CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
December 11, 2023

The Conewago Township Municipal Authority met on December 11, 2023, for their Regular Meeting at the Township Office.

Chairman Christopher Stroup called the meeting to order at 5:31 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	Solicitor Joseph Erb
Robert Miller, Secretary/Treasurer	Thomas Klunk	Kevin Fox, P.E
David Arndt, Jr.	Holly Zepp	

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

Boy Scout Timmy Blankinsop was in the audience.

All attendees were provided with a copy of the meeting agenda. On Friday, December 7, 2023; the agenda was placed on the Conewago Township website and the bulletin board in the township lobby.

- Thomas Klunk mad**e** a **motion** t**o** approve the agenda, as submitted. Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

1. Minutes

- Vice Chair Lawrence made a **motion** to approve the minutes of the Regular Meeting held September 11, 2023, as submitted. Thomas Klunk made the second. **Approved: Vote 5-0**

2. Communications

3. Public Comment

- Timmy Blankinsop explained that he was attending the meeting to earn a Citizenship Merit Badge, one of the requirements to achieve the rank of Eagle Scout.

4. Controller's Report

- **Treasurer's Report**
  Vice Chair Lawrence so **moved** to approve the Treasurer's Report, as submitted for September, October and November 2023. Thomas Klunk made the second. **Approved: Vote 5-0**

- **QuickBooks Audit Trail Reports**
  Vice Chair Lawrence **so moved** to approve the QuickBooks Audit Trail Report for September, October, and November 2023. Thomas Klunk made the second. **Approved: Vote 5-0**

- **LPL/M&T Investment Account**
  Secretary Treasurer Miller expressed concerns regarding the Investment account at LPL/M & T Bank. The investments have not been reinvested as directed. Discussion ensued.

  Thomas Klunk **motioned** to move the investment funds from LPL/M & T to Edward Jones. Vice Chair Lawrence made the second. **Approved: Vote 5-0**
  Thomas Klunk **motioned** to authorize Secretary/Treasurer Miller, David Arndt and Holly Zepp to move forward with the transfer of funds and to act on any specific issues regarding the investments. Vice Chair Lawrence made the second. **Approved: Vote 5-0**

At 6:35 p.m., Chairman Stroup called an executive session with the members and Solicitor. The meeting re-adjourned at 6:50 p.m.

Chairman Stroup announced that Holly Zepp would be getting $1.00 per hour pay increase to keep in line with the Township office staff. She thanked the Board.

- **2024 Budget**
  After review and discussion, Thomas Klunk **motioned** to approve the 2024 Budget as presented. Lynn Toft made the second. **Approved: Vote 5-0**

- **2022 Audit Update**
  Holly Zepp reported that the 2022 Audit has been completed and copies will be provided to the members at the next meeting.

5. Past due sewer bills and requests for waivers

- **Past Due Sewer Accounts**
  Nothing for action

- **Requests for Adjustments**
  None

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

- **Quarterly Report**
  Kevin Fox, P.E. Authority Engineer, reviewed the quarterly report he compiled. The report will be included with the official minutes.

- **JA Myers request for Bond Reduction-Eagle Rock Development**
  Solicitor Erb stated for the record that Barley Snyder represents J.A. Myers.

  Lynn Toft made a **motion** to decrease the bond $1,083,876.86 to $502,185.45 for Eagle Rock Development; as recommended by the Authority Engineer. Thomas Klunk made the second.
  Approved: Vote 5-0

7. Solicitor Report

- Nothing to report

8. New Business

- **Pool Deduct Policy**
  Discussion ensued regarding the pool deduct policy approved 3/12/2007. The policy requires water meter readings before and after the pool fill, in order to get an annual deduction. The readings are provided by the homeowner. Hanover Borough's new water meters can only be read by the water department.

  The discussion regarding pool deducts was tabled until the March 13, 2024 meeting.

9. Old Business

- **Board Member Meeting Attendance Compensation tabled from September 11, 2023 meeting**
  Discussion ensued resulting in no change to the compensation of $20.00 per meeting/trip to the office.

10. Announcements/Comments

- Board of Supervisors Meeting: December 18, 2023 at 6:30 p.m.

- Zoning Hearing Board: January 3, 2024 at 6:00 p.m.
- Planning Commission: January 4, 2024 at 6:00 p.m.
- Municipal Authority-Reorganization & Regular: March 11, 2024 at 5:30 p.m.

At 7:42 p.m., Thomas Klunk made a **motion** to adjourn. Secretary Treasurer Robert Miller made the second.

Approved: Vote 5-0

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller