

CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
June 12, 2017

The Conewago Township Municipal Authority met on June 12, 2017 for their Regular Meeting at the Township Office.

The following were in attendance:

Robert LeGore	Lynn Toft	Solicitor Robert L. McQuaide
Chris Stroup	Andrew Lawrence	Barbara Krebs
Francis Tananis	Michael Mehaffey, P.E.	Holly Zepp

There was no one in the audience.

Chairman LeGore brought the meeting to order at 6:00 p.m. with the Pledge to the Flag and a moment of silence.

1. Minutes

- Lynn Toft made a **motion** to approve the minutes of the Regular/Reorganization Meeting held March 13, 2017, as presented; the second was made by Francis Tananis. **Approved: Vote 5-0**

2. Communications

- Communications to be discussed in Engineer's Report.

3. Public Comment

- None

4. Controller's Report

- **Treasurer's Report**
Lynn Toft made a **motion** to approve the Treasurer's Report for March, April & May 2017; Christopher Stroup made the second. **Approved: Vote 5-0**
- **QuickBooks Audit Trail Reports**
Francis Tananis made a **motion** to approve the QuickBooks Audit Trail Reports for March, April & May 2017; Lynn Toft made the second. **Approved: Vote 5-0**
- **Stambaugh Ness-Annual Audit**
Holly Zepp said the 2016 Audit was performed on April 26 & 27, 2017.

6. Requests for Adjustments/Past Due Accounts

- **Past Due Sewer Accounts**
No action necessary for the quarter.
- **Requests for Sewer Account Adjustments**
824416 D. Musick, 60 Los Alamitos Circle
Chris Stroup made a **motion** to deny Mr. Musick's request for 10% penalty waiver, Andrew Lawrence made the second. **Request denied: Vote 5-0**

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

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**

Mr. Mehaffey explained that during the investigation, roots were discovered in six manholes and a failing lateral connection at a seventh lateral. He explained that the Contractor proposed the installation of seven lateral cleanouts. The installation of the cleanouts and associated repairs would require an additional \$25,120.00 over the original bid cost. This would cover the additional repairs and installation of lateral cleanouts.

Lynn Toft made a **motion** to approve the additional \$25,120.00 over Mr. ReHab's original bid cost for the additional repairs and installation of the lateral cleanouts. Chris Stroup made the second.

Approved Vote: 5-0

Chris Stroup made a **motion** to ratify the first payment to Mr. Rehab for \$42,327.00; Lynn Toft made the second.

Approved: Vote: 5-0

- **Chapel View- J.A. Myers**

Discussion ensued regarding items needed for dedication. The approved plan included trees to be planted around the Chapel View Pump Station. The trees have not been planted. Also, the developer has not provided all of the items required for dedication.

Andrew Lawrence made a **motion** to conditionally accept final dedication of the sewer lines in the Chapel View development, contingent upon the developer providing the proper documentation to Solicitor McQuaide, so that he may create a resolution. The resolution will also include language stating that \$10,000.00 is to be held in an escrow account to guarantee that the trees are by planted at the Chapel View Pump Station by November 15, 2017. Lynn Toft made the second.

Approved: Vote 5-0

- **GIS Mapping**

Mike Mehaffey stated that the sewer mapping is continuously updated as needed.

- **Holland Property, 751 Frederick Street**

Discussion ensued. Barbara Krebs explained that an inter-municipal agreement would need to be in place with Penn Township similar to what the Authority has with McSherrystown Borough. Penn would have to initiate at their expense. She advised that Solicitor McQuaide would have to look at the plan and ultimately approve the agreement. Penn would have to bill the property owner for sewer and provide metered readings to us. She added that the current agreement with McSherrystown should be reviewed because it was established several years ago. Holly added an amendment may be necessary due to the sewage from McKinsley Heights development will be conveyed through township lines once the development is constructed. Holly indicated this was approved in 2008.

Barbara added that we would need to see the plan for review as well. The property owner will be responsible to pay the Conewago Township tapping fee and related costs.

Lynn Toft made a **motion** to authorize the connection of the Holland property at 751 Frederick Street to the Conewago Township main, to be worked through the municipality. Chris Stroup made the second.

Approved: Vote 5-0

- **1026 Linden Avenue, new home sewer connection**
Andrew Lawrence made a **motion** to acknowledge the gravity sewer connection at 1026 Linden Avenue. Francis Tananis, made the second. **Approved: Vote 5-0**

- **J.A. Linden Avenue Townhomes**
J.A. Myers is proposing developing townhomes on a vacant lot on Linden Avenue. They have asked if the authority would prefer connecting to the front or rear main.

Christopher Stroup made a **motion** to approve the J.A. Myers connection to the rear of the Linden Avenue lot proposed for townhomes, provided J.A. Myers has easements in place with the neighboring property owner. Andrew Lawrence made the second. **Approved: Vote 5-0**

- **2016 Engineer's Annual Report**
Lynn Toft made a **motion** to approve the 2016 Engineer's Annual Report as prepared by Gannett Fleming, Christopher Stroup made the second. **Approved: Vote 5-0**

8. Report from Solicitor

- Solicitor McQuaide added that he has received nothing to review regarding the Villas at Cattail. This dedication was conditionally accepted at the December 2016 Authority meeting.

9. New Business

- Because the Assistant Secretary Treasurer is off of new hire probation, Holly asked that a motion be made to add her as an authorized signer to the bank accounts.

Francis Tananis made a **motion** to approve the addition of Angela Pabon, Township Assistant Secretary Treasurer, as an authorized signer on the bank accounts, Lynn Toft made the second. **Approved: Vote 5-0**

10. Old Business

- There was nothing for discussion.

11. Announcements/Comments

- Board of Supervisors Meeting: June 19, 2017 at 7:00 p.m.
- Zoning Hearing Board: July 5, 2017 at 6:00 p.m.
- Planning Commission: July 6, 2017 at 6:00 p.m.
- Municipal Authority: September 11, 2017 at 6:00 p.m.

At 6:40 p.m., Chris Stroup made a **motion** to adjourn Lynn Toft 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: June 12, 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 initially completed 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 completed was the repair of the prioritized mains and manholes and to conduct a subsequent inspection of the completed repairs (to ensure it was effective). During this process, roots were discovered in six manholes and a failing lateral connection was discovered at a seventh lateral. In order to address these seven laterals, the Contractor proposed the installation of seven lateral cleanouts. The installation of the lateral cleanouts, and implementation of associated repairs will result in a cost increase of \$25,120.00. This would increase the total construction cost to \$230,213.50. The original bid price was \$209,650.00. Supporting information is provided as a separate attachment.

2. DEVELOPMENTS

J.A. Myers (Chapel View) – The development is now complete (built out) and final pavement is in progress with a walk through meeting scheduled for June 14th, where a punch list will be completed. Our office received deeds of dedication and an “offer of dedication” for the street and drainage improvements, but we have not received any similar documents for the sanitary sewer facilities. We have completed a review of the sanitary sewer bond estimate (noting that we made several corrections on sewer system quantities). We will process the information as it is provided.

3. PLANNING

Mapping – Our office continues to assist with the sanitary sewer map and related revisions. One of the next efforts will be to amend the map to include CCTV data as taken from the completed sewer project (to serve as record of the completed work).

4. OTHER ENGINEERING ACTIVITIES

751 Frederick Street – Connection Request (Holland Property) – A request has been made to connect the Holland Property to the Conewago Township sewer main located on the Frederick Street side of the property. The property is located in Penn Township, York County. The Conewago sewer main serves Conewago Township properties, runs through Penn Township, and connects to the Hanover Regional main. If the property were to connect to the nearest Penn Township sewer main, the sewer lateral would have to be run under a creek and for a longer distance, into an Interceptor. There appears to be no hydraulic loading limitations that dictate whether or not this connection request should be approved. It is recommended that the Authority defer to the Solicitor for legal guidance.

1026 Linden Avenue – New Home Connection – A vacant lot is being developed into a single family residence at this location. They are seeking permission to construct a single lateral connection to the sanitary sewer system.

Linden Avenue – J.A. Myers – There is a draft concept being developed to construct 6 new townhomes onto a single lot (subdividing it into fee simple lots). They have asked if the Authority would prefer the sewer main (that needs to be extended for service) to be located in the front or in the rear, to serve these units. Our office has done a review and concluded that there are advantages to it being located to the rear (namely it avoids an acute angle in the sewer main which could accumulate solids). Further, the extension in the rear would be shorter, but may require an easement to cross an existing residential property.

2016 Annual Report – The Final 2016 Annual Report has been developed and distributed to Township Staff and Authority members. 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.

Conewago Township
2017 Sewer Rehabilitation Estimate
6/9/2017

Item Number	Item Description	Estimated Quantities	Units	Unit Prices (Each)	Completed Work with Payment		Completed Work without Payment		Remaining Work		Original Bid Estimate
					Quantities	Total	Quantities	Total	Quantities	Total Amount Dollars	
1	Cleaning of Live 8-inch diameter sanitary sewer piping and internal closed circuit televising (CCTV), complete including incidentals.	21,100	LF	\$1.40	21,689	\$30,364.60	-	-	-	-	\$29,540
2	Cleaning of Live 10-inch diameter sanitary sewer piping and internal closed circuit televising (CCTV), complete including incidentals.	1,550	LF	\$1.50	806	\$1,209.00	-	-	-	-	\$2,325
3	Cleaning of Live 12-inch diameter sanitary sewer piping and internal closed circuit televising (CCTV), complete including incidentals.	1,400	LF	\$1.80	1,223	\$2,201.40	-	-	-	-	\$2,520
4	Cleaning of Live 15-inch diameter sanitary sewer piping and internal closed circuit televising (CCTV), complete including incidentals.	1,150	LF	\$2.50	1,142	\$2,855.00	-	-	-	-	\$2,875
5	Manhole Inspection	104	Each	\$100.00	104	\$10,400.00	-	-	-	-	\$10,400
6	8-Inch Diameter Cured-in-place Sewer Lining, cleaning vitrified clay pipe, pre and post internal televising, lateral reinstatement, terminal sealing at manholes, complete including root and protrusion cutting, and incidentals.	2,100	LF	\$34.00	-	-	2,250	\$76,500.00	-	-	\$71,400
7	10-Inch Diameter Cured-in-place Sewer Lining, cleaning vitrified clay pipe, pre and post internal televising, lateral reinstatement, terminal sealing at manholes, complete including root and protrusion cutting, and incidentals.	300	LF	\$38.50	-	-	363	\$13,975.50	-	-	\$11,550
8	12-Inch Diameter Cured-in-place Sewer Lining, cleaning vitrified clay pipe, pre and post internal televising, lateral reinstatement, terminal sealing at manholes, complete including root and protrusion cutting, and incidentals.	300	LF	\$42.00	-	-	-	-	-	-	\$12,600
9	15-Inch Diameter Cured-in-place Sewer Lining, cleaning vitrified clay pipe, pre and post internal televising, lateral reinstatement, terminal sealing at manholes, complete including root and protrusion cutting, and incidentals.	300	LF	\$55.00	-	-	-	-	-	-	\$16,500
10	Lateral reinstatement and sealing	90	Each	\$350.00	-	-	71	\$24,850.00	-	-	\$31,500
11	Manhole Rehab	80	VLF	\$230.50	-	-	6	\$1,383.00	-	-	\$18,440
Subtotal (Items 1-11)						\$47,030.00		\$116,708.50		\$0.00	\$209,650.00
Change Orders											
1	8-Inch Sewer Point Repair, Cured-In-Place Sectional Lining in Live 8-inch Diameter Vitrified Clay Sewer Main Piping, 4 Foot Length Repair, cleaning, pre and post internal televising, root and protrusion cutting as needed, complete including incidentals.	4	Each	\$1,750.00	-	-	4	\$7,000.00	-	-	\$7,000
2	Remove Roots from Lateral	8	Each	\$395.00	-	-	2	\$790.00	-	-	\$3,160
3	Clean/cut out defective spot liner	1	Each	\$1,125.00	-	-	1	\$1,125.00	-	-	\$1,125
4	Replace Manhole Frame/Cover	7	Each	\$3,200.00	-	-	7	\$22,400.00	-	-	\$22,400
5	Install Manhole Inflow Protectors	7	Each	\$150.00	-	-	-	-	7	\$1,050.00	\$1,050
6	Install Internal Chimney Seal	17	Each	\$345.00	-	-	17	\$5,865.00	-	-	\$5,865
7	Prepare Pipe Seal at Manhole	1	Gallons	\$225.00	-	-	1	\$225.00	-	-	\$225
8	Bench Restoration and Channel Restoration	2	Each	\$1,450.00	-	-	2	\$2,900.00	-	-	\$2,900
Subtotal for C/O items 1 - 8						-		\$40,305.00		\$1,050.00	
Total with C/O items 1 - 8								\$157,013.50		\$1,050.00	
Project Total with C/O items 1 - 8								\$158,063.50			
9	8-Inch Sewer and 6-Inch lateral Cured-in-Place Tee Liner, cleaning PVC pipe, grouting connection first, pre and post internal televising, lateral reinstatement, stoppage of infiltration, and incidentals.	1	Each	\$1,750.00	-	-	-	-	1	\$1,750.00	\$1,750
10	Remove Roots from Lateral	6	Each	\$395.00	-	-	-	-	6	\$2,370.00	-
11	Cleanout Insert	7	Each	\$3,000.00	-	-	-	-	7	\$21,000.00	-
Subtotal of C/Os 9-11 (completion of C/Os 9-11 contingent on approval of C/O 11)						-		-		\$25,120.00	
Subtotal of all C/Os (completion of C/Os 9-11 contingent on approval of C/O 11)						-		\$40,305.00		\$26,170.00	
Total with all C/Os						\$47,030.00		\$157,013.50		\$26,170.00	
Project Total with all C/Os								\$230,213.50			

Notes:
 Shaded cell indicates information is from original bid form (dated 8/31/2016)
 Shaded cell indicates C/O has already been approved by Twp.
 Including the approved change orders 1-10, the Township has approved a cost of \$212,312