CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY

541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
June 13, 2022

The Conewago Township Municipal Authority met on June 13, 2022, for their Regular Meeting at the Township Office.

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

The following were in attendance:

Christopher Stroup, Chair	Andrew Lawrence, Vice-Chair	Robert Miller, Sec/Treas.	Kevin Fox, P.E.
Thomas Klunk	David Arndt, Jr.	Solicitor Joseph Erb	Holly Zepp

Due to health concerns, Lynn Toft participated via speaker telephone.

There were two people in the audience.

All attendees were provided with a copy of the Regular Meeting Agenda. On Friday, June 10, 2022; the agenda was placed on the Conewago Township website and the bulletin board located in the township lobby.

- Lynn Toft made a **motion** to approve the agenda as submitted with the following additions: the office printer and by-laws for discussion under new business. Vice Chair Lawrence made the second. **Approved: Vote 5-0**

1. Minutes

- Secretary/Treasurer Miller made a **motion** to approve the minutes of the Regular Meeting held March 14, 2022, as submitted. Thomas Klunk made the second. **Approved: Vote 5-0**

2. Communications

- A letter dated May 3, 2022 from Solicitor McQuaide advising of his retirement effective July 2, 2022.

3. Public Comment

- **None**

4. Controller's Report

- **Treasurer's Report**
  Vice Chair Lawrence made a **motion** to approve the Treasurer's Report, as submitted for March, April, & May 2022; Thomas Klunk made the second. **Approved: Vote 5-0**

- **QuickBooks Audit Trail Reports**
  Vice Chair Lawrence **so moved** to approve the QuickBooks Audit Trail Report for March, April and May 2022. Lynn Toft made the second. **Approved: Vote 5-0**

- **Low Income Household Water Assistance Program (LIHWAP) update**
  Holly Zepp indicated that no applications have been received by the Authority; however, two payments for York County were received and returned to the state. Andy Lawrence asked about the applicant who applied in the fall. Holly responded they did not qualify.

- **2021 Audit Update**
  Holly updated the Board regarding the audit. She said the auditors have been in touch checking a few more items and the audit will be finished soon because the filing deadline is June 30, 2022.

5. Past due sewer bills and requests for waivers

- **Past Due Sewer Accounts**
  No action needed.

- **Municipal Lien Updates**
  Liens in process: 179 Seneca Drive and 276 Oxford Avenue.

- **Request for Refund: 5607 Hanover Road**
  Thomas Klunk made a **motion** to pay back Wayne Little for the amount of $3308.00; which includes the arears and first sewer payment for 5607 Hanover Road, because he proved that he gave the property back to the county. Vice Chair Lawrence made the second. **Approved: Vote 5-0**

  Secretary/Treasurer Robert Miller made a **motion** to place a municipal lien on the property located at 5607 Hanover Road to include both tracts. Lynn Toft made the second. **Approved: Vote 5-0**

- **Requests for Adjustments**
  710153-1 R. Martin, 45 Birch Dr.
  Due to it being a first time waiver, Secretary/Treasurer Robert Miller made a **motion** to grant a $50.00 waiver for account 710153-1. Thomas Klunk made the second. **Approved: Vote 5-0**

  820341-0 P. Moyer, 37 Seneca Dr.
  Due to it being a first time waiver, Secretary /Treasurer Robert Miller made a **motion** to grant a $50.00 waiver for account 820341-0. Lynn Toft made the second. **Approved: Vote 5-0**

  820486-1 S. Jones, 250 Barley Cir.
  Due to it being a first time waiver, Vice Chair Lawrence made a **motion** to grant a $50.00 waiver for account 820486-1. Secretary/Treasurer Robert Miller made the second. **Approved: Vote 5-0**

6. **Report from Gannett Fleming Engineer, Kevin Fox, PE**
   - **Quarterly Report**
     Kevin Fox reviewed the quarterly Engineers Report with the members.

   - **Request for Dedication of Chapel Ridge Phases II & III Sanitary Sewer Mains and Manholes.**
     Lynn Toft made a **motion** to take formal acceptance of the sanitary sewer mains and manholes in Chapel View II & III with the following stipulations: the area of concern be televised and found to be acceptable by the Engineer; a deed of dedication submitted by the developer and approved by the Authority Solicitor, and submission of an 18 month maintenance bond to be combined with the Township roads bond in the amount of $398,202.24. Secretary/Treasurer Robert Miller made the second. **Approved: Vote 5-0**

   - **Items Recommended by Gannett Fleming to be Updated per the Annual Report**
     Update Tapping Fee
     Andrew Lawrence made a **motion** to have the engineer move forward with updating the tapping fees. Lynn Toft made the second. **Approved: Vote 5-0**

     Seal Coat Asphalt-Pump Stations
     Andrew Lawrence made a **motion** to have the asphalt seal coated at both pump stations, with the combined cost not to exceed $2000.00. Thomas Klunk made the second. **Approved: Vote 5-0**

   - **Sewer Rehab 2022 Project**
     Kevin Fox reported that Allegheny Utility Solutions, the company who conditionally won the bid for televising sewersheds 4 & 6; has not complied with the terms of the contract. They have been unable to provide documentation of insurance. Discussion ensued. Solicitor Erb commented that the project

must be rebid. The board decided to wait until fall to do the rebidding and have the project start in the spring of 2023.

Thomas Klunk made a **motion** to not award the contract for televising sewersheds 4 & 6 to Allegheny Utility Solutions because the company did not meet the requirements of the contract. Lynn Toft made the second. **Approved: Vote 5-0**

- **Residence on Church-Bonding Approval**
  Lynn Toft made a **motion** to ratify the Public Improvements Bond for The Residence on Church, as recommended by the engineer, in the amount of $136,290.00. Thomas Klunk made the second.
  Approved: Vote: 5-0

7. **Report from Solicitor Joseph Erb**-nothing to report

8. **New Business**
   Office Printer
   Andrew Lawrence so **moved** to approve the purchase of a HP Laser Jet M608 M608M printer, Lynn Toft made the second. **Approved: Vote 5-0**

   By laws
   Take a look at for next meeting to see if they warrant any updates.

9. **Old Business**
   - **Allwood Manor-Excess Infiltration Inspections**
     Holly reported that 98 properties out of 226 were inspected. Three had sump pumps connected to the sanitary sewer and all were corrected. Holly was directed to send a second postcard reminder to the property owners who did not respond.

   - Andrew Lawrence so **moved** to approve a pay increase, for the second half of 2022 for Holly Zepp, to equal 5.9% total for the year. Lynn Toft made the second. **Approved: Vote 5-0**

10. **Announcements/Comments**
    - Board of Supervisors Meeting: June 20, 2022 at 6:30 p.m.
    - Zoning Hearing Board: July 6, 2022 at 6:00 p.m.
    - Planning Commission: July 7, 2022 at 6:00 p.m.
    - Municipal Authority: September 12, 2022 at 5:30 p.m.

At 7:10 p.m., Vice Chair Lawrence made a **motion** to adjourn; Secretary/Treasurer Robert Miller made the second. **Approved: Vote 5-0**

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller