CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
March 11, 2019

The Conewago Township Municipal Authority met on March 11, 2019 for their Reorganizational & Regular Meeting at the Township Office.

The following were in attendance:

Chris Stroup	Lynn Toft	Michael Mehaffey, PE	Barbara Krebs
Francis Tananis	Ernest Hess	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.

Resignation of Zachary Brillhart
Francis Tananis made a **motion** to accept the resignation of Zachary Brillhart from the Municipal Authority Board. Lynn Toft made the second. **Approved: Vote 3-0**

Upon the recommendation of the Board of Supervisors, Francis Tananis made a **motion** to appoint Ernest Hess to the Municipal Authority Board to serve the remainder of Zachary Brillhart's term. Lynn Toft made the second. **Motion carries: Vote 3-0**

Reorganization

- Chairman Stroup requested the Solicitor, Robert McQuaide, preside over the meeting to begin the reorganization. Solicitor McQuaide asked the board to entertain a motion for Chairman. Francis Tananis made a **motion** to nominate Christopher Stroup as Chairman. Lynn Toft made the second. There were no other nominations for Chairman. Solicitor McQuaide closed the nominations. The board voted unanimously for Christopher Stroup as Chairman.
- Solicitor McQuaide turned the meeting over to Chairman Stroup who asked for nominations for Vice Chairman. Francis Tananis made a **motion** to nominate Lynn Toft as Vice Chairman. Ernest Hess made the second. There were no other nominations for Vice Chairman. The board voted unanimously for Lynn Toft as Vice Chairman.
- Chairman Stroup requested nominations for Secretary/Treasurer. Lynn Toft made a **motion** to nominate Francis Tananis as Secretary /Treasurer. Ernest Hess made the second. There were no other nominations for Secretary/Treasurer. The board voted unanimously for Francis Tananis as Secretary/Treasurer.
- Francis Tananis made a **motion** to adopt June 10, 2019, September 9, 2019 and December 9, 2019, beginning at 5:30 p.m., as their regularly scheduled meetings. Ernest Hess made the second. The board voted unanimously for the meeting dates as advertised.
- Francis Tananis made a motion to reappoint Holly Zepp as the Municipal Authority Controller at the established 2019 rate. Ernest Hess made the second. The board voted unanimously in favor of reappointing Holly Zepp as Municipal Authority Controller at the 2019 established rate.

The reorganization portion of the meeting closed at 5:35 p.m.

1. Minutes

- Francis Tananis made a **motion** to approve the minutes of the Regular Meeting held December 10, 2018, as presented; the second was made by Lynn Toft. **Approved: Vote 4-0**

2. Communications

- Included with Engineer's Report.

3. **Public Comment**-none

4. **Controller's Report**
   - **Treasurer's Report**
     Lynn Toft made a **motion** to approve the Treasurer's Report for December 2018, January & February 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 December 2018; January & February 2019; Ernest Hess made the second. **Approved: Vote 4-0**

   - **Resolution 2019-A Disposition of Records**
     Lynn Toft made a **motion** to approve Resolution 2019-A Disposition of Records. Francis Tananis made the second. **Approved: Vote 4-0**

   - **Reaffirm Bank/Investment Account Signers**
     Francis Tananis made a motion to reaffirm the signers on the bank and investment accounts as Authority Chairman, Authority Secretary/Treasurer, the Township Treasurer and the Township Assistant Secretary/Treasurer. Lynn Toft made the second. **Approved: Vote 4-0**

   - **2018 Audit Update**
     Holly reported that the 2018 audit in draft form, prepared and performed by RLH, has been received and is being reviewed. She expressed contentment with the auditing firm and added that the DCED filing needs to be completed by June 30, 2019.

5. **Requests for Adjustments/Past Due Accounts**
   - **Past Due Sewer Accounts**
     Holly Zepp was directed to forward information to Solicitor McQuaide to begin the process of placing a Municipal Lien on 655 Third Street and 179 Seneca Drive.

   - **Requests for Sewer Account Adjustments**
     695340 Kopp, 366 Maple Drive.
     Request for 10% penalty waiver in December 2018. Never late.
     Francis Tananis made a **motion** to waive the 10% penalty applied in December 2018 to account 695340. Lynn Toft made the second. **Approved: Vote 4-0**

     721750 Gill, 603 ½ Third St.
     Request for an adjustment due to frozen pipes in basement, included plumber bill.
     Lynn Toft made a **motion** to have Holly make an adjustment to account 721758 for excess consumption in the May 2019 billing, if warranted; Francis Tananis made the second.
     Approved: Vote 4-0

     739380 Otero, 2957 Hanover Rd.
     Request for the $50 penalty to be waived or a payment plan-from December 2018. She had paid $30 toward the penalty.

     Francis Tananis made a **motion** to deny the request and set up a payment plan for the $50 penalty applied in December 2018 to account 739380. The motion was not seconded and perished.

     Lynn Toft made a **motion** to waive $20.00 from account 739380, Ernest Hess made the second. Francis Tananis cast an opposing vote. **Motion carried: Vote 3-1**
     824366 Metts, 80 Dickinson Dr.
     Request for a waiver of the 10% penalty applied to the November 2018 billing. Never late.
     Francis Tananis made a **motion** to waive the 10% penalty applied in December 2018 to account 824366; Ernest Hess made the second. **Approved: Vote 4-0**

738790 Metzger, 270 Puma Dr.
Request for a waiver of the 10% penalty applied in March 2019, due to the bank sending payment to Hanover Borough instead of Conewago Township.
Francis Tananis made a **motion** to waive the 10% penalty applied in March 2019 to account 738790; Ernest Hess made the second. **Approved: Vote 4-0**

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

Michael Mehaffey provided the members with a report of current Authority Engineering Activities. The report will be included as part of official minutes. The following items were discussed:

- **Quarterly Report**
  Mr. Mehaffey reviewed the quarterly engineering report.

- **2018/2019 Sewer Rehabilitaion Project**
  Mike Mehaffey gave an update on the project. The televising and cleaning of the sewer system within Sewersheds 2 & 7 has been completed and the repair portion is being confirmed with the contractor, Insight Pipe. The Notice to Proceed was sent to Insight Pipe on February 8, 2019 with the substantial completion date of September 9, 2019.

  Mr. Mehaffey said the project is well under budget and informed the Board that Costars pricing is no longer available for such projects. Mr. ReHab provided pricing for additional cleaning and televising not utilizing Costars and the pricing was the same. He asked if the unused portion of the budget be used to begin the process of doing the cleaning and televising of the remaining sewer sheds 1,3, and 5. He consulted Solicitor McQuaide, who confirmed the new portion needs to be open for public bidding. Barb Krebs concurred. Barb added that the engineering costs would be additional. Discussion ensued.

  Ernest Hess made a **motion** to have Gannett Fleming bid out the scope of services for cleaning and televising sewer sheds 1, 3, and 5; and authorize the township staff to award the bid according to the areas needing completed including the additional engineering fees, with the total costs not to exceed $150,000.00. Lynn Toft made the second. **Approved: Vote 4-0**

- **2018 Municipal Wasteload Management Report-Chapter 94 Report**
  The Authority members were provided a copy of the Conewago Township Municipal Authority Chapter 94 Report for 2018. Mike Mehaffey reviewed the report with the members.

  Francis Tananis made a **motion** to accept and submit the 2018 Chapter 94 report, as prepared by Gannett Fleming, to the Borough of Hanover for inclusion with their Chapter 94 submission to PA DEP. Ernest Hess made the second. **Approved: Vote: 4-0**

- **Engineer's Annual Report**
  Michael Mehaffey handed out the final copy of the 2018 Engineer's Annual Report. He said that the Authority is financially sound and the pump stations are in good order.

  Ernest Hess made a **motion** to accept the 2018 Engineer's Annual Report, as prepared by Gannett Fleming, Lynn Toft made the second. **Approved: Vote 4-0**

7. Report from Solicitor

- Solicitor McQuaide had nothing else to add.

8. New Business

- None

9. Old Business

- **Pump Stations**
  Holly Zepp indicated that the wet wells at both pump stations were cleaned on January 30, 2019.

She added OmniSite, the telephone notification system at both pump stations, needs to be upgraded at $300 per station. She said that Scott Small. Maintenance Manager, said he can do the upgrade rather than an outside company and save a considerable amount of money.

10. Announcements/Comments

- Board of Supervisors Meeting: March 18, 2019 at 6:30 p.m.
- Zoning Hearing Board: April 3, 2019 at 6:00 p.m.
- Planning Commission: April 4, 2019 at 6:00 p.m.
- Municipal Authority: June 10, 2019 at 5:30 p.m.

At 6:10 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

Gannett Fleming

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: March 11, 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

There are no active Township led construction projects occurring currently. The Township is preparing Contract Documents for the 2019 Street Improvement Project which will include bituminous overlays on portions of North Third Street, Blettner Avenue and Oxford Avenue. Utility adjustments may be required for manholes and water valves.

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 also now been approved. At this time, there still do 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) – This plan has been rescinded from any further consideration.

Linden Avenue (J.A. Myers) – This project, consisting of three duplexes (6 units total) is nearing completion, with As-Built Plans being submitted for review.

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.

Centennial Road – This project, consisting of eleven (11) new single-family residences, will utilize a private (low pressure) sanitary sewer system with a single connection to the Township's system in Centennial Road. It is a Preliminary Plan and is being actively reviewed by Township planning staff.

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

2018 Municipal Wasteload Management Report (Chapter 94 Report) – The Pennsylvania Department of Environmental Protection (PADEP) set forth general provisions and information requirements to be included in an annual report on all wastewater facilities. Gannett Fleming has completed this report and upon Authority approval, will submit the required report to the Borough of Hanover for inclusion with their submission to PADEP. In summary, the existing CMTA facilities are adequately sized to accommodate future projected growth.

2018 Annual Report – The 2018 Annual Report has been developed to final draft form and was issued to Township Staff and the Authority for review. Comments have been received and addressed. The report indicates the overall condition of the sanitary sewer system from a maintenance, operational and financial perspective. Overall, the system is in excellent condition.

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.

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