

CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
June 8, 2020

The Conewago Township Municipal Authority met on June 8, 2020, for their Regular Meeting at the Township Office. Social distancing and face masks were required due to being in the yellow phase of the coronavirus pandemic reopening process.

The following were in attendance:

Christopher Stroup	Andrew Lawrence	Michael Mehaffey, P.E.	Holly Zepp
Francis Tananis	Thomas Klunk	Solicitor Robert L. McQuaide	

Due to the COVID-19 pandemic, Lynn Toft participated via telephone.

Charlotte Shaffer, Chairperson of the Conewago Township Board, was 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.

Ratification of Reorganization Meeting:

Francis Tananis made a **motion** to reaffirm the appointments made at the March 9, 2020 Reorganization Meeting. Thomas Klunk, made the second.

Approved: Vote 5-0

1. Minutes

- Lynn Toft made a **motion** to approve the minutes of the Regular Meeting held March 9, 2020; the second was made by Francis Tananis. **Approved: Vote 5-0**

2. Communications

- A May 12, 2020 email from William F. Hill offering professional engineering services was shared with the Authority members. Chairman Stroup indicated that the Authority is currently happy with Gannett Fleming, the board was in agreement with Chairman Stroup.

3. Public Comment

- None

4. Controller's Report

- **Treasurer's Report**
Francis Tananis made a **motion** to approve the Treasurer's Report for March, April, & May 2020; with a change to the allocation from line 429.403 Sewer line maintenance to liability from prior year expenses 380.001. Thomas Klunk 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 2020; Lynn Toft made the second. **Approved: Vote 5-0**
- **2019 Audit by BSSF, CPAs**
Holly Zepp indicated that the auditors are currently working on the 2019 audit and it will be completed by the September meeting.

5. Requests for Adjustments Past Due Accounts

- **Past Due Sewer Accounts**

Holly was directed to forward the information to Solicitor McQuaide for 120 S. Lincoln Dr., to start the process of filing a Municipal Claim for non-payment of the sewer bill.

- **Requests for Sewer Account Adjustments**

There were none.

- **Late fee waivers due to Emergency Declaration in regard to COVID-19**

Lynn Toft **made** a motion to ratify the \$50.00 late fee waiver on all of the February 2020 sewer billing accounts. Francis Tananis made the second.

Approved: Vote 5-0

Discussion ensued regarding the May billing late fees and shut off. Solicitor McQuaide indicated that there is a mandate protecting from evictions and foreclosures through July 10, 2020.

Andrew Lawrence made a **motion** to waive all of the late fees which would be normally applied to the May 2020 sewer billing. Lynn Toft made the second.

Approved: Vote 5-0

Keeping in line with the mandate mentioned by the Solicitor, water shut off will not occur in July.

- **Hanover Borough Mandate**

The board acknowledged Hanover Borough's mandate in regard to water shut off and late fees during the Pandemic Emergency. Hanover Borough notified the township that they were not charging late fees or shutting off services due to a PUC mandate.

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

- **Quarterly Report**

Michael Mehaffey reviewed the quarterly Engineers Report with the members. The report will become part of the official minutes.

- **Sewer Rehabilitation**

Andrew Lawrence made a **motion** to approve Mr. ReHab's pay request #1 dated April 17, 2020 in the amount of \$118,484.14; Lynn Toft made the second.

Approved: Vote 5-0

Lynn Toft made a motion to ratify Mr. ReHab's substantial completion & final documents, as approved by the engineer and signed the Authority Chairman on May 12, 2020. Andrew Lawrence made the second.

Approved: Vote 5-0

Mr. Mehaffey reported that there were two areas of immediate concern discovered during the televising. They are as follows: PR3 East of Water Street on Stafford Dr. and OH29 to OH10 run on Hemlock Drive. He advised that other areas needing attention could wait until the next phase of repair. Mr. Mehaffey contacted Mr. ReHab, who estimated the repairs would be about \$7,450.00.

Andrew Lawrence made a **motion** to authorize the engineer to contact Mr. Rehab to perform the two repairs described in the paragraph above, in the amount of \$7,450.00. Francis Tananis made the second.

Approved: Vote: 5-0

- **Engineer's 2019 Annual Report**

Lynn Toft accepted the 2019 Engineer's Annual Report as submitted by the Engineer. Francis Tananis made the second.

Approved: Vote 5-0

- **Carlisle Pike-Sewer Extension**

Due to the COVID-19 Emergency, a public meeting to discuss the Carlisle Pike sewer extension was not planned and costs were not compiled as discussed at the March 2020 meeting.

Discussion ensued. The project has been tabled until the September 14, 2020 Regular Meeting.

Andrew Lawrence expressed concern in regard to failing on lot systems. Solicitor McQuaide questioned whether or not DEP has had any issues with the properties. No one was aware of any issues with DEP. The board discussed property owners spending thousands of dollars to replace their on-lot system, if public sewer is imminent.

As a result of the discussion, Holly was directed to draft a letter to the affected property owners to notify them of the potential extension of public sewer to their area. The letter is to advise the property owners that if they need a repair or replacement of their on-lot system, they need to contact the Township. Prior to sending, the letter is to be approved by the engineer and solicitor, then emailed to the Authority members for a final approval.

7. Report from Solicitor

- Solicitor McQuaide had nothing to add.

8. New Business

- The board was provided a revised contact list.

9. Old Business

- Nothing was discussed.

10. Announcements/Comments

- Board of Supervisors Meeting: June 15, 2020 at 6:30 p.m.
- Zoning Hearing Board: June 17, 2020 at 6:00 p.m.
- Planning Commission: July 2, 2020 at 6:00 p.m.
- Municipal Authority: September 14, 2020 at 5:30 p.m.

At 6:08 p.m., Lynn Toft made a **motion** to adjourn; Andrew Lawrence made the second.

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA
Meeting Date: June 8, 2020

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 awarded the Contract for the 2020 Poplar Street Reconstruction Project to Conewago Contractors. Work on this project has been completed.

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.

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 – 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 consists 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 worked with Township Staff to provide updates to the Township's Sewer Use Ordinance (as it relates to sewer flows going to Hanover Borough). The Ordinance was advertised by the Township Board of Supervisors at their May meeting and will be discussed at the July meeting.

4. 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. Final Completion documentation and the final payment for the project has been processed and the Contract is closed out.

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. Gannett Fleming will complete its review of the inspection videos this month and provide its repair/rehabilitation recommendations. If no immediate repairs are required to be done under the Contract with Mr. Rehab, their Contract will be closed out.

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.