

CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
March 13, 2017

The Conewago Township Municipal Authority met on March 13, 2017 for their Reorganizational & Regular Meeting at the Township Office.

The following were in attendance:

Robert LeGore	Lynn Toft (arrived 6:10 p.m.)	Barbara Krebs
Chris Stroup	Andrew Lawrence	Holly Zepp
Francis Tananis	Michael Mehaffey, P.E.	

Gertrude Scholl and her daughters, Mary Hoffman and Barb Topper, were in the audience.

Chairman LeGore brought the meeting to order at 6:02 p.m. with the Pledge to the Flag and a moment of silence.

Reorganization

- Chairman LeGore requested the Township Manager, Barbara Krebs, preside over the meeting to begin the reorganization. Barbara Krebs asked the board to entertain a motion for Chairman. Christopher Stroup made a motion to nominate Robert LeGore as Chairman. Francis Tananis made the second. There were no other nominations for Chairman. Barbara Krebs closed the nominations. The board voted unanimously for Robert LeGore as Chairman.
- At this point, the meeting was turned over to Chairman LeGore who asked for nominations for Vice Chairman. Francis Tananis made a motion to nominate Christopher Stroup as Vice Chairman. Robert LeGore made the second. There were no other nominations for Vice Chairman. The board voted unanimously for Christopher Stroup as Vice Chairman.
- Chairman LeGore requested nominations for Secretary/Treasurer. Christopher Stroup made a motion to nominate Francis Tananis as Secretary /Treasurer. There were no other nominations. Chairman LeGore made the second. There were no other nominations for Secretary/Treasurer. The board voted unanimously for Francis Tananis as Secretary/Treasurer.
- Andrew Lawrence made a motion to adopt June 12, 2017, September 11, 2017 and December 11, 2017 as their regularly scheduled meetings as advertised; each beginning at 6:00 p.m. Francis Tananis made the second. The board voted unanimously for the meeting dates as advertised.
- Francis Tananis made a motion to reappoint Holly Zepp as the Municipal Authority Controller at the established 2017 rate. Christopher Stroup made the second. The board voted unanimously in favor of reappointing Holly Zepp as Municipal Authority Controller at the 2017 established rate.

The reorganization portion of the meeting closed at 6:07 p.m.

1. Minutes

- Christopher Stroup made a **motion** to approve the minutes of the Regular Meeting held December 20, 2016, as presented; the second was made by Francis Tananis. **Approved: Vote 4-0**

2. Communications

- There were no communications to discuss.

3. Public Comment-the Scholl family was present to discuss billing adjustment.

4. Controller's Report

- **Treasurer's Report**

Christopher Stroup made a **motion** to approve the Treasurer's Report for December 2016, January & February 2017; Lynn Toft made the second. **Approved: Vote 5-0**

- **QuickBooks Audit Trail Reports**

Francis Tananis made a **motion** to approve the QuickBooks Audit Trail Reports for December 2016; January & February 2017; Chris Stroup made the second. **Approved: Vote 5-0**

- **Stambaugh Ness-Annual Audit Proposal**

Andrew Lawrence made a **motion** to accept a proposal for \$10,500.00 from Stambaugh Ness to perform the Municipal Authority's 2016 annual audit. Chris Stroup made the second.

Approved: Vote 5-0

- **Resolution 2017-A Disposition of Records**

Lynn Toft made a **motion** to approve Resolution 2017-A Disposition of Records. Francis Tananis made the second.

Approved: Vote 5-0

6. Requests for Adjustments/Past Due Accounts

- **Past Due Sewer Accounts**

Holly Zepp was directed to forward information to Solicitor McQuaide to begin the process of placing Municipal Liens on the following properties for sewer arrears: 105 Linden Avenue, 70 Valley Drive, 94 S. Allwood Drive, and 5725 Hanover Road.

- **Requests for Sewer Account Adjustments**

710510 P. Schiefer, 60 Skyview Circle

Lynn Toft made a **motion** to waive the \$50.00 penalty from account 710510 for the December 2016 billing; Francis Tananis made the second.

Approved: Vote 5-0

713790 C Sneeringer Estate, 724 Edgegrove Road

Christopher Stroup made a **motion** to waive the \$50.00 penalty from account 713790 for the December 2016 billing; Lynn Toft made the second.

Approved: Vote 5-0

715300 G. Scholl, 888 Edgegrove Road

Mrs. Scholl requested an adjustment due to excessive consumption. The Township was contacted by Hanover Borough regarding situation. Leak was between meter pit and house; therefore, water did not go into sewer.

Christopher Stroup made a **motion** to make an adjustment to account 715300 for the February and May 2017 sewer bills each to reflect a charge of \$38.96. Lynn Toft made the second.

Approved: Vote 5-0

822675 J. Garver Estate, 110 St Michaels Way

Request to pay plumbing bill regarding sewage back up in basement on December 6, 2016.

At that time, the lines had not been dedicated to the Authority and were owned by developer.

Christopher Stroup made a **motion** to deny the request to pay plumbing bill for 110 St. Michaels Way. Andrew Lawrence made the second.

Request Denied: Vote 5-0

824150 L. Mehiel, 34 Saratoga Court

Request for waiver of \$10 service charge for NSF check imposed by the Authority.

Andrew Lawrence made a motion to deny Loretta Mehiel's request for the \$10 NSF service charge. Christopher Stroup made the second.

Request Denied: Vote 5-0

7. Report from Engineer, Michael Mehaffey, P.E.

- **2016 Municipal Wasteload Management/DEP Chapter 94 Report**

Michael Mehaffey handed out and reviewed the 2016 Wasteload Management Report in regard to DEP Chapter 94 reporting which was prepared by Gannett Fleming.

Christopher Stroup made a **motion** to approve the 2016 Municipal Wasteload Management Report as prepared by Gannett Fleming. Lynn Toft made the second.

Approved: Vote 5-0

- **Engineer's Annual Report**

Michael Mehaffey handed out and reviewed a draft copy of the 2016 Engineer's Annual Report. He requested the Authority members review it and if they have any comments, provide them to Holly by the end of March 2017. Holly will then inform Mike. The report will be formally adopted at the June 12, 2017 meeting.

- **Chapel View-Request for Dedication by J.A. Myers**

A **motion** was made by Andrew Lawrence to conditionally accept the offer of dedication of the sanitary sewer system associated with the Chapel View Development, contingent on the posting of an appropriate Maintenance Bond, for 15% of the related construction cost, for a period no less than 18 months and completion of all necessary legal documents and declarations per approval by the Solicitor. Christopher Stroup made the second.

Approved: Vote 5-0

- **McKinsley Heights f//k/a Patrick Sheaffer Development (located in McSherrystown borough)**

Mike Mehaffey reported that the connection has been completed and that a representative from Gannett Fleming was on site for inspections. Holly added that the proper bonding was provided.

- **Sewer Specifications Supplement-low pressure grinder pumps**

Lynn Toft made a **motion** to adopt a supplement to the December 2016 Sewer Specifications Manual, prepared by Gannett Fleming, regarding the installation grinder pumps approved. Francis Tananis made the second.

Approved: Vote 5-0

Michael Mehaffey provided the members with a report of current Authority Engineering Activities. The report will be included as part of official minutes. The following items were discussed:

- **2016-2017 Sanitary Sewer Rehabilitation Project**

Lynn Toft made a **motion** to authorize, at the discretion of the engineer and staff, to allow up to \$10,000.00 for additional repairs above Mr. ReHab's original bid price of \$209,650.00. Chris Stroup made the second.

Approved: Vote 5-0

Chris Stroup made a **motion** to have Michael Mehaffey prepare the cost for a bid package for Sanitary Sewer Rehabilitation for 2018/2019 with the intent to utilize excess 2017 budget funds to cover the cost of the bid package. Lynn Toft made the second.

Approved Vote: 5-0

8. Report from Solicitor

- Solicitor McQuaide was absent due to illness.

9. New Business

- There was nothing for discussion.

10. Old Business

- There was nothing for discussion.

11. Announcements/Comments

- Board of Supervisors Meeting: March 20, 2017 at 7:00 p.m.
- Planning Commission Board Meeting: April 6, 2017 at 6:00 p.m.
- Zoning Hearing Board: April 5, 2017 at 6:00 p.m.
- Municipal Authority Regular Meeting: June 12, 2017 at 6:00 p.m.

At 7:17 p.m., Lynn Toft made a **motion** to adjourn. Chris Stroup made the second. **Approved: Vote 5-0**

Respectfully Submitted,



**Holly Zepp
Municipal Authority Controller**

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: March 13, 2017

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

2016/2017 Sanitary Sewer Rehabilitation Project – Gannett Fleming has prepared and put out to bid a project that will span two years. This strategy will allow an increase in the quantity of work to be completed, which will result in a reduction in unit pricing. Bids were opened September 8, 2016 and the project was subsequently awarded. The Construction Start Date was November 21, 2016 and the Substantial Completion Date is June 19, 2017. Work completed to date includes the initial CCTV inspection of sewer mains and manholes. Gannett Fleming then reviewed the inspection material in order to assess the condition of the system and to prioritize the necessary improvements (to comply with the Authorities allocated budget). The next phase of the project is to repair the prioritized mains and manholes and to conduct a subsequent inspection of the completed repairs (to ensure it was effective). It is anticipated that the repairs will begin to be implemented later this month. All inspection information will be added to the GIS system model to allow for easy access and future planning efforts by Township staff.

2. DEVELOPMENTS

J.A. Myers (Chapel View) – The development is now complete with regard to the construction of new homes. A formal request of dedication was made on February 28, 2017. We have reviewed this request and would offer the following motion for consideration;

“Make a motion that the Authority conditionally accept the offer of dedication of the sanitary sewer system associated with the Chapel View development, contingent on the posting of an appropriate Maintenance Bond, for 15% of the related construction cost, for a period no less than 18 months and completion of all necessary legal documents and declarations per approval by the Solicitor.”

Summit Homes (Villas at Cattail) –The Developer made a request (December 1, 2016) for dedication of the sanitary sewer facilities and it was conditionally accepted by the Authority at the December meeting. We will defer to the Authorities Solicitor for any subsequent effort related to the documents and items noted in the approval/acceptance motion made by the Authority. It is anticipated that the Township will accept the public streets in mid to late April.

Chapel Ridge – Several units in this development are proposed to use low pressure sewer systems. Shop Drawing and Submittals have been made to and reviewed by our office. While the proposed equipment will be suitable, there are some noted conditions and inspections that must occur as each unit is constructed (e.g., inspection by E-One that the pump is installed and functioning properly). We will defer this effort to Township staff but will assist as needed. The sanitary lines to which these units are connecting will need to be retested given the length of time since they were installed (as they are not currently in use).

McKinsley Heights – This is the former Patrick Sheaffer development. It has been bought by Bon Ton Builders and is in the process of being constructed. A sanitary sewer extension has been constructed on Sterling Drive (for approximately 200 lineal feet as was previously reviewed, approved and bonded). This will provide a connection for the development to the Township's collection system. Our office has provide construction oversight services for the extension.

3. PLANNING

Mapping – Our office has been assisting in field training of the new GIS mapping system for the Township staff. Overall progress is going well. The Township has secured their own ESRI license in order to better manage the mapping system and related data (vs. a shared license with Hanover Borough and Gannett Fleming). The cost of the software and migration was divided equally among the Township General Fund, Township Stormwater Fund and the Municipal Authority.

4. OTHER ENGINEERING ACTIVITIES

2016 Municipal Wasteload Management Report (Chapter 94 Report) – The Pennsylvania Department of Environmental Protection (PADEP) set forth general provisions and information requirements to be included in an annual report on all wastewater facilities. Gannett Fleming has completed this report and upon Authority approval, will submit the required report to the Borough of Hanover for inclusion with their submission to PADEP. In summary, the existing CMTA facilities are adequately sized to accommodate future growth.

2016 Annual Report – The 2016 Annual Report has been developed to final draft form and is being presented for the Authority's review. Authority and Township staff comments will then be addressed and the report will be finalized. The report indicates the overall condition of the sanitary sewer system from a maintenance, operational and financial perspective. Overall, the system is excellent condition with respect to all three focus areas.