**CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY**
541 OXFORD AVENUE
HANOVER, PA 17331

# Meeting Minutes
June 10, 2024

The Conewago Township Municipal Authority met on June 10, 2024, for their Regular Meeting at the Township Office.

Secretary/Treasurer Miller called the meeting to order at 5:30 p.m. with the Pledge to the Flag and a moment of silence.

The following were in attendance:

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| Robert Miller, Secretary/Treasurer | Kevin Fox, P.E | David Arndt, Jr. |
| Thomas Klunk | Solicitor Joseph Erb | Holly Zepp |

Due to health concerns, Lynn Toft participated via speaker telephone.

Scott Small, Township Maintenance Manager was in the audience.

All attendees were provided with a copy of the Regular Meeting Agenda. On Thursday, June 6; 2024 the agenda was placed on the Conewago Township website and the bulletin board located in the township lobby.

- Thomas Klunk made a **motion** to approve the agenda, as submitted. Lynn Toft made the second. **Approved: Vote 3-0**

**1. Minutes**
- Thomas Klunk **made** a motion to approve the minutes of the Regular Meeting held March 11, 2024, as submitted. Lynn Toft made the second**.** **Approved: Vote 3-0**

**2. Communications**
- There were no communications to share with the board.

**3. Public Comment**
- There was no public comment.

**4. Controller's Report**
- **Treasurer's Report**
  Thomas Klunk made a **motion** to approve the Treasurer's Report, as submitted for March, April & May 2024. Lynn Toft made the second. **Approved: Vote 3-0**

- **QuickBooks Audit Trail Reports**
  Thomas Klunk motioned to approve the QuickBooks Audit Trail Report for March 1, 2024 through May 31, 2024. Lynn Toft made the second. **Approved: Vote 3-0**

- **Investments**
  Secretary/Treasurer Miller shared and reviewed a spreadsheet showing the rates and terms of the investments through Edward Jones. He commented that it is working the way it should.

  On the advice of Solicitor Erb, Thomas Klunk **motioned** to continue to have the maturing CD's roll over according to the plan. Lynn Toft made the second. **Approved: Vote 3-0**

- **Resolution 2024-A Disposition of Records**
  Thomas Klunk, so **moved,** to approve Resolution 2024-A Disposition of Records; with the understanding that the resolution be signed by the Chair and Vice Chair. Lynn Toft made the second.

**Approved: Vote: Vote 3-0**

5. **Past due sewer bills and requests for waivers**
   - **Past Due Sewer Accounts**
     Due to sewer payment arrears, Holly Zepp was directed to forward property and balance information to Solicitor Erb for sewer accounts 2011-0 and 737140-0; so he can begin the lien process.

   - **Requests for Adjustments**
     No adjustments were requested.

6. **Engineer Report by Kevin Fox, P.E. of Gannett Fleming**
   - **Quarterly Report**
     a. Kevin Fox, reviewed the quarterly Engineer's Report. The report will be a part of the official minutes.
     b. **Televising Project: Portion of Sewer Shed 7**
     Thomas Klunk made a **motion** to ratify the contract with Environmental Services Group to televise a portion of Sewer shed 7 in the amount of $20,685.00; Lynn Toft made the second.
     **Approved: Vote 3-0**
     c. **Residence on Church-full release of financial security**
     Thomas Klunk **motion** to release the remaining financial security of $2,750.00 held for the Residence on Church. Lynn Toft made the second. **Approved: Vote 3-0**

     d. **Elm Avenue /SR2008 Project**
     Thomas Klunk made a **motion** to authorize Gannett Fleming to go ahead with the survey and design of the areas at the intersection of Elm Ave. and Linden Ave. Lynn Toft made the second.
     **Approved: Vote 3-0**
     e. **Service Agreement with Hanover Borough of November 15, 1982**
     Kevin Fox reported that Hanover Borough is planning to update the Service Agreement

7. **Report from Solicitor Joseph Erb, Jr.**
   - Solicitor Erb had nothing to share.

8. **New Business**
   - **Pump Station Equipment Upgrade-Envirep Quote**
     Thomas Klunk made a **motion** to authorize an upgrade to equipment at the pump stations, as recommended by Envirep and Scott Small, at an estimated cost of $12,000.00; with the understanding that it will go over budget. Lynn Toft made the second. **Approved: Vote 3-0**

9. **Old Business**

10. **Announcements/Comments**
    - Board of Supervisors Meeting: June 17, 2024 at 6:30 p.m.
    - Zoning Hearing Board: July 10, 2024 at 6:00 p.m.
    - Planning Commission: July 11, 2024 at 6:00 p.m.
    - Municipal Authority: September 9, 2024 at 5:30 p.m.

At 6.20 p.m., Thomas Klunk made a **motion** to adjourn. Lynn Toft made the second. **Approved: Vote 3-0**

Respectfully Submitted,

Holly Zepp, Administrator

GANNETT FLEMING

**Municipal Authority Engineer's Quarterly Report**
Conewago Township, Adams County, PA
Meeting Date: June 10, 2024

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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. DEVELOPMENTS

**Mavis Tire** *(There is no new development since last report.)* 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.

**Residences on Church**

- This project consists of thirty-four (34) single family attached dwellings.
- The sewers will remain private (not dedicated to the Authority).
- Gannett Fleming reviewed the estimated bond amount of $136,290 and recommended acceptance.
- Sanitary sewer construction started on May 13, 2022 and completed in July 2022. Mandrel and air testing was performed on August 16 and 19, 2022 and passed. Vacuum testing of manholes was performed on June 14, 2023.
- At the September 11, 2023 Authority Board meeting, the Authority approved the developer's request of a financial security reduction from $136,290 to $2,750. The $2,750 is for preparing as-built drawings.
- On December 18, 2023, the developer's engineer submitted draft as-built drawings. GF requested a note on the cover sheet reading, "Sanitary sewers are privately owned and not dedicated to Conewago Township Municipal Authority."
- **As discussed at the March 2024 Authority Board meeting, as-Built drawings were submitted. The remaining financial security of $2,750 may be released.** *This item to be removed from future reports.*

**Eagle Rock** (formerly known as Arrow's Pointe) *(There is no new development since last report.)* Ninety (90) single-family dwellings.

- Construction commenced in the spring of 2023. All the sanitary sewers for Phase 1 are installed. Air acceptance testing is completed. Vacuum testing is completed but will be required to be performed again once the road base course is installed.
- On October 16, 2023, the developer requested a reduction of their Bond reducing the bond amount from $1,083,876.86 to $502,185.46. The Board approved the reduction on December 11, 2023.
- Road base course was installed on some of the roads. On June 4, 2024, contractor tried to perform vacuum test on the manholes located in the roads. However, equipment malfunctioned and only 2 manholes were tested. One manhole passed and the other failed. Testing will be performed in the near future.