CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
March 13, 2023

The Conewago Township Municipal Authority met on March 13, 2023, for their Reorganization and 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	David Arndt, Jr.	Kevin Fox, P.E.
Thomas Klunk	Robert Miller, Secretary/Treasurer	Holly Zepp	Solicitor Joseph Erb

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

No one was in the audience.

All attendees were provided with a copy of the Reorganization Meeting agenda. On Friday, March 10, 2023; the agenda was placed on the Conewago Township website and the bulletin board in the township lobby.

Agenda

- Vice Chair Lawrence so **moved** to approve the Reorganization Agenda as submitted. Lynn Toft made the second.

Approved: Vote 5-0

Reorganization

- Chair Stroup requested the Solicitor, Joseph Erb, preside over the meeting to begin the reorganization. Solicitor Erb asked the board to entertain a motion for Chair. Vice Chair Lawrence made a **motion** to nominate Christopher Stroup as Chair. Secretary/Treasurer Miller made the second. There were no other nominations for Chair. There was no discussion. The board voted unanimously for Christopher Stroup as Chair.

- Solicitor Erb turned the meeting over to Chair Stroup who asked for nominations for Vice Chair. Secretary/Treasurer Miller made a **motion** to nominate Andrew Lawrence as Vice Chairman. Thomas Klunk made the second. There were no other nominations for Vice Chair. There was no discussion. The board voted unanimously for Andrew Lawrence as Vice Chair.

- Chair Stroup requested nominations for Secretary/Treasurer. Vice Chair Lawrence made a **motion** to nominate Robert Miller as Secretary/Treasurer. Thomas Klunk made the second. There were no other nominations for Secretary/Treasurer. There was no discussion. The board voted unanimously for Robert Miller as Secretary/Treasurer.

- Vice Chair Lawrence so **moved** to adopt June 12, 2023; September 11, 2023; and December 11, 2023; beginning at 5:30 p.m., as their regularly scheduled meetings. Thomas Klunk made the second. The board voted unanimously for the meeting dates as advertised.

- Thomas Klunk made a **motion** to reappoint Holly Zepp at the established 2023 rate and to change the job title from Municipal Authority Controller to Municipal Authority Administrator. Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

- The Board acknowledged the following: Gannett Fleming as the Engineer and Barley Snyder as the Solicitor.

The Reorganization Meeting closed at 5:35 p.m.

Regular Meeting

Chair Stroup called the Regular Meeting to order at 5:35 p.m.

All attendees were provided with a copy of the Regular Meeting Agenda. On Friday, March 11, 2022; the agenda was placed on the Conewago Township website and the bulletin board located in the township lobby.

- Secretary Treasurer Miller **made** a motion **to** approve the agenda, as submitted. Vice Chair Lawrence made the second. **Approved: Vote 5-0**

1. Minutes

- Thomas Klunk **made** a motion to approve the minutes of the Regular Meeting held December 12, 2022, as submitted. Lynn Toft made the second**.** **Approved: Vote 5-0**

2. Communications

- There were no communications to share with the board.

3. Public Comment

- There was no public comment.

4. Controller's Report

- **Treasurer's Report**
  Vice Chair Lawrence so **moved** to approve the Treasurer's Report, as submitted for December 2022, January and February 2023. Lynn Toft made the second. **Approved: Vote 5-0**

- **QuickBooks Audit Trail Reports**
  Vice Chair Lawrence **so moved** to approve the QuickBooks Audit Trail Report for December 2022, January and February 2023. Thomas Klunk made the second. **Approved: Vote 5-0**

- **Authorized Signers on Bank and Credit Union Accounts**
  Vice Chair Lawrence **so moved** to authorize the Municipal Authority Chair; the Municipal Authority Secretary/Treasurer, and the Township Manager; as signers on the bank, investment and credit union accounts. Thomas Klunk made the second**.** **Approved: Vote 5-0**

- **Resolution 2023-A Disposition of Records**
  Vice Chair Lawrence **so moved** to approve Resolution 2023-A Disposition of Records. Lynn Toft made the second. **Approved: Vote 5-0**

- **Investments**
  a. Wilmington Advisors/LPL Financial worksheet prepared by Secretary/Treasurer Robert Miller
  Secretary/Treasurer Miller prepared a worksheet to share with the board showing the investments, balances, rates, and maturity dates for the Authority's investments through Wilmington Advisors

  b. Truist Bank Certificate of Deposit #1038 Redemption $162,219.16
  The Certificate matured February 2023 and was moved to Members 1st Money Market account.

  Vice Chair Lawrence made a **motion** to ratify the closure of the matured certificate of deposit #1038 through Truist Bank for $162,219.16 and the transferring of the proceeds to Members 1st Money Market. Thomas Klunk made the second. **Approved: Vote 5-0**

  Secretary/Treasurer Miller made a **motion** to transfer $150,000.00 from Members 1st to Wilmington Advisors/LPL Securities. Thomas Klunk made the second. **Approved: Vote 5-0**

  c. Truist Bank "Series 70" Savings Account
  The Truist Bank Savings Account was a Certificate of Deposit converted to a savings account due to a bank merger. The account consists of the remaining funds from the Series 70 Bonds.

Vice Chair Lawrence made a **motion** to close and transfer the Series 70 savings account at Truist Bank to the savings account at Members 1st to keep the funds segregated. Thomas Klunk made the second. **Approved: Vote 5-0**

The board requested that the Series 70 Bonds be researched by the Solicitor and Holly Zepp.

5. Past due sewer bills and requests for waivers

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

- **Requests for Adjustments**
  There were no adjustments requested.
  Holly Zepp reported that there were two late fee waivers for the last quarter.

6. Engineer Report by Kevin Fox, P.E. of Gannett Fleming

- **Quarterly Report**
  a. During the Engineer's Report; Solicitor Erb disclosed, for the record, that the developer for the Eagle Rock Development is a client of Barley Snyder.

  b. 2023 Sanitary Sewer Investigation Bid held March 3, 2023
  Discussion ensued. Kevin Fox indicated the company with the lowest bid was Environmental Services Corporation of PA. He said he researched the company and found it to be satisfactory. Vice Chair Lawrence so **moved** to award the 2023 Sanitary Investigation contract to Environmental Services Corporation of PA with their bid of $114,042.50. Thomas Klunk made the second. **Approved: Vote 5-0**

  c. PennDOT's SR2008 (W. Elm Avenue) Project
  Kevin Fox provided the members with a copy of a letter from PennDOT. The letter authorizes PennDOT to work with the Authority Engineer regarding the Elm Avenue project. The members agreed to have the Chair sign the authorization letter from PennDOT.

  A **motion** was made by Thomas Klunk to authorize Holly Zepp to make decisions regarding the PennDOT Project and to have such decisions ratified at the following Authority Meeting. Lynn Toft made the second. **Approved: Vote 5-0**

  d. Columbia Gas Projects
  Discussion was held regarding gas line replacements in the Midway/Diller Road areas. The discussion included coordinating sewer line replacement/repairs with the Columbia Gas project. Solicitor Erb suggested tabling the item until next meeting.

  Lynn Toft made a **motion** to table the Midway/Diller Road sewer main discussion until the June 12, 2023 Authority Meeting. Thomas Klunk made the second. **Approved: Vote 5-0**

  e. 2022 Engineer's Annual Report
  Lynn Toft made a **motion** to acknowledge the 2022 Engineer's Annual Report, as presented; Thomas Klunk made the second. **Approved: Vote 5-0**

6. Wasteload Management Report (Chapter 94) for 2022

Lynn Toft made a **motion** to acknowledge the 2022 Wasteload Management Report aka Chapter 94 Report, as presented. Thomas Klunk made the second. **Approved: Vote 5-0**

7. **Report from Solicitor Joseph Erb, Jr.**
   Solicitor Erb indicated that he received a request for a payoff for the Ebaugh Municipal Lien on 655 Third St. Holly Zepp said the payoff had been quoted to the agent processing the property transfer. Upon receipt of the proceeds, she will contact Solicitor Erb to file the release.

8. New Business

- 2022 Statements of Financial Interest-complete and return by May 1, 2023

9. Old Business

- Tapping Fee Increase: Resolution 2023-B
  Andrew Lawrence made a **motion** to approve Resolution 2023-B Tapping Fee Increase to $7760.00 per EDU. Robert Miller made the second. **Approved: Vote 5-0**

10. Announcements/Comments

- Board of Supervisors Meeting: March 20, 2023 at 6:30 p.m.
- Zoning Hearing Board: April 5, 2023 at 6:00 p.m.
- Planning Commission: April 6, 2023 at 6:00 p.m.
- Municipal Authority: June 12, 2023 at 5:30 p.m.

At 7:18 p.m., Vice Chair Lawrence made a **motion** to adjourn. Lynn Toft made the second.
Approved: Vote 5-0

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller