# CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY

541 OXFORD AVENUE
HANOVER, PA 17331
**Meeting Minutes**
September 12, 2022

The Conewago Township Municipal Authority met on September 12, 2022, for their 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:

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| Christopher Stroup, Chair | Thomas Klunk | David Arndt, Jt. |
| Andrew Lawrence, Vice-Chair | Kevin Fox, P.E | Scott Small |
| Robert Miller, Sec/Treas. | Solicitor Joseph Erb | Holly Zepp |

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

There was no one in the audience.

All attendees were provided with a copy of the Regular Meeting Agenda. On Friday, September 9, 2022; the agenda was placed on the Conewago Township website and the bulletin board located in the township lobby.

- Vice Chair Lawrence made a **motion** to approve the agenda as submitted. Thomas Klunk made the second. **Approved: Vote 5-0**

**1. Minutes**

- Vice Chair Lawrence so **moved** to approve the minutes of the Regular Meeting held June 13, 2022, as submitted. Thomas Klunk made the second. **Approved: Vote 5-0**

**2. Communications**

- Penn DOT Highway Improvement Project on W. Elm Avenue-SR2008
  Penn DOT notified David Arndt of plans to do an improvement project on W. Elm Avenue from the Hanover Borough line through McSherrystown. Discussion ensued regarding replacing the clay sewer mains located under Elm Avenue. Penn DOT offered to include the Authority's main replacement with their project which is scheduled to begin June 2023. Scott said the lines should be removed and replaced with PVC.

  Because there are more clay sewer mains in the Midway area, Scott provided a schedule of the Township's street replacement; so the future projects can be coordinated with the Authority.

  Thomas Klunk made a **motion** to proceed with the sewer main replacement on Elm Avenue/SR2008 along with the Penn DOT project; and to inform Penn DOT that the Authority wishes to proceed. Lynn Toft made the second. **Approved: Vote 5-0**

- Salzmann Hughes notification regarding parcel 08K14-0003B--00
  David Arndt explained to the Board that the parcel is part of the proposed rezoning of several parcels from R-1 to I. He indicated the parcel belongs to the Authority. No action necessary.

**3. Public Comment**

- **None**

4. **Controller's Report**
   - **Treasurer's Report**
     Lynn Toft made a **motion** to approve the Treasurer's Report, as submitted, for June, July, and August 2022; Vice Chair Lawrence made the second. **Approved: Vote 5-0**

   - **QuickBooks Audit Trail Reports**
     Vice Chair Lawrence **so moved** to approve the QuickBooks Audit Trail Report for June, July, and August 2022. Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

   - **2021 Audit Prepared by RSSF**
     Vice Chair Lawrence made a **motion** to acknowledge the 2022 Annual Audit as prepared by the firm of RSSF; Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

   - **PLGIT-PA Local Government Investment Trust**
     Information was provided to the members regarding PLGIT investment rates as suggested by Vice Chair Lawrence. Secretary/Treasurer Miller questioned FDIC insurance. Discussion ensued and continued under new business.

5. **Past due sewer bills and requests for waivers**
   - **Past Due Sewer Accounts**
     Holly was directed to forward the information for 16 Butternut Lane to Solicitor Erb so he may begin the process of placing a Municipal Lien on the property for nonpayment of the sewer bill account number 726760-0.

   - **Requests for Adjustments**
     **721210-1 Daniels, 345 Third St,**
     Due to it being a first time waiver, Secretary/Treasurer Robert Miller made a **motion** to grant a 10% waiver of $10.71 for account 721210-1. Lynn Toft made the second. **Approved: Vote 5-0**

     **704082-0 Leonard, 319 Fairview Ave.**
     Due to it being a first time waiver, Lynn Toft made a **motion** to grant a 10% penalty waiver of $5.36 for account 704082-0. Secretary /Treasurer Robert Miller made the second. **Approved: Vote 5-0**

     **704084-1 Little, 323 Fairview Ave.**
     Due to it being a first time waiver, Lynn Toft made a **motion** to grant a 10% penalty waiver of $17.05 for account 704084-1. Thomas Klunk made the second. **Approved: Vote 5-0**

     **831190-0 Gouker, 291 Friendly Dr.**
     Due to it being a first time waiver, Secretary/Treasurer Robert Miller made a **motion** to grant a 10% waiver of $4.38 for account 831190-0. Thomas Klunk made the second. **Approved: Vote 5-0**

6. **Report from Gannett Fleming Engineer, Kevin Fox, PE**
   - **Quarterly Report**
     Kevin Fox reviewed the quarterly Engineers Report with the members.

   - **Chapel Ridge Phases II& III**
     All Items for dedication have been received, waiting for the signed Deed of Dedication.

   - **Sewer Rehab 2022 Project**
     Project to go out for bids in January 2023 so it may be awarded at March 2023 Authority meeting. The anticipated project start date will be the Spring 2023.

- **Tapping fee update.**
  Tabled until December 2022 meeting.

- **Centennial Acres-J.A. Myers' request for Public Improvements Bond Release.**

  Solicitor Erb stated, for the record, that J.A. Myers is a client of the law firm of Barley Snyder.

  Vice Chair Lawrence so **moved** to approve the Centennial Acres $6,000.00 public improvements bond number 41422969 as recommended by the engineer. Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

At 6:52 p.m. Lynn Toft left the meeting.

**7. Report from Solicitor Joseph Erb-**
- Nothing to report
- Solicitor Erb commented that the lien was filed on 5607 Hanover Road and indicated the property was deeded back to deceased owners with no estate.

**8. New Business**
- **Employee Bonding**
  Township Manager David Arndt asked the board to consider bonding for Holly Zepp.
  Discussion ensued.
  Thomas Klunk **motioned** to have David and Holly proceed to obtain bonding up to $750,000.00.
  Vice Chair Lawrence made the second. **Approved: Vote 4-0**

- **Investment Committee**
  Andrew Lawrence made a **motion** to establish a two member investment committee for the excess funds in the bank accounts. Thomas Klunk made the second. **Approved: Vote 4-0**

  Chair Lawrence motioned to nominate Secretary/Treasurer Miller to Chair the committee. There were no other nominations for Chair. Thomas Klunk made the second. **Approved: Vote 4-0**

  Thomas Klunk made a **motion** to nominate Chairman Lawrence to the committee. There were no other nominations. Secretary/Treasurer Miller made the second. **Approved: Vote 4-0**

**9. Old Business**
- **Allwood Manor-Excess Infiltration Inspections**
  Discussion ensued, no action necessary.

**10. Announcements/Comments**
- Board of Supervisors Meeting: September 19, 2022 at 6:30 p.m.
- Zoning Hearing Board: October 5, 2022 at 6:00 p.m.
- Planning Commission: October 6, 2022 at 6:00 p.m.
- Municipal Authority: December 12, 2022 at 5:30 p.m.

At 7:29 p.m., Vice Chair Lawrence made a **motion** to adjourn; Thomas Klunk made the second.
**Approved: Vote 4-0**

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller