CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
June 8, 2015

The Conewago Township Municipal Authority met on June 8, 2015 for their Regular Meeting at the Township Office.

The following were in attendance:

Robert LeGore	William F. Hill
Christopher Stroup	Robert L. McQuaide
Earl Myers	Holly Zepp
Lynn Toft	

There was no one in the audience.

Chairman LeGore brought the meeting to order at 6:01 p.m. with the Pledge to the Flag and a moment of silence.

1. Minutes

- Earl Myers made a **motion** to accept the minutes of the Regular/Reorganization Meeting March 9, 2015; the second was made by Vice Chairman Stroup. **Approved: Vote 4-0**

2. Communications

- None

3. Public Comment

- **None**

4. Controller's Report

- Chris Stroup made a **motion** to approve the Treasurer's Report for March 1, 2015 to May 31, 2015; Earl Myers made the second. **Approved: Vote 4-0**

- Chris Stroup made a **motion** to approve the QuickBooks Audit Trail Reports for March 1, 2015 to May 31, 2015; Lynn Toft made the second. **Approved: Vote 4-0**

- **2014 Stambaugh-Ness Audit**
  Holly discussed procedural changes as a result of the 2014 Annual Audit. The board had no questions. A **motion** was made by Chris Stroup to approve the 2014 Stambaugh-Ness Annual Audit; Earl Myers made the second. **Approved: Vote 4-0**

- **Billing Conversion Update**
  Holly Zepp indicated that the billing conversion went satisfactory; however, the initial late charges did not apply correctly and had to be corrected manually. She indicated this should not occur next billing because it had to do with the way the information converted from the Harris System. She asked if a second post card bill be sent as a past-due reminder because of the shut-off notices now going out 10 days prior to shut-off and the August Billing being generated from the new system with automated postal codes. The members were in agreement.

5. **Requests for Adjustments/Past Due Accounts**

- **Past Due Sewer Accounts**
  Holly Zepp was directed to forward the information to Robert McQuaide to have municipal liens placed for nonpayment for the following properties: 54 Galaxy Dr., 930 Edgegrove Rd., and 331 Third St.

- **Requests for Sewer Account Adjustments**
  710636 and **820484** Dennis Porr, 85 Galaxy Dr. and 258 Barley Cr.
  Chris Stroup made a motion to deny $50 penalty waivers for accounts 710636 and 820484; Earl Myers made the second. Lynn Toft was not present for the vote. **Denied: Vote 3-0**

- **739195** Randy Bankert, 3001 Hanover Pk.
  Chris Stroup made a **motion** to grant an adjustment to account 739195 due to broken frozen pipes, water did not go into sewer. Earl Myers made the second. **Approved: Vote 4-0**

- **824360** Charles Cruise, 70 Dickinson Dr.
  Lynn Toft made a **motion** to grant an adjustment to account 824360, due to frozen broken pipes; Chris Stroup made the second. **Approved: Vote 4-0**

  Because the property is vacant, Chairman LeGore suggested the property owner may want to have the water turned off at the property, so the pipes do not break again.

- **824414** Stanley Strumsky, 54 Los Alamitos Cr.
  Chris Stroup made a **motion** to give credit to account 824414 due to a broken pipe under washer; Lynn Toft made the second. **Approved: Vote 4-0**

6. **Report from Engineer, Brent Wolfe for William F. Hill**

- **Chapel View**
  Holly reported that 7 of the 10 Centennial Road property owners required to connect to the sanitary sewer have applied for permits. She indicated that two property owners have requested payment plans. The board encouraged her to work with the property owners regarding repayment.

- **Oak Hill Sanitary Sewer-Reverse Grade**
  Several residents reported settlement in the area of the line replacement. Bob Groft has been contacted and indicated he will fill in the area when the area is not as saturated.

- **Villas at Cattail**
  Mr. Hill stated that CD's showing the televising of the sanitary sewer lines for the Villas at Cattail were submitted by Sharrah Design Group. Hill indicated that Brent Wolfe will review and link the information to the GIS system.

- **I & I (Inflow & Infiltration)**
  Mr. Hill indicated that USG will perform repairs to several manholes to eliminate infiltration. Mr. Hill recommenced USG favorably. He added the cost is included in the budget.

7. Report from Solicitor

- Solicitor McQuaide stated he had noting for action.

- **Chapel View Reimbursement Agreement with J.A. Myers**
  Solicitor McQuaide indicated the agreement will be sent to J.A. Myers on June 9, 2015 for approval. Upon the developer's approval, the document will be sent to Township Office for signatures by the Authority's Chairman and Secretary. Mr. Hill added that the window for the agreement will be from April 1, 2015 to April 1, 2025.

9. Old Business

- **Allwood Manor Pump Station**
  Holly reported that the new thermostats on the pumps are serving the purpose in which they are intended; they are more sensitive; therefore, the pumps are ready for service when maintenance arrives. She added there was another rag caught in the pumps the week of June 1, 2015.

  She also added that Joe Ernst and Ryan Gladhill attended training in mid-May to learn how to service the pumps.

  She said the OmniSite Call system has been updated.

10. Announcements/Comments

- Board of Supervisors Meeting: June 15, 2015 at 7:00 p.m.
- Planning Commission Board Meeting: July 2, 2015 at 7:00 p.m.
- Municipal Authority Regular Meeting: September 14, 2015 at 6:00 p.m.

At 6:25 p.m., Chris Stroup made a **motion** to adjourn. Earl Myers made the second. **Approved: Vote 4-0**

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller