**CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY**
541 OXFORD AVENUE
HANOVER, PA 17331
**Meeting Minutes**
June 12, 2023

The Conewago Township Municipal Authority met on June 12, 2023, for their Regular Meeting at the Township Office.

Chairman Christopher Stroup called 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 | 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.

No one was in the audience.

All attendees were provided with a copy of the meeting agenda. On Friday, June 9, 2023; the agenda was placed on the Conewago Township website and the bulletin board 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/Reorganization Meeting held March 13, 2023, as submitted. Thomas Klunk 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**
  Vice Chair Lawrence so **moved** to approve the Treasurer's Report, as submitted for March, April and May 2023. Lynn Toft made the second. **Approved: Vote 5-0**

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

- **Investments**
  a. Secretary/Treasurer Robert Miller prepared an updated Wilmington Advisors/LPL Financial worksheet which was in the packets for the members.

  b. Edward Jones Investment Option
  Quinn Bower, formerly of Wilmington Advisors, provided information from Edward Jones for the members to review. Discussion ensued. No action taken.

**5. Past due sewer bills and requests for waivers**

- **Past Due Sewer Accounts**

Due to nonpayment of sewer bills, the Municipal Lien process will begin on the following properties: 276 Oxford Avenue, 292 Maple Drive, and 149 Maple Drive. Holly Zepp will forward the information to Solicitor Erb.

- **Requests for Adjustments**
  820125-0 Moul, 45 Sandy Court.
  Mrs. Moul's request for an adjustment was tabled until the September 11, 2023 Authority Meeting, because the Board needs the next water meter reading to make a decision. The requested adjustment is a result of estimated water readings by Hanover Borough.

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

- **Quarterly Report**
  Kevin Fox, P.E. reviewed the Engineer's quarterly report.
  Due to the amount of activity of the Authority, the Engineer's Report will become a permanent part of the minutes. None of the items in the report required action by the Board.

**7. Solicitor Report**

- **Bearer Bonds/Series 70**
  Solicitor Erb provided an explanation regarding the disposition of the remaining funds from the Series 70 Bearer Bonds. He indicated further research will be necessary to properly advise the Board how to handle the disposition of remaining funds.

  A motion was **made** by Thomas Klunk to have Solicitor Erb and Holly Zepp research the Series 1970 Bearer Bonds. Secretary Treasurer Miller made the second. **Approved: 5-0**

**8. New Business**

- None

**9. Old Business**

- **Chapel View Pump Station**
  Holly Zepp indicated the generator has been installed and is in order.

**10. Announcements/Comments**

- Board of Supervisors Meeting: June 19, 2023 at 6:30 p.m.
- Zoning Hearing Board: July 5, 2023 at 6:00 p.m.
- Planning Commission: July 6, 2023 at 6:00 p.m.
- Municipal Authority: September 11, 2023 at 5:30 p.m.

At 6:13 p.m., Thomas Klunk made a **motion** to adjourn. Lynn Toft made the second.

**Approved: Vote 5-0**

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller