CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
December 8, 2025

The Conewago Township Municipal Authority met on December 8, 2025, for their Regular Meeting at the Township Office.

Chair Lawrence brought the meeting to order at 5:35 p.m. with the Pledge to the Flag and a moment of silence.

The following were in attendance:

Andrew Lawrence, Chair	Thomas Klunk	Natalie Alexander of Barley Snyder
Ernest Hossler, Vice Chair	Earl Myers	David Arndt, Jr. Township Manager
	Kevin Fox, P.E	Holly Zepp

Robert Miller, Secretary/Treasurer, participated via telephone.

Township Maintenance Manager, Scott Small and GFT/Gannett Fleming's, Ben Mayers were in the audience.

All attendees were provided with a copy of the Regular Meeting Agenda. On Friday, December 5, 2025, the agenda was placed on the Conewago Township website and the bulletin board located in the township lobby.

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

1. Minutes

Thomas Klunk made a **motion** to approve the minutes of the Meeting held September 8, 2025. Earl Myers made the second**.** **Approved: Vote 5-0**

2. Communications

- There was a communication from Kathleen Carter of 219 Maple Drive expressing concerns about water and sewer billing among other things. No action necessary.

3. Public Comment

- There was no public comment.

4. Controller's Report

- **Treasurer's Report**
  Thomas Klunk made a **motion** to approve the Treasurer's Report, as submitted for September, October, and November 2025. Vice Chair Hossler, made the second. **Approved: Vote 5-0**

- **QuickBooks Audit Trail Reports**
  Thomas Klunk made a **motion** to approve the QuickBooks Audit Trail Report for September, October, and November 2025. Earl Myers made the second. **Approved: Vote 5-0**

- **Investments**
  Secretary/Treasurer Miller shared an updated spreadsheet showing the investment account Information; amounts, due dates, and rates. He reported a decrease in rates.

- **2026 Budget**

Discussion ensued. At 5:50 p.m., Chair Lawrence called an executive session with the board, solicitor and Township Manger Arndt. The regular meeting resumed at 5:57 p.m.

A **motion** was made by Thomas Klunk to approve the budget as presented and to reflect a $1.00 per hour salary increase to the Administrator. Vice Chair Hossler made the second. **Approved: Vote 5-0**

After further discussion, the board decided to set up a committee to explore a sewer rate increase. The committee will consist of Kevin Fox, Chair Lawrence, Secretary/Treasurer Miller, and Holly Zepp. Holly was directed to set up a meeting in February.

5. Past due sewer bills and requests for waivers

- **Past Due Sewer Accounts**
  No action required.

- **Requests for Adjustments**
  737578-0 Hagerman, 81 Panther Dr.
  An adjustment was requested due to a leak.
  Secretary/Treasurer Miller made a **motion** to credit $24.35 to sewer account 737578-0. Thomas Klunk made the second. **Approved: Vote 5-0**

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.

- **Resolution 2025-B SR 0116 Eisenhower Drive Extension Project Cost Sharing**
  A **motion** was made by Vice Chair Hossler to approve Resolution 2025-B, Project Cost Sharing with PennDOT for the SR 0116 Eisenhower Drive Extension and related correspondence. Thomas Klunk made the second. **Approved: Vote 5-0**

7. Report from Natalie Alexander of Barley-Snyder

- Natalie Alexander indicated that Solicitor Erb had nothing to report.

8. New Business

- There was no new business to discuss.

9. Old Business

- There was no old business to discuss.

10. Announcements/Comments

- Board of Supervisors Meeting: December 15, 2025, at 6:30 p.m.
- Zoning Hearing Board: January 7, 2026, at 6:00 p.m.
- Planning Commission: January 8, 2026, at 6:00 p.m.
- Municipal Authority: March 9, 2026, at 5:30 p.m.

At 6:45 p.m., Thomas Klunk made a **motion** to adjourn. Earl Myers made the second.
Approved: Vote 5-0

Respectfully Submitted,

Holly Zepp, Municipal Authority Administrator