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

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

Chairman Christopher Stroup called the meeting to order at 5:40 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	David Arndt, Jr. .
Thomas Klunk	Kevin Fox, P.E	Holly Zepp

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

Secretary Treasurer Miller and Solicitor Joseph Erb were absent.

No one was in the audience.

All attendees were provided with a copy of the meeting agenda. On Friday, September 8, 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 4-0**

1. Minutes

- Thomas Klunk made a **motion** to approve the minutes of the Regular Meeting held June 12, 2023, as submitted. Vice Chair Lawrence made the second. **Approved: Vote 4-0**

2. Communications

- August 31, 2023 JMT Engineering email request for sanitary sewer GIS Information. The request is in regard to the Eisenhower Drive Extension SR 0000 Sec RWY, MPMS 58137.

  Vice Chair Andrew Lawrence so **moved** to grant permission to Gannett Fleming to share the Authority's GIS information with JMT Engineering. Lynn Toft made the second.
  Approved: Vote 4-0

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 June, July, and August 2023. Thomas Klunk made the second. **Approved: Vote 4-0**

  Vice Chair Andrew Lawrence **made** a motion to move $750,000.00 from the Members 1st accounts to the M & T /LPL Investment account. Thomas Klunk made the second. Approved: **Vote 4-0**

- **QuickBooks Audit Trail Reports**
  Vice Chair Lawrence **so moved** to approve the QuickBooks Audit Trail Report for June, July and August 2023. Thomas Klunk made the second. **Approved: Vote 4-0**

- **Members 1st Credit Union Accounts-add signer**
  Thomas Klunk made a **motion** to add Carly Goodfellow, Township Assistant Secretary Treasurer, to the Members 1st Credit Union accounts. Lynn Toft made the second. **Approved: Vote 4-0**

- **LIHWAP Assistance Program**
  Holly Zepp reported that the LIHWAP Assistance Program reopened from July 18, 2023 to August 18, 2023 because funds remained for the program. Two residents took advantage of the program.

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 for 84 Galaxy 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 from the June 12, 2023 Authority Meeting, because the Board wanted to see the next water reading from Hanover. The requested adjustment is a result of Hanover Borough estimating water readings for several billings.

  Thomas Klunk made **a motion** to credit $68.18 to account 820125-0. Lynn Toft made the second. **Approved: Vote 4-0**

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.

- **Residence on Church: Trone Family Trust-Request for bond reduction**
  Vice Chair Andrew Lawrence so **moved** to approve the reduction of the financial security release from $136,290.00 to $2,750.00 for the Residence on Church. Thomas Klunk made the second. **Approved: Vote 4-0**

- **Sewer Rehab Project: Environmental Service Corporation-Pay Requests and Change Order**
  Vice Chair Andrew Lawrence made a **motion** to ratify pay request #1 from Environmental Service Corp. for $46,345.90. Thomas Klunk made the second. **Approved: Vote 4-0**

  Vice Chair Andrew Lawrence made a **motion** to approve pay request #2 from Environmental Service Corp. for $67,697.50. Thomas Klunk made the second. **Approved: Vote 4-0**

  Vice Chair Andrew Lawrence made a **motion** to approve change order #1 from Environmental Service Corp. for 90 cents. Thomas Klunk made the second. **Approved: Vote 4-0**

- **Developers Specification Resolution 2023-B**
  Thomas Klunk made a **motion** to adopt Developers Specification-Resolution 2023-B. Lynn Toft made the second. **Approved: Vote 4-0**

7. Solicitor Report

- **Sewer Assessment and Revenue Bonds of 1970/Series 1970 bonds**
  Thomas Klunk made a **motion** to table the discussion regarding the Series 1970 Bonds.

Discussion ensued regarding the remaining funds from the Series 1970 Bonds. Solicitor Erb prepared a memorandum explaining the disposition of the bonds which will become an official part of the minutes.

Thomas Klunk rescinded his motion.

Thomas Klunk then made a **motion** to turn over the $10,606.43 to the Commonwealth of Treasury to the Department of the disposition of unclaimed property. Vice Chair Lawrence made the second.

Approved: Vote 4-0

8. New Business

- **Meeting Attendance Compensation**
  There was a brief discussion regarding increasing meeting attendance compensation with the intent to begin in 2024. The item was tabled until the December 2023 meeting.

9. Old Business

- **None**

10. Announcements/Comments

- Board of Supervisors Meeting: September 20, 2023 at 6:30 p.m.
- Zoning Hearing Board: October 4, 2023 at 6:00 p.m.
- Planning Commission: October 5, 2023 at 6:00 p.m.
- Municipal Authority: December 11, 2023 at 5:30 p.m.

At 6:19 p.m., Thomas Klunk made a **motion** to adjourn. Lynn Toft made the second.

Approved: Vote 4-0

Respectfully Submitted,

Holly Zepp
Municipal Authority Controller