

CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
March 12, 2018

The Conewago Township Municipal Authority met on March 12, 2018 for their Reorganizational & Regular Meeting at the Township Office.

The following were in attendance:

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

There was no one in the audience.

Vice Chairman Stroup brought the meeting to order at 6:00 p.m. with the Pledge to the Flag and a moment of silence.

Reorganization

- Vice Chairman Stroup requested the Solicitor, Robert McQuaide, preside over the meeting to begin the reorganization. Solicitor McQuaide asked the board to entertain a motion for Chairman. Francis Tananis made a motion to nominate Robert LeGore as Chairman. Andrew Lawrence made the second. There were no other nominations for Chairman. Solicitor McQuaide closed the nominations. The board voted unanimously for Robert LeGore as Chairman.
- Solicitor McQuaide asked for nominations for Vice Chairman. Francis Tananis made a motion to nominate Christopher Stroup as Vice Chairman. Andrew Lawrence made the second. There were no other nominations for Vice Chairman. The board voted unanimously for Christopher Stroup as Vice Chairman.
- Solicitor McQuaide turned the meeting over to Vice Chairman Stroup who 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. The board voted unanimously for Francis Tananis as Secretary/Treasurer.
- Francis Tananis made a motion to adopt June 11, 2018, September 10, 2018 and December 10, 2018 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 2018 rate. Francis Tananis made the second. The board voted unanimously in favor of reappointing Holly Zepp as Municipal Authority Controller at the 2018 established rate.

The reorganization portion of the meeting closed at 6:03 p.m.

1. Minutes

- Lynn Toft made a **motion** to approve the minutes of the Regular Meeting held December 11, 2017, as presented; the second was made by Francis Tananis. **Approved: Vote 4-0**

2. Communications-none

3. Public Comment-none

4. Controller's Report

- **Treasurer's Report**

Lynn Toft made a **motion** to approve the Treasurer's Report for December 2017, January & February 2018; Francis Tananis made the second. **Approved: Vote 4-0**

- **QuickBooks Audit Trail Reports**

Francis Tananis made a **motion** to approve the QuickBooks Audit Trail Reports for December 2017; January & February 2018; Lynn Toft made the second. **Approved: Vote 4-0**

- **Resolution 2018-A Disposition of Records**

Lynn Toft made a **motion** to approve Resolution 2018-A Disposition of Records. Francis Tananis made the second. **Approved: Vote 4-0**

5. Requests for Adjustments/Past Due Accounts

- **Past Due Sewer Accounts**

Holly Zepp was directed to forward information to Solicitor McQuaide to begin the process of placing a Municipal Lien on 217 Maple Drive.

- **Requests for Sewer Account Adjustments**

726104 Arigo, 516 Diller Road

Francis Tananis made a **motion** to waive the \$50 penalty assessed on account 726104, with the option of a payment plan for future billing; Lynn Toft made the second. **Approved: Vote 4-0**

737140 Dowling, 39 Elk Drive

Lynn Toft made a **motion** to waive the \$50 penalty assessed on account 737140; Francis Tananis made the second. **Approved: Vote 4-0**

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:

- **2018 Township Street Surfacing Project**

Lynn Toft made a **motion** to authorize expenditures as needed to provide replacement rings for the 2018 Township street paving project; Francis Tananis made the second. **Approved: Vote 4-0**

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

The trees for screening at the pump station have been planted.

- **Wetzel Drive: Trone Rental Properties**

Gannett Fleming reviewed and approved a bonding request from GHI in the amount of \$22,000.00 for the Trone Properties' Wetzel Drive project.

Lynn Toft made a **motion** to approve the surety bond amount of \$22,000.00 for the Wetzel Drive project. Francis Tananis made the second. **Approved: Vote 4-0**

- **Precision Cut**

Project is on hold.

- **GIS Mapping**

Francis Tananis **made** a motion to authorize payment for 1/3 of the cost for the ESRI license renewal for the GIS Software. Lynn Toft made the second. **Approved: Vote 4-0**

- **2016/2017 Sewer Rehab**

Mr. Mehaffey reported that the work has been completed, the project paid in full, and the inspection information has been added to GIS.

- **2018/2019 Sewer Rehab**

Discussion ensued regarding combining rehabilitation projects with Hanover Borough and McSherrystown Borough, which will result in better pricing for the project. Mike Mehaffey indicated that Hanover Borough is interested in combining their project with ours. Mike had been unable to connect with McSherrystown Borough to see if they have any interest in participating. Barb Krebs mentioned that she spoke with a McSherrystown Official who indicated they may be interested; however, McSherrystown was uncertain of their projects when she spoke with the individual. Andy Lawrence inquired as to how it will be less costly if combined with the other municipalities. Barb Krebs explained that engineering costs will be less. Mike added that unit pricing is better for a larger project.

Lynn Toft made a **motion** to continue to move forward with combining the Authority's Sewer Rehabilitation project with Hanover Borough and McSherrystown, if interested. Francis Tananis made the second.

Approved: Vote 4-0

- **2017 Municipal Wasteload Management Report-Chapter 94 Report**

The Authority members were provided a copy of the Chapter 94 in their packets. Mike Mehaffey reviewed the report.

Lynn Toft made a **motion** to approve and submit the 2017 Chapter 94 report, as prepared by Gannett Fleming, to the Borough of Hanover for inclusion with their Chapter 94 submission to PA DEP. Francis Tananis made the second.

Approved: Vote: 4-0

- **Engineer's Annual Report**

Michael Mehaffey handed out and reviewed a draft copy of the 2017 Engineer's Annual Report. He said that the Authority is financially sound and the pump stations are in good order. He requested the Authority members review and provide comments to the staff within two weeks. The report will be formally adopted at the June 11, 2018 meeting.

7. Report from Solicitor

- **Chapel View Development-Trees Planted in Sanitary Sewer Easement**

Solicitor McQuaide reported that he drafted and sent letters to Joseph A. Myers and the owners of lots 34, 38, and 39 in Chapel View where trees were planted within the sewer easement. The letter advised Mr. Myers that the Authority will not take dedication of the sanitary sewer until the trees have been removed. Solicitor McQuaide stated that Mr. Myers did not respond to him regarding the letter. Barb & Holly indicated that they had heard nothing from Myers or the residents. Barb indicated that she will have Dave Arndt follow up with J.A. Myers.

8. New Business

- **Pump Stations**

Holly Zepp indicated that the wet wells at both pump stations were cleaned on January 30, 2018.

- **Meeting Time Change**

Barb said she spoke with Chairman LeGore who expressed interest in changing the Authority Meeting time to 5:30 p.m. All in attendance agreed to the change.

Andrew Lawrence made a **motion** to change the Municipal Authority Regular Meeting times to 5:30 p.m. Francis Tananis made the second.

Approved: Vote 4-0

9. Old Business

- There was nothing for discussion.

10. Announcements/Comments

- Board of Supervisors Meeting: March 19, 2018 at 6:30 p.m.
- Zoning Hearing Board: April 4, 2018 at 6:00 p.m.
- Planning Commission: April 5, 2018 at 6:00 p.m.

- Municipal Authority: June 11, 2018 at 5:30 p.m.

At 6:40 p.m., Lynn Toft made a **motion** to adjourn. Mr. Tananis 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: March 12, 2018

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. CONSTRUCTION PROJECTS

2018 Street Surfacing Project – The Township will be contracting soon for their 2018 Street Surfacing Project. This will include Wappler, Basilica and North Third Streets. As part of that project, there will be minor adjustments required for the sewer manhole rims to facilitate the overlays (both hot mix and ultra-thin bonded wearing). **The Authority will need to authorize the expenditures as needed to provide replacement rings.**

2. DEVELOPMENTS

J.A. Myers (Chapel View) – J.A. Myers completed the installation of the Pump Station screening trees per the previous discussions. No action is required by the Authority at this time.

TRONE Realty (Wetzel Drive) – This plan remains on hold at the request of the Developer. **The bond amount of \$22,000 (as previously reviewed by our office) will need to be approved by the Authority so that appropriate surety bonds can be posted.**

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. No action is required by the Authority at this time.

3. PLANNING

Mapping – Our office continues to assist with updates to the Sanitary Sewer Mapping (GIS) Platform as needed. Recently, topography data was added to the map to allow for review of sewershed reviews (as developers evaluate connections, extensions, etc.). **The Authority will need to authorize the 1/3 cost sharing arrangement on the ESRI license renewal cost for the GIS software (to follow along with the Township renewal for street and stormwater use).**

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4. CONSTRUCTION PROJECTS

2016/2017 Sanitary Sewer Rehabilitation Project – The work associated with this project has been completed and paid in full. The inspection information has been added to the GIS system model to allow for easy access and future planning efforts by Township staff.

2018/2019 Sanitary Sewer Rehabilitation Project – The next phase related to rehabilitation of the sewer system will include the inspection and repair (as identified) of the remaining sewer system located within Sewersheds 2 and 7. Gannett Fleming has developed a bid package for this project and is currently communicating with local municipalities regarding a potential joint bid effort.

5. OTHER ENGINEERING ACTIVITIES

2017 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.

2017 Annual Report – The 2017 Annual Report has been developed to final draft form and is being presented for the Authority’s review. Authority and Township staff comments will then be addressed and the report will be finalized. 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.

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