CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
June 14, 2021

The Conewago Township Municipal Authority met on June 14, 2021, for their Regular Meeting at the Township Office.

The following were in attendance:

Christopher Stroup, Chair	Andrew Lawrence, Vice-Chair	Virginia Thornton, P.E.
Thomas Klunk	Solicitor Robert McQuaide	Holly Zepp

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

Kevin Fox of Gannet Fleming, Robert Miller of 3176 Hanover Pike and Fred Wilke of 248 Oxford Avenue were in the audience.

Chairman Christopher 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 held March 8, 2021, the second was made by Andrew Lawrence. **Approved: Vote 4-0**

2. **Communications**
   - March 18, 2021 from Solicitor McQuaide: Blettner Ave. Industrial Buildings-plan withdrawn. Andrew Lawrence made a **motion** to ratify the release of the bond for the Blettner Avenue Buildings in the amount of $40,772.60; Thomas Klunk made the second. **Approved: Vote 4-0**

   - April 29, 2021 from Adams County Sheriff's Office: Sheriff Sale bidding process change. Solicitor McQuaide reviewed the new on-line process with the Authority members.

3. **Public Comment**
   - Mr. Robert Miller expressed the following concerns: transparency-he is not satisfied with the decision of the Conewago Township Municipal Authority Board in regard to what is placed on the website and that meetings are not shown on Facebook. He made a comparison as to what is on the Conewago Township website for Conewago Township. He indicated that this issue is minor compared to the financial management of the Authority. He feels the residents are due an explanation an explanation in regard to accumulating reserves.
   - Mr. Fred Wilke commented that he agreed with Mr. Miller.

     Chairman Stroup responded that the a response will be provided at the next meeting. The members, along with Solicitor McQuaide were in agreement.

4. **Controller's Report**
   - **Treasurer's Report**
     Lynn Toft made a **motion** to approve the Treasurer's Report for March, April and May 2021; Andrew Lawrence made the second. **Approved: Vote 4-0**

   - **QuickBooks Audit Trail Reports**
     Andrew Lawrence made a **motion** to approve the QuickBooks Audit Trail for March, April and May 2021; Lynn Toft made the second. **Approved: Vote 4-0**
   - **Members 1st Cash Management**
     Holly indicated that $1,250,000 was transferred from the checking account earning .05% to the money market earning .10%. She stated she was unable to get the $20 monthly fee waived for the

Cash Management Account. Andrew Lawrence suggested moving an additional $500,000 to the money market; the Board was in agreement to transfer the funds.

- **2020 Annual Audit**
  Lynn Toft made a **motion** to accept the 2020 Annual Audit submitted by Brown, Shultz, Sheridan and Fritz. Andrew Lawrence made the second. **Approved: Vote 4-0**

  Andrew Lawrence commended Holly's performance in regard to the audit.

5. Requests for Adjustments Past Due Accounts

- **Past Due Sewer Accounts**
  The process of placing Municipal Liens will begin on the following properties: 5729 Hanover Road and 1056 Water Dr.

- **Municipal Lien Activity**
  Municipal Liens were placed by Solicitor McQuaide on the following properties: 68 Seneca Drive, 40 Sandy Court, 3196 Hanover Pike. Holly commented that the balance on the property at 729-731 Third Street has been satisfied. Solicitor McQuaide's office will be notified to release the lien.

- **Requests for Sewer Account Adjustments**
  693900-0 Staub, 20 Linden Ave.
  Andrew Lawrence made a **motion** to adjust account 693900-0 to reflect usage of 19,000 gallons for the May 2021 billing. Lynn Toft made the second. **Approved: Vote 4-0**

  695950-0 Elm Avenue Car Wash, 703 W. Elm Ave.
  Andrew Lawrence made a **motion** to adjust account 695950-0 to reflect a usage of 167,000 gallons for the February 2021 billing. Mr. Klunk made the second. **Approved: Vote 4-0**

  701298-1 Lupian, 427 N Third St.
  Thomas Klunk **motioned** to give a first time $50.00 penalty waiver to account 701298-1 applied in March 2021. Lynn Toft made the second. **Approved: Vote 4-0**

  709620-2 Trone Rental tenant, 99 Conewago Dr.
  Thomas Klunk **motioned** to give a first time $50.00 penalty waiver to account 709620-2 applied in March 2021. Lynn Toft made the second. **Approved: Vote 4-0**

  710380-0 Engie Impact representing Vulcan, 875 Oxford Ave.
  Andrew Lawrence **motioned** to give a first time 10% waiver of $17.53 to account 710380-0 applied in March 2021. Thomas Klunk made the second. **Approved: Vote 4-0**

  726742-0 Witt, 60 Sycamore Ln.
  Lynn Toft **motioned** to give a first time $50.00 penalty waiver to account 726742-0 applied in March 2021. Andrew Lawrence made the second. **Approved: Vote 4-0**

  726895-0 Leatherman, 525 Poplar St.
  Andrew Lawrence **motioned** to give a first time $50.00 penalty waiver to account 726895-0 applied in March 2021. Lynn Toft made the second. **Approved: Vote 4-0**

  824374-0 Manville, 83 Dickinson Dr.
  Andrew Lawrence **motioned** to give a first time $50.00 penalty waiver to account 824374-0 applied on March 19, 2021. Thomas Klunk made the second. **Approved: Vote: 4-0**

- **Water Shut Off for non-payment**

Scheduled for July 20, 2021

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

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

7. Report from Solicitor McQuaide

- Solicitor McQuaide followed up on Mr. Tananis' question from the March 2021 meeting in regard to holding the Reorganization Meeting in December. Solicitor McQuaide provided correspondence in which he suggested reorganizing in January. Andrew Lawrence clarified with Solicitor McQuaide that the authority may continue holding the reorganization meeting in March. This is allowable. Solicitor McQuaide's written response will become a permanent part of the minutes.

8. New Business

- Nothing discussed

9. Old Business

- Nothing discussed

10. Announcements/Comments

- Board of Supervisors Meeting: June 21, 2021 at 6:30 p.m.
- Zoning Hearing Board: July 7, 2021 at 6:00 p.m.
- Planning Commission: July 1, 2021 at 6:00 p.m.
- Municipal Authority: September 13, 2021 at 5:30 p.m.

Mr. Fred Wilke suggested that the Authority put a second public comment section toward the end of the meeting.

At 6:49 p.m., Christopher Stroup made a **motion** to adjourn; Andrew Lawrence made the second.

Approved: Vote 4-0

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller

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March 22, 2021

Via email rdg7601@comcast.net
Christ Stroup, Chairman
Conewago Township Municipal Authority

Re: Reorganization Meeting

Dear Chris:

At the last meeting of the board, the question arose as to whether, under the law, the reorganization meeting can be held in December, and if not, when should it be held? Based upon the Authority's articles of incorporation, and the Municipal Authorities Act, I suggest it is more appropriate to reorganize in the month of January.

The original articles of incorporation set the terms of office for each board member as commencing on January 1. The current Municipal Authorities Act at 53 Pa. C.S.A. §5610(a)(l) has board members' terms starting "from the first Monday in January". Therefore, in any year that the board has a new member who has been reappointed, the board should only reorganize as reconstituted. Since that does not occur until either January 1, or the first Monday in January, it is advisable for the board to reorganize after the first Monday in January. It is best to reorganize as soon thereafter as reasonable.

Certainly, the third Monday in January makes sense.

Please call if you have any questions.

Very truly yours,

Robert L. McQuaide

RLM:mek
cc - Holly Zepp, via email

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: June 14, 2021

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

2021 Street Maintenance Project - An ultra-thin bonded wearing course will be applied to Evergreen Drive, Oak Drive, Locust Drive, Maple Drive, and Sherry Drive.

2. DEVELOPMENTS

Blettner Avenue Industrial Buildings – This project, consisting of two large industrial buildings that required the use of a low-pressure grinder pump (with stream crossing) will be withdrawn.

Centennial Acres – This project, four (4) roadside frontage single family lots served by a private low-pressure sewer has been connected to the Township's sanitary sewer system.

Mavis Tire – This project is currently served by 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.

Chapel Ridge – This project is nearing completion of Phase II and will likely be looking for dedication of public facilities in 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.

Precision Cuts – 60 Ram Drive & 214 Ram Drive – These projects consist of building and

parking lot expansions at industrial buildings that are currently connected to the Township's sanitary sewer system.

Residences on Church – This project, thirty-nine (39) single family attached dwellings, was conditionally approved in April 2021 and will be connected to the Township's sanitary sewer system.

Preliminary Plans – there are two active preliminary plans in the Township proposing single family homes – approximately ninety (90) dwellings with Arrow's Pointe and approximately one-hundred seventy (170) with Chapel Meadows.

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

2021/2022 Sanitary Sewer Investigation/Rehabilitation – It is recommended that CTMA complete the final stage of the sewer investigation/rehabilitation initiative. This final stage would include inspecting Sewersheds 4 and 6 as Sewersheds 1, 2, 3, 5 and 7 have been previously investigated and repaired. The Borough of Hanover has already moved forward with their 2021 rehabilitation project, so we recommended that CTMA move forward independently at this time. This project would include the inspection of Sewersheds 4 and 6 and the rehabilitation of any identified and known deficiencies in the system.

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.