

CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
December 9, 2019

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

The following were in attendance:

Christopher Stroup	Andrew Lawrence	Virginia Thornton, E.I.T. & Eric Mains, P.E.
Lynn Toft	Ernest Hess	Barbara Krebs
Francis Tananis	Solicitor Robert L. McQuaide	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 accept the minutes, as presented, of the Regular Meeting held September 9, 2019. The second was made by Ernest Hess. **Approved: Vote 5-0**

2. Communications

- None

3. Public Comment

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

4. Controller's Report

- **Treasurer's Report**

Lynn Toft made a **motion** to approve the Treasurer's Report for September, October, & November 2019; Francis Tananis made the second. **Approved: Vote 5-0**

- **QuickBooks Audit Trail Reports**

Lynn Toft made a **motion** to approve the QuickBooks Audit Trail Reports for September, October, & November 2019; Francis Tananis made the second. **Approved: Vote 5-0**

- **Audit Services**

Andrew Lawrence made a **motion** to engage Brown, Shultz, Sheridan, & Fritz, as contracted, to perform the 2019 annual audit. Lynn Toft made the second. **Approved: Vote 5-0**

Andrew Lawrence made a **motion** to accept the Audit Proposal dated October 7, 2019 from Brown, Shultz, Sheridan, & Fritz for auditing services for 2020, 2021, 2022, 2023 & 2024. Ernest Hess made the second. **Approved: Vote 5-0**

- **2020 Budget**

Chairman Stroup asked Holly Zepp to review the budget. Andrew Lawrence had several questions which were addressed by Barbara Krebs and Holly Zepp. He asked that a separate line item be added for credit card reimbursement rather than including it in the 405.300 "other category". Mr. Lawrence expressed thanks for the work involved in preparing the budget.

Andrew Lawrence made a **motion** to approve the 2020 budget as presented, with the addition of an expense line item for credit card reimbursement to stormwater and transfer the total reimbursement amount from 405.300/other charges to the new line. The second by Ms. Toft. **Approved: Vote: 5-0**

5. Requests for Adjustments Past Due Accounts

- **Past Due Sewer Accounts**

For non-payment of sewer bills, the property at 276 Oxford Avenue will need to have the process started to place a municipal lien on the property.

- **Requests for Sewer Account Adjustments**

695400-0 Daniel Smith, 354 Maple Avenue, repaired underground leak, excessive consumption Andrew Lawrence made a **motion** to adjust the November 2019 bill for sewer account number 695400-0 to reflect \$38.96, due to an underground leak. Ernest Hess made the second.

Approved: Vote 5-0

- **710161-1** Paul Burkentine Rental, 21 Birch Drive

The tenant is requesting penalty waivers (\$53.90) from the August 2019 bill because of a misunderstanding with the landlord in regard to who paid the bill to whom. It was his first bill. Andrew Lawrence made a **motion** to credit the account the late fees of \$53.90 to account 710161-0. Francis Tananis made the second.

Approved: Vote 5-0

- **709705** Gregory Leese, 41 Conewago Drive

The board acknowledged the payment plan set up by Gregory Leese of 41 Conewago Drive, due to excessive consumption. He has been making payments.

6. Report from Engineer, Virginia Thornton, E.I.T.

- **Quarterly Report**

Virginia Thornton reviewed the Engineer's Quarterly report with the board. The report will become part of the official minutes.

- **Blettner Avenue Industrial Buildings**

The engineer reviewed and recommended public improvement bonding totaling \$40,772.60.

Andrew Lawrence made a **motion** to approve the engineer's proposal for public improvement bonding in the amount of \$40,772.60 for the Blettner Avenue Industrial Buildings; with the bond reviewed and approved by the solicitor. The second was made by Mr. Hess. **Approved: Vote 5-0**

Andrew Lawrence made a **motion** to acknowledge the Sewer Planning Module for the Blettner Avenue Industrial buildings as signed by Barbara Krebs on November 5, 2019. Francis Tananis made the second.

Approved: Vote 5-0

- **Centennial Acres**

Andrew Lawrence made a **motion** to approve the Sewer Planning Module, as approved by the engineer for the Centennial Acres Subdivision, Ernest Hess made the second. **Approved: Vote 5-0**

- **Sewer Rehab**

Lynn Toft made a **motion** to ratify the payment to Insight Pipe pay request #1 for 20,278.62 for the contracted sewer rehabilitation project. Ernest Hess made the second. **Approved: Vote 5-0**

The Board was given a schedule from Mr. ReHab for cleaning and televising sewer sheds 1,3, and 5. Mr. ReHab will be onsite to perform the contracted cleaning and televising in February and March 2020.

7. Report from Solicitor

- Solicitor McQuaide reported that he had nothing to add.

8. New Business

- There was nothing to discuss.

9. Old Business

- There was nothing to discuss.

10. Announcements/Comments

- Board of Supervisors Meeting: December 16, 2019 at 6:30 p.m.
- Zoning Hearing Board: January 8, 2020 at 6:00 p.m.
- Planning Commission: January 9, 2020 at 6:00 p.m.
- Municipal Authority Regular & Reorganizational: March 9, 2020 at 5:30 p.m.

At 6.06 p.m., Lynn Toft made a **motion** to adjourn; Francis Tananis made the second. **Approved: Vote 5-0**

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller



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 is complete with its 2019 Street and Drainage Improvement Projects. Currently, the Township is looking to do a full depth reconstruction of Poplar Street in 2020. Work will begin later this month into January to assemble the necessary contract documents and supporting exhibits. There are likely adjustments that will be required of existing sanitary sewer manholes.

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 and pending resolution of a few minor outstanding items. Revised plans were submitted to depict the connection of both buildings into the Township's system. One lot will require the use of a low-pressure grinder pump (with stream crossing) in order to connect.

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 still 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.

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). Our office will work with the Developer to check facilities and ensure that all is in order.

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.

Sewer Extension Study – Following up from our original study, our office has been working on an analysis of the parcels impacted by the conceptual extension of the sanitary sewer system. The intent of the current effort is to better understand how the value of certain affected parcels could increase if public sewerage was provided adjacent to (or through) their lands. This work includes a review of the local real estate market, county land assessment values, development potential, etc. A rough draft of the report is compiled and undergoing refinement and final QAQC reviews. We expect to present the draft report at the first quarterly meeting of the Authority in 2020.

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 has completed all required work with the exception of chimney seals in two manholes. Gannett Fleming has instructed the Contractor to complete these two items before Contract closeout and final payment is made.

2019/2020 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 Township Staff. The Contract has been awarded to Mr. Rehab and a pre-construction meeting has been held. Work is anticipated to begin in February 2020 and run through March 2020.

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.