

# AGENDA

## WEST PENNSBORO TOWNSHIP MUNICIPAL AUTHORITY

### REGULAR MEETING

July 25, 2023

7:30 AM - Call to Order

Pledge of Allegiance

Public Participation

Approval of Minutes – May 23, 2023 Meeting

Old Business

- Delinquent Accounts Update

New Business

Engineer's Report

- Update to UV Replacement Project
- Turnpike Discharge Permit
- Line Extension

Supervisor of Operations

- Report

Solicitor's Report

Next Scheduled Authority Meeting – Sept. 26, 2023

Executive Session

Adjournment

## Minutes of Meeting

### **West Pennsboro Township Municipal Authority**

**July 25, 2023**

The West Pennsboro Township Municipal Authority met on Tuesday, July 25, 2023, 7:30 AM, at the West Pennsboro Township Municipal Building, 2150 Newville Road, Carlisle, Pennsylvania. The following Authority members were present: Chairman William L. Piper, Vice-Chairman John Bixler, and Secretary Jane F. Burke, James Snyder, and D. Mark Lehman.

Also present: Solicitor Mark Allshouse, Nancy Adams of GHD, Director of Operations Wayne E. Myers, and Township Secretary Evelyn Swartz.

Members of the Public: None

#### **CALL TO ORDER**

Chairman William Piper called the meeting to order at 7:30 AM, followed by the Pledge of Allegiance.

#### **PUBLIC PARTICIPATION** – None

#### **APPROVAL OF MINUTES**

The Board unanimously **approved** the minutes of the May 23, 2023, Municipal Authority on a Burke/Snyder motion.

#### **OLD BUSINESS**

##### Delinquent Accounts Update

The Board received the Aged Receivables Report.

#### **NEW BUSINESS**

Brooke Mansfield Resignation – Chairman Piper reported that Brooke Mansfield resigned from West Pennsboro Township as of July 12, 2023. Ms. Mansfield had met with Chairman Piper, Secretary Burke, and Manager Myers to discuss the lien recommendations.

Manager Myers advised the Township has received twenty-three applications for the job and will start interviews the first week in August.

#### **ENGINEER'S REPORT**

##### Update to UV Replacement Project

Nancy Adams provided an update for the UV Project, advising that shop drawing resubmittals are currently under review.

Two invoices have been paid to date for the work which has been completed.

##### Pa Turnpike Discharge Permit

Nancy Adams said that the final permit to Applegreen with PA Turnpike copied has been transmitted and the permit has a 3-year term.

GHD is working on capacity evaluation to assess the capacity being used by the Turnpike and potential need for the Turnpike to purchase additional EDU's. They will continue to monitor flow through December 2023, then issue capacity evaluation findings.

Issued NOV for missed sampling in May.

Lexington Line

The developer approved use of remaining escrow funds to prepare developers agreement; GHD and the Township Solicitor effort in preparing Agreement will be paid for with funds from the escrow. GHD received comments from Lexington on template agreement; GHD working on Agreement revisions.

**DIRECTOR OF OPERATIONS**

Wayne Myers, Supervisor of Operations, reviewed his report.

- The Secretary has prepared a Deposit/Check detailed report for the American Rescue Plan account.
- The Board asked if Mr. Adler has paid his connection fee, he has not paid to date, and Solicitor Allshouse will be contacting him regarding this matter.
- The Lexington Development may be requesting a Zoning Variance for the height of the proposed structures.

**SOLICITOR'S REPORT** - Nothing

**Executive Session** – *The Authority Board went into executive session at 8:18am to discuss Authority liens and will reconvene to potentially make a decision.*

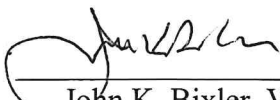
**Reconvene Meeting** – *The Authority Board reconvened at 8:28am.*

*On a Burke/Snyder motion, the Board unanimously accepted the six-page document submitted for "Lien Recommendations."*


**ADJOURNMENT**

*On a Burke/Bixler motion, and there being no further business to come before the Board, the meeting was adjourned at 8:30 AM.*

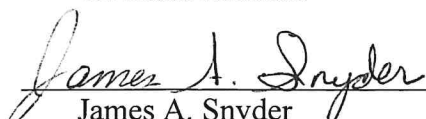
The next Authority meeting is scheduled for September 26, 2023, at 7:30 AM.

  
 \_\_\_\_\_  
 John K. Bixler, Vice-Chairman

  
 \_\_\_\_\_  
 Jane F. Burke, Secretary

  
 \_\_\_\_\_  
 D. Mark Lehman

  
 \_\_\_\_\_  
 William L. Piper, Chairman

  
 \_\_\_\_\_  
 James A. Snyder

**WEST PENNSBORO TOWNSHIP  
MUNICIPAL AUTHORITY MEETING**

July 25, 2023

Please print and sign your name so that we may properly record your presence at the Authority Meeting this day July 25, 2023 at the West Pennsboro Township Municipal Building.

1. Phil Corland - Shaver Property
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_



# Memorandum

20 September 2023

<b>To</b>	West Pennsboro Township Municipal Authority		
<b>Copy to</b>	Wayne Myers		
<b>From</b>	Nancy Adams	<b>Tel</b>	717-585-6355
<b>Subject</b>	Engineer's Report for September 26, 2023 Authority Meeting	<b>Project no.</b>	12603677

## Discussion Items:

### 1. Update to UV Replacement Project

- a. Shop Drawing Submittals: Complete other than Schedule updates and AFPs.
- b. AFP No. 4 received, reviewed and recommended by GHD for payment: \$127,965.81 (Copy attached); this application includes most of the UV equipment cost (\$126,280).
- c. Project Schedule – no change from last meeting:
  - i. April - September 2023 – Construction
  - ii. New UV Equipment Installation – End of August
  - iii. New UV Unit Startup – October 9 - 20
  - iv. Site Restoration – Late October
  - v. Contract Substantial Completion Date – 11/10/2023
  - vi. Contract Final Completion Date – 12/11/2023

### 2. Line Lexington:

- a. 8/30/2023 – Held meeting with Developer, Developer's engineers (FSA for water and sewer design and IDP for land development), Wayne, Paul Wilson, Tim Parthemore (GHD) and myself. Minutes attached.
- b. 8/31/2023 - Draft Development Agreements for water and sewer sent to developer for review/comment; copies attached.
- c. 9/15/2023 – Received call from Phil Garland with two requests relating to the draft Agreement:
  1. Request for Authority to issue a tapping fee credit since he will be paying for the improvements to the WWTP and collection system extension. He is to prepare a formal request in writing for the Authority's consideration.
  2. Request to purchase capacity from North Middleton in phases that are in-line with the needs of his development phases. We can discuss this option with NMA once those negotiations begin.



**TO:** GHD - CAMP HILL  
225 GRANDVIEW AVE  
SUITE 403  
CAMP HILL, PA 17011

<b>Date:</b> 9/13/2023
<b>Job Name:</b> UV Disinfection Replacement
<b>E-mail:</b> nancy.adams@ghd.com
<b>PSI Job No:</b> 23-009
<b>RE:</b> APF 4
<b>Engineer Project No.:</b> 12584449
<b>Contract No.:</b> 23-009
<b>Attn:</b> Nancy Adams

**We are sending you:**

- Attached   
  Shop Drawings   
  Submittal   
  Contract Documents   
  Test Results  
 Re-submittal   
  Change Order   
  Specifications   
  Purchase Order/Subcontract   
 Other \_\_\_\_\_

Copies	Specification Section	Description
1	01027	Application for Payment 4 - Revised

**Transmitted as checked below:**

- For Approval   
  Approved as Submitted   
  Sign & Return   
  Submittals Required  
 For Your Records   
 Approved as Noted   
 Release for Production   
 Steel Certification Required  
 Revise and Re-submit   
 Hold Delivery   
 O & M Manuals Required

REMARKS

*Shawn Gilbert/MFJ*  
\_\_\_\_\_  
PSI Pumping Solutions, Inc.

SENT VIA:  
EMail

*If enclosures are not as noted, kindly notify us at once.*



# SUBMITTAL REVIEW COMMENT SHEET

<b>PROJECT TITLE:</b>	WPTMA UV Disinfection Replacement		
<b>OWNER:</b>	West Pennsboro Township Municipal Authority		
<b>CONTRACT NO.:</b>		<b>PROJECT NO.:</b>	12584449

<b>SUBMITTAL NO. AND TITLE:</b>	Application for Payment No. 4	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS CORRECTED (NO RESUBMITTAL REQUIRED)  <input type="checkbox"/> APPROVED AS CORRECTED (RESUBMITTAL REQUIRED)  <input type="checkbox"/> APPROVED AS CORRECTED (PROVIDE REQUESTED INFORMATION ONLY)  <input checked="" type="checkbox"/> REVISE AND RESUBMIT  <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> NOT REVIEWED <input type="checkbox"/> FOR INFORMATIONAL PURPOSES ONLY	
<b>SPECIFICATION SECTION NO. AND TITLE:</b>	AFP No. 4		
<input type="checkbox"/> SHOP DRAWING <input type="checkbox"/> O&M MANUAL <input type="checkbox"/> PRODUCT SAMPLE <input checked="" type="checkbox"/> OTHER:	Reviewed only for conformance with the design concept of the project and with information given in the Contract Documents. The Contractor is responsible for: 1) verifying that dimensions are confirmed and correlated at the job site; 2) obtaining information that pertains to the fabrication processes or to techniques of construction; and 3) coordinating the work of all subcontractors.		
<b>Reviewed By:</b>	Nancy Adams, Howard Butler	<b>Review Date:</b>	09/12/2023

**Comments:**

1. Mobilization/Demobilization (Item No. 2) should be revised to less than 100%; project is not complete and demobilization has not occurred. Revise to 80% complete OR if requesting more than 80%, provide description of mob/demob work that has been completed since AFP #3 to justify the increase.





Progress Estimate – Lump Sum Work

Contractor's Application for Payment

Owner:	WEST PENNSBORO TWP MUN AUTH	Owner's Project No.:	
Engineer:	GHD	Engineer's Project No.:	12584449
Contractor:	PSI Pumping Solutions, Inc	Contractor's Project No.:	23-009
Project:	UV Disinfection Replacement		
Contract:	23-009		

Application No.: 4 Application Period: From 7/28/2023 to 8/31/2023 Application Date: 9/30/2023

Item No.	Description	C Scheduled Value (\$)	D Work Completed		E This Period (\$)	F Materials Currently Stored (not in D or E) (\$)	G Work Completed and Materials Stored to Date (D + E + F) (\$)	H % of Scheduled Value (G / C) (%)	I Balance to Finish (C – G) (\$)
			(D + E) From Previous Application (\$)	(D + E) From This Period (\$)					
<b>Original Contract</b>									
1	Administration	3,326.40	3,326.40	0.00	0.00	0.00	3,326.40	100	0.00
2	Mobilization and Demobilization	28,498.00	22,798.40	0.00	0.00	0.00	22,798.40	80	5,699.60
3	Submittals	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	100	0.00
4	Bonds and Insurance	3,127.00	3,127.00	0.00	0.00	0.00	3,127.00	100	0.00
<b>Demolition</b>									
5	Demo Old UV Unit / Install Plate	1,466.40	0.00	0.00	0.00	0.00	0.00	0	1,466.40
<b>UV System</b>									
6	Concrete	28,550.40	28,550.40	0.00	0.00	0.00	28,550.40	100	0.00
7	Metals	8,894.16	6,670.62	2,223.54	0.00	0.00	8,894.16	100	0.00
9	Electrical Conduit	13,809.63	13,809.63	0.00	0.00	0.00	13,809.63	100	0.00
10	Electrical Wiring	7,013.04	7,013.04	0.00	0.00	0.00	7,013.04	100	0.00
12	Excavation	13,106.40	13,106.40	0.00	0.00	0.00	13,106.40	100	0.00
13	PVF	17,337.94	17,337.94	0.00	0.00	0.00	17,337.94	100	0.00
14	UV Unit /level Sensor & Wier	157,850.63	0.00	126,280.50	0.00	0.00	126,280.50	80	31,570.13
<b>Original Contract Totals</b>		<b>\$ 284,980.00</b>	<b>\$ 117,739.83</b>	<b>\$ 128,504.04</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 246,243.87</b>	<b>86</b>	<b>\$ 38,736.13</b>



# Minutes

7 September 2023

<b>Project</b>	Lexington Land Developers Corp – Residential Mixed-Use Development	<b>From</b>	Nancy Adams (GHD) Myers (WPT)	Wayne
<b>Subject</b>	Utility Coordination for Water/Sewer	<b>Tel</b>	717-585-6355	
<b>Date/Time</b>	August 30, 2023, 1:00 PM	<b>Project no.</b>	12587256	
<b>Attendees</b>	See Attached Sign-In	<b>Apologies</b>	N/A	
<b>Objective</b>	Project Coordination and Status Update			

Agenda	Action/Notes
Welcome: Introductions and Roles	<ul style="list-style-type: none"> <li>– West Pennsboro Township/Municipal Authority:               <ul style="list-style-type: none"> <li>• WPT Supervisor of Operations/Manager – Wayne Myers</li> <li>• GHD – Authority Engineer, Nancy Adams and Tim Parthemore</li> <li>• Wilson Engineering - Township Engineer, Paul Wilson</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>– Lexington Land Developers Corp               <ul style="list-style-type: none"> <li>• Owner – Phil Garland</li> <li>• Integrated Development Partners (IDP) – Land Development Engineer, Elliot Shibley, Justin Kuhn</li> <li>• Fredrick, Seibert &amp; Assoc., Inc. – Water/Sewer Extension/Treatment Engineer, Justin Doty</li> </ul> </li> </ul>
Land Development Schedule	<ul style="list-style-type: none"> <li>– 8/25/2023 – Preliminary Land Development Plan submitted for Review               <ul style="list-style-type: none"> <li>• Cover Letter notes presentation at 9/26/23 Planning Commission Meeting                   <ul style="list-style-type: none"> <li>– The Township Engineer is reviewing the Preliminary LDP; however review comments may not be available in time for the September 26, 2023 Planning Commission meeting.</li> <li>– The October 23, 2023 Township Board meeting is the first opportunity the Preliminary LDP could <u>potentially</u> be acted on.</li> </ul> </li> <li>• Planning Exemption Mailer included with submission                   <ul style="list-style-type: none"> <li>– Has it been confirmed with DEP that a planning exemption mailer is acceptable for this size development?</li> <li>– Justin Doty received the Component 3 Planning Module form from DEP.</li> <li>– The Township’s Subdivision and Land Development Ordinance states that planning approval is required for preliminary planning approval</li> <li>– 114 Units are planned for Phase 1</li> <li>– Pump station and forcemain will be designed for final buildout</li> </ul> </li> </ul> </li> </ul>

Agenda	Action/Notes
	<ul style="list-style-type: none"> <li>- Developer requested that Agreement be prepared in phases to coincide with Phased Development               <ul style="list-style-type: none"> <li>• Developer's Agreement is structured as master agreement that will be amended as phases come online.</li> <li>• GHD sent Draft Developer's Agreement for Sewer to Developer on 8/31/23 for review.</li> </ul> </li> <li>- Developer requested that water capacity purchase agreement with NMA be completed in phases. Will consider when purchase negotiations commence with N. Middleton.</li> </ul>
Utility Coordination - Water/Sewer	<ul style="list-style-type: none"> <li>- Water:               <ul style="list-style-type: none"> <li>• Currently no water system</li> <li>• Need to Purchase Water from North Middleton Authority</li> <li>• GHD sent Developer's Agreement for Water to Developer on 8/31/23 for review.</li> <li>• Once Developer's Agreement in place, can begin coordination with NMA for water purchase</li> <li>• Intermunicipal Agreement(s) required</li> <li>• FSA to lead permitting effort for PWS permit and design of water system extension</li> <li>• Coordination required for PWS permit and NMA Capacity purchase</li> <li>• Additional Developer's Agreement(s)/Amendments will be required</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>- Sewer:               <ul style="list-style-type: none"> <li>• Capacity is <b>not available</b> within current WWTP to accept total flow from this development;</li> <li>• Authority will not issue capacity certification, "will serve" letter or sign a planning module/exemption mailer for any condition that will cause an overload condition per 25 PA Code, Chapter 94 regulation.</li> <li>• FSA to coordinate Planning approval with DEP</li> <li>• FSA to lead planning and design of sewer extension and WWTP upgrade required to serve this development                   <ul style="list-style-type: none"> <li>- Authority and their Engineer will review/comment on design documentation and provide feedback based on Township's needs and conformance to Authority standards</li> </ul> </li> <li>• WPT's Act 537 Plan identifies a regional PS on eastern parcel of proposed development</li> </ul> </li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>- Roughly 250 EDUs of capacity remain in wastewater treatment plant</li> <li>- None of remaining capacity is currently reserved</li> <li>- FSA proposes to submit for planning approval using a phased approach; uncertain if DEP will accept this approach</li> <li>- Recommend FSA have pre-application meeting with DEP regarding this project and include PA DEP Planning.</li> <li>- First Phase is planned for 60 apartments and 54 townhomes</li> <li>- HOA will manage common/open space</li> <li>- Fee simple lots proposed</li> </ul>

Attachments: Sign-in sheet.

This confirms and records GHD's interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within 7 days of the date issued, we will assume that this recorded interpretation or description is complete and accurate.

NOTE: If the information in this report does not agree with your record of this meeting or if there are any omissions, will you kindly advise this office immediately, otherwise we shall assume its contents to be correct.

WPT/WPTMA – Lexington Land Developers Corporation  
 Coordination Meeting  
 August 30, 2023

Sign-In Sheet

Name	Company	Email
NANCY ADAMS	GHD	nancy.adams@ghd.com
TIM PARTHMORE	GHD	tim.parthmore@ghd.com
WAYNE E. MYERS	WEST PENNSBORO TWP	wmyers@wptwp.org
Paul Wilson	Wilson Engineering/Vest Pennsboro	Wilson Eng@comcast.net
Jacob Fechtman	West Pennsboro TWP	jacob.fechtman@gmail.com
ELLIOT SHIBUYE	INTEGRATED CONSULTING	ELLIOT@INTEGRATEDPCOM
JUSTIN KUH	"	JUSTIN@ "
Phil Garland	Lexington Land Dev. Corp	dev.prg@comcast.net
Justin Doty	FSA	jdoty@fsa-inc.com