CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
March 11, 2024

The Conewago Township Municipal Authority met on March 11, 2024, 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.

Christopher Stroup's driver, P. J. Wonders, was in the audience.

All attendees were provided with a copy of the Reorganization Meeting agenda. On Friday, March 8, 2024; the agenda was placed on the Conewago Township website and the bulletin board in the township lobby.

Agenda

- Secretary/Treasurer Miller motioned to approve the Reorganization Agenda as submitted. Thomas Klunk 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. Thomas Klunk made a **motion** to nominate Christopher Stroup as Chair. Vice Chair Lawrence 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 10, 2024; September 9, 2024; and December 9, 2024; beginning at 5:30 p.m., as their regularly scheduled meetings. Lynn Toft made the second. The board voted unanimously for the meeting dates as advertised.

- Secretary/Treasurer Miller made a **motion** to reappoint Holly Zepp as Municipal Authority Administrator at the established 2024 rate. Thomas Klunk 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 5:34 p.m.

Regular Meeting

Chair Stroup called the Regular Meeting to order at 5:34 p.m.

All attendees were provided with a copy of the Regular Meeting Agenda. On Friday, March 8; 2024 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

- Secretary/Treasurer Miller **made** a motion to approve the minutes of the Regular Meeting held December 11, 2023, as submitted. Vice Chair Lawrence 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**
  Lynn Toft made a **motion** to approve the Treasurer's Report, as submitted for December 2023, January and February 2024. Secretary/Treasurer Miller 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 2023, January and February 2024. Thomas Klunk made the second. **Approved: Vote 5-0**

- **Investments**
  Secretary/Treasurer Miller shared and reviewed a spreadsheet showing the rates and terms of the investments through Edward Jones.

5. Past due sewer bills and requests for waivers

- **Past Due Sewer Accounts**
  Due to sewer payment arrears, Holly Zepp was directed to forward property and balance information to Solicitor Erb for accounts 2018-0, 710195-0, and 714650-0; so he can begin the process of placing liens on the properties due to the arrears.

- **Requests for Adjustments**
  No adjustments were requested.

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

- **Quarterly Report**
  a. Kevin Fox, reviewed the quarterly Engineer's Report. The report will be a part of the official minutes.

  b. Escrow Funds for Sanitary Sewer inquiries
  Discussion ensued regarding Divert inquiring about sewer capacity and other engineering questions without a formal submittal. These requests may require billable hours by the engineer. So the authority does not incur these costs, the Board decided to obtain escrow funds from those individuals to cover the costs. There was also mention of an escrow agreement for those funds.

  Manager Arndt indicated that the Township is in the process of having an escrow agreement drafted by the Township solicitor for such an instance. He indicated the Township had the same issue with the company.

  Solicitor Erb acknowledged the use of an escrow account. Solicitor Erb agreed to use the Township's escrow agreement after he reviews it.

Vice Chair Lawrence so **moved** to set up an escrow for Divert in the amount of $20,000.00. Lynn Toft made the second. **Approved: Vote 5-0**

c. Columbia Gas Project

Discussion ensued regarding televising several sewer mains within the scope of Columbia Gas Company's line replacement project to determine if repairs or replacements may be needed. In Sewer Shed 7; Jefferson St., Diller Road, Lincoln Dr., S. Madison St, and South St. are within the parameters of the gas company's project. Elm Avenue is also to be included in the televising.

Thomas Klunk **motioned** to have Holly Zepp, on behalf of the Authority, execute and award the bid for the televising project on Elm Avenue and the Sewer Shed 7 areas within the scope of the Columbia gas project keeping the cost $33,000 or less. Lynn Toft made the second.

Approved: Vote 5-0

d. Chapter 94 Report for 2023

Vice Chair Lawrence made a **motion** to acknowledge the 2023 Engineer's Annual Report, as presented; Thomas Klunk made the second. **Approved: Vote 5-0**

e. 2023 Engineer's Annual Report

Secretary/Treasurer Miller made a **motion** to acknowledge the 2023 Engineer's Annual Report, as presented; Lynn Toft made the second. **Approved: Vote 5-0**

7. Report from Solicitor Joseph Erb, Jr.

- Solicitor Erb had nothing to share.

8. New Business

- **There was no new business.**

9. Old Business

- Pool Deduct Policy- tabled from December 2023 meeting
  After discussion, the pool deduct policy will remain in effect with no changes.

10. Announcements/Comments

- Board of Supervisors Meeting: March 18, 2024 at 6:30 p.m
- Zoning Hearing Board: April 3, 2024 at 6:00 p.m.
- Planning Commission: April 4, 2024 at 6:00 p.m.
- Municipal Authority: June 10, 2024 at 5:30 p.m.

At 6.46 p.m., Vice Chair Lawrence made a **motion** to adjourn. Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

Respectfully Submitted,
Holly Zepp, Administrator