

CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
September 9, 2019

The Conewago Township Municipal Authority met on September 9, 2019, for their Regular Meeting at the Township Office.

The following were in attendance:

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

There was no one in the audience.

Chairman Christopher Stroup brought the meeting to order at 5:30 p.m. with the Pledge to the Flag and a moment of silence.

1. Minutes

- Andrew Lawrence made a **motion** to approve the minutes of the Regular Meeting held June 10, 2019, as presented; the second was made by Lynn Toft. **Approved: Vote 5-0**

2. Communications

- **July 24, 2019 Hanover Borough's Notice of Policy for Final Water/Sewer Billings**
Finals for tenant changes are no longer performed by the Hanover Borough. Finals will only be done for property transfers.

3. Public Comment

- There was no one in the audience; therefore, no public comment.

4. Controller's Report

- **Treasurer's Report**
Andrew Lawrence made a **motion** to approve the Treasurer's Report for June, July, and August 2019; Francis Tananis made the second. **Approved: Vote 5-0**
- **QuickBooks Audit Trail Reports**
Francis Tananis made a **motion** to approve the QuickBooks Audit Trail Reports for June, July, and August 2019; Andrew Lawrence made the second. **Approved: Vote 5-0**

5. Requests for Adjustments Past Due Accounts

- **Past Due Sewer Accounts**
Holly indicated that a certification of a municipal lien was forwarded to the county for 930 Edgegrove Road, which is scheduled to be sold at the Tax Claim Sale, on September 18, 2019. She indicated this property is the only one with a municipal lien on the Upset Sale List. She indicated the lien has been on since 2015.
- **Requests for Sewer Account Adjustments**
696985 Clarks, 355 Kindig Lane Request from ENGIE Insight (Clark's bill paying agent)
Due to it being the first request for a late fee waiver, Francis Tananis made a **motion** to credit the

account the 10% penalty assessed in March 2019 which is \$31.17. Ernest Hess made the second.

Approved: Vote 5-0

721831 Sumner, 607 W. Third St.

Andrew Lawrence made a **motion** to waive the penalty and interest from account 721831 incurred in June 2019. Ernest Hess made the second.

Approved: Vote 5-0

723370 Elder, 628 Third St (rear)

Request for an adjustment to the November bill, if necessary due to water line to the refrigerator leaking for several days. The new readings were not available.

Francis Tananis made a **motion** to allow Holly to make an adjustment, if necessary, to the billing for account 723370. Lynn Toft made the second. After discussion, the motion was amended to allow Holly to make an adjustment up to 10,000 gallons.

The amended motion carries with a vote of **5-0**

735840 Elizabeth Brothers, 530 Blettner Ave.

Due to it being her first request for a waiver, Andrew Lawrence made a **motion** to credit account 735840 the 10% penalty of \$3.90 incurred in June 2019. Ernest Hess made the second.

Approved: Vote 5-0

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

- **Sewer Investigation 2018/2019 Rehabilitation Project**

Insight Pipe Company Change Order, dated July 10, 2019 for Ratification. Barb Krebs signed the change order in July, which decreased the cost by \$64,745.00.

Lynn Toft made a **motion** to ratify the July 10, 2019 Change Order from Insight Pipe in the amount of \$129,312.00; Andrew Lawrence made the second.

Approved: Vote 5-0

- **2019 Sewer Investigation Bid**-for cleaning and televising. Bid opening was held September 4, 2019. Mr. Mehaffey indicated all was in order with the bid submission and recommended Mr. ReHab per the bid review results. Mr. ReHab was the least expensive.

Andrew Lawrence made a **motion** to accept the bid for the 2019 Sewer Investigation from Mr. ReHab, Inc. in the amount of \$129,231.95 for cleaning and televising sewer sheds 1, 3, and 5. Ernest Hess made the second.

Approved: Vote 5-0

- **115 Ram Drive-request for bond release**

Per Gannett Fleming's July 3, 2019 recommendation, Andrew Lawrence made a motion to release the Sewer Bond held in the amount of \$17,855.50, for 115 Ram Drive. Francis Tananis made the second.

Approved: Vote: 5-0

- **J. A. Myers-request for bond release for Linden Commons**

The response letter from September 8, 2019 with Gannett recommendations, with contingencies, was handed out.

Andrew Lawrence made a **motion** to release the currently held sanitary sewer improvements bonding for the "Linden Commons" residential development project subject to the conditions as stipulated by the Municipal Authority Engineer in their September 8, 2019 correspondence, namely to be Record Drawings, a Maintenance Bond, satisfactory restoration of all disturbed Township roadways and an offer and Deed Of Dedication for a portion of the newly constructed system (in form satisfactory to the Municipal Authority Solicitor). Lynn Toft made the second.

Approved: Vote 5-0

- **Quarterly Report**

Mike reviewed the Engineer's Quarterly report. The report will become part of the official minutes.

Centennial Circle now known as Centennial Acres:

Manager Krebs indicated this plan was recommended by the Planning Commission to the Board of Supervisors contingent on the Eisenhower Drive Extension.

Mavis Tire

Barb Krebs indicated that the township solicitor is developing and preparing a holding tank ordinance in regard to the Mavis Tire plan. The property is located on Carlisle Pike. Mavis is proposing to install a holding tank until they are able to connect to public sewer; which will be a condition of the holding tank ordinance.

Carlisle Pike Sewer Extension

Due to failing on-lot systems and because of the interest expressed by the commercial property owners in connecting to public sewer in the Carlisle Pike area; Manager Krebs indicated that she had the engineer prepare scenarios and the feasibility of extending public sanitary sewer to the area.

Barb indicated the Engineer said it is feasible and offered several scenarios. Barb indicated that the Engineer proposed connecting at the end of High street and running the line under the stream and to the rear of the properties on the Carlisle Pike. This would include the properties along Carlisle Pike and possibly the properties on Jacobs Road. She said this scenario makes the most sense. Gannett also proposed connecting to Hanover's line which Barb recommended not to do and Chris Stroup was in agreement. There was discussion regarding funding, construction, etc. All of which will need to be looked into.

The discussion resulted in a **motion** being made by Andrew Lawrence to have Barb Krebs and the Engineer begin the process having the Sanitary Sewer extended to the Carlisle Pike properties within the township. Ernest Hess made the second. **Approved: Vote 5-0**

Barb Krebs made it clear to the Board that this will take some time. Mr. Mehaffey agreed and added that the DEP permit would take some time.

7. Report from Solicitor

- Solicitor McQuaide reported that he had nothing to add.

8. New Business

- I & I calculations prepared by Tim Mayers of the Hanover Borough were shared with the Board.

9. Old Business

- There was nothing to discuss.

10. Announcements/Comments

- Board of Supervisors Meeting: September 16, 2019 at 6:30 p.m.
- Zoning Hearing Board: October 2, 2019 at 6:00 p.m.
- Planning Commission: October 3, 2019 at 6:00 p.m.
- Municipal Authority: December 9, 2019 at 5:30 p.m.

At 6.38 p.m., Andrew Lawrence 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: September 9, 2019

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. TOWNSHIP CONSTRUCTION PROJECTS

The Township has substantially completed its 2019 Street and Drainage Project which included bituminous overlays and drainage improvements on portions of North Third Street, Blettner Avenue and Oxford Avenue. The Township is now looking at its 2020 scope of street work and is evaluating Poplar Street as a potential reconstruction project

2. DEVELOPMENTS

TRONE Realty (Wetzel Drive) – This plan remains on hold at the request of the Developer.

Blettner Avenue Industrial Buildings – This project, consisting of two large industrial buildings (uses yet unassigned) is conditionally approved. It was mandated that they hook into the Township sewer system, in lieu of a connection to the adjacent Hanover Borough line(s).

Centennial Circle – This project has been revised and would consist of the creation of four (4) roadside frontage single family lots (still served with individual low-pressure sewer), connected to the Township's sanitary sewer system. This plan is being reviewed at the planning level.

Mavis Tire – This project is currently proposing 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.

Smith Specialty Automotive – This project, consisting of the expansion of an existing automotive sales and repair facility, is currently proposing to use an existing onsite in-ground system to provide for sewerage management/treatment.

Chapel Ridge – This project is nearing completion of Phase II and will likely be looking for dedication of public facilities in early 2020. The Township has conducted a general field review of street, curb and stormwater facilities. It was noted in the punch list that any sanitary sewer lines, manholes, cleanouts, etc. should be reviewed by the Authority ahead of the street surfacing next year (to avoid excavation of a newly paved street and to ensure that all items are addressed to satisfaction of CTMA).

3. 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.

4. AUTHORITY CONSTRUCTION PROJECTS

2018/2019 Sanitary Sewer Rehabilitation Project – This phase related to the rehabilitation of the sewer system includes the inspection and repair (as identified) of the remaining sewer system located within Sewersheds 2 and 7. Gannett Fleming has coordinated with the Borough of Hanover to synchronize a joint bid effort. The bid package for this project was developed and advertised. The bids were opened and the project was awarded. A preconstruction meeting was held and televising within the Township has occurred. The video has been reviewed and the improvement list was provided to the contractor. The contractor is currently completing the identified rehabilitation that is required.

2019 Sanitary Sewer Investigation – This project consists of cleaning and televising of approximately 65,000 linear feet of existing 6-inch through 12-inch diameter sanitary sewer mains and inspection of approximately 309 manholes, located within Sewersheds 1, 3 and 5. The bids for this project were opened on September 4th. Bids were reviewed and a recommendation was provided to Borough Staff. If there are any questions regarding any aspect of this report, please feel free to contact me at our Camp Hill office or via email at mmehaffey@gfnet.com.