

CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
December 11, 2017

The Conewago Township Municipal Authority met on December 11, 2017 for their Regular Meeting at the Township Office.

The following were in attendance:

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

There was no one in the audience.

Vice Chairman Chris Stroup 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 Meeting held September 11, 2017 as presented; the second was made by Francis Tananis. **Approved: Vote 4-0**

2. Communications-correspondence to be discussed within the Engineer's Report-fyi

- 10/2/17 Letter from KPI regarding financial security for McKinsley Heights; Michael Mehaffey indicated that it looks in order.

3. Public Comment

- None

4. Controller's Report

- Treasurer's Report**

Francis Tananis made a **motion** to approve the Treasurer's Report for September 1, 2017 to November 30, 2017; Andrew Lawrence made the second. **Approved: Vote 4-0**

- QuickBooks Audit Trail Reports**

Andrew Lawrence made a **motion** to approve the QuickBooks Audit Trail Reports for September, October, & November 2017; Lynn Toft made the second. **Approved: Vote 4-0**

- RLH Auditing Firm**

Andrew Lawrence made a **motion** to use the firm of RLH to perform auditing services for the Municipal Authority for the years ending December 31, 2017, 2018 and 2019. Lynn Toft made the second. **Approved: Vote 4-0**

- Mr. ReHab Pay Request No. 3 and Change Order No.2. for the contracted I & I Project**

Mr. Tananis made a **motion** to ratify the payment of \$28,203.93 made to Mr. ReHab for pay request no. 3 and approve change order no. 2 dated October 9, 2017. Lynn Toft, made the second. **Approved: Vote 4-0**

- **2018 Municipal Authority Budget**

Holly Zepp reviewed the 2018 budget and entertained questions from the board members.

Lynn Toft made a **motion** to approve the 2018 Municipal Authority budget, as presented; Francis Tananis made the second. **Approved: Vote 4-0**

5. Past due sewer bills and requests for waivers

- **Past Due Reports by Holly Zepp**

Holly was directed to forward the information for 95 Comanche Trail to Solicitor McQuaide so he may send a notice of intent to file a municipal lien to the property owner.

- **Waiver/Adjustment Requests**

701426 Beccio, 55 Thomas Drive

There was no written request for a billing adjustment due to using the water for cleaning portable toilets. Francis Tananis made a **motion** to deny request for adjustment to account 701426, Lynn Toft, made the second. **Request denied: Vote 4-0**

824218 Holler, 67 S. Allwood Drive

Pool filter was not working properly had to fill pool; water went into the yard.

Andrew Lawrence made a **motion** to give credit for 25,000 gallons to account number 824218.

Francis Tananis made the second. **Approved: Vote 4-0**

737160 Sullivan, 608 Poplar Street

Andrew Lawrence made a **motion** to ratify the payment plan set up by Holly for account 737160;

Francis Tananis made the second. **Approved: Vote 4-0**

824528 Pritchard, 125 N. Allwood Drive

Andrew Lawrence made a **motion** to ratify the payment plan set up by Holly for account 824528;

Francis Tananis made the second. **Approved: Vote 4-0**

- **November 2017 Billing water shut off for non-payment :**

Scheduled for January 17, 2017.

6. Report from Engineer, Michael Mehaffey, P.E. of Gannett Fleming

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 the current I & I project has been completed, inspections were completed and the information was entered into the Authority's GIS system. He indicated that Gannett is putting together a bid package to be ready in early 2018 for I & I work in sewer sheds 2 and 7. Barb Krebs added that other municipalities may be interested in combining I & I projects with the Authority.

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

The trees have not been planted at the pump station; Jeff Stough of J.A. Myers indicated the trees will be planted by December 15, 2017; therefore, sanitary sewer dedication has not occurred.

- **J.A. Myers Linden Commons**

Mr. Mehaffey indicated that the plans were approved.

7. Report from Solicitor

- **Chapel View Sanitary Sewer Easement:**

Solicitor McQuaide asked for clarification regarding addressing the trees planted by a resident in the sanitary sewer easement. He advised that since the Authority has not taken over the sewer lines, he will address the issue with J.A. Myers, as well as, the homeowners.

8. New Business

- **Tim Hagarman, 307 Linden Avenue**

There was a blockage in the lateral at his property. He was upset that the Township nor Hanover Borough would televise his lateral at no cost. Hanover televised the main and determined that there was no blockage in the main, nor several feet into his lateral. Barb and the staff, explained to him that it was his issue to correct; he ultimately admitted that the issue was not in the main.

- **Taylor, 309 & 309 ½ Linden Avenue**

Conversion of a duplex into a single family home. So far, the property deeds were combined into one. Barb indicated that there is a process to discontinue water at the Hanover Borough. After discussion, it was agreed upon that if water meter is still hooked up and the water line remains the account will continue to bill the minimum billing. Other things must occur before the sewer service is discontinued. Also, when properties disconnect from sewer, a tapping fee would be assessed to reconnect.

- **Allwood Manor Pump Station Vandalism:**

Scott Small prepared a cost estimate and included photos of vandalism at the pump station. There was damage to the siding and a security light was broken from someone throwing rocks over the fence. After discussion, Andy Lawrence suggested that a motion sensor camera be installed if it happens again.

9. Old Business

- None

10. Announcements/Comments

- Board of Supervisors Meeting: December 18, 2017 at 7:00 p.m.
- Zoning Hearing Board Regular & Reorganizational: January 3, 2018 at 6:00 p.m.
- Planning Commission Regular & Reorganizational: January 4, 2018 at 6:00 p.m.
- Municipal Authority Regular & Reorganizational March 12, 2018 at 6:00 p.m.

At 6:46 p.m. Lynn Toft motioned to adjourn. Andrew Lawrence made the second. **Approved: Vote 4-0**

Respectfully Submitted,

**Holly Zepp
Municipal Authority Controller**

Municipal Authority Engineer's Quarterly Report

Conewago Township, Adams County, PA

Meeting Date: December 11, 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 – Final payment and completion certificates have been submitted to the contractor (Mr. Rehab, Inc). Work completed included the following:

- Initial CCTV inspection of sewer mains and manholes;
- Review of 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) (by Gannett Fleming);
- Repair of the prioritized mains, manholes, and sewer laterals;
- Inspection of the completed repairs (to ensure each repair was effective).

The inspection information has been added to the GIS system model to allow for easy access and future planning efforts by Township staff. The next phase related to rehabilitation of the sewer system will include the inspection of the remaining sewer mains located within Sewer Sheds 2 and 7. Gannett Fleming is now putting a bid package together for the 2018 Sanitary Sewer Rehabilitation project.

2. DEVELOPMENTS

J.A. Myers (Chapel View) – Mr. Stough with J.A. Myers indicated to our office that the landscaping contractor would be planting the Pump Station screening trees the week of the December 11-15, in conjunction with some other tree planting in the development.

Linden Commons – J.A. Myers Homes, Inc. had proposed and received approval for the construction of 3 duplexes on 6 residential lots at the corner of Linden Avenue and Maple Avenue. Our office recently reviewed and approved Grading/Stormwater Plans for these lots.

Trone Rental Properties (Wetzel Drive) – This plan remains as conditionally approved, needing only to provide an estimate of Public Improvements Bonding in order to receive Final Plan approval.

Precision Cut (60 & 84 Ram Drive) – This proposed commercial/industrial land development plan, while recommended for approval at the P/C level, remains on hold with the Township BOS, while issues related to access via a Borough owned street are negotiated.

3. PLANNING

Mapping – Our office continues with efforts to attribute the recently completed rehabilitation CCTV data to the Sanitary Sewer Map platform that was previously built for the Township. This additional data will provide a valuable resource and asset management tool in future efforts to maintain and operate the collection system.

4. OTHER ENGINEERING ACTIVITIES

At the start of 2018, we will proceed with the development of the Annual Report, Chapter 94 Report, and Pump Station Inspections, which will be submitted to the Authority prior to the March 2018 Authority meeting.