

# CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY

541 OXFORD AVENUE

HANOVER, PA 17331

## Meeting Minutes

March 9, 2020

The Conewago Township Municipal Authority met on March 9, 2020 for their Reorganizational & Regular Meeting at the Township Office.

The following were in attendance:

Chris Stroup	Lynn Toft	Solicitor Joseph Erb, Jr., for Robert McQuaide
Francis Tananis	Ernest Hess	Barbara Krebs
Andrew Lawrence	Michael Mehaffey, PE	Holly Zepp

Township Supervisor Charlotte Shaffer and Bob Miller of 3176 Hanover Pike were in the audience.

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

### Reorganization

- Chairman Stroup requested the Solicitor, Joseph Erb, Jr., preside over the meeting to begin the reorganization. Solicitor Erb asked the board to entertain a motion for Chairman. Francis Tananis made a **motion** to nominate Christopher Stroup as Chairman. Andrew Lawrence made the second. There were no other nominations for Chairman. There was no discussion. Solicitor Erb closed the nominations. The board voted unanimously for Christopher Stroup as Chairman.
- Solicitor Erb turned the meeting over to Chairman Stroup who asked for nominations for Vice Chairman. Francis Tananis made a **motion** to nominate Andrew Lawrence as Vice Chairman. Ernest Hess made the second. There were no other nominations for Vice Chairman. There was no discussion. The board voted unanimously for Andrew Lawrence as Vice Chairman.
- Chairman Stroup requested nominations for Secretary/Treasurer. Andrew Lawrence made a **motion** to nominate Francis Tananis as Secretary /Treasurer. Lynn Toft made the second. There were no other nominations for Secretary/Treasurer. There was no discussion. The board voted unanimously for Francis Tananis as Secretary/Treasurer.
- Francis Tananis made a **motion** to adopt June 8, 2020; September 14, 2020; and December 14, 2020; beginning at 5:30 p.m., as their regularly scheduled meetings. Lynn Toft made the second. The board voted unanimously for the meeting dates as advertised.
- Lynn Toft made a **motion** to reappoint Holly Zepp as the Municipal Authority Controller at the established 2020 rate. Francis Tananis made the second. The board voted unanimously in favor of reappointing Holly Zepp as Municipal Authority Controller at the 2020 established rate.
- Francis Tananis made a **motion** to acknowledge Gannett Fleming as the Municipal Authority's Engineer. Ernest Hess made the second. The board voted unanimously as retaining Gannett Fleming as the Authority's Engineer.
- Ernest Hess made a **motion** to acknowledge Robert L. McQuaide of Barley Snyder as the Municipal Authority's Engineer. Lynn Toft made the second. The board voted unanimously as retaining Solicitor Robert L. McQuaide as the Authority's Engineer.

The reorganization portion of the meeting closed at 5:35 p.m.; the regular portion commenced.

### 1. Minutes

- Andrew Lawrence made a **motion** to approve the minutes of the Regular Meeting held December 9, 2019, as presented; the second was made by Lynn Toft.

**Approved: Vote 5-0**

## **2. Communications**

- DEP correspondence to Hanover Borough, dated December 16, 2019; in regard to DEP's acceptance of the 2018 Chapter 94 Report was shared with the Authority Members. No action required.

## **3. Public Comment**

Township Supervisor Charlotte Shaffer expressed her concern in regard to the validity of the reappointments of the Authority members whose appointments expired in 2019.

Solicitor Erb responded that Municipal Authority is an independent body and the Supervisors do not have the authority to remove members once established. He indicated there was no formal communication to the Authority. He also said Supervisor Shaffer's concerns will be taken under advisement to consider.

## **4. Controller's Report**

- **Treasurer's Report**

Francis Tananis made a **motion** to approve the Treasurer's Report for December 2019, January & February 2020; 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 2019; January & February 2020; Lynn Toft made the second. **Approved: Vote 5-0**

- **Resolution 2020-A Disposition of Records**

Lynn Toft made a **motion** to approve Resolution 2020-A Disposition of Records. Ernest Hess made the second. **Approved: Vote 5-0**

- **Reaffirm Bank/Investment Account Signers**

Andrew Lawrence made a **motion** to reaffirm the signers on the bank and investment accounts as Authority Chairman, Authority Secretary/Treasurer, the Township Treasurer and the Township Assistant Secretary/Treasurer. Ernest Hess made the second. **Approved: Vote 5-0**

## **5. Requests for Adjustments/Past Due Accounts**

- **Past Due Sewer Accounts**

Holly Zepp indicated the information in regard to 131 Conewago Drive will be forwarded to Solicitor McQuaide to begin the process of placing a Municipal Lien due to arrears.

A discontinuance was filed to release the Municipal Claim on 930 Edgegrove Road. Holly indicated that the proceeds were from the Tax Claim Sale in 2019.

- **Requests for Sewer Account Adjustments**

**710814-0** Frank Stewart, 126 Hemlock Dr.

Andrew Lawrence made a **motion** to credit the total equal to 20,000 gallons to account 710814-0 because of a defective, leaking water heater, which has been replaced and the water didn't go into the sewer. Francis Tananis made the second. **Approved: Vote 5-0**

**721550-1** Jessica Shaffer, 415 Third St.

Due to it being the first waiver request, Andrew Lawrence **made** a motion to waive the \$50 penalty applied to account 721550-1 in December 2019, Lynn Toft made the second.

**Approved: Vote 5-0**

**735820-0** Gordon Gebhart, 516 Blettner Ave.

Due to first time request, Francis Tananis made a **motion** to waive the 10% penalty applied in December 2019 to account 735820-0; Ernest Hess made the second. **Approved: Vote 5-0**

**824324-0** Michael Crooks, 954 Hostetter Rd.

Lynn Toft made a motion to credit account 824324-0 the amount equivalent to 102,000

gallons, because the outside hose was left on and froze in the fall of 2019. Francis Tananis made the second.

**Approved: Vote 5-0**

**824370-0** Richard & Cherie Haugh, 88 Dickinson Dr.

Due to it being the first request for a penalty waiver, Ernest Hess made a motion to credit account 824370-0 the \$50 which was applied in the December 2019 sewer billing.

Francis Tananis made the second.

**Approved: Vote 5-0**

**6. 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:

- **Quarterly Report**

Mr. Mehaffey reviewed the quarterly engineering report which included the following:

**Centennial Acres**

Ernest Hess made a **motion** to acknowledge performance bonding of \$73,700.00 for the Centennial Acres Development. Lynn Toft made the second. **Approved: Vote 5-0**

**Sewer Extension Study**

Mr. Mehaffey provided the Authority members with a feasibility study in regard to servicing the Carlisle Pike and Jacobs Road residential and commercial properties with public sewer. Conceptually, the system would consist of a gravity system to the Carlisle Pike properties and low pressure systems for the Jacobs Road properties. The main would connect to the CTMA manhole at WE 15. The main would be placed to the rear of the Carlisle Pike properties. The report took into account cost allocations to residential and commercial properties.

Barb Krebs did preliminary calculations in regard to the cost for a residential lot. She indicated the cost would be comparable to the cost of replacing an on lot system.

Discussion ensued in regard to costs. Residential property owners would be charged a portion of the construction costs and related expenses, including but not limited to, the tapping fee and grinder pump, permitting, engineering fees, bid documents, etc. The Board discussed paying the costs and have the residents pay back in installments with interest.

Commercial lots could be charged according to EDU's or linear feet. Andy Lawrence asked Mr. Mehaffey if there is a precedence. Mr. Mehaffey said, in his experience, costs are typically assigned based on EDU's. Undeveloped lots would be charged utilizing potential EDU's. The board asked the engineer to provide costs associated with potential EDUs to review. Mehaffey said construction could possibly begin in 2021. DEP permits, easements, bids, etc.; take time to obtain.

All of the Authority Members were in agreement that the project is feasible. Once more information is available, because this is still in the preliminary stages, correspondence will be sent to the affected property owners who will be invited a future meeting.

**2018 Sewer Rehabilitation Project**

In regard to the 2018 Sewer Rehab Project, the Authority Members were provided copies of the following final documents from Insight Pipe Contracting: Pay Estimate No. 3 for \$8548.18; Change Order No. 2-decreasing project cost by \$58,320.20; Completion Certificate, Final Release and Waiver of Lien; and Consent of Surety for Final Payment.

Lynn Toft made a **motion** to approve all the final documents in regard to the 2018 Sewer Rehab project, as presented. Andrew Lawrence made the second.

**Approved: Vote 5-0**

### **2019/2020 Sewer Investigation**

Mr. Mehaffey indicated that Mr. Rehab is scheduled through the end of March 2020, to televise and clean the sewer sheds 1, 3, & 5. Upon completion, Gannett will review the video and provide recommendations as to what repairs may be necessary.

### **2019 Municipal Wasteload Management Report-Chapter 94 Report**

The Authority members were provided a copy of the Conewago Township Municipal Authority Chapter 94 Report for 2019. Mike Mehaffey reviewed the report with the members.

Lynn Toft made a **motion** to acknowledge the 2019 Municipal Wasteload Management Report - Chapter 94 report, as prepared by Gannett Fleming, Francis Tananis made the second.

**Approved: Vote: 5-0**

### **Engineer's Annual Report**

Michael Mehaffey handed out the final copy of the 2020 Engineer's Annual Report for the Authority members to review and provide comments. He said that the Authority is financially sound, no need for a rate increase, and the pump stations are in good order.

#### **7. Report from Solicitor**

- Solicitor Erb relayed that Solicitor McQuaide filed the discontinuance for the Wolf property.

#### **8. New Business-none**

#### **9. Old Business -none**

Robert Miller requested permission to ask a question. Chairman Stroup noted the public comment section was held at the beginning of the meeting; however, he allowed him to speak. Mr. Miller asked if he could have copies of information provided to the Authority in regard to this meeting. Solicitor Erb responded that the proper procedure is to fill out a Right to Know request which are available through the Township.

#### **10. Announcements/Comments**

- Board of Supervisors Meeting: March 16, 2020 at 6:30 p.m.
- Zoning Hearing Board: April 1, 2020 at 6:00 p.m.
- Planning Commission: April 2, 2020 at 6:00 p.m.
- Municipal Authority: June 8, 2020 at 5:30 p.m.

At 6:25 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**



**Municipal Authority Engineer's Quarterly Report**  
Conewago Township, Adams County, PA  
Meeting Date: March 9, 2020

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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 will be awarding the Contract for the 2020 Poplar Street Reconstruction Project to Conewago Contractors. Work is expected to start in late April, early May. There may be minor adjustments needed for the various utilities.

## **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 approved and 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 approved.

**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. This project has begun site construction operations.

**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.

## **4. 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** – Our office has completed our efforts related to a study that focused on a possible expansion of the Township's sanitary sewer collection system in the area of Wilson and SR 0094. This study would likely consist of both gravity and low-pressure sewer. It is envisioned that this project could help to foster growth under the TDR program and provide a long-term sanitary sewer solution for the existing on lot systems along Jacobs Road that constrained by poor soils (for replacement systems). A copy of our report has been submitted to the Township.

**Sewer Use Ordinance** – Our office is working with Township Staff to provide updates to the Township's Sewer Use Ordinance (as it relates to sewer flows going to Hanover Borough). Future updates will be forthcoming.

## **5. AUTHORITY CONSTRUCTION PROJECTS**

**2018/2019 Sanitary Sewer Rehabilitation Project** – This phase is related to the rehabilitation of the sewer system, including the inspection and repair (as identified) of the remaining sewer system located within Sewersheds 2 and 7. The Contractor has completed all required work associated with this contract. Final Completion documentation and the final payment for the project is being processed.

**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 Contract was awarded to Mr. Rehab, Inc. The televising will be completed later this month and Gannett Fleming staff will review the video and provide repair/rehabilitation recommendations.

**2019 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 projected growth.

**2019 Annual Report** – The 2019 Annual Report has been developed to final draft form and was issued to Township Staff and the Authority for review. Comments have been received and addressed. The report indicates the overall condition of the sanitary sewer system from a maintenance, operational and financial perspective. Overall, the system is in excellent condition

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](mailto:mmehaffey@gfnet.com).

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