CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
March 8, 2021

The Conewago Township Municipal Authority met on March 8, 2021, for their Reorganizational and Regular Meeting at the Township Office. Social distancing and face masks were recommended 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 Robert McQuaide	

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

Tony Eline of 12 Linden Avenue and Charlotte Shaffer of 44 S.Allwood Drive were in the audience.

Chairman Christopher Stroup brought the meeting to order at 5:36 p.m. with the Pledge to the Flag and a moment of silence.

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. Andrew Lawrence made a **motion** to nominate Christopher Stroup as Chairman. Francis Tananis made the second. There were no other nominations for Chairman. There was no discussion. Solicitor McQuaide closed the nominations. The board voted unanimously for Christopher Stroup as Chairman. There was a technical difficulty with the telephone connection with Lynn Toft. Solicitor McQuaide confirmed her vote, which was in favor of Christopher Stroup.

- Solicitor McQuaide turned the meeting over to Chairman Stroup who asked for nominations for Vice Chairman. Francis Tananis made a **motion** to nominate Andrew Lawrence as Vice Chairman. Thomas Klunk made the second. There were no other nominations for Vice Chairman. There was no discussion. The board voted unanimously for Andrew Lawrence as Vice Chairman.

- Chairman Stroup requested nominations for Secretary/Treasurer. Andrew Lawrence made a **motion** to nominate Francis Tananis as Secretary /Treasurer. Lynn Toft made the second. There were no other nominations for Secretary/Treasurer. There was no discussion. The board voted unanimously for Francis Tananis as Secretary/Treasurer.

- Lynn Toft made a **motion** to adopt June 14, 2021; September 13, 2021; and December 13, 2021; beginning at 5:30 p.m., as their regularly scheduled meetings. Andrew Lawrence made the second. The board voted unanimously for the meeting dates as advertised.

- Lynn Toft made a **motion** to reappoint Holly Zepp as the Municipal Authority Controller at the established 2021 rate. Francis Tananis made the second. The board voted unanimously in favor of reappointing Holly Zepp as Municipal Authority Controller at the 2021 established rate.

  There was discussion in regard to who determines Holly's salary because there is no manager. The Authority members feel that they should be involved.

- The Board acknowledged Gannett Fleming as the engineer for the Authority and Solicitor Robert L. McQuaide of Barley Snyder as Solicitor for the Authority.

- Francis Tananis made a motion to hold the 2022 Reorganization meeting in December or January depending on what the Solicitor reports in regard to the legalities of having the meeting in December. After discussion, the motion died due to lack of a second. Solicitor McQuaide will research and provide a resolution if necessary. The date of the 2022 Reorganization Meeting date was tabled until the next Municipal Authority Meeting.

The reorganization portion of the meeting closed at 5:47 p.m.; the regular portion commenced.

1. **Minutes**
   - Lynn Toft made a **motion** to approve the minutes of the Regular Meeting held December 14, 2020 the second was made by Francis Tananis. **Approved: Vote 5-0**

2. **Communications**
   A December 31, 2020 Gannett Fleming Review letter in regard to the Residence on Church was shared with the members. No action was necessary.

3. **Public Comment-**None when requested.

4. **Controller's Report**
   - **Treasurer's Report**
     Andrew Lawrence made a **motion** to approve the Treasurer's Report for December 2020; January and February 2021; Francis Tananis made the second. **Approved: Vote 5-0**

   - **QuickBooks Audit Trail Reports**
     Andrew Lawrence made a **motion** to approve the QuickBooks Audit Trail Reports for December 2020; January and February 2021; Lynn Toft made the second. **Approved: Vote 5-0**

   - **Disposition of Records: Resolution 2021-A**
     Francis Tananis made a **motion** to approve Resolution 2021-A for the disposition of records. Lynn Toft made the second**.** **Approved: Vote 5-0**

   - **Investment Fund Discussion**
     Holly followed up from the December meeting and reported that M & T did not have significantly higher yielding rates for longer term certificates of deposit. She said she made an inquiry to Members 1st who has the Authority checking account and money market. The representative offered a Cash Management package which includes a higher rate money market for a service fee of $20.00 per month. The rate is comparable to CD rates and is totally liquid. She prepared a rate comparison chart and shared with the Board. Currently, Members 1st does not charge any fees.

     Andrew Lawrence made a **motion** to have the Member's 1ST accounts changed to the Cash Management program and move $1,250,000.00 to the Cash Management's Money Market and try to get the $20.00 fee waived. Thomas Klunk made the second. **Approved: Vote 5-0**

   - **Audit Engagement Letter**
     Lynn Toft made a **motion** to accept the Audit Engagement letter from Brown, Shultz, Sheridan and Fritz to perform the 2020 Annual audit. Andrew Lawrence made the second.
     Approved: Vote 5-0

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

- **Municipal Lien Activity**
  Lien notice letters were sent by Solicitor McQuaide to the property owners of 68 Seneca Drive, 40 Sandy Court, 3196 Hanover Pike, and 276 Oxford Avenue. The owner of 276 Oxford paid the arrears; however, there was a mistake on the check. The check was sent back to be corrected.

- **Requests for Sewer Account Adjustments**

  2000-0 and 710754-2 Foundation First Property Group, 3218 Hanover Pike and 30 Star Dr.
  Due to this being the first late fee waiver, Andrew Lawrence made a **motion** to grant forgiveness of the 10% late fees applied in December 2020 to accounts 2000-0 and 710754-2. Francis Tananis made the second. **Approved: Vote 5-0**

  694770-0 R. Cole, 610 Maple Ave.
  Due to this being a first time late fee waiver, Andrew Lawrence made a **motion** to waive the 10% and $50.00 penalties added in December 2020 to account 694770-0. Mr. Tananis made the second.
  Approved: Vote 5-0

  710736-0 M. Diamayuga, 4 Star Dr.
  Due to this being the first late fee waiver, Lynn Toft made a **motion** to waive the $50.00 late fee added in December 2020 to account 710736-0. Andrew Lawrence made the second.
  Approved: Vote 5-0

  725850-1 S. Skelly, 20 Lincoln Dr.
  Because the property is for sale and the excess water consumption did not go into the sewer, Francis Tananis made a **motion**, to make a special exception and refund by check, the amount of 823.03 to the property owner. Lynn Toft made the second. **Approved: Vote 5-0**

  728541-0 L. Cathers. 60 Knisley Dr.
  Due to this being the first late fee waiver, Andrew Lawrence made a **motion** to waive both of the fees applied in December 2020 to account 728541-0 Francis Tananis made the second.
  Approved: Vote 5-0

  731850-0 D. Noel 232 South St.
  Due to this being the first late fee waiver, Andrew Lawrence made a **motion** to waive the $50.00 penalty applied in December 2020 to account 694770-0 Francis Tananis made the second.
  Approved: Vote 5-0

  820970-2; 820980-2; 820982-2; 820972-2 Shopping Center, Centennial Rd.
  Due to a billing error, Andrew Lawrence made a **motion** to waive the late fees applied in December 2020 to accounts 820970-2; 820980-2; 820982-2; 820972-2; 824420-0. Lynn Toft made the second.
  Approved: Vote 5-0

  824420-0 D. Bolton, 74 Los Alamitos Cir.
  Due to this being the first late fee waiver and Covid issues, Andrew Lawrence made a **motion** to waive the $50.00 applied in December 2020 to account 824420-0 Francis Tananis made the second.
  Approved: Vote 5-0

- **Water Shut Off for non-payment:**
  . January 2021 update: Holly reported that there are currently four payment plans in effect. Next shut-off is scheduled for April 20, 2021

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.

- **I & I Project: Allwood Manor Infiltration**
  Holly explained that there is excessive infiltration coming from the Allwood Manor development. This is causing high water alarms at the Allwood Pump Station. Discussion ensued and Allwood Manor will be included in the next round of televising for the Sewer Rehab project.

Andrew Lawrence made a **motion** to authorize Gannet Fleming to put together a bid package for the remaining sewer sheds 4 and 6. Lynn Toft made the second. **Approved: Vote 5-0**

- **Lateral Replacement for discussion**
  Chairman Stroup suggested that the next round of rehabilitation could be checking laterals, even though they are not under the Authority's ownership.

- **2020 Wasteload Management Report *aka* Chapter 94 Report to Hanover Borough**
  Lynn Toft made a **motion** to accept the 2020 Wasteload Management Report as prepared by Gannett Fleming. Andrew Lawrence made the second. **Approved: Vote 5-0**

- **Engineer's Annual Report**
  Francis Tananis made a **motion** to accept the 2020 Engineer's Annual Report as presented, Andrew Lawrence made the second. **Approved: Vote 5-0**

7. Report from Solicitor McQuaide

- Solicitor McQuaide had nothing for the good of the order.

8. New Business

- **Township Website-Authority Information**
  Holly researched area municipalities' websites and shared the findings with the Authority. After discussion, the Authority members decided to have meeting minutes and the annual budget placed on the website. Charlotte Shaffer interjected the website is township property and Holly is not permitted to access. Holly was directed to forward the Authority minutes and annual budget to the Township Secretary Treasurer to be placed on the Township website.

9. Old Business

- **Office Staffing**
  At 7:01 p.m. Chairman Stroup called an executive session with the Board, Solicitor and Holly Zepp. The engineer was excused from the meeting.
  At 8:20 p.m. the regular meeting reconvened. Chairman Stroup indicated the Executive Session was to discuss personnel.

10. Announcements/Comments

- Board of Supervisors Meeting: March 15, 2021 at 6:30 p.m.
- Zoning Hearing Board: April 7, 2021 at 6:00 p.m.
- Planning Commission: April 1, 2021 at 6:00 p.m.
- Municipal Authority: June 14, 2021 at 5:30 p.m.

At 8:21 p.m., Lynn Toft made a **motion** to adjourn; Francis Tananis made the second.

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: March 8, 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

No active projects.

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 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.

3. 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.

4. AUTHORITY CONSTRUCTION PROJECTS

2020 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 completed this report and submitted it the Township on February 22, 2021. The required report was then submitted the same day by the Township 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.

2020 Annual Report – The 2020 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