CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
June 9, 2025

The Conewago Township Municipal Authority met on June 9, 2025, for their Regular Meeting at the Township Office.

Vice Chair Lawrence brought the meeting to order at 5:27 p.m. with the Pledge to the Flag and a moment of silence.

The following were in attendance:

Andrew Lawrence, Chair	Ernest Hossler, Vice Chair	Earl Myers	Kevin Fox, P.E.	Holly Zepp
Robert Miller, Sec/Tres.	Thomas Klunk	Solicitor Joseph Erb	David Arndt, Jr.	

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, June 6, 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

- Secretary/Treasurer Miller made a **motion** to approve the minutes of the Regular/Reorganization Meeting held March 10, 2025, as submitted. Thomas Klunk made the second**.** **Approved: Vote 5-0**

2. Communications

- There were no communications.

3. Public Comment

- There was no public comment.

4. Controller's Report

- **Treasurer's Report**
  Earl Myers made a **motion** to approve the Treasurer's Report, as submitted for March, April, and May 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 March, April, and May 2025. Secretary/Treasurer Miller made the second. **Approved: Vote 5-0**

- **Investments**
  Secretary/Treasurer Miller indicated that he would prepare an updated report and email to the board members.

  Secretary/Treasurer Miller made a **motion** to have $150,000.00 transferred from the Members 1st Checking Account to the Members 1st Money Market Account. Thomas Klunk made the second. **Approved: Vote 5-0**

5. Past due sewer bills and requests for waivers

- **Past Due Sewer Accounts**

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Secretary/Treasurer Miller made a **motion** to have Holly Zepp forward the necessary information to Solicitor Erb so he may draft and send an Intent to File a Municipal Lien letter to the owner of account 0004-1; due to arrears. Vice Chair Hossler made the second. **Approved: Vote 5-0**

- **Requests for Adjustments**
  723340-0 Doron, 632 Third St.
  Requested an adjustment due to a leak from an outdoor broken water line.
  Secretary/Treasurer Miller made a **motion** to give a credit of $100.00 to sewer account number 723340-0. Vice Chair, Hossler, 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.
  - **b.** Eisenhower Drive Extension Project
    Secretary/Treasurer Miller made a **motion** to incorporate the Authority's project into PennDOT's contract and having PennDOT's contractor perform the work. Thomas Klunk made the second.
    Approved: Vote 5-0

7. Report from Solicitor Joseph Erb, Jr.

Thomas Klunk made a motion to authorize Solicitor Erb to file a praecipe to discontinue the Municipal Claim filed on the former property of Fred and Marian Geisleman, R.D. 4, Hanover, Adams County; claim number OTL-OFF-366. Vice Chair Ernest Hossler made the second.
Approved: Vote 5-0

8. New Business

- There was no new business provided.

9. Old Business

- There was no old business provided.

10. Announcements/Comments

- Board of Supervisors Meeting: June 16, 2025, at 6:30 p.m.
- Zoning Hearing Board: July 2, 2025, at 6:00 p.m.
- Planning Commission: July 3, 2025, at 6:00 p.m.
- Municipal Authority: September 8, 2025, at 5:30 p.m.

At 6:31 p.m., Vice Chair Hossler made a **motion** to adjourn. Thomas Klunk made the second.
Approved: Vote 5-0

Respectfully Submitted,

Holly Zepp, Municipal Authority Administrator

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