CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
December 14, 2015

The Conewago Township Municipal Authority met on December 14, 2015 for their Regular Meeting at the Township Office.

The following were in attendance:

Robert LeGore	Christopher Stroup
Francis Tananis	William F. Hill
Earl Myers	Robert L. McQuaide
Lynn Toft	Barbara Krebs

There was no one in the audience.

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

1. Minutes

- Francis Tananis made a **motion** to accept the minutes of the Regular Meeting held September 14, 2015; the second was made by Lynn Toft. **Approved: Vote 5-0**

2. Communications

- William Hill commented on a November 10, 2015 letter from PennDOT regarding paving on Rt. 116 in the Brushtown area. PennDOT will be milling, paving, performing guide rail and drainage repairs. Hill is working with PennDOT to provide them with any conflicts to our facilities. We have several manholes affected.

3. Public Comment

- **None**

4. Controller's Report

- **Treasurers Report**
  Lynn Toft made a **motion** to approve the Treasurer's Report for September 1, 2015 to December 31, 2015; Chris Stroup made the second. **Approved: Vote 5-0**
- **QuickBooks Audit Trail Reports**
  Francis Tananis made a **motion** to approve the QuickBooks Audit Trail Reports for September, October, and November 2015; Earl Myers made the second. **Approved: Vote 5-0**
- **Billing Conversion Update-Credit Cards and On-line Payment Options**
  Chairman LeGore commented that all is going well.
- **Late Notice Format**
  Holly Zepp provided a sample of the late notice which is sent prior to the $50 penalty; the MuniLink system generates a letter rather than a second postcard.
- **Stambaugh Ness Annual Audit**
  The annual audit is scheduled for February 18 & 19, 2016.
- **2016 Municipal Authority Budget**
  Chris Stroup made a **motion** to approve the 2016 Municipal Authority Budget, as presented; Lynn Toft made the second. **Approved: Vote 5-0**

5. Requests for Adjustments/Past Due Accounts

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

- **Requests for Sewer Account Adjustments**
  701375 Ahemetovic, 30 Franklin Ct.
  Requesting the 10% and $50 penalties waived from August Billing ($12.18 + $50.00).
  Chris Stroup made a motion to approve the waive the 10% and $50 August 2015 billing penalties from account 701375; Earl Myers made the second. **Approved: Vote 5-0**

  721230 Brady, 347 Third St. (tabled from Sept. 14, 2015 meeting)
  Request for adjustment due to broken pipe outside. Mr. Brady provided pictures as proof of repair.
  Chris Stroup made a **motion** to grant an adjustment to account 721230; Earl Myers made the second. **Approved: Vote 5-0**

  723635 Reichart Realty for W. Seymore, 518 Third St, 2nd Floor
  Request for adjustment due to leaking pipe in basement.
  Chris Stroup made a **motion** to grant an adjustment to account 723635, Francis Tananis made the second. **Approved: Vote 5-0**

  721640 Klosterman, 505 Third St.
  Request for payment plan. Toilet was not working properly.
  Francis Tananis made a motion to set up a payment plan for H. Klosterman for account number 721640; Earl Myers made the second. **Approved: Vote 5-0**

  737682 Horton, 14 Lynx Dr.
  Requesting payment plan due to medical issues.
  Chris Stroup made a **motion** to grant a waiver the $50 late charge and set up a payment plan for account 737692; Lynn Toft made the second. **Approved: Vote 5-0**

6. Report from Engineer, William F. Hill

- **BJML-Chapel Ridge Final Subdivision**
  Bill Hill indicated everything is satisfactory.
- **John H. Myers & Sons**
  Bill Hill indicated everything is satisfactory.
- **Chris Trone/Trone Rentals: 209 Linden Avenue**
  Bill Hill indicated that there will be 6 units. The Authority will collect 5 EDU's. The property will have credit for one EDU, which is existing. The total to be collected is $24,975.00.
- **Chris Trone/Trone Rentals: Wetzel Drive**
  Bill Hill indicated that 6 EDUs are to be collected; not 3 as proposed by Trone. The total amount to be collected prior to the beginning of project is $29,970.00.
- **J.A. Myers-Chapel View Phase 2, Section 2B**
  Mr. Hill reported that he emailed Myers and is awaiting a response.
- **PennDOT Project-Brushtown Area**
  Mr. Hill reported that the sewer lines are in good shape in the Brushtown area. Mr. Hill will negotiate the costs associated the relocation and/or adjusting the manholes with PennDOT.
- **GIS Update**
  Nine manholes completed; 2015 mapping completed.

- **I & I Update**
  Forty-four manhole chimneys were sealed; additional work needs to be done.
- **Villas At Cattail**
  Mr. Hill indicated that there are sags in the sewer.
- **Sheaffer Plan**
  Nothing to report.

7. Report from Solicitor

- Solicitor McQuaide stated he had nothing for action.
- Solicitor McQuaide added that he attends Sheriff Sales and files liens to protect the interest of the Municipal Authority.

8. New Business

- **Excess funds for investment**
  Earl Myers made a **motion** to invest excess depository funds in certificates of deposit; Francis Tananis made the second. **Approved: Vote 5-0**
- **After Hours Payments**
  Chairman LeGore announced that an after-hours drop box had been installed for payments.

9. Old Business

- Mr. LeGore stated that the Allwood Pump Station annual maintenance has been performed in house.

10. Announcements/Comments

- Board of Supervisors Meeting: December 21, 2015 at 7:00 p.m.
- Planning Commission Board Meeting: January 7, 2016 at 7:00 p.m.
- Municipal Authority Regular Meeting: March 14, 2016 at 6:00 p.m.

At 6:35 p.m. Chairman LeGore requested that the Board go into an executive session with Solicitor McQuaide; Mr. Hill was excused from the meeting.

At 6:49 p.m. the regular meeting reconvened.

As a result of the executive session, a motion was made by Lynn Toft to hold a Special Meeting for general purposes on Monday, January 11, 2016 at 5:00 p.m. The second was made by Earl Myers.
Approved: Vote 5-0

At 6:50 p.m., Chris Stroup made a **motion** to adjourn. Earl Myers made the second. **Approved: Vote 5-0**

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller