

CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
June 11, 2018

The Conewago Township Municipal Authority met on June 11, 2018 for their 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

Zachary Brillhart was in the audience.

Barb Krebs requested the Solicitor begin the meeting because a resignation letter was submitted by Chairman LeGore.

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

1. Resignation of Chairman Robert C. LeGore.

Christopher Stroup made a **motion** to accept the resignation of Robert LeGore, effective immediately.

Lynn Toft made the second.

Approved: Vote 4-0

The solicitor requested recommendations for the appointment of an individual to fill the unexpired term of Robert LeGore. Barb Krebs indicated that the Board of Supervisors recommended Zachary Brillhart. Solicitor McQuaide asked for nominations to fill the remaining term of Mr. LeGore. Francis Tananis made a nomination to have Zachary Brillhart fill the unexpired term of Mr. LeGore. McQuaide indicated the nomination did not require a second. He asked for other nominations, there were none. The Board voted unanimously in favor of Zachary Brillhart to fill the unexpired term of Robert LeGore through December 31, 2019.

Zachary Brillhart took a seat at the table.

Solicitor McQuaide asked for nominations for Chairman. Lynn Toft nominated Chris Stroup as chairman. There were no other nominations. The board voted unanimously in favor of Chris Stroup as Chairman.

Mr. McQuaide turned the meeting over to Chairman Stroup, who asked for nominations for Vice Chairman. Zachary Brillhart nominated Andrew Lawrence. Lynn Toft indicated she would volunteer to be Vice Chairman. The Board voted 4-1 in favor of Andrew Lawrence as Vice Chairman. Lynn Toft cast the opposing vote.

2. Minutes

- Andrew Lawrence made a **motion** to approve the minutes of the Regular/Reorganizational Meeting on March 12, 2018, as presented; the second was made by Francis Tananis.

Approved: Vote 5-0

3. Communications

- A letter dated March 20, 2018 was received from Becker & Strausbaugh, Attorneys at Law, regarding the dissolution of Midway Ambulance Service. For informational purposes.
- The May 21, 2018 review letter from Gannett Fleming for Precision Cut 115 Ram Drive was shared for informational purposes.
- A letter dated May 29, 2018 from PennDOT advising of the Eisenhower Drive Extension open house with plans display to be held from 6:00 to 8:00 p.m. on June 21, 2018 at the S.A.V.E.S. Building.

4. Public Comment-none

5. Controller's Report

- **Treasurer's Report**

Andrew Lawrence made a **motion** to approve the Treasurer's Report, as presented, for March 1, 2018 to May 31, 2018. 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 March, April, & May 2018; Lynn Toft made the second. **Approved: Vote 5-0**

- **M & T Trust Account**

Lynn Toft made a **motion** to acknowledge the trust account set up at M & T Bank to replace the PNC Investment Account Fund. Francis Tananis made the second. **Approved: Vote 5-0**

Because the PNC Investment Fund's maturity dates are laddered, Francis Tananis made a **motion** to authorize Township Staff to make the decision, as to when to move funds out of the PNC Investment Account to the M & T Trust Account. Lynn Toft made the second.

Approved: Vote 5-0

- **Audit Update**

Holly reported that a draft of the audit was received and the management letter had been signed by Francis Tananis prior to the meeting. Holly indicated that she is pleased with the new auditing firm. Barb added that the firm is very professional. The balance sheet will be published and the DCED Report will be filed in a timely manner prior to the June 30th deadline.

- **Centennial Road Assessments**

Holly reported that the property owner at 3326 Centennial Road paid his sewer tapping fee assessment in full and J.A. Myers was notified regarding his reimbursement. She said the property owner at 3310 Centennial Road has one more payment due in May 2019. At that time, all of the property owners will have been paid.

6. 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 5551 Hanover Road.

- **Waiver/Adjustment Requests**

1981 Gray, 5663 Hanover Rd.

Because of perfect payment history, Francis Tananis made a **motion** to waive 10% penalty \$6.40 from sewer account 1981 for the May 2018 billing penalty. Lynn Toft made the second.

Approved: Vote 5-0

710152 A. Felinger, 47 Birch Drive.

Based on the prior payment history, Andrew Lawrence made a **motion** to deny the request to have the \$50 penalties applied to the November 2017 and February 2018 sewer billings on account 710152. Francis Tananis made the second.

Request denied: Vote 5-0

726926 S. Bartol, 245 S. Lincoln Dr., (landlord)

Zachary Brillhart made a **motion** to credit account 726926 the \$50.00 penalty applied to the February 2018 billing and provide the tenant a billing schedule. Francis Tananis made the second. Vote 4-1 with Andrew Lawrence casting the opposing vote.

Motion carries: 4-1

824364 C. McCrory, 76 Dickinson Dr.

Lynn Toft made a **motion** to credit \$8.77 to account 824364 for the 10% incurred in February 2018 Francis Tananis made the second. Vote 4-1 with Andrew Lawrence casting the opposing vote.

Motion carries: 4-1

7. 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:

- **Township 2018 Street Surfacing Project**

The Authority previously authorized the expenditures needed to provide replacement rings for the sewer manholes for the 2018 Township resurfacing project. This includes Wappler, Basilica and North Third Streets. Chris Stroup asked the cost. Holly responded that the cost was \$194.47 per manhole and there were three.

- **Wetzel Drive: Trone Rental Properties**

This project is on hold per the developer.

- **Precision Cut**

No action is necessary at this time.

- **Linden Avenue (J.A. Myers)**

This project, consisting of three duplexes (6 units total) is nearing completion.

- **Villas at Cattail**

The remaining item needed for dedication is the maintenance bond. The deed of dedication will be discussed in Solicitor McQuaide's report.

- **GIS Mapping**

Updates are completed as needed by Gannett staff.

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

This portion of the rehabilitation project 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 a joint bid with the Borough of Hanover; with the bid opening scheduled for June 14, 2018 at 9:00 a.m. Discussion ensued.

Because bid opening is June 14, 2018, a **motion** was made by Andrew Lawrence to authorize the Authority Engineer, Township Staff, and Solicitor McQuaide, if needed, to award the bid and issue notices for the 2018/2019 Sanitary Sewer Rehabilitation Project as specified in the bid package. Lynn Toft made the second. **Approved: Vote 5-0**

- **Engineer's Annual Report**

Francis Tananis made a **motion** to accept the 2017 Engineer's Annual Report as presented, Andrew Lawrence made the second. **Approved: Vote 5-0**

A suggestion was made to have the Engineer provide an electronic copy of the final version of Engineer's Annual Report to be distributed to the Authority Board prior to the meeting in which is accepted. Mr. Mehaffey stated he would comply.

8. Report from Solicitor

- Solicitor McQuaide reviewed and approved the deeds of dedication for the Chapel View Phase II and the Villas at Cattail developments. He prepared resolutions for adoption.

Lynn Toft made a **motion** to adopt Resolution 2018-B, Dedication of the Sewer Facilities within Chapel View Phase II, contingent upon receipt of an 18 month maintenance bond. Francis Tananis made the second. **Approved: Vote 5-0**

Andrew Lawrence made a **motion** to adopt Resolution 2018-C, Dedication of the Sewer Facilities within the Villas at Cattail Subdivision, contingent upon receipt of an 18 month maintenance bond. Francis Tananis made the second. **Approved: Vote 5-0**

Holly Zepp will notify the developers of the approval and forward the signed documents to Solicitor McQuaide for recording.

9. New Business

- **Sewer Back Up at 440 N. Third St., McSherrystown**

On March 26, 2018, there was a blockage, due to an accumulation of sewage solids, in the main located in the N. Third Street cul de sac. Hanover Borough was called to assist and the line was jetted and cleared. As a result of the blockage, there was a sewage back up into the property at 440 N. Third St. owned by Daniel and Faith Bankert. Scott Small was on sight, verified the issue and took photos.

The homeowners requested a new washer and reimbursement for the ruined load of laundry in their washer. They provided a reasonable estimate of the clothing and a copy of the receipt for a comparable washer. Barb Krebs contacted Chairman LeGore who authorized the reimbursement.

Andrew Lawrence made a **motion** to ratify the reimbursement of \$798.94 to Daniel and Faith Bankert for the cost of the new washer and the estimated cost of the clothing ruined as a result of the sewer back up in the main. Lynn Toft made the second. **Approved: Vote 5-0**

10. Old Business

- **309-309 ½ Linden Ave.-duplex to single family home**

Paul and Barbie Taylor requested that they only pay for one sewer service because they converted their duplex at 309 and 309 ½ Linden Avenue into a single family home. The deeds were combined to one in July 20, 2017 and on April 27, 2018 one of the water meters was removed.

A **motion** was made by Francis Tananis to eliminate one of the sewer bills from the property now known as 309 Linden Avenue, formerly known as 309 and 309 ½ Linden Avenue; with the understanding that a new tapping fee will be assessed if the property is converted back to a two unit and/or water service is reinstated. Zachary Brillhart made the second. **Approved: Vote 5-0**

11. Announcements/Comments

- Board of Supervisors Meeting: June 18, 2018 at 6:30 p.m.
- Zoning Hearing Board: July 11, 2018 at 6:00 p.m.
- Planning Commission: July 5, 2018 at 6:00 p.m.
- Municipal Authority: September 10, 2018 at 5:30 p.m.

At 6:34 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: June 11, 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. TOWNSHIP CONSTRUCTION PROJECTS

2018 Street Surfacing Project – The Township opened bids for their 2018 Street Surfacing Project. This includes Wappler, Basilica and North Third Streets. As part of the project, there are minor adjustments required for the sewer manhole rims to facilitate the warm mix overlay(s). The Authority previously authorized the expenditures needed to provide replacement rings for this project.

2. DEVELOPMENTS

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

Precision Cut (115 Ram Drive) – This proposed land development plan is an expansion of an existing site. A technical sewer review was issued on May 21, 2018 and additional information has been requested. Regarding 60 and 84 Ram Drive, another Precision Cut site/project, 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.

Linden Avenue (J.A. Myers) – This project, consisting of three duplexes (6 units total) is nearing completion. This project was previously discussed and included the extension of a small section of public sanitary sewer main (from Benn Alley).

Villas at Cattail – The offer of dedication for the sanitary sewer system for this project was previously accepted, with only one outstanding item remaining. The Deeds of Dedication have now been provided and are being reviewed by the Township.

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3. PLANNING

Mapping – Our office continues to assist with updates to the Sanitary Sewer Mapping (GIS) Platform as needed.

4. AUTHORITY CONSTRUCTION PROJECTS

2018/2019 Sanitary Sewer Rehabilitation Project – The next phase related to 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 has been developed and advertised. The bid opening is scheduled for June 14, 2018 at 9:00 AM.

5. OTHER ENGINEERING ACTIVITIES

2017 Annual Report – The 2017 Annual Report was developed to final draft form and presented for the Authority's review at the March meeting. The Authority and Township staff comments have since been received and addressed. The report has been finalized and issued. 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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