CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY

541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes

December 12, 2022

The Conewago Township Municipal Authority met on December 12, 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	Thomas Klunk	David Arndt, Jt.
Andrew Lawrence, Vice-Chair (arrived 5:37 p.m.)	Kevin Fox, P.E	Holly Zepp
Robert Miller, Sec/Treas.	Solicitor Joseph Erb	

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

There was no one in the audience.

All attendees were provided with a copy of the Regular Meeting Agenda. On Friday, December 9, 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. Robert Miller made the second. **Approved: Vote 4-0**

1. Minutes

- Robert Miller made a motion to approve the minutes of the Regular Meeting held September 12, 2022, with the addition of Andrew Lawrence's title on page 3. Thomas Klunk made the second**.** **Approved: Vote 4-0**

2. Communications

- September 19, 2022 notification that the Low Income Household Water Assistance Program has ended.
- November 11, 2022 Letter from Gannett Fleming 2023 Rates for informational purposes.

3. Public Comment

- **None**

4. Controller's Report

- **Treasurer's Report**
  Lynn Toft made a **motion** to approve the Treasurer's Report, as submitted, for September, October and November 2022; Thomas Klunk made the second. **Approved: Vote 4-0**

  Andrew Lawrence arrived to the meeting at 5:37 p.m.

- **QuickBooks Audit Trail Reports**
- Andrew Lawrence **so moved** to approve the QuickBooks Audit Trail Report for September, October and November 2022. Thomas Klunk made the second. **Approved: Vote 5-0**

- **Investment Committee- Report by Robert Miller**
  Robert Miller gave an overall review of the funds in the financial institutions.

Robert Miller motioned to move the funds in the Members 1st money market to the LPL investment account, the amount to be determined by the investment committee. Andrew Lawrence made the second.

- **Investment Policy**
  The members reviewed and discussed the Investment Policy prepared by Holly Zepp. Andrew Lawrence indicated the wording should be changed in the first bullet point under Investment guidelines to say "investments up to $250,000 with insured institutions".

  Robert Miller made a **motion** to approve the Investment Policy prepared by Holly Zepp with the discussed change proposed by Andrew Lawrence. Andrew Lawrence made the second.
  Approved 5-0

- **2023 Budget**
  Holly Zepp was asked to leave the meeting so the board could discuss her salary. After the discussion she was brought back to the meeting.

  Chairman Stroup indicated that a **motion** was made by Robert Miller to give Holly Zepp a 5% raise for 2023; Thomas Klunk made the second. Lynn Toft voted nay. **Approved: Vote 4-1**

  Holly reviewed the proposed budget with the board.

  Thomas Klunk made **a motion** to approve the budget with the inclusion of Holly's salary. Lynn Toft made the second. **Approved: Vote 5-0**

5. Past due sewer bills and requests for waivers

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

- **Requests for Adjustments**
  Robert Miller made a **motion** to grant penalty waivers for the following first time requests:
  10 % waivers for the accounts 2022-0, 725390-1 and 824406-0; and a $50.00 waiver for accounts 710207-0, 739070-1, 824522-0. Thomas Klunk made the second. **Approved: Vote 5-0**

  710222-0 J. Brillant, 253 Maple Drive
  Requested an adjustment due to excess consumption from leak that has been repaired. Did not go into sewer.

  Andrew Lawrence so **moved** to give credit equal to 40,000 gallons to account 710222-0; Thomas Klunk made the second. **Approved: Vote 5-0**

  715840-0 S. Markle, 582 Oxford Ave.
  Requesting an adjustment due to excess consumption from leak that has been repaired. Did not go into sewer.

  Andrew Lawrence so **moved** to approve 6000 credit to account 715840-0; Thomas Klunk made the second. **Approved: Vote 5-0**

- **Penalty waivers**
  Discussion ensued regarding first time penalty waivers.

  David Arndt excused himself from the meeting at 6:40 PM

  Lynn Toft made a **motion** to make it a policy of this Board that Holly Zepp be authorized to administer and execute a hardship waiver of late fees up to $100.00; upon the request of residential consumers only upon their 1st request. Any waiver for leak for residential and commercial consumers must come before the board at an authority meeting. Thomas Klunk 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.

     Chapel Meadows: withdrawn

     2022 Sanitary Sewer Investigation/ rehabilitation
     Andrew Lawrence, so **moved** to authorize Kevin Fox to proceed with the Investigation project of sheds 4 & 6 and advertise the rebid in January, award contract at March meeting with televising to occur in April 2023. Thomas Klunk made the second. **Approved 5-0**

     Elm Ave SR 2008-Penn DOT Resurfacing Project
     Kevin Fox indicated that the project has been moved to 2024. In regard to replacing/relining the sewer lines within the scope of the project; he gave three options: do project on our own prior to Penn DOT project, do it at the same time, or incorporate with Penn DOT resurfacing project. Kevin Fox advised incorporating with Penn DOT. The members were in agreement.

     Tapping Fee Increase
     Andrew Lawrence, so **moved** to increase the tapping fee to $7760.00; as updated by Kevin Fox and to be reviewed every 5 years. Robert Miller made the second. **Approved: Vote 5-0**

7. **Report from Solicitor Joseph Erb-**
   Solicitor Erb indicated that he reviewed by laws from 1984 and indicated they are still in compliance.

8. **New Business**

9. **Old Business**

10. **Announcements/Comments**
    - Board of Supervisors Meeting: December 19, 2022 at 6:30 p.m.
    - Zoning Hearing Board: January 4, 2023 at 6:00 p.m.
    - Planning Commission: January 5, 2023 at 6:00 p.m.
    - Municipal Authority regular & reorganization: March 13, 2023 at 5:30 p.m.

At 7:25 p.m., Andrew Lawrence made a **motion** to adjourn; Thomas Klunk made the second.
Approved: Vote 5-0

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller