CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
September 9, 2024

The Conewago Township Municipal Authority met on September 9, 2024, for their Regular Meeting at the Township Office.

Chair Stroup 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:

Christopher Stroup, Chair	Andrew Lawrence, Vice Chair	David Arndt, Jr.
Robert Miller, Secretary/Treasurer	Kevin Fox, P.E	Holly Zepp
Thomas Klunk	Solicitor Joseph Erb	

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 Friday September 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 5-0**

1. Minutes

- Thomas Klunk **made** a motion to approve the minutes of the Regular Meeting held June 10, 2024, as submitted. Lynn Toft made the second. **Approved: Vote 5-0**

2. Communications

- August 8, 2024 Email Regarding Gannett Fleming/Transystems Merger
  Kevin Fox reported that Gannett Fleming has merged with Transystems, allowing for more options for clients. He added that Gannett's Offices will be relocating to Mechanicsburg.

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 June, July & August 2024. Lynn Toft made the second. **Approved: Vote 5-0**

- **QuickBooks Audit Trail Reports**
  Thomas Klunk **motioned** to approve the QuickBooks Audit Trail Report for June 1, 2024 to August 31, 2024. Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

- **Investments**
  Secretary/Treasurer Miller shared and reviewed an updated spreadsheet showing the rates and terms of the investments through Edward Jones. Vice Chair Lawrence suggested moving more funds into the investment account at Edward Jones. Discussion ensued.

Thomas Klunk made a **motion** to transfer $250,000.00 from Members First to the Edward Jones Investment account. Vice Chair Lawrence made the second. **Approved: Vote 5-0**

5. **Past due sewer bills and requests for waivers**
   - **Past Due Sewer Accounts**
     No Action necessary.

   - **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. **Divert, Inc.**
     Kevin Fox reported that Divert, Inc. requested to reserve capacity which cannot be granted as the Authority does not reserve capacity for developers.

     Divert, Inc. also requested the CAD files of the survey information performed by Hanover Land Services, which was performed as part of the technical review of the concept plan, and covered by the escrow agreement.

     Vice Chair Lawrence made a **motion** to provide the CAD files of the Hanover Land survey to Divert Inc.; noting that the cost will be applied against Divert's Escrow funds. Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

     c. **Environmental Service Corp. -Pay Request #1 for $17,219.72**
     Kevin Fox indicated that Environmental Services did not comply with the contract by missing seven points in regard to the contracted televising project in sewer shed 7. He negotiated an updated price of $15,000.00

     Vice Chair Lawrence **motioned** to approve a payment of $15,000.00 to Environmental Services Corp. for pay request #1 for the televising project within sewer shed 7. Lynn Toft made the second. **Approved: Vote 5-0**

     d. **Sewer Rehab-issues found from televising sewer shed** 7.
     Discussion ensued regarding issues found as a result of televising sewer shed 7. The engineer recommended replacing the mains and laterals to curb line area within the televising project performed by Environmental Services in sewer shed 7.

     Thomas Klunk made a **motion** to replace the mains and laterals to the curb line area for the following areas within sewer shed 7: S. Jefferson St. from Diller Road to Third St., Diller Rd. from Jefferson St. to Filbert St. and Madison St. from MW52 to MW54 and South St. from MW45 to MW62 and S. Lincoln Dr. from MW55 to MW56 MW 28 to MW57. The residents can voluntarily replace their private laterals to the curb, and are not required to do so. Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

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

8. New Business

- **107 Lynx Drive Sewer Issue**
  Deb White, the property owner of 107 Lynx Dr., reported that there was sewage going into her sump pump. The mains and laterals were televised in front of her property and to the rear on Cheetah Dr. which runs in front of the property behind. No issues were found. The resident insisted it was an Authority issue and contacted DEP. A representative from DEP recommended the Authority have a dye test performed to figure out where the sewage was coming from. The dye test indicated that the issue was within the property's facilities and not an Authority issue. No action necessary.

9. Old Business

- None

10. Announcements/Comments

Chair Chris Stroup announced he would be resigning from the Municipal Authority board effective September 10, 2024. He indicated he will be moving out of the state. He was thanked by the board for his service and knowledge.

Thomas Klunk made a **motion** to add Vice Chair Andrew Lawrence as a signer on the bank/credit union accounts, Robert Miller made the second. **Approved: Vote 5-0**

- Board of Supervisors Meeting: September 16, 2024 at 6:30 p.m.
- Zoning Hearing Board: October 10, 2024 at 6:00 p.m.
- Planning Commission: October 3, 2024 at 6:00 p.m.
- Municipal Authority: December 9, 2024 at 5:30 p.m.

At 7:13 p.m., Thomas Klunk made a **motion** to adjourn. Lynn Toft made the second. **Approved: Vote 5-0**

Respectfully Submitted,

Holly Zepp, Administrator

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Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: September 9, 2024

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.

Eagle Rock (formerly known as Arrow's Pointe) 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.
- On June 11, 2024, all manholes located in phase 1 passed the vacuum tests.
- On July 1st and 2nd, 2024, the developer had the sanitary sewer mains televised by Utility Service Group. Gannett Fleming reviewed the videos and on September 4, 2024 discussed with the developer several concerns of sewer mains flatness and one lateral. The developer is currently reviewing the videos.

Blettner Ave Snack Food Plant – *(There is no change from the previous report.)* 293 Blettner Ave. LLC, is proposing to construct a new warehouse building and wastewater pretreatment facility located at 293 Blettner Avenue in Conewago Township. The proposed development is an industrial property with an estimated average water demand of 12,000 gallons per day (GPD) and maximum demand of 17,300 GPD. The proposed sanitary sewer connection is to CTMA's 12-inch gravity main south of Blettner Avenue in sewershed CA. The wastewater will be conveyed by the CTMA's interceptor for approximately 1,700 feet at which point the wastewater will enter the Hanover Borough's interceptor to be conveyed to the Hanover Borough's WWTF. On October 11, 2022, the developer resubmitted drawings that addressed Township's and Authority's review comments. The developer has satisfied all the sanitary sewer comments. On October 23, 2023, the contractor bore into the existing manhole and constructed the private sewer main to serve the facility. On May 1, 2024, the sanitary sewer lateral passed the acceptance test. As-built drawings are required to be submitted.

Conewago Township Elementary School - Conewago Valley School District proposes to construct building additions totaling 36,500 square feet to the existing Conewago Township Elementary School and to construct a 1,200 square foot stand along maintenance building on the school property. According to K&W Engineer's, the estimated additional wastewater flow is 751.06 gallons or additional 3.27 equivalent dwelling units (EDUs) based on 230 gallons per day (gpd) per EDU. The 230 gpd is calculated on the average household size of the municipality from the 2020 U.S. Census (2.55 people per household) and a usage of 90 gpd per person. On July 16, 2024, Gannett Fleming provided a comment letter on the proposed expansion.

Recent Capacity Request

The following two requests were discussed at the March 11, 2024 Authority Board meeting.

- Divert, Inc: The company is interested in a parcel located adjacent to Oxford Avenue south of Edgegrove Road. The company has contacted Conewago Township and Borough of Hanover requesting capacity information of the sanitary sewers and public water. The connection to sanitary sewer would be to Conewago Township Municipal Authority's sewer system. The estimated wastewater usage is an average of 100,000 gallons per day (gpd) and a peak of 145,000 gpd. *(The previous sentences are no change from the previous report.)* On April 18, 2024, Divert entered into an escrow agreement with Conewago Township. The amount of escrow deposited by Divert is $20,000. The escrow is to be used by the Township for cost incurred by the Township engineer, Township solicitor and other professional consultants retained by the Township to perform technical review of Divert's concept and project plans. Gannett Fleming hired Hanover Land Services to survey the Authority's existing sanitary sewer along Oxford Avenue. Gannett Fleming will utilize the survey to determine the design capacity of the sewer. Gannett Fleming will also determine remaining capacity of the sewer utilizing water consumption data. At the time of submitting this report, Gannett Fleming had not yet received the survey from Hanover Land Services.

  On July 16, 2024, Gannett Fleming notified Divert stating at this time there is sufficient capacity for Divert's estimated 145,000 gallons per day peak flow. However, the capacity is not guaranteed, and Conewago Township Municipal Authority does not permit developers to reserve capacity. On September 4, 2024, Divert's engineer requested the surveying data from Gannet Fleming. Gannett Fleming will discuss this matter with the Authority Board at the September 9, 2024 Board meeting.

- Unknown Developer: *(No change from the previous report except for the estimated flows that were misstated in the March report.)* No formal submittal was made. The company may be interested in a parcel(s) located southeast of the intersection of Oxford Avenue and Edgegrove Road. An entity has contacted the Borough of Hanover requesting capacity information of the sanitary sewers and public water. The connection to the sanitary sewer would be to Conewago Township Municipal Authority's sewer system. The estimated wastewater usage is 351,000 gallons per day (gpd) in 2028 and then increase to 526,000 gpd in 2029 and then increasing to a total of 702,000 gpd in 2030.

Intermunicipal Agreement: The Service Agreement between Hanover Borough, Conewago Township, Conewago Township Municipal Authority and McSherrystown Borough is dated November 15, 1982 (copy attached). The flows and capacities in the agreement are out-of-date. Gannett Fleming recommends the agreement be amended. Gannett Fleming will be prepared to discuss this matter at the June 10, 2024 Authority Board meeting. *(The above is no change from the previous report.)*

It is Gannett Flemings understanding the municipalities have met to discuss updating the intermunicipal agreement.

2. 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.

3. AUTHORITY PROJECTS

W. Elm Avenue, SR 2008 Project *(There is no change from the previous report.)*

PennDOT is planning to perform road improvements on portions of West Elm Avenue from the intersection of West Elm Avenue and N Oxford Road (3rd Street) to the Hanover Borough line. PennDOT's work includes base replacement, minor drainage improvements, milling and resurfacing, and sign and pavement markings. The Authority has sanitary sewers under West Elm Avenue where PennDOT is planning to perform their work. There is approximately 2,700 feet of sanitary sewer main within PennDOT's project. The sanitary sewer diameters consist of 8, 10 and 12-inches. The sanitary sewer pipe material is vitrified clay and the manhole material is precast concrete. At the September 2022 Board meeting, the Board decided to replace the sanitary sewers within the PennDOT project and have the work performed by PennDOT's contractor. At the March 13, 2023 Board meeting, Gannett Fleming discussed the project including sewer design, scheduling, PennDOT's requirements for CTMA to use Gannett Fleming as their engineer, and approval for an Authority staff to make decisions and to have signature authority for CTMA. On August 30, 2023, Gannett Fleming was notified by PennDOT that there paving project schedule was changed again and is now tentatively scheduled to receive bids on February 13, 2025 with anticipated Notice to Proceed date of March 31, 2025. At the September 11, 2023 Board meeting, the Board confirmed the Authority wants to incorporate the work into PennDOT's contract. On November 7, 2023, Gannett Fleming was informed by PennDOT's consultant that PennDOT's contractor will not go beyond PennDOT's current right-of-way even though the Authority may have an existing recorded easement that permits sanitary sewer to be replaced on private property. This means approximately 330-feet of sewer main and two manholes will not be replaced by PennDOT (Manhole MW1 to Manhole MW 1B). *(The above section is no change from last report.)*

On April 25, 2024, Gannett Fleming provided to PennDOT the sanitary sewer replacement design. Currently, PennDOT is comparing their storm sewer design with the sanitary sewer design to determine if there are any conflicts.

On May 15, 2024, the Conewago Township Maintenance Manager brought to the attention to Gannett Fleming that PennDOT will be paving further west of West Elm Avenue than originally planned. PennDOT originally plan to start the paving at the intersection of Washington Street and West Elm Avenue. PennDOT is now planning to start paving at the intersection of Oxford Avenue and West Elm Avenue. On May 29, 2024, Gannett Fleming confirmed with PennDOT the new paving starting location. The Authority has an 8-inch sewer main that is located under Linden Avenue and crosses West Elm Avenue). Linden Avenue is not a State street and therefore, PennDOT will not replace the sanitary sewer outside the West Elm Avenue right-of-way. The existing sanitary sewer is 8-inch diameter vitrified clay pipe and is approximately 14 feet deep. At the June 10, 2024 Authority Board meeting, the Authority Board decided to replace the sewer main crossing West Elm Avenue at Linden Avenue. After Hanover Land Services surveys the sewer main, Gannett Fleming will prepare the drawing and provide it to PennDOT for incorporation into their project.

Columbia Gas Project

Hydromax USA Project:

Columbia Gas approached the Authority to inquire if the Authority would be interested in Columbia Gas to televise the Authority's sewer mains. At the June 12, 2023 meeting, the Authority Board agreed to have the sewer mains televised by Columbia Gas's consultant, Hydromax USA. A meeting was held on June 13, 2023 at 10:00 am between Hydromax USA and the Authority to discuss the project.

On March 5, 2024, Gannett Fleming contacted Hydromax for status update. According to Hydromax, they concluded the final televising the week of February 12, 2024. They are processing the videos and data. Prior to closing the project, they will schedule a meeting with the Township/Authority and provide the videos and data they collected. *(The above section is no change from the previous report.)*

Hydromax, the Authority, the Township and Gannett Fleming met on June 26, 2024 to discuss Hydromax findings and receive a copy of their videos. According to Hydromax, no gas lines or other utilities crossed into the sanitary sewers they televised. *(This above item to be removed from future reports.)*

Columbia Gas Project:

On July 25, 2023, Columbia Gas asked the Authority if they would be interested in sharing the road restoration cost for upcoming projects. The specific roads Columbia Gas asked are those summarized below. On March 5 and 6, 2024, Gannett Fleming confirmed with Columbia Gas that their project will start the first quarter of 2025 with the goal to complete the project by the end of 2025.

- West Elm Avenue: Between N. Oxford Avenue and N. Jefferson Street (Refer to SR 2008 above),
- Washington Street: Between West Elm Avenue and Maple Avenue (Not being performed as part of this Columbia Gas project),
- Jefferson Street: Between West Elm Avenue and Maple Avenue (Not being performed as part of this Columbia Gas project),
- Jefferson Street: Between Third Street and Poplar Street,
- South Street: Between Jefferson Street and Filbert Street,
- South Madison Street: Between South Street and Diller Road,
- All Lincoln Drive, and
- Diller Road: Between Jefferson Street and Filbert Street.

On March 25, 2024, the Authority bid a project to televise the sanitary sewer mains in Columbia Gas project area. The contract was awarded to Environmental Services Corp. in the amount of $20,685.00. *(The above section is not new from previous reports.)*

Environmental Services Corp. performed the televising in July 2024. Environmental Services Corp. has submitted application for payment (AFP) in the amount of $17,219.72 (attached). Gannett Fleming will discuss the AFP at the Board meeting. Contactor needs to submit the Final Release and Waier of Liens.

The results of the televising are shown in the attached aerial picture to this report. Gannett Fleming will be prepared to discuss the results at the September 9, 2024 Authority Board meeting including an update on Columbia Gas project.

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Eisenhower Drive Extension

PennDOT has decided to proceed with the Eisenhower Drive extension. Johnson, Mirmiran & Thompson, Inc. (JMT) is assisting PennDOT to prepare construction plans. JMT has asked for the location of sanitary sewers and manholes for the extension. As approved by the Authority Board, Gannett Fleming provided the information requested by JMT on August 19, 2023. In the future, it is anticipated PennDOT will provide design drawings of the Eisenhower Drive Extension to the Authority and sanitary manhole frames and covers may need to be adjusted.

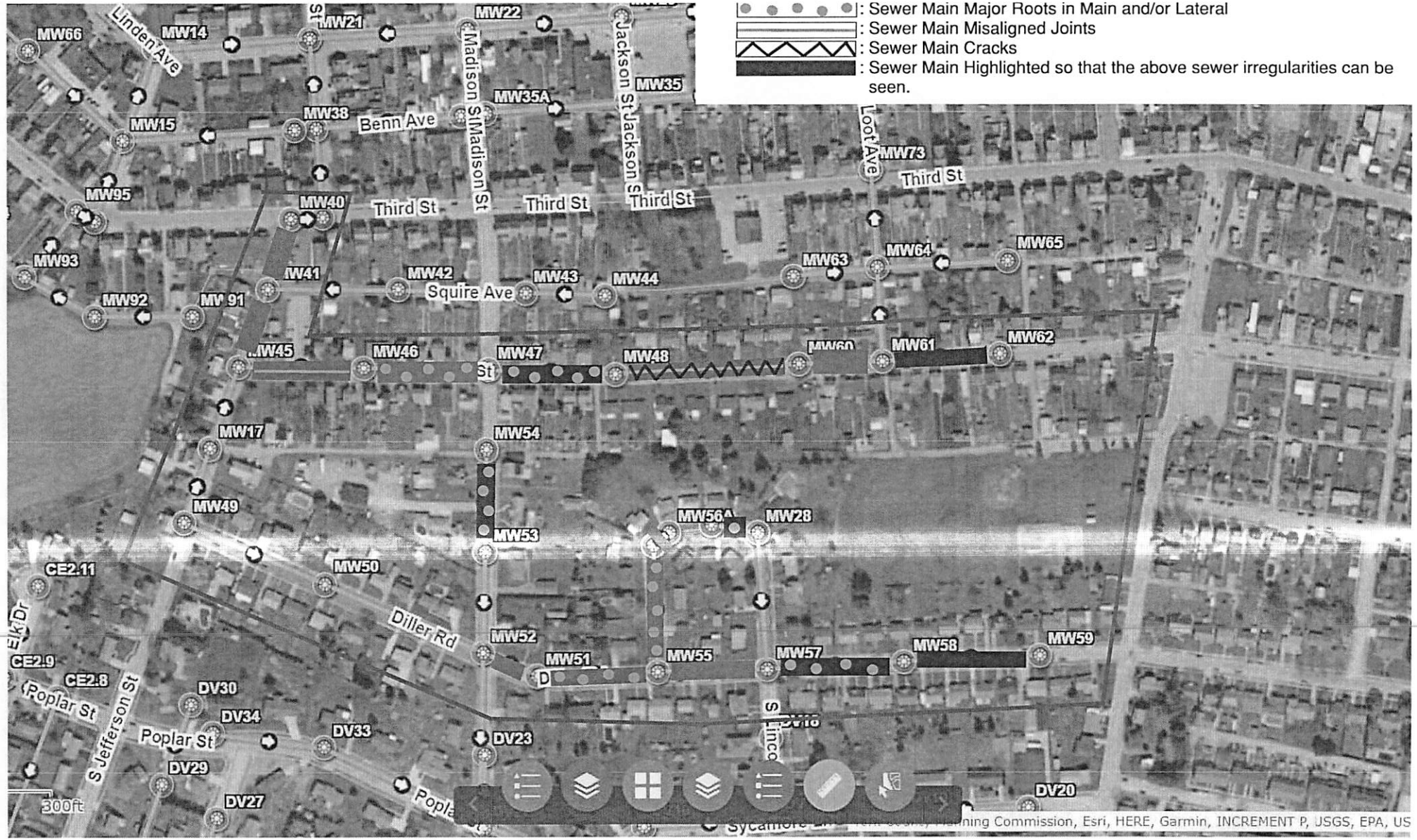
PennDOT requested a letter from the Authority stating that Gannett Fleming was re-appointed as the Authority's engineer. Until PennDOT receives the letter, PennDOT will not allow Gannett Fleming access to the Elm Avenue and Eisenhower Extension projects on PennDOT's portal. On June 3, 2024, the requested letter was provided to PennDOT. Gannett Fleming is still waiting access to PennDOT's portal for projects within Conewago Township. *(The sections are no change from the last report.)*

PennDOT provided access to the preliminary drawings to Gannett Fleming. The Eisenhower Drive extension consists of 3.7 miles of road extension with 4 roundabouts and 2.4 miles of adjacent road realignments. The impact to the Authority's sewer is approximately 33 manholes, 6,880 feet of sewer main and 1,650 feet of force main. The breakdown is as follows:

Current Condition				
	Approx. Number of Manholes	Approx. Sewer, Ft	Approx. Force Main, Ft	Comment
Eisenhower Drive				
Extended Dr.	2	330	-	
Roundabout 1	-	-	-	Hanover Road and Eisenhower Drive
Roundabout 2	1	400	-	Centennial Road and Eisenhower Drive
Roundabout 3	-	-	-	Church Street and Eisenhower Drive
Roundabout 4	2	400	-	Oxford Avenue and Eisenhower Drive
Hanover Road	3	590	-	
Centennial Road	13	2,990	1,650	
Church Street	2	70	-	
Oxford Avenue	10	2,100	-	
Approx. Totals	33	6,880	1,650	

Gannett Fleming will be prepared to discuss this project with the Authority Board at the September 9, 2024 Board Meeting.

If there are any questions regarding any aspect of this report, please feel free to contact us at our Camp Hill office or via email at kfox@gfnet.com or mmehaffey@gfnet.com.


: Sewer Main Major Roots in Main and/or Lateral
: Sewer Main Misaligned Joints
: Sewer Main Cracks
: Sewer Main Highlighted so that the above sewer irregularities can be seen.
MW66
Linden Ave
MW14
MW21
MW22
Madison St
Jackson St
MW35
MW35A
MW15
MW38
Benn Ave
Loot Ave
MW73
Third St
MW95
MW40
MW93
MW41
MW42
MW43
MW44
Squire Ave
MW63
MW64
MW65
MW92
MW91
MW45
MW46
MW47
MW48
MW60
MW61
MW62
MW17
MW54
MW49
MW56A
MW28
MW53
CE2.11
MW50
Diller Rd
MW52
MW51
MW55
MW57
MW58
MW59
CE2.9
CE2.8
Poplar St
S Jefferson St
DV30
DV34
DV33
DV23
DV29
DV27
DV20
300ft
Esri, HERE, Garmin, INCREMENT P, USGS, EPA, US