CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
March 9, 2015

The Conewago Township Municipal Authority met on March 9, 2015 for their Reorganizational and Regular Meeting at the Township Office.

The following were in attendance:

Robert LeGore	Francis Tananis	Robert L McQuaide
Earl Myers	Lynn Toft	Marcy Krum
Christopher Stroup	Brent Wolfe for William Hill	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.

Reorganization

- Chairman LeGore requested the Solicitor, Robert McQuaide, preside over the meeting to begin the reorganization. Solicitor McQuaide asked the board to entertain a motion for Chairman. Christopher Stroup made a motion to nominate Robert LeGore as Chairman, Francis Tananis made the second. There were no other nominations for Chairman. Solicitor McQuaide closed the nominations. The board voted unanimously for Robert LeGore as Chairman.
- At this point the meeting was turned over to Chairman LeGore who asked for nominations for Vice Chairman. Francis Tananis made a motion to nominate Christopher Stroup as Vice Chairman, Chairman LeGore made the second. There were no other nominations for Vice Chairman. The board voted unanimously for Christopher Stroup as Vice Chairman.
- Chairman LeGore requested nominations for Secretary/Treasurer. Francis Tananis made a motion to nominate Earl Myers as Secretary /Treasurer, Christopher Stroup made the second. There were no other nominations for Secretary/Treasurer. The board voted unanimously for Earl Myers as Secretary/Treasurer.
- Francis Tananis made a motion to adopt June 9, 2015, September 8, 2015 and December 8, 2015 as their regularly scheduled meetings as advertised; each beginning at 6:00 p.m. Lynn Toft made the second. The board voted unanimously for the meeting dates as mentioned.
- Earl Myers made a motion to reappoint Holly Zepp as the Municipal Authority Controller at the established 2015 rate. Lynn Toft made the second. The board voted unanimously in favor of Holly Zepp as Municipal Authority Controller.

The Regular Meeting resumed at 6:05 p.m.

1. Minutes

- Francis Tananis made a **motion** to accept the minutes of the regular meeting of December 8, 2014; with an amendment of a typographical error on the first page; the second was made by Vice Chairman Stroup. **Approved: Vote 5-0**

2. Communications

- A letter dated December 16, 2014, from the office of William F. Hill to Marcy Krum regarding 2015 Engineering Rates was shared with the board for informational purposes.

3. Public Comment

- **None**

4. Controller's Report

- Chris Stroup made a **motion** to approve the Treasurer's Report for December 2014, January and February 2015; Francis Tananis made the second. **Approved: Vote 5-0**

- Francis Tananis made a **motion** to approve the audit trail reports for December 2014, January and February 2015; Lynn Toft made the second. **Approved: Vote 5-0**

- Lynn Toft made a **motion** to reaffirm the PNC Institutional Investment Policy for 2015-2016, Earl Myers made the second. **Approved: Vote 5-0**

- Chris Stroup made a **motion** to adopt Resolution 2015-A for the Disposition of Records. Lynn Toft made the second. **Approved: Vote 5-0**

- Francis Tananis made a **motion** to reaffirm the Chairman, Treasurer, Township Secretary/Treasurer and Assistant Secretary Treasurer as signers on the Authority's bank and investment accounts. Lynn Toft made the second. **Approved: Vote 5-0**

- **Muni-Link Billing Conversion Update**
  Holly Zepp explained what has been completed so far in the process of changing sewer bill providers. She asked for the board to ratify her decision to sign an agreement with Harris, the current billing provider, to enable Muni-Link to extract data. The cost to Harris is $3000.00. Holly signed the agreement and sent it back to Harris so the process was not interrupted. MarcyKrum commended Holly for her work so far regarding the conversion.

  Earl Myers made a **motion** to ratify the extraction agreement with Harris Computer, signed by Holly Zepp, in the amount of $3000.00; Lynn Toft made the second. **Approved: Vote 5-0**

- **Audit Update**
  Holly informed the board that the 2014 annual audit was performed on February 25 & 26, 2015 and it went smoothly.

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: 5585 Hanover Road and 5500 Hanover Road.

- **Requests for Sewer Account Adjustments**
  697020 D. Olinger, 601 Maple Avenue
  Holly asked the board to ratify her decision to waive any sewer penalties for arears. The owner was ill and passed away. Chris Stroup made a **motion** to ratify Holly's decision to waive any penalties on this account; Lynn Toft made the second. **Approved: Vote 5-0**

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

- **Chapel View**
  Brent Wolfe reported that the Chapel View Pump Station has been completed by J.A. Myers, and all requirements have been met in accordance with Hill's reviews. The deed has been recorded in the Authority's name. Brent added that the maintenance bond amounts are in order for the pump station. They are 15% of total cost and 10% of force main.

  Secondly, Myers asked for a reduction of the Performance Bond for Chapel View Phase 2, from $164,631.50 to $18,881.50. Brent indicated that Mr. Hill is in agreement with the total requested. Brent provided a handout prepared by William Hill explaining the remaining financial security.

  The board acknowledged Hill's recommendations for the maintenance bonding of the pump station and the Phase 2 performance bond reduction.

- **Oak Hill Sanitary Sewer-Reverse Grade**
  Brent reported that the as-builts were approved and final payment was made. He added that no maintenance bond was required for the project.

- **Engineer's Annual Report**
  Brent Wolfe reviewed the annual report. Earl Myers made a **motion** to approve the annual report as submitted, Chris Stroup made the second. **Approved: Vote 5-0**

- **Chapter 94 Report**
  Brent discussed the Chapter 94 report prepared to submit to Hanover Borough. Francis Tananis made a **motion** to approve the Chapter 94 Report; Earl Myers made the second. **Approved: Vote 5-0**

- **Inflow & Infiltration (I & I) Update**
  A letter prepared by Brent Wolfe was shared with the Authority. The letter explains to the residents that possible issues were discovered in their laterals during the I & I work in the Midway area. Francis Tananis asked for clarification that the letter only be sent to property owners with issues. Brent indicated that is the intent.

  Chris Stroup made a **motion** to approve the letter to be sent to the Midway residents with issues discovered during I & I work; Lynn Toft made the second. **Approved: Vote 5-0**

- **Allwood Manor Sump Pump Infiltration Letter**
  As directed from the December 8, 2014 Authority meeting, Brent Wolfe provided the Authority with a letter to advise the residents not to direct sump pump water into sanitary sewer**.** The letter was shared with the members of the Authority**.** Marcy Krum added that codes enforcement and maintenance workers are not permitted to enter properties to check for sump pump connections.

  A **motion** was made by Earl Myers to approve the letter addressing the sump pump issue to the Allwood Manor Residents. Chris Stroup made the second. **Approved: Vote 5-0**

- **Allwood Manor Pump Station**
  For the next meeting, Hill's office was directed to provide the Authority with quotes for calibration of the pumps with relevance to the Omni Site system. While preparing the Chapter 94 report Brent determined that the flows are not being calculated properly.

- **Villas at Cattail**
  Brent stated that the Sanitary Sewer As-built drawings were submitted by Sharrah Design Group and approved by William Hill's Office.

7. Report from Solicitor

- **Sewer Billing for Abandoned Properties**
  Solicitor McQuaide provided the Authority member with a draft resolution 2015-B which applies to billing rates for abandoned properties. After discussion, the board decided to change unoccupied time from 30 to 90 days, charge a minimum of $38.96, and waive interest and penalties.

  Earl Myers made a **motion** to adopt Resolution 2015-B, to amend the vacancy from 30 days to 90 days, minimum of $39.96, and waiver of interest and penalties; Lynn Toft made the second. **Approved: Vote 5-0**

- **Shut Off Notices**
  Solicitor McQuaide provided the Authority with an amended water shut off notice and explained mailing and posting the property for water shut off for non-payment of sewer bills. He indicated that a 10 day notice be sent and the property must be posted with the shut off notice. He provided the amended notice along with a memo dated March 9, 2015 explaining the procedure.

  Solicitor McQuaide indicated that he will prepare another notice with relevance to landlord/tenants.

- **Chapel View Reimbursement Agreement with J.A. Myers**
  Solicitor McQuaide explained a letter dated March 9, 2015, prepared by William Hill regarding a reimbursement agreement with J.A. Myers per the Municipal Authorities Act for the pump station and sanitary sewer installation in Chapel View.

  Francis Tananis made a **motion** directing the Authority's Solicitor and Engineer, by resolution, to proceed with and draft an agreement based on the terms of William Hill's letter dated March 9, 2015 regarding sewer reimbursement; approved by both the Solicitor and Engineer, in which the Chairman of the Authority is authorized to execute the approved agreement. Lynn Toft made the second. **Approved: Vote 5-0**

8. New Business

- **Office Hours**
  Holly announced that the office hours have been changed to 7:30 to 3:30, Monday through Friday.

- **New Website**
  Holly informed the board that the Township web-site is being changed and the Authority page is being revised**.**

9. Old Business

- **Allwood Manor Pump Station**
  On January 22, 2015, Kline's cleaned the Allwood Manor Pump Station wet well. Also, on February 19, 2015 a new heater had to be purchased for the station. Holly indicated it was an emergency at the height of the cold snap. Holly informed the board that the Omni-site notification needs to be upgraded. The board acknowledged.

10. Announcements/Comments

- Board of Supervisors Meeting: March 16, 2015 at 7:00 p.m.
- Planning Commission Board Meeting: April 5, 2015 at 7:00 p.m.
- Municipal Authority Regular Meeting: June 5, 2015 at 6:00 p.m.

At 7:07 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