CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
September 10, 2018

The Conewago Township Municipal Authority met on September 10, 2018 for their Regular Meeting at the Township Office.

The following were in attendance:

Andrew Lawrence	Lynn Toft	Michael Mehaffey, PE	Barbara Krebs
Francis Tananis	Zachary Brillhart	Solicitor Robert L. McQuaide	Holly Zepp

There was no one in the audience.

Vice Chairman Andrew Lawrence brought the meeting to order at 5:40 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 on June 11, 2018, as presented; the second was made by Zachary Brillhart. **Approved: Vote 4-0**

2. **Communications**
   - A June 29, 2018 letter from PA DEP was shared in regard to the 2017 Chapter 94 Report indicating the report was acceptable.
   - Solicitor McQuaide's July 12, 2018 letter announcing his affiliation with the law firm of Barley Snyder was provided to the Authority. Solicitor McQuaide commented that he will have additional responsibilities in this role. Mr. Lawrence congratulated Mr. McQuaide in his new endeavor.

3. **Public Comment**-none

4. **Controller's Report**
   - **Treasurer's Report**
     Lynn Toft made a **motion** to approve the Treasurer's Report, as presented, for June 1, 2018 to August 31, 2018. 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 June, July, and August 2018; Lynn Toft made the second. **Approved: Vote 4-0**

   - **2017 Audit by RLH, CPA's**
     The Authority members were provided with copies of the 2017 Audit and the auditor's recommendations for improvements. Holly explained that the recommendations are being addressed.

     Included in their recommendations, RLH advised that the sewer billing software be linked to QuickBooks. Andrew Lawrence stated that he has experience with linking systems with QuickBooks and indicated that it would be detrimental to our processes, so he is not in favor of implementing the process.

Francis Tananis made a **motion** to accept the 2017 Audit As prepared by RLH, CPA's; Lynn Toft made the second. **Approved: Vote 4-0**

- **Reimbursement Agreement in regard to Centennial Road Tapping Fees**
  Discussion ensued in regard to the Reimbursement Agreement dated June 8, 2015 between the Municipal Authority and J.A. Myers regarding the Chapel View Sanitary Sewer Construction.

  The agreement states that Mr. Myers is entitled to a portion of the tapping fee collected when a connection is made to the sanitary sewer in Chapel View until April 1, 2025.

  Holly stated that the tapping fee for 3326 Centennial Road connection was collected in full. Per the agreement, a certified notice was sent to Mr. Myers advising him that the fee was collected. According to the agreement, Mr. Myers had 120 days to provide a written response to request the reimbursement. Holly stated that the 120 day period expired on August 31, 2018 and a written request was not provided by J.A. Myers. Holly said an employee of JA Myers contacted her by phone in regard to the notice; however, there was no follow through. Per the agreement, the portion owed to Myers of the $4,600.00 tapping fee is $2264.91.

  Due to current circumstances at J.A. Myers, Barb & Holly asked the Authority to waive the written request for this tapping fee. Barb said we owe it to him. Andy Lawrence agreed and deferred the request to the Solicitor. Solicitor McQuaide said that is acceptable and added that whatever the Authority agrees to, the Authority can waive. Mr. McQuaide gave an explanation of the reimbursement requirement of tapping fees in regard to construction of sanitary sewer.

  A **motion** was made by Zachary Brillhart, for the controller, per the June 8, 2015 Reimbursement Agreement with Joseph A. Myers, to pay Joseph A. Myers $2,264.91 for reimbursement of the tapping fee collected for 3326 Centennial Road, waiving the written request requirement. Lynn Toft made the second. **Approved: Vote 4-0**

  Andy Lawrence requested that Ben Myers be apprised of the situation.

5. Requests for Adjustments/Past Due Accounts

- **Past Due Sewer Accounts**
  No current action necessary. Holly indicated that a Municipal Lien was placed on the property located at 202 Linden Avenue.

- **Waiver/Adjustment Requests**

  697110-0 Myers, 617 Maple Ave., 2nd Floor (tenant)
  Lynn Toft made a **motion** to waive $50 penalty on account 697110-0, at the tenant's request, from the May 2018 billing. Francis Tananis made the second. Zachary Brillhart cast an opposing vote. Motion carries: **Vote 3-1**

  710638-0 Bis, 83 Hemlock Dr.
  Francis Tananis made a **motion** to deny Mr. Bis' request to waive the $50 penalty waived from account 710638-0 incurred in the May 2018 billing. Lynn Toft made the second. **Denied: Vote 4-0**

723700-1 SPG Capital, 512 Third St. (tenant)
Zachary Brillhart made a **motion** to waive $50 penalty on account 723700-1, per the tenant's request, from the May 2018 billing. Lynn Toft made the second.

Approved: Vote 4-0

737506-0 Wilder, 134 Panther Dr.
Possible excess consumption on November 2018 billing because the outside spigot was left running in mid-August.

Francis Tananis made a **motion** to authorize Holly to make an adjustment to account number 737506-0, if the September 2018 water reading is above average, and the property owner puts the request in writing. Lynn Toft made the second.

Approved: Vote 4-0

820365-0 Orndorff, 58 Comanche Trail
Lynn Toft made a motion to waive the 10% penalty of $5.84 applied to account 820365-0 from the May 2018 sewer billing. Francis Tananis made the second. Andrew Lawrence cast an opposing vote. **Motion carries: Vote 3-1**

824026-0 Shepperson, 34 Warm, Breeze Ct.
Lynn Toft made a motion to waive the 10% penalty of 3.90 applied to account 824026-0 from the May 2018 sewer billing. Francis Tananis made the second. Andrew Lawrence cast an opposing vote. **Motion carries: Vote 3-1**

6. **Report from Engineer, Michael Mehaffey, P.E.**
   Michael Mehaffey reviewed his report of current Authority Engineering Activities. The report will be included as part of official minutes. The following items were discussed by Mr. Mehaffey:

   - **Precision Cut-115 Ram Drive**
     The security estimate for the project, in the amount of $ 16,260.42 was acknowledged, and the sewer exemption form was filed. The contractor received approval for a grinder pump to be installed.

   - **Villas at Cattail**
     The bonding is in place and the deed has been sent for recording.

   - **GIS Mapping**
     The mapping will be updated to include Chapel View, Villas at Cattail and the investigative work to be completed by Mr. ReHab will also be included.

   - **2018/2019 Sanitary Sewer Rehabilitation Project**
     Mr. ReHab to complete the investigative work by October 12, 2018.

7. **Report from Solicitor**
   - Solicitor McQuaide had nothing to report.

8. **New Business**
   - There was nothing to discuss.

9. Old Business

- There was nothing discussed.

10. Announcements/Comments

- Board of Supervisors Meeting: September 17, 2018 at 6:30 p.m.
- Zoning Hearing Board: October 3, 2018 at 6:00 p.m.
- Planning Commission: October 4, 2018 at 6:00 p.m.
- Municipal Authority: December 10, 2018 at 5:30 p.m.
- Township Open House: September 15, 2018 from 9 a.m. to noon

At 6:25 p.m., Lynn Toft made a **motion** to adjourn. Mr. Tananis made the second. App**roved: Vote 4-0**

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: September 10, 2018

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

2018 Street Surfacing Project – The Township has completed their 2018 Street Surfacing Project. This includes Wappler, Basilica and North Third Streets. The Township is working now to have the Contractor address a few minor punch list items. Work is now occurring to prepare a scope of 2019 Street Paving Projects.

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 is an expansion of an existing site. The Plan has now been approved by the Township. A submittal was made for an "or equal" substitute to the required E-One Pumping System. This submittal was denied on the basis that is was not equivalent. A single low-pressure grinder pump (core) is proposed to serve the new building addition. A security estimate for sewer related items is proposed in the amount of $ 16,260.42. In addition, an Exemption Form was filed as this project proposes a new connection with public sewer (which is consistent with the Township's sewage facilities planning).

Precision Cuts (64 / 80 Ram Drive) – No action is required by the Authority at this time. The Township is awaiting the outcome of discussions with the Borough on an existing rear alley that is proposed to serve this expanded site.

Linden Avenue (J.A. Myers) – This project, consisting of three duplexes (6 units total) is nearing completion. This project was previously discussed and included the extension of a small section of public sanitary sewer main (from Benn Alley).

Villas at Cattail – The Township has received the bonding and the deed of dedication (which was sent to Solicitor McQuaide for recording).

Chapel View – The bonding has been received and the deed of dedication has been recorded by Solicitor McQuaide.

3. PLANNING

Mapping – Our office continues to assist with updates to the Sanitary Sewer Mapping (GIS) Platform as needed.

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 will begin later this month.

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.