CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
March 14, 2016

The Conewago Township Municipal Authority met on March 14, 2016 for their Regular Meeting at the Township Office.

The following were in attendance:

Robert LeGore	Christopher Stroup	P. Eric Mains
Francis Tananis	Lynn Toft	Barbara Krebs
Earl Myers	Robert L. McQuaide	Holly Zepp

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 approve the minutes, as presented, of the Regular Meeting held December 14, 2015; the second was made by Earl Myers. **Approved: Vote 5-0**

- Lynn Toft made a **motion** to approve the minutes, as presented, of the Special/Reorganizational Meeting held January 11, 2016; the second was made by Francis Tananis. **Approved: Vote 5-0**

2. Communications

- Chapter 94 Information from 2015, to the Hanover Borough, prepared by William F. Hill, dated February 26, 2016 was shared with the members. Christopher Stroup made a **motion** to approve William F. Hill's 2015 Chapter 94 information to Hanover Borough, dated February 26, 2016; Lynn Toft made the second. **Approved: Vote 5-0**

3. Public Comment

- **None**

4. Controller's Report

- **Treasurers Report**
  Lynn Toft made a **motion** to approve the Treasurer's Report for December 1, 2015 to February 29, 2016; 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 December 2015, January & February 2016; Earl Myers made the second. **Approved: Vote 5-0**

5. Requests for Adjustments/Past Due Accounts

- **Past Due Sewer Accounts**
  No action necessary. Holly commented that the delinquent total has decreased considerably.

- **Requests for Sewer Account Adjustments**
  737214 Miller, 14 Caribou St. There was a miscommunication issue.

Chris Stroup made a **motion** to ratify Holly's decision to waive $3.90 penalty from account 737214, Lynn Toft made the second. **Approved: Vote 5-0**

6. Report from Engineer, P. Eric Mains

- Eric Mains thanked the Authority for the opportunity to work with them as their engineer. He expressed a willingness to assist and work with the members in any way.

- Mr. Mains provided the members with a report of current Authority Engineering Activities. The report to be included as part of official minutes. He pointed out the following items:

  GIS Mapping is underway and a progress report will be provided at the June meeting.

  I & I Update-the areas to be worked on to be determined by the information included in Hill's Annual Report

  PennDOT-the information was filed in a timely manner and adjustments worked on.

- **2015 Engineer's Annual Report-prepared by William F. Hill & Associates**
  Chris Stroup made a **motion** to approve the 2015 Engineer's Annual Report by William F. Hill, Lynn Toft made the second. **Approved: Vote 5-0**

7. Report from Solicitor

- Solicitor McQuaide stated he had nothing for action.
- Solicitor McQuaide added that he continues to work with Holly regarding foreclosures and attends Sheriff Sales on behalf of the Municipal Authority.

8. New Business-none

9. Old Business

- **Updated Standard Operating Procedures-**revised contact information was shared with Board.

- **Emergency Contactor Repair List-**Holly verified the contractors want to be included.
  1) H & H General Excavating Co.
  2) Conewago Enterprises, Inc.
  3) C.E. Williams Sons, Inc.

  Francis Tananis made a **motion** to reaffirm the Emergency Contractor's List as originally approved at the September 12, 2011 Regular Authority Meeting. Lynn Toft made the second.
  Approved: Vote 5-0

10. Announcements/Comments

- Board of Supervisors Meeting: March 21, 2016 at 7:00 p.m.
- Planning Commission Board Meeting: April 7, 2016 at 7:00 p.m.
- Municipal Authority Regular Meeting: June 13, 2016 at 6:00 p.m.

At 6:13 p.m., Lynn Toft made a **motion** to adjourn. Earl Myers made the second. **Approved: Vote 5-0**

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller