**CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY**
541 OXFORD AVENUE
HANOVER, PA 17331

# Meeting Minutes
September 8, 2025

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

Chair Lawrence brought the meeting to order at 5:25 p.m. with the Pledge to the Flag and a moment of silence.

The following were in attendance:

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

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, September 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**

Secretary/Treasurer Miller made a **motion** to approve the minutes of the Meeting held June 9, 2025 with a title correction on page 1. 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**
  Vice Chair Hossler made a **motion** to approve the Treasurer's Report, as submitted for June, July, and August 2025. Thomas Klunk made the second. **Approved: Vote 5-0**

- **QuickBooks Audit Trail Reports**
  Earl Myers made a **motion** to approve the QuickBooks Audit Trail Report for June, July, and August 2025. Vice Chair Hossler 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. Discussion ensued and it was stated that the investment account CDs will continue to be reinvested.

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

- **Past Due Sewer Accounts**

No action required.

- **Requests for Adjustments**
  There were no requests for adjustments.

**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.

- **Subdivision: Oxford Avenue Parcel owned by CGM Holdings LLC-Divert Parcel**
  A request was made by CGM Holdings, LLC, to subdivide the Oxford Avenue parcel into three smaller parcels. For this to occur, each parcel needs to be allotted an EDU; therefore, CGM has requested one EDU per parcel.

  A **motion** was made by Vice Chair Hossler to assign one EDU to each of the three planned subdivided parcels on the Oxford Avenue land owned by CGM Holdings LLC.
  Thomas Klunk made the second. **Approved: Vote 5 -0**

- **Capital Improvement Study/Plan**
  Discussion ensued regarding the anticipated costs of the upcoming sanitary sewer capital improvements and the possibility of increasing sewer rates.
  A motion was made by Secretary/Treasurer Miller to authorize Kevin Fox to prepare a cost analysis for the upcoming capital improvements. Thomas Klunk made the second. **Approved: Vote 5-0**

- **SR0000 Eisenhower Drive Project**
  Secretary/Treasurer Miller made a **motion** to authorize Chair Lawrence to sign a letter to PennDOT requesting the Authority's intention to incorporate the sewer project with PennDOT for the Eisenhower extension project. Vice Chair Hossler made the second. **Approved: Vote 5-0**

**7. Report from Solicitor Joseph Erb, Jr.**

- 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: September 15, 2025, at 6:30 p.m.
- Zoning Hearing Board: October 1, 2025, at 6:00 p.m.
- Planning Commission: October 2, 2025, at 6:00 p.m.
- Municipal Authority: December 8, 2025, at 5:30 p.m.

At 6:33 p.m., Thomas Klunk made a **motion** to adjourn. Secretary/Treasurer Miller made the second.
**Approved: Vote 5-0**

Respectfully Submitted,

Holly Zepp, Municipal Authority Administrator