (with stream crossing) in order to connect.

Centennial Acres – This project has been revised and would consist of the creation of four (4) roadside frontage single family lots (still served with individual low-pressure sewer), connected to the Township's sanitary sewer system. This plan has begun site construction operations.

Mavis Tire – This project is currently proposing a holding tank facility to provide sewerage management until a formal decision is made if the sewer will flow to Penn Township, or a future line to Conewago Township, or continue to be served by a holding tank. PA DEP recognizes a holding tank as a permanent solution if the flows are less than 800 gpd and it is a commercial use. This project has begun site construction operations.

Chapel Ridge – This project is nearing completion of Phase II and will likely be looking for dedication of public facilities in early 2021. The Township has conducted a general field review of street, curb and stormwater facilities. It was noted in the punch list that any sanitary sewer lines, manholes, cleanouts, etc. has been reviewed by the Authority ahead of the street surfacing this year (to avoid excavation of a newly paved street and to ensure that all items are addressed to satisfaction of CTMA). Our office will continue to work with the Developer to check facilities and ensure that all is in order.

Gannett Fleming

1. PLANNING

Mapping – Our office continues to assist with updates to the Sanitary Sewer Mapping (GIS) Platform as needed to reflect CCTV data and normal database upkeep and maintenance.

2. AUTHORITY CONSTRUCTION PROJECTS

2019/2020 Sanitary Sewer Investigation – Project is complete and Final Paperwork was forwarded for execution in October 2020.

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.