CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
September 12, 2016

The Conewago Township Municipal Authority met on September 12, 2016 for their Regular Meeting at the Township Office.

The following were in attendance:

Robert LeGore	Lynn Toft	Barbara Krebs
Chris Stroup	P. Eric Mains	Holly Zepp
Francis Tananis	Robert L. McQuaide	

Michel Mehaffey and Dan Hunter from Gannett Fleming were in the audience.

Chairman LeGore brought the meeting to order at 6:00 p.m. with the Pledge to the Flag and a moment of silence.

1. **Minutes**
   - Chris Stroup made a **motion** to approve the minutes of the Regular Meeting held June 13, 2016, as presented; the second was made by Lynn Toft. **Approved: Vote 4-0**

2. **GIS Presentation**
   - Dan Hunter of Gannett Fleming provided a demonstration of the Authority's GIS System developed by Gannett Fleming. Mr. Hunter demonstrated the functionality of the system which included the convenience of utilizing in the field, as well as, in the office.

3. **Communications**-none

4. **Public Comment**-none

5. **Controller's Report**
   - **Treasurer's Report**
     Lynn Toft made a **motion** to approve the Treasurer's Report for June, July and August 2016; Chris Stroup 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 2016; Chris Stroup made the second. **Approved: Vote 4-0**

   - **Banking Information**
     Information from Members First Credit Union and York Traditions Bank regarding deposit accounts was provided to the members. Chris Stroup made a **motion** to transfer the debt services deposit accounts from PNC to Members First Credit Union. Francis Tananis made the second. **Approved: Vote 4-0**

   - **2015 Audit from Stambaugh Ness**
     Francis Tananis made a **motion** to approve the Stambaugh Ness 2015 Audit; Lynn Toft made the second. **Approved: Vote 4-0**

- **Sewer Billing/Credit Card Update**
  A report prepared by Holly was shared showing the customers using the MuniLink Sewer billing customer portal which was implemented in 2015. She reported that out of 2810 accounts: 129 are using the portal to view accounts, 23 residents receive bills through email, and the number of payments using credit cards is increasing.

- **MuniciPAY Notification-August 31, 2016**
  Effective October 1, 2016 the processing fee for credit card payments is increasing from 2.45% to 2.65%, which is passed on to the customer.

6. **Requests for Adjustments/Past Due Accounts**
   - **Past Due Sewer Accounts**
     No action necessary.

   - **Requests for Sewer Account Adjustments**
     931500 Emeco, 850 Elm Avenue
     Chris Stroup made a **motion** to waive the $608.75 penalty from the August 2016 billing for account 931500; Francis Tananis made the second. **Approved: Vote 4-0**

     Lynn Toft suggested that Emeco sign up to have their bills emailed to them. The board was in agreement. Holly was directed to pass the recommendation onto Emeco.

     726796 Rhodes, 31 Dogwood Lane. Requested adjustment for excess consumption; an outside hose was left on for several hours. Hanover did not have reading available prior to meeting.

     Francis Tananis made a **motion** to authorize Holly Zepp to make an adjustment for account 726796; Chris Stroup made the second. **Approved: Vote 4-0**

   - **Discontinued Liens**
     Holly reported that the lien on 54 Galaxy Drive has been discontinued. It was paid with proceeds from Sheriff Sale.

7. **Report from Engineers, P. Eric Mains and Michael Mehaffey**
   - Mr. Mains provided the members with a report of current Authority Engineering Activities. The report will be included as part of official minutes.

   - **2016/2017 Sewer Rehabilitation Project Award-Low bidder Mr. Rehab, Inc. for $209,650.00**
     Francis Tananis made **motion** to provide authorization to our Engineer, Gannett Fleming, to issue the Intent to Award, Notice of Award, and Notice to Proceed for the 2016/2017 Sanitary Sewer Investigation and Rehabilitation Project to the lowest qualified bidder from the September 8, 2016 bid opening pending the submission of all bonds and insurances required for the project and review and acceptance of the bonds, insurances and qualifications package by the Authority Solicitor, Engineer, and Authority Staff; to Mr. Rehab, Inc. in the amount of $209, 650.00. Lynn Toft made the second. **Approved: Vote 4-0**

   - **Sewer Specifications**
     Chris Stroup made a **motion** to authorize Gannett Fleming to update our sewer specifications for their proposed fee of $4,900.00. Francis Tananis made the second. **Approved: Vote 4-0**

- **J.A. Myers Requests Regarding the Chapel View Development.**
  1) Reduce the Letter of Credit for the remaining tapping fees from $193,200.00 to $18,400.00. Holly advised that there are 4 Edu's left to be issued.

  Chris Stroup made **a motion** to approve the reduction of the Letter of Credit for tapping fees for the Chapel View Development from $193,000.00 to $18,400.00. Lynn Toft made the second. **Approved: Vote 4-0**

  2) Request to close out the Performance Bond for Section 2B in the amount of $18,881.50. Eric Mains indicated that he reviewed the as-builts which were adequate and all of the remaining items had been addressed.

  Chris Stroup made a **motion** to close out J.A. Myers' Performance Bond in the amount of $18,881.50 for Chapel View Section 2B. Francis Tananis made the second. **Approved: Vote 4-0**

  3) To close out and return the existing 18 month maintenance bond posted March 9, 2015 in the amount of $54,046.77 for the Chapel View Pump Station. Mr. Mehaffey indicated his inspection determined that the gas pipe going into the building was rusty and Myers corrected it; therefore, everything else was satisfactory with the pump station.

  Chris Stroup made a **motion** to close and return J.A. Myers' Maintenance Bond dated March 9, 2015 for the Chapel View Pump Station in the amount of $54,046.77. Francis Tananis made the second. **Approved: Vote 4-0**

8. Report from Solicitor -Solicitor McQuaide stated he had nothing new for action.

9. New Business-None

10. Old Business

- **55 Savoir Drive- Valve malfunction in force main to the rear.**
  Mike Mehaffey explained the issue had been addressed and DEP had no concerns and no action will be taken by DEP.

- **Standard Operating Procedures & Emergency Contact List**
  Revised to include updated contact numbers for engineer, DEP, and operator. Ryan Gladhill's Maryland operator's license has been transferred to Pennsylvania.

11. Announcements/Comments

- Board of Supervisors Meeting: September 19, 2016 at 7:00 p.m.
- Planning Commission Board Meeting: October 6, 2016 at 7:00 p.m.
- Zoning Hearing Board: October 5, 2016 at 7:00 p.m.
- Municipal Authority Regular Meeting: December 12, 2016 at 6:00 p.m.

At 6:55 p.m., Mr. Tananis made a **motion** to adjourn. Lynn Toft 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: September 12, 2016

This report is provided to assist the Authority maintain 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. CONSTRUCTION PROJECTS

Wetzel Drive – Our office has issued a "Notice to Proceed" to Conewago Enterprises, Inc. for this project. Work is currently under way, with milling operations having begun on September 8, 2016. With regard to sanitary sewer, our office has processed submittals for the replacement of sanitary sewer manhole tops/steps and covers. All new construction will comply with the Authorities current Construction Specifications.

2. DEVELOPMENTS

J.A . Myers (Chapel View) – The Developer has requested that the Township (Authority) assist in closure on various open items associated with this development;

1. Provide a "letter of credit" reduction for tapping fees (noting originally the Developer requested a reduction in January). This issue was addressed by the administrative staff.
2. Close the Performance Bond for Phase 2B. Our office reviewed inspection reports provided by the previous Authority Engineer. It appears that all previously noted areas of concern have been addressed.
3. Close the Maintenance Bond for the pump station. Our office conducted an inspection of the pumping station facility on September 2, 2016. The single item that required attention was an exposed gas line that required wire brushing, primer and coating with an exterior grade paint. The Developer has agreed to complete this and provide photographs to document.

Summit Homes (Villas at Cattail) – The Developer was last tending to some issues related to the repair of a sanitary sewer lateral and correction of a pipe grade issue at the sewer manhole along SR 0116. While it appears that the work has been completed, we have not yet been provided documentation necessary to close out the effort. In addition, there has been no formal offer of dedication for the sanitary sewer facilities within the development.

TRONE Realty (209 Linden Avenue) – The construction work relative to the sanitary sewer facilities is complete, however final restoration of the street has not yet been performed. Two of the six units were issued occupancy permits last week.

TRONE Realty (Wetzel Drive) – This plan remains on hold at the request of the Developer.

3. PLANNING

Mapping – The GIS mapping effort is complete. A presentation of the mapping platform and demonstration of its capabilities will be provided at the September meeting.

PennDOT / State Route 0116 – The resurfacing project is expected to commence in the very near future. Our office will coordinate as necessary to observe the installation / construction of various manhole adjustments.

2016/2017 Sanitary Sewer Rehabilitation Project – Our office has prepared and put out to bid a project that will span two years. The goal of the project was to contract for two years, allowing an increase in the quantity of work which will result in a reduction in unit pricing. Bids were opened September 8, 2016 and will be discussed with the Board for action to select a Contractor. Work will include an initial CCTV inspection of lines and facilities, prioritization of the worst line conditions, repair of those lines and CCTV inspection of the completed repairs (to ensure it was effective). All CCTV video will be added to the GIS system model to allow for easy access and future planning efforts.

Construction Specifications – Our office has reviewed the current specifications and prepared a scope of work to update the Construction Specifications to current industry standards. Our office will work with Township Maintenance / Sewer Staff to draft revisions to the document and expect to have a DRAFT of the document by the next Authority meeting.

4. OTHER ENGINEERING ACTIVITIES

Stormwater User Fee Feasibility Study – While this is a Township initiated project, it will work in concert with the Township Authority and Staff. Work on this project is ongoing (on many fronts). Our office has issued a memo to the Stormwater Advisory Committee regarding potential fee reduction and credits for land owners. The Township staff (including the Sewer Authority Controller) and our office visited Lancaster City who operates a stormwater fee program (since 2014). We were able to gain some valuable insight into their program. An early October field trip is being scheduled for the BOS and the SAC to also meet with the manager there and view some of the "green infrastructure" projects that their program funds. Work remains ongoing with both the fee valuation portion and the GIS mapping portions of the project.

5 Year Street Program – Our office is working to assemble a projection for the BOS of the next five (5) years of street projects. As this progresses, we will be reviewing if any of the existing sewer infrastructure under the streets would require any open cutting for repair so as to avoid excavation of newly paved streets.

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 pmains@gfnet.com.