CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331

Meeting Minutes
March 10, 2025

The Conewago Township Municipal Authority met on March 10, 2025, for their Reorganization and Regular Meetings at the Township Office.

Vice Chair Lawrence brought the meeting to order at 5:29 p.m. with the Pledge to the Flag and a moment of silence.

The following were in attendance:

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

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

All attendees were provided with a copy of the Reorganization Meeting Agenda. On Friday, March 7, 2025; 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. Ernest Hossler made the second. **Approved: Vote 4-0**

Appointment of Earl Myers to the Municipal Authority Board

- Thomas Klunk made a **motion** to acknowledge the Conewago Township Board of Supervisors' appointment of Earl Myers to the Authority Board. Secretary/Treasurer Miller made the second. **Approved: Vote 4-0**

Reorganization

- Vice Chair Lawrence 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 Andrew Lawrence as Chair. Robert Miller made the second. There were no other nominations for Chair. There was no discussion. The Board voted unanimously for Andrew Lawrence as Chair.

- Solicitor Erb turned the meeting over to Chair Lawrence who asked for nominations for Vice Chair. Secretary/Treasurer Miller made a **motion** to nominate Ernest Hossler 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 Ernest Hossler as Vice Chair.

- Chair Lawrence requested nominations for Secretary/Treasurer. Thomas Klunk made a **motion** to nominate Robert Miller as Secretary/Treasurer. Vice Chair Hossler, 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.

- Secretary/Treasurer Miller motioned to adopt June 9, 2025; September 8, 2025; and December 8, 2025; beginning at 5:30 p.m., as their regularly scheduled meetings. Thomas Klunk made the second. The Board voted unanimously for the meeting dates as advertised.

- Earl Myers made a **motion** to reappoint Holly Zepp as Municipal Authority Administrator at the established 2025 rate. Vice Chair Hossler 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 5:35 p.m.

Regular Meeting

Chair Lawrence called the Regular Meeting to order at 5:35 p.m.

All attendees were provided with a copy of the Regular Meeting Agenda. On Friday, March 7, 2025, the agenda was placed on the Conewago Township website and the bulletin board located in the township lobby.

- Secretary/Treasurer Miller **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 9, 2024, as submitted. Thomas Klunk made the second**.** **Approved: Vote 5-0**

2. Communications

- **PennDot-Offer to Compensate for Land Use at the former Pump Station land on Hanover Rd.**
  Thomas Klunk made a motion to authorize David Arndt, Jr, as having the authority to accept the offer of $2,900.00 and authority to sign the necessary documents to settle the right-of-way claim for the acquisition by the PA Department of Transportation of the Temporary Construction Easement necessary for the Eisenhower Drive Extension Project (SR 0116-RWY). Vice Chair Hossler made the second. **Approved: 5-0**

- **PAPUC Fine**
  The Authority was fined $1,000.00 because an Emergency PA One call notification was not cleared in a timely manner. The incident was near 2936 Hanover Pike in May 2024. The fine was paid and Maintenance Manager Small completed the required training.

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 December 2024, January and February 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 December 2024, January and February 2025. Secretary/Treasurer Miller made the second **Approved: Vote 5-0**

- **Investments**
  Secretary/Treasurer Miller shared and reviewed an updated spreadsheet showing the rates and terms of the investments through Edward Jones. He reminded the Board how the investments are set up and said that he met with Edward Jones representative Quinn Bower, David Arndt, and Holly Zepp to discuss investments. He mentioned that the maximum transfer out of Edward Jones is $1,000,000.00 per day.

- **Reaffirm Bank Signers**
  Thomas Klunk made a **motion** to reaffirm the signers on the authority deposit accounts. The signers include the Township Manager, David Arndt, Jr., Township Clerk, Carly Goodfellow, the Municipal Authority Secretary Treasurer, Robert Miller, and the Chair, Andrew Lawrence. Earl Myers made the second. **Approved: Vote 5-0**

- **Resolution 2025-A-Disposition of Records**
  Thomas Klunk made a **motion** to approve Resolution 2025-A-Disposition of Records. Vice Chair Hossler made the second. **Approved: Vote 5-0**
- **2023 Audit by Brown Plus**

Secretary Treasurer Miller explained the report to the Board and ultimately advised that the numbers looked good. He said that there was not much variation in the totals Thomas Klunk made a **motion** to acknowledge the 2023 Audit. Vice Chair Hossler made the second. **Approved: Vote 5-0**

- **PA One Call Credit Memo**
  Holly indicated that the annual municipal refund credit was $249.45.

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 account 721880-0 so he can begin the process of placing a municipal lien on the property due to the sewer billing 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. Divert**
    Thomas Klunk made a motion to allow Holly Zepp to sign off on Divert's Sewer Planning Module upon the Engineer's approval. Earl Myers made the second. **Approved: Vote 5-0**

  - **c. W. Elm Avenue, SR2008 Project**
    Thomas Klunk made a **motion** to authorize a maximum of $150,000.00 to Gannett Fleming to begin the design to replace and relocate the sewer main on W. Elm Avenue (SR2008) with a cost of up to $1,600,000.00 for the project. Vice Chair Hossler made the second.
    Approved: Vote 5-0

  - **d. Televising Project Sewer Sheds 2 & 7**
    The bids through Costars came in higher than the amount approved at the December 9, 2024, meeting with USG submitting the lowest bid.

    Secretary/Treasurer Robert Miller made a **motion** to approve a bid up to $34,000.00 and authorize USG to perform the televising project within Sewer Sheds 2 & 7, with the addition of a portion of Oxford Avenue in regard to the Eisenhower Drive Project. Thomas Klunk made the second. **Approved: Vote 5-0**

  - **e. Engagement Letter for Sewer Sheds 2 & 7**
    Thomas Klunk made a **motion** to accept the engagement proposal, provided by Gannett Fleming, for surveying and engineering services to replace existing sanitary sewer mains and service laterals in sections of Sewer Sheds 2 and 7. Vice Chair Hossler made the second.
    Approved: Vote 5-0

  - **f. Consultant Letter to PennDot**
    Vice Chair Hossler made a **motion** to authorize Holly Zepp to sign a consult letter to PennDot to allow Gannett Fleming to work with PennDot on their current projects involving sanitary sewer. Thomas Klunk made the second. **Approved: 5-0**

  - **g. Chapter 94 Report for 2024**
    The Board acknowledged receipt of the Chapter 94 Report for 2024 prepared by Kevin Fox of Gannett Fleming.

  - **h. 2024 Engineer's Annual Report**
    The Board acknowledged the 2024 Engineer's Annual Report prepared by Kevin Fox of Gannett Fleming.

7. Report from Solicitor Joseph Erb, Jr.

- Solicitor Erb had nothing to report.

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: March 17, 2025, at 6:30 p.m.
- Zoning Hearing Board: April 2, 2025, at 6:00 p.m.
- Planning Commission: April 3, 2025, at 6:00 p.m.
- Municipal Authority: June 9, 2025, at 5:30 p.m.

At 7.47 p.m., Thomas Klunk made a **motion** to adjourn. Vice Chair Hossler made the second.

Approved: Vote 5-0

Respectfully Submitted,
Holly Zepp, Municipal Authority Administrator