CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
June 10, 2019

The Conewago Township Municipal Authority met on June 10, 2019, for their Regular Meeting at the Township Office.

The following were in attendance:

Lynn Toft	Andrew Lawrence	Joseph Strauch, PE	Barbara Krebs
Francis Tananis	Ernest Hess	Solicitor Robert L. McQuaide	Holly Zepp

There was no one in the audience.

Vice Chairperson Lynn Toft brought the meeting to order at 5:30 p.m. with the Pledge to the Flag and a moment of silence.

1. **Minutes**
   - Francis Tananis made a **motion** to approve the minutes of the Regular Meeting held March 11, 2019, with an amendment to a date; the second was made by Andrew Lawrence. **Approved: Vote 4-0**

2. **Communications**
   - The May 30, 2019 Gannett Fleming review letter for the McKean Subdivision plan (518 Maple Avenue property) was shared for informational purposes. This is included in the Engineer's Report.

3. **Public Comment**
   - There was no one in the audience; therefore no public comment. This was skipped and revisited at the end of the meeting prior to adjournment.

4. **Controller's Report**
   - **Treasurer's Report**
     Andrew Lawrence made a **motion** to approve the Treasurer's Report for March, April, & May 2019; Francis Tananis made the second. **Approved: Vote 4-0**

   - **QuickBooks Audit Trail Reports**
     Francis Tananis made a **motion** to approve the QuickBooks Audit Trail Reports for March, April, & May 2019; Andrew Lawrence made the second. **Approved: Vote 4-0**

   - **2018 Audit by RLH**
     Discussion ensued regarding the 2018 audit. Andrew Lawrence asked if the auditor's suggestions regarding weaknesses have been addressed. Holly responded that they have been addressed. Barb added that the current auditing firm is addressing things that should have been suggested by the prior auditing firm.

     Andrew Lawrence made a **motion** to accept the 2018 Audit by RLH; Ernest Hess made the second. **Approved: Vote 4-0**

5. **Requests for Adjustments Past Due Accounts**
   - **Past Due Sewer Accounts**
     No action necessary.

- **Requests for Sewer Account Adjustments**
  710151-2 Starry, 51 Birch Dr.
  Requested $50.00 penalty waiver due to a medical emergency and misunderstanding of the timing of late payment application in regard to the night drop box.

  Francis Tananis made a **motion** to waive the $50.00 penalty, applied in March 2019, to account 710151-2. Andrew Lawrence made the second. **Approved: Vote 4-0**

  695400-0 Smith, 354 Maple Ave.
  Requested adjustment due to a broken pipe under blacktop parking area. The excess consumption was 82,000 gallons.

  Due to the water not going into the sewer, Andrew Lawrence made a **motion** to credit sewer account 695400-0 in the amount of $399.34. Francis Tananis made the second**.** **Approved: Vote 4-0**

  710362-0 Wade, 25 Hemlock Dr.
  Requested a $50.00 penalty waiver because a neighbor had their bill and did not give it to them until the bill was past due.

  Due to it being the first request for a penalty waiver, Andrew Lawrence made a **motion** to credit the $50 penalty to account 710362-0. Ernest Hess made the second. **Approved: Vote 4-0**

6. Report from Engineer, Joseph Strauch, P.E. for Michael Mehaffey, P.E.

- **Quarterly Report**
  Joseph Strauch provided the members with a report of current Authority Engineering Activities. He reviewed the report. The report will be included as part of official minutes.

7. Report from Solicitor

- Solicitor McQuaide reported that things are quiet. He had nothing to add.

8. New Business

- Holly reported that Ryan Gladhill completed the required training hours to renew his Wastewater System Operators License. Gladhill's license has been renewed through June 2022.

9. Old Business

- Chapel View Pump Station
  Holly reported that Scott Small completed the OmniSite callout system upgrade She added that the dead bushes around the station are scheduled to be replaced by Simply Willow Plants.

10. Announcements/Comments

- Board of Supervisors Meeting: June 17, 2019 at 6:30 p.m.
- Zoning Hearing Board: July 10, 2019 at 6:00 p.m.
- Planning Commission: July 11, 2019 at 6:00 p.m.
- Municipal Authority: September 9, 2019 at 5:30 p.m.

Barb Krebs advised public comment was not covered in prior discussion; therefore, it was then addressed.
At 5:59 p.m., Francis Tananis made a **motion** to adjourn; Ernest Hess made the second.
Approved: Vote 4-0

Respectfully Submitted,
Holly Zepp, Municipal Authority Controller

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: June 10, 2019

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

The Township has retained Conewago Enterprises, Inc. for the 2019 Street Improvement Project which will include bituminous overlays and drainage improvements on portions of North Third Street, Blettner Avenue and Oxford Avenue. Utility adjustments may be required for manholes and water valves. Work is anticipated to start in early to mid-June.

2. DEVELOPMENTS

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

Blettner Avenue Industrial Buildings – This project, consisting of two large industrial buildings (uses yet unassigned) is being reviewed by Township planning staff. It is proposing new sanitary sewer connections for each building. It is a Preliminary/Final Plan being considered.

Harry McKean Subdivision – This project consists of a single residential lot being "divided" into one additional single-family residential unit (with a single new, gravity, sanitary sewer connection).

Centennial Circle – This project would consist of the creation of eleven (11) single family lots (all served with individual low-pressure sewer), connected to the Township's sanitary sewer system. The future of this proposal is currently delayed due to the conceptual alignment of the Eisenhower Extension project (which transects the adjacent property). This plan is on hold at the request of the Developer.

3. PLANNING

Mapping – Our office continues to assist with updates to the Sanitary Sewer Mapping (GIS) Platform as needed. In addition, the Township has completed 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. A final QAQC effort is occurring now to check the posted map.

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 has been reviewed and the improvement list has been provided to the contractor. The contractor is currently confirming the rehabilitation schedule.

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.