CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
September 14, 2020

The Conewago Township Municipal Authority met on September 14, 2020, for their Regular Meeting at the Township Office. Social distancing and face masks were required 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 L. McQuaide	

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

No one was 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**
   - Andrew Lawrence made a **motion** to approve the minutes of the Regular Meeting held June 8, 2020; the second was made by Lynn Toft. **Approved: Vote 5-0**

2. **Communications**
   - There were no communications.

3. **Public Comment**
   - None

4. **Controller's Report**
   - **Treasurer's Report**
     Andrew Lawrence made a **motion** to approve the Treasurer's Report for June, July, and August 2020; Francis Tananis made the second. **Approved: Vote 5-0**

   - **QuickBooks Audit Trail Reports**
     Francis Tananis made a **motion** to approve the QuickBooks Audit Trail Reports for June, July, and August 2020; Andrew Lawrence made the second. **Approved: Vote 5-0**

   - **2019 Audit by BSSF, CPAs**
     Holly reported that the audit was filed with DCED and the financial statement had been advertised. Also, there were no findings reported by the auditors**.**

     Lynn Toft made a **motion** to accept the 2019 Annual Audit, as performed by Brown, Shultz, Sheridan and Fritz. Francis Tananis made the second. **Approved: Vote 5-0**

   - **Funds transfer from Members 1st to M & T.**
     Lynn Toft made a motion to transfer one million dollars from Members 1st to the M & T Securities Certificates Account in $250,000 increments. Andrew Lawrence made the second. Andrew Lawrence amended the motion to include the certificates cannot incur a penalty of no more than loss of interest, if cashed in early. **Approved: Vote 5-0**

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

- **Requests for Sewer Account Adjustments**
  715740-0 A. Miller, 994 Edgegrove Road
  Underground water leak occurred, Mr. Miller repaired the leak himself.
  Because the water did not go into the sanitary sewer, Francis Tananis made a **motion** to make an adjustment to sewer account 715740-0, utilizing the average consumption. Tom Klunk made the second. **Aprove:d: Vote 5-0**

  701120-0 D. Groft, 141 Sherry Drive
  Francis Tananis **made** a motion to deny Miss Groft's request for a 10% late charge waiver for account 701120, because a waiver was given at a prior date. Thomas Klunk made the second.
  Denied: Vote 5-0

  726764-0 B. Dutterer, 46 Sycamore Lane
  Requested a late charge waiver of $10.71 to August 2020 billing. He utilized auto bill payment to Hanover by mistake, the payment would have been on time.
  Because Mr. Dutterer's payments were never late, Andrew Lawrence made a **motion** to waive the $10.71 late fee to account 726764-0. Lynn Toft made the second. **Approved: Vote 5-0**

  739255 J. Griffith, 28 Pleasant View Drive
  Late charge waiver request by Mrs. Griffith's P.O.A.
  Because Mrs. Griffith's payments were never late, Lynn Toft made a **motion** to waive the 10% late fee for the August 2020 sewer billing. Andrew Lawrence made the second. **Approved: Vote 5-0**

- **Late fee waivers in regard to COVID-19 hardships**
  Due to COVID related financial hardships, Francis Tananis made a **motion** to waive the $50.00 late fee to be applied to the August 2020 sewer billing. Lynn Toft made the second. **Approved: Vote 5-0**

- **Hanover Borough Mandate**
  Until further notice, Hanover Borough will not be shutting off water service for non-payment due to the COVID mandates.

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.

- **Sewer Rehabilitation**
  Mr. Mehaffey reported that the two areas needing immediate attention, on Stafford Drive and Hemlock Drive, discovered during the televising, were repaired. The repairs were approved at the June 2020 Meeting.

- **Carlisle Pike-Sewer Extension**.
  Holly reported that only two property owners contacted the office in regard to the notification letters sent July 1, 2020. They were Tony Smith, owner of a parcel on Carlisle Pike and David Miller of Jacobs Road. She also indicated that Arlene Neiderer and Lisa Neiderer, both of Jacobs Road, approached Supervisor Louann Boyer in regard to the letter. The letter will be part of the official minutes.

  The members were in agreement to continue to have the Carlisle Pike Extension Project on the agenda and continue to assess at future meetings.

7. Report from Solicitor

- Solicitor McQuaide said all is calm in the legal area and he had been filing liens as necessary.

8. New Business

- Chapel View Pump Station exhaust fan was replaced.

9. Old Business

- Nothing was discussed.

10. Announcements/Comments

- Board of Supervisors Meeting: September 21, 2020 at 6:30 p.m.
- Zoning Hearing Board: October 1, 2020 at 6:00 p.m.
- Planning Commission: October 7, 2020 at 6:00 p.m.
- Municipal Authority: December 14, 2020 at 5:30 p.m.

At 6:15 p.m., Andrew Lawrence made a **motion** to adjourn; Lynn Toft made the second.

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: September 14, 2020

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 awarded the Contract for the 2020 Poplar Street Reconstruction Project to Conewago Contractors. Work on this project has been completed.

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 approved and will require the use of a low-pressure grinder pump (with stream crossing) in order to connect.

Centennial Circle – This project has been revised and would consist of the creation of four (4) roadside frontage single family lots (still served with individual low-pressure sewer), connected to the Township's sanitary sewer system. This plan is approved.

Mavis Tire – This project is currently proposing 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. This project has begun site construction operations.

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. should be reviewed by the Authority ahead of the street surfacing next year (to avoid excavation of a newly paved street and to ensure that all items are addressed to satisfaction of CTMA). Our office will 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

2019/2020 Sanitary Sewer Investigation – This project consists of cleaning and televising of approximately 65,000 linear feet of existing 6-inch through 12-inch diameter sanitary sewer mains and inspection of approximately 309 manholes, located within Sewersheds 1, 3 and 5. Upon review

of the inspection videos, there were two areas of concern that required immediate attention. Mr. Rehab submitted a cost and a change order was prepared to perform the repairs. Repairs have been completed and we are currently working to close out the Contract.

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.

July 1, 2020

Name & Address

Re: Sanitary Sewer Service

Dear Property Owner,

The intent of this letter is to inform you that the Conewago Township Municipal Authority is evaluating the potential extension of public sanitary sewer service to the area near your property. A timetable has not yet been established for these potential system improvements. Please keep this in

mind if there is a need to replace/repair your on-lot system. Contact the Township Office if the need arises.

Before any final decisions are made, public meetings will be held to discuss the potential project and the estimated cost that you may incur. When that occurs, you will be notified by mail. Your input as a property owner is important and will be taken into consideration.

The Municipal Authority's quarterly meeting agendas and minutes are available on the Conewago Township website at www.conewagotwp.org; so you can follow the Authority's activities. The regular meetings are held quarterly, the second Monday of the month at 5:30 p.m. at the Township Office. The next meeting is scheduled for September 14, 2020 at 5:30 p.m.

If you have any questions, contact the Township Office at 717-637-0411.

Sincerely,

'Conewago Township Municipal Authority