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

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

The following were in attendance:

Robert LeGore	Brent Wolfe representing William F. Hill
Francis Tananis	Robert L. McQuaide
Earl Myers	Barbara Krebs
Lynn Toft	Holly Zepp

There was no one in the audience.

Chairman LeGore brought the meeting to order at 6:08 p.m. with the Pledge to the Flag and a moment of silence.

1. **Minutes**
   - Lynn Toft made a **motion** to accept the minutes of the Regular Meeting held June 8, 2015; the second was made by Francis Tananis. **Approved: Vote 4-0**

2. **Communications**
   - The 2016 Hanover Borough Wastewater Treatment Plant Budget was shared with the Authority.

3. **Public Comment**
   - **None**

4. **Controller's Report**
   - Francis Tananis made a **motion** to approve the Treasurer's Report for June 1, 2015 to August 31, 2015; Lynn Toft made the second. **Approved: Vote 4-0**

   - Lynn Toft made a **motion** to approve the QuickBooks Audit Trail Reports for June 1, 2015 to August 31, 2015; Earl Myers made the second. **Approved: Vote 4-0**

   - **Centennial Road Connections Update**
     Holly Zepp reported that all 10 of the properties have connected to the sanitary sewer. Two are on payment plans; therefore 8 of the reimbursements have been paid to J.A. Myers.

   - **Billing Conversion Update-Credit Cards and On-line Payment Options**
     Discussion ensued regarding the acceptance of credit card payments for sewer bills. Holly indicated that MuniciPAY is a credit card processor which is compatible with MuniLink, the recently installed sewer billing program. The company is directed at local and state governments. MuniciPAY will do the processing and collect transaction fees for the payments. The fees are 3% or 2.45%, whichever is greater. There is no cost to the Authority, unless a card swiper is purchased at $85.00, which is not necessary. PNC bank, who has the deposit account for the Authority, indicated if credit card payments are collected and processed by PNC, there is a monthly fee, transaction fees, and a charge for the terminal to process the cards.

Francis Tananis made a **motion** to utilize the MunicPAY program, without the card swiper, to enable residents to make credit card payments for sewer bills only; contingent upon the approval of the contract being by the Solicitor, Chairman, and Controller. Lynn Toft made the second.
Approved: Vote 4-0

The members were in agreement to have the MuniLink billing program set up to allow the residents to make on-line payments for sewer bills. A customer portal will be set up through MuniLink to allow the residents to make one-time credit card payments. The payments will not be recurring. The resident will be responsible to enter their own payment information. The system will also allow them to see prior bills and payments.

Due to the recently updated procedure of the shut off notices being distributed 10 days prior to shut off, Holly asked the Board to allow a past due notice be sent prior to the application of the $50 penalty. She indicated that she has received complaints about bills and late notices.

A **motion** was made by Lynn Toft to send a postcard, in a different color than the original bill; as a past due notice during the 10% penalty phase and before the addition of the $50 penalty. Francis Tananis made the second. **Approved: Vote 4-0**

- **Staff Report to Manager from Holly Zepp**
  An overview of the Municipal Authority's activities was provided to Township Manager Barb Krebs from Holly Zepp for the Board of Supervisor's August meeting. A copy of the report was given to the Authority members.

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: 427 N. Third St., McSherrystown and 66 Hemlock Drive.

- **Requests for Sewer Account Adjustments**
  695170 Thomas, 382-384 Maple Avenue. Requested adjustment due to frozen pipes. Request **tabled** until December 14, 2015 meeting. Needs to provide proof of leak and repair.

  709550 Jahic, 137 Conewago Drive. Earl Myers made a **motion** to waive the 10% penalty assessed on Mr. Jahic's May 2015 billing, Lynn Toft made the second. Chairman LeGore cast an opposing vote. **Motion to Grant Waiver Carried: Vote 3-1**

  721230 Brady, 347 Third Street. Requested adjustment due to frozen pipes. Request **tabled** until December 14, 2015 meeting. Needs to provide proof of repair.

  824154 Davis, 25 Saratoga Court. Francis Tananis made a **motion** to grant waiver of the 10% penalty applied to Mrs. Davis' May 2015 billing. Lynn Toft made the second.
  Approved: Vote 4-0

  Lynn Toft requested that Mrs. Davis be made aware of the upcoming changes to our billing program regarding online access and credit card acceptance.

  824776 Pagnanelli, 35 Sacramento Court. Francis Tananis made a **motion** to deny request for 10% and $50.00 penalty applied to May 2015 billing. Earl Myers made the second.
  Request denied: Vote 4-0

Lynn Toft made a **motion** to ratify the following approvals made by Holly Zepp: payment plans for 19 Galaxy Dr. and 115 N. Allwood Dr., and waiver of $50.00 May 2015 billing penalty applied to 16 Cheetah Dr. Francis Tananis made the second. **Approved: Vote 4-0**

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

- **Chapel View**
  Brent Wolfe had nothing to report for Chapel View.

- **Oak Hill Sanitary Sewer-Reverse Grade**
  Holly advised that there have been two complaints. Richard Hibbs of 151 Maple Drive complained that neighborhood children have made a race track in the sewer easement next to his property.

  After discussion, the members agreed to have Solicitor McQuaide look into who is responsible for the property. If Solicitor McQuaide determines it is not owned by the Authority, then the board directed him to send correspondence to the individual(s) who are responsible. If it is the Authority's responsibility; then measures to address the issue need to be taken, as recommended by the Solicitor.

  Secondly, Judy Mickley, of 610 Oxford Ave., indicated to Holly that she is not satisfied with the grass planted in the area of the sewer line repair. The Board authorized Brent Wolfe and Township Maintenance to assess the area and if they feel it is necessary, the maintenance crew have approval to plant new grass.

- **Villas at Cattail**
  Sewer dedication is pending due to the Township taking dedication of the streets. Barb Krebs advised there are several issues which need to be addressed prior to street dedication.

- **I & I (Inflow & Infiltration)-Manhole Rehabilitation**
  Brent Wolfe advised that he obtained three prices to perform manhole rehabilitation work. The prices were from Mr. Rehab, USG, and Swerp, Inc. USG had the least expensive quote. USG will begin the work on September 15, 2015 and should continue throughout the week.

- **GIS Mapping**
  Discussion ensued regarding having sewer GIS information placed on computers in the township office and maintenance department. There are several ways to approach and to access the information. Barb suggested that the Authority incorporate the sewer information with the Township stormwater mapping. Also, she suggested that Hanover Borough's water line information, located within the Township, be integrated into our GIS mapping program and Township stormwater and sewer information be shared with Hanover. More research is needed and Barb proposed that Brent Wolfe and the Township Engineer discuss. The issue has been tabled until the December 14, 2015 meeting, so the engineers can discuss.

- **209 Linden Avenue**
  Chris Trone had submitted preliminary plans to the Conewago Township Planning Commission for 3 duplexes on 209 Linden Avenue, This is on the Planning Commission Agenda on October 1, 2015.

- **Sheaffer Plan**
  Nothing to report.

Mr. Tananis excused himself from the meeting at 6:58 p.m.

7. **Report from Solicitor**
   - Solicitor McQuaide stated he had nothing for action.

8. **New Business**
   - **Allwood Manor Pump Station**
     It was suggested by one of the maintenance crew to have an extra air release valve on hand at the Allwood Pump Station. The cost is about $800.00. After discussion, the members were in agreement not to purchase a part just to store. The supplier is in Camp Hill and a part can be obtained within a few hours, especially when there are two working pumps in the station.

     Holly added that Scott Small indicated that Ryan Gladhill will perform the annual maintenance on the pumps instead of Whitman's Plumbing. Scott stated that Crewman Gladhill has had prior experience performing this task.

     Due to security reasons, Scott Small made a request to have a night light installed at the Allwood pump station. He estimated the cost to be $175.00.

     Earl Myers made a **motion** to have an LED nightlight installed at the Allwood Manor Pump Station, with the stipulation that it not affect the neighboring properties; Lynn Toft made the second. **Approved: Vote 3-0**

9. **Old Business**
   - **Standard Operating Procedures**
     Holly shared a copy of the updated Standard Operating Procedures with the Authority members. The only revision was to the Hanover Borough contact information.

10. **Announcements/Comments**
    - Board of Supervisors Meeting: September 21, 2015 at 7:00 p.m.
    - Planning Commission Board Meeting: October 1, 2015 at 7:00 p.m.
    - Municipal Authority Regular Meeting: December 14, 2015 at 6:00 p.m.

At 7:10 p.m., Earl made a **motion** to adjourn. Lynn Toft made the second. **Approved: Vote 3-0**

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller