CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes

December 9, 2024

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

Andrew Lawrence 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:

Andrew Lawrence, Vice Chair	Ernest Hossler, Jr.	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 and Ben Mayers of Gannett Fleming were in the audience.

All attendees were provided with a copy of the Regular Meeting Agenda. On Friday December 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 4-0**

Thomas Klunk made a **motion** to acknowledge the appointment of Ernest Hossler, Jr., to the Municipal Authority Board. Secretary/Treasurer Miller made the second. **Approved: Vote 4-0**

1. Minutes

- Secretary/Treasurer Miller **made** a motion to approve the minutes of the Regular Meeting held September 9, 2024, as submitted. Thomas Klunk made the second. **Approved: Vote 5-0**

2. Communications

- There were no communications to share,

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 September, October, and November 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 September 1, 2024, to November 30, 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.

- **2025 Budget for Adoption**
  Discussion ensued regarding the proposed 2025 budget.
  At 6:05 p.m. the Vice Chair Lawrence called for an executive session to discuss wages.
  The meeting resumed at 6:16 p.m.

  Secretary/Treasurer Miller made a **motion** to approve the budget, as presented, with an adjustment to reflect a $1.00 per hour increase to the Administrator's wages. Thomas Klunk made the second.
  Approved: Vote 5-0

5. Past due sewer bills and requests for waivers

- **Past Due Sewer Accounts**
  Holly Zepp will forward the information to Solicitor Erb to begin the process to place a municipal lien on the property with sewer account number 820243-0.
- **Requests for Adjustments**
  710147-0 Request for adjustment due to broken water line.
  Thomas Klunk made a **motion** to credit account 710147-0 the amount of $4.87. Lynn Toft made the second. **Approved: Vote 5-0**

6. Engineer Report by Kevin Fox, P.E. of Gannett Fleming

- **Quarterly Report**
  Kevin Fox reviewed the quarterly Engineer's Report.
  The report will be a part of the official minutes.
- **Columbia Gas Projects**
  Thomas Klunk made a **motion** to have additional sewer lines televised on Squire Ave., Squire Alley to Third St., a portion of Loot Ave., Madison St. from Diller Rd. to Poplar St. The cost is not to exceed $30,000.00. Lynn Toft made the second. **Approved: Vote 5-0**

- **2025 Engineering Rates**
  Kevin Fox indicated there will be no changes in engineering fees in 2025.

7. Report from Solicitor Joseph Erb, Jr.

- Solicitor Erb had nothing to share. He also indicated there will be no change in fees for 2025.

8. New Business

9. Old Business

- None

10. Announcements/Comments

- Board of Supervisors Meeting: December 16, 2024, at 6:30 p.m.
- Zoning Hearing Board: January 8, 2025, at 6:00 p.m.
- Planning Commission: January 9, 2025, at 6:00 p.m.
- Municipal Authority Regular/Reorganization: March 10, 2025, at 5:30 p.m.

At 6:59 p.m., Thomas Klunk made a **motion** to adjourn. Secretary/Treasurer Miller made the second.
Approved: Vote 5-0

Respectfully Submitted,

Holly Zepp, Administrator

GANNETT FLEMING | TRANSYSTEMS

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: December 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.
- On September 16, 2024, the developer provided re-televised sewer mains after making corrections to the sewer main. Gannett Fleming reviewed the videos and, although some of the corrections were made satisfactory, the sewer main leading from the development was not satisfactory. On November 8, 2024, the developer provided re-televised of the sewer main after making corrections. Gannett Fleming reviewed the video had it appears the sewer main is acceptable.

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 – *(There is no change from the previous report.)* 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 *(There is no change from the previous report.)*

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 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: *(Gannett Fleming does not know of any changes from the previous report.)* 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. 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).

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

- Columbia Gas is planning to replace their gas mains in a large area within and outside Conewago Township. The Authority televised their existing sewer mains within the Columbia Gas project area. At the September 9, 2024, Authority Board meeting, the Board decided to replace the existing sanitary sewer mains and service laterals (from the sewer main to the curb/road rights-of-way) in a large area of Sewersheds 2 and 7 due to the condition of the sewers.

  The estimate construction cost to replace the sewer mains and service laterals in Columbia Gas project area as shown in the pink area of Map 1 is between $3.3 and $3.7 million depending upon sharing of the resurfacing of the roads. As reported on September 9, 2024, the is approximately 5,800 feet of sewer main and 3,600 feet of service laterals.

  After the September 9, 2024 Authority Board meeting, Gannett Fleming talked to Conewago Township Public Works Manager and Columbia Gas. Below are other sewer mains for the Authority Board to consider replacing. Gannett Fleming does not know the conditions of these sewer mains or if there are any issues but, are most likely in the same condition as the sewer mains in project the Authority Board approved on September 9th. Gannett Fleming also does not know the amount of the Authority has in reserves.

  - Squire Avenue, Squire Alley, South Madison south of Diller Road (Yellow color on Map 1): The Public Works Manager suggest replacing the sewers on these roads. Thereby, all the sewer mains south of Third Street will be PVC or DIP.
    - Estimated sewer main length: 2,820 feet
    - Estimated service lateral length: 690
    - Estimated construction cost: $1,404,000
  - Linden Avenue/N. Jefferson / Jackson Street/Lincoln Street (Cyan color on Map 2): PennDOT will be replacing the sewer main and service laterals on West Elm Street (Red color on Map 2). However, PennDOT will not complete the sewer runs onto these Township's streets.
    - Estimated sewer main length: 1,800 feet
    - Estimated service lateral length: 450 feet
    - Estimated construction cost: $900,000
  - Linden Avenue/Ridge Avenue/Benn Avenue (Green color on Map 2): Columbia Gas will be replacing their pipes on these roads.
    - Estimated sewer main length: 1,830 feet
    - Estimated service lateral length: 810
    - Estimated construction cost: $1,056,000

- On October 30, 2024, representative of the Authority and Gannett Fleming met via Microsoft Teams with representatives of Columbia Gas and their engineer to discuss the Authority's and Columbia Gas' project areas, sharing of the roads wearing course, and the Authority's and Columbia Gas' construction schedules. On December 3, 2024, Gannett Fleming followed-up with Columbia Gas to inquire if they will be delaying their project to allow the Authority project to proceed first, since the sewers are deeper. Originally, Columbia Gas was planning to start their project the first quarter of 2025. Currently, Columbia Gas planning to begin construction the first quarter of 2026. Gannett Fleming will be prepared to discuss this matter at the December 9, 20204 Authority Board meeting.

- Under a separate document, Gannett Fleming has provided to the Authority Board a proposal for surveying and engineer services for this project. Gannett Fleming will be prepared to discuss the proposal at the December 9, 2024 Authority Board meeting.

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 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. Not all of the Authority's facilities will need to be replaced. Most of the replacement/realignment of the sewer and force main will be in the 2 Roundabouts. (*This is no change from the last report.*)

On November 22, 2024, representatives of the Authority and Gannett Fleming met via Microsoft Teams with representatives of PennDOT and their engineer along with other municipalities and their engineer to discuss the Eisenhower extension. Below are bulletize items from the meeting:

- PennDOT's current Let Date is March 11, 2027. However, they would like to move it to November 2026, if design goes well. Let Date means bids are opened by PennDOT.
- New easements will be required for the facilities that must be moved. PennDOT would like to have all easements finalized in 2026. If the utility owner (e.g. the Authority) can show legal easements for their existing facility within PennDOT's right-of-way that needs to be moved, PennDOT will reimburse the Authority 75% of the cost. If the Authority needs an easement outside PennDOT's right-of-way for a facility that is required to be moved within PennDOT's right-of-way, then reimbursement is proportion on the length of pipe within and outside PennDOT's right-of-way. It is very important to review the Authority's easements now and provide copies of the Authority's easements/rights-of-way to PennDOT as soon as possible.
- The relocation of the Authority's facilities may be performed: (1) Prior to PennDOT's contractor notice to proceed, (2) Restrictive/Concurrent in which PennDOT's contractor is restricted from working in the same area of the Authority's contractor, or work simultaneously but not restricting the operation of PennDOT's contractor, (3) Coordinated in which PennDOT's contractor and the Authority's contractor perform specific construction operations, and (4) Incorporating the Authority's project into PennDOT's contract and having PennDOT's contractor perform the work.
- For the Eisenhower project performing the work Prior to is not an option. If the Authority would choose Restrictive or Coordinating, the Authority would receive a maximum reimbursement of 50%. There is a possibility the Authority could receive 0% reimbursement if certain milestones dates are not met. If the Authority would choose to Incorporate the work, the Authority would receive a maximum reimbursement of 75%. There is a possibility the Authority could receive 0% reimbursement if certain milestones dates are not met. For any of the above reimbursement options, the work must be performed within PennDOT's easement, not on private land. Gannett Fleming recommends Incorporating the work into PennDOT's contract.
- Next meeting with PennDOT is scheduled for January 30, 2025.

Gannett Fleming will be prepared to discuss this project with the Authority Board at the December 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.