CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
June 8, 2026

The Conewago Township Municipal Authority met on June 8, 2026, for their Regular Meeting at the Township Office.

Chair Lawrence brought 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, Chair	Ernest Hossler, Vice Chair	Kevin Fox, P.E., Authority Engineer
Earl Myers	Louann Boyer	David Arndt, Jr., Twp. Manager
Holly Zepp, Authority Administrator		

Township Maintenance Manager, Scott Small and Gannett Fleming's, Ben Mayers were in the audience.

All attendees were provided with a copy of the Regular Meeting Agenda. On Friday, June 5, 2026, the agenda was placed on the Conewago Township website and the bulletin board located in the township lobby.

- Louann Boyer made a motion to approve the agenda as submitted; seconded by Vice Chair Hossler. **Approved: Vote 4-0**

1. Minutes

- Earl Myers made a motion to approve the minutes from the Regular Meeting held March 9, 2026, with a title correction on the first page and the minutes from the Special Meeting held March 30, 2026, as submitted; seconded by Vice Chair Hossler. **Approved: Vote 4-0**

2. Communications

- Nothing to report.

3. Public Comment

- There was no public comment.

4. Controller's Report

- **Treasurer's Report**
  Louann Boyer made a motion to approve the Treasurer's Report as submitted for March 1, 2026, to May 31, 2026; seconded by Vice Chair Hossler. **Approved: Vote 4-0**

- **QuickBooks Audit Trail Reports**
  Earl Myers made a motion to approve the QuickBooks Audit Trail Report for March 1, 2026 to May 31, 2026; seconded by Vice Chair Hossler. **Approved: Vote 4-0**

- **Investments**
  Secretary/Treasurer Miller prepared an update for the Investment Accounts with Edward Jones which was provided to the members of the board.

- **Funds Transfer**
  Vice Chair Hossler made a motion to transfer $235,000.00 from Members 1st to the Edward Jones investment account, seconded by Earl Myers. **Approved: Vote 4-0**
  Holly Zepp mentioned that the Edward Jones representative is on vacation and it may take a few weeks for the transfer to occur.

5. Past due sewer bills and requests for waivers

- **Past Due Sewer Accounts**
  Authority Administrator Holly Zepp was directed by the Board to proceed as usual regarding past due accounts. The process will begin for account number 704044.

- **Requests for Adjustments**
  B. Butt ,41 Sunday Drive requested an adjustment due to outside leak.
  Vice Chair Hossler made a motion to amend the account the amount so the February bill would be $38.96, seconded by Earl Myers. **Approved: Vote 4-0**

6. Engineer Report by Kevin Fox, P.E. of GFT

- **Quarterly Report**
  a. Kevin Fox reviewed the quarterly Engineer's Report. The report will be a part of the official minutes.

- **Elm Avenue/SR 2008 and Sewer Sheds 2 & 7 Sanitary Sewer Replacement Projects**
  Louann Boyer made a motion to authorize the engineer to proceed to solicit bids for each project: the Elm Avenue SR 2008 replacement project and the sewer shed 2 & 7 replacement project, with sheds 2 & 7 having the project divided into the wearing course/overlay and the pipe bid separately, seconded by Vice Chair Hossler. **Approved: Vote 4-0**
  Action on the bids will occur at the September meeting.

7. Report from Solicitor Joseph Erb, Jr.

- The solicitor was absent.

8. New Business

- **Project funding options**
  The Board discussed utilizing GMS Funding Solutions, a grant writing company, to obtain grants and PENNVEST to finance projects**.** The Board tabled action until next meeting.

- **Notification of Rate Increase**
  A letter, prepared by the Solicitor, notifying the residents of the rate increase was shared with the Board. The Board acknowledged sending the notification to the residents. Holly Zepp indicated she will prepare and send the letters to the property owners prior to the next meeting.

9. Old Business

10. Announcements/Comments

- Board of Supervisors Meeting: June 15, 2026, at 6:30 p.m.
- Zoning Hearing Board: July 1, 2026, at 6:00 p.m.
- Planning Commission: July 2, 2026, at 6:00 p.m.
- Municipal Authority: September 14, 2026, at 5:30 p.m.

At 6:58 p.m., Earl Myers made a motion to adjourn, the second by Vice Chair Hossler.
Approved: Vote 4-0

Respectfully Submitted,

Holly Zepp, Municipal Authority Administrator

GFT

Ingenuity That Shapes Lives™

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: June 8, 2026

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 has been 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 (Ninety (90) single-family dwellings.)

- Phase 1: Construction commenced in the spring of 2023. All the sanitary sewers for Phase 1 are installed. All corrections to the sanitary sewers and manholes were made on September 16, 2024 and November 8, 2024. All acceptance testing is completed.
- 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.
- Phase 2: JA Myers Homes submitted shop drawings on August 22, 2025. GFT reviewed the shop drawings and determined they were acceptable.
- JA Myers Homes began construction of Phase 2 in January 2026. All sewer mains and service laterals were constructed. All acceptance testing was completed satisfactorily.

Blettner Ave Snack Food Plant – *(There has been no new development since last report.)* 293 Blettner Ave. LLC, constructed a new warehouse building and wastewater pretreatment facility located at 293 Blettner Avenue in Conewago Township. The 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 wastewater is conveyed by the CTMA's interceptor for approximately 1,700 feet at which point the wastewater enters the Hanover Borough's interceptor and conveyed to the Hanover Borough's WWTF. 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. On December 3, 2024, GFT contacted the developer's engineer to inquire the status of the as-builts. The developer's engineer stated the drawings will be provided in the near future. On June 2, 2025, GFT contacted the developer's engineer to inquire the status of the as-builts. The developer's engineer did not respond. On September 2, 2025, GFT emailed the developer's engineer to inquire the status of the as-builts. No response was received. On June 1, 2026, GFT emailed the developer's engineer to inquire the status of the as-builts. As-builts are currently being prepared.

Conewago Township Elementary School – *(There has been no new development since last 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 Engineers, the estimated additional wastewater flow is 751.06 gallons, or an 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, GFT provided a comment letter on the proposed expansion.

→ According to a June 1, 2026 email from Conewago Valley School District's engineer, K&W Engineers, construction continues.

Divert PA Project Co., LLC – In the beginning and late February 2025, the developer, Divert PA Project Co., LLC, submitted Land Development Plans. Divert proposes to construct an Integrated Diversion and Energy Facility (facility) that would convert wasted food into natural gas. The facility will consist of a 75,000 square foot structure located along Oxford Avenue in Conewago Township. On February 19, 2025 and on March 3, 2025, GFT provided comment letters on the proposed sanitary sewer lateral from the facility to the Authority's sewer system.

On March 31, 2025, GFT notified the developer to provide an accurate estimated flow for the tapping fee as well as the planning module. Until an accurate estimated flow is provided, the tapping fee will not be calculated, and the planning module review will not be conducted.

On July 3, 2025, Divert submitted a revised planning module for an average wastewater flow of 75,000 gallons per day. Divert is proposing to connect into existing Manhole OA17 located along Oxford Avenue. From Manhole OA17 the flow will be conveyed via gravity through two sections of the Authority's collection system (Manhole OA17 to Manhole OA16, and Manhole OA16 to Manhole R53), approximately 510 feet, before entering Hanover Borough's conveyance system at Manhole R53. GFT reviewed the planning mode and completed a table in the planning module forms that discusses current and peak flows along with expected projected flows in 5 years. The Authority's system can accommodate the estimated flow. The Municipal Authority Administrator signed the planning module on July 18, 2025.

→ On January 8, 2026, DEP conditionally approved the Water Quality Management Part II permit for the proposed facility. The condition is that the permit needs to be in Authority's name. At the March 9, 2026 Authority Board meeting, the Authority directed Barley Snyder, the Authority Administrator, and GFT to prepare a response letter to DEP. The letter will be/was mailed to DEP by the Authority Administrator.

→ If acceptable to the Authority Board, this item will be removed from future reports.

Recent Capacity Request

No capacity requests were received in the past 3 months.

Intermunicipal Agreement: *(GFT 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. The flows and capacities in the agreement are out-of-date. GFT recommends the agreement be amended. It is GFT's understanding the municipalities have met to discuss updating the intermunicipal agreement.

2. PLANNING

Mapping – Our office assists with updates to the Sanitary Sewer Mapping (GIS) Platform, as needed, to reflect CCTV data and normal database upkeep and maintenance.

→ As requested by the Township, GFT is revising the mapping to show sanitary sewers tributary to the Chapel View Pump Station and the location of the two Chapel View Pump Station air release valve manholes.

3. AUTHORITY PROJECTS

PENNVEST

→ On April 8, 2026, representatives of the Authority Board, the Township and GFT met with a representative from Pennsylvania Infrastructure Investment Authority (PennVest) to discuss the Authority's upcoming and future capital projects along with PennVest grants and loans. The Authority will most likely receive a loan from PennVest under their Traditional Construction Funding Program. The Traditional Construction Program funds all phases of a project – from studies/feasibility reports through construction. For drinking water, wastewater, and stormwater projects, PENNVEST uses a Uniform Rate Analysis to determine the funding package under this program. For projects under the Traditional Construction Funding Program, PENNVEST staff can utilize funds from the Clean Water State Revolving Fund (CWSRF), Drinking Water State Revolving Fund (DWSRF), Bipartisan Infrastructure Law (BIL) or other state funding sources. PennVest staff will select the most appropriate funding source(s). PennVest's current Adams County cap interest rates are 1.743% for years 1 to 5 and 2.179% for years 6 to 20. GFT will be prepared to discuss possible timeline of borrowing funds from PennVest, if the Authority Board is interested, at the June 8, 2026 meeting.

W. Elm Avenue, SR 2008 Project

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. On November 7, 2023, GFT 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 mains and two manholes will not be replaced by PennDOT (Manhole MW1 to Manhole MW 1B).

On March 10, 2025, the Authority Board decided to relocate the sewer mains away from the existing water mains, and existing and proposed gas mains. The Authority Board directed GFT to re-design the sewer mains. GFT provided an estimated construction cost between $1.2 and $1.6 million. The current bid date for this project is November 6, 2025, and the contractor's anticipated Notice to Proceed is on December 18, 2025.

On July 25 and 28, 2025, GFT provided to PennDOT the re-design of the sanitary sewer replacement. The information provided to PennDOT included CAD and pdf files of the sanitary sewer replacement, specifications and a construction cost estimate. The construction cost estimate included the required 15% contingency. An updated construction cost estimate was provided to PennDOT on July 28, 2025 and to the Authority Board on September 8, 2025. The Let date is May 21, 2026.

PennDOT has revised the Let date of this project. Let date means bids are opened by PennDOT. The new Let date is July 16, 2026. PennDOT will require the Authority to sign an agreement. The agreement will be prepared by PennDOT.

→ On May 7, 2026, the Authority was notified that PennDOT has cancelled the SR2008 (W. Elm Avenue) project as it relates to relocating utilities (e.g. storm water, water, and sanitary sewer) due to funding. PennDOT is planning, however, to pave the road in 2026 (the current Let date is October 22, 2026.) GFT will be prepared to discuss with the Authority Board at the June 8, 2026 meeting the Authority's options for performing the sanitary sewer project.

Sewersheds 2 and 7 Sanitary Sewer Replacement

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 is between $3.3 and $3.7 million depending upon sharing of the resurfacing of the roads. As reported on September 9, 2024, there are approximately 5,800 feet of sewer main and 3,600 feet of service laterals.

On October 30, 2024, representatives of the Authority and GFT 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, GFT 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. Columbia Gas is planning to begin construction the first quarter of 2026.

At the Mach 2025, Authority Board meeting, GFT provided a proposal for surveying and engineering design services for the replacement of the sewer mains and service laterals. The Authority Board approved the proposal in the amount of $147,000.

GFT has completed the survey and has begun the sanitary sewer replacement design. On June 3, 2025, Columbia Gas informed GFT that they will begin construction in 2025 instead of the first quarter of 2026. A Teams meeting was held on June 9, 2025 to coordinate the timing of the Authority's sewer replacement project and Columbia Gas project. Columbia Gas is still interested in sharing the road paving overlay cost with the Authority.

GFT is preparing the drawings and specifications for the project to be bid later this year. Columbia Gas decided to begin their project within the project area. As stated previously, Columbia Gas is interested in sharing the road paving overlay cost with the Authority for all the Township roads within the project area and provided a draft agreement for consideration.

→ At the March 9, 2026 Authority Board meeting, the Board directed Barley Snyder, the Authority Administrator, the Township Public Works Manager, and GFT to edit the draft cost sharing agreement that was prepared by Columbia Gas. On April 24, 2026, the revised draft cost sharing agreement was emailed to Columbia Gas for review and consideration. On April 30, 2026, representatives of Columbia Gas and GFT discussed via phone the draft agreement, Columbia Gas requests to make a one-time upfront payment at the time of the agreement was acceptable by both parties, and a possible paving process. On June 1, 2026, Columbia Gas requested via email an approximate square footage for each street each party would be required to pay to calculate a total percentage share. Columbia Gas also expressed concerns about paying for the scratch coating because they believe that process is considered a road improvement rather than a road restoration. GFT will discuss these matters with the Authority Board at the June 8, 2026 Authority Board meeting.

→ Columbia Gas has completed installing new gas mains and is currently replacing the gas service lines. GFT will survey the new gas main locations and show them in GFT's drawings. Within the next 3 months, GFT will complete the drawings and specifications.

<u>Other Sanitary Sewer Projects</u>:

At the December 8, 2025, Authority Board meeting, the Board decided to perform other sanitary sewer projects due to the condition of the sewer mains. Below are other future sewer mains and laterals replacement projects.

- Squire Avenue, Squire Alley, South Madison south of Diller Road: The Public Works Manager suggests replacing the sewers on these roads. Therefore, 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: PennDOT will be replacing the sewer main and service laterals on West Elm Street. 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: Columbia Gas will be replacing their pipes on these roads in 2026 or later.
        - Estimated sewer main length: 1,830 feet
        - Estimated service lateral length: 810
        - Estimated construction cost: $1,056,000
    - Maple Avenue/Linden Avenue/Jefferson Street/Jackson Street/Lincoln Street/Garland Street: Columbia plans to replace their pipes on these roads in 2027 or later.
        - Estimated sewer main length on Maple Ave: 2,140 feet
        - Estimated service lateral length: 1,800
        - Estimated construction cost: $1,380,000

→ GFT has not started to perform surveying or engineering work on the above projects until directed by the Authority Board.

Eisenhower Drive Extension Project

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, GFT 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 GFT. 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 13 manholes,1,000 feet of sewer main and 1,000 feet of force main. Most of the replacement/realignment of the sewer and force main will be in the 2 Roundabouts.

At the June 9, 2025 Authority Board meeting, the Authority decided to incorporate the sanitary sewer relocations into PennDOT's project. Incorporating the project, 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 reimbursement, the work must be performed within PennDOT's easement, not on private land. GFT recommended Incorporating the work into PennDOT's contract. If the Authority's work is incorporated into PennDOT's contract, there are agreements and documents that are required to be prepared and signed and forms to be completed.

At the December 8, 2025 Authority Board meeting, the Board signed the Cost Sharing Request Letter and a Municipal/Authority Resolution in which the Authority is:

- Offering to pay 25 percent of the actual cost to relocate the Authority's facilities plus betterment,
- Requesting 75 percent reimbursement from PennDOT for cost, less betterment, incurred in relocating the sanitary sewers as required by PennDOT's Eisenhower Extension project.
- Agreeable to execute an agreement with PennDOT for which PennDOT will prepare and provide to the Authority in the near future,
- Required to meet certain dates as shown in the Cost Sharing Request Letter.

→ GFT continues to work on the utility location designs. GFT has updated the estimated project cost (engineering and construction costs). The revised project cost is $2.02 million. PennDOT current Let date is June 24, 2027.