

**CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY**  
541 OXFORD AVENUE  
HANOVER, PA 17331  
**Meeting Minutes**  
September 13, 2021

The Conewago Township Municipal Authority met on September 13, 2021, for their Regular Meeting at the Township Office.

The following were in attendance:

Christopher Stroup, Chair	Andrew Lawrence, Vice-Chair	Francis Tananis, Secretary Treasurer
Thomas Klunk	Holly Zepp	
Solicitor Robert McQuaide	Kevin Fox, P.E.	

Due to the COVID-19 situation, Lynn Toft participated via speaker telephone.

Robert Miller of 3176 Hanover Pike was in the audience.

All attendees were provided with a copy of this meeting's agenda. On Friday, August 10, 2021; the agenda was placed on the Conewago Township website and the bulletin board located in the township lobby.

Chairman Christopher Stroup brought the meeting to order at 5:30 p.m. with the Pledge to the Flag and a moment of silence.

**1. Agenda**

Andrew Lawrence made a **motion** to approve the agenda as presented. Thomas Klunk made the second.

**Approved: Vote 5-0**

**2. Minutes**

- Thomas Klunk made a **motion** to approve the minutes of the Regular Meeting held June 14, 2021, the second was made by Lynn Toft.

**Approved: Vote 5-0**

**3. Communications**

- **PSATS: Act 65 of 2021 amendment to the Sunshine Law- Posting Meeting Agendas**  
Solicitor McQuaide explained changes regarding meeting agendas and the procedure for meetings and minutes. The members were provided a copy of a PSATS communication explaining the changes effective August 29, 2021.

**4. Public Comment**

- Mr. Robert Miller expressed the following concerns: draft minutes are not on the website; treasurer's report is not on website. He also questioned the negative amount in payroll in the Township's records. Holly explained that the township bills quarterly the Authority for such expenses.

**5. Controller's Report**

- **Treasurer's Report**

Lynn Toft made a **motion** to approve the Treasurer's Report for June, July & August 2021; Francis Tananis made the second.

**Approved: Vote 5-0**

- **QuickBooks Audit Trail Reports**

Andrew Lawrence made a **motion** to approve the QuickBooks Audit Trail for June, July and August 2021; Francis Tananis made the second.

**Approved: Vote 5-0**

## 6. Past due sewer bills and requests for waivers

- **Past Due Sewer Accounts**

The process of placing Municipal Liens will begin on 532 Poplar Street.

- **Requests for Adjustments**

709420-0 Anderson, 72 Conewago Drive

Due to this being a first time request, Andrew Lawrence made a **motion** to give waiver of the \$50 penalty applied in June 2021 to account 709520-0. Francis Tananis made the second.

**Approved: Vote 5-0**

711680-0 Bream, 782 Edgegrove Road

Due to this being a first time request, Andrew Lawrence made a **motion** to give waiver of the \$50 penalty applied in June 2021 to account 711680-0. Francis Tananis made the second.

**Approved: Vote 5-0**

726888-1 Eckard, 515 Poplar Street

Due to this being a first time request, Andrew Lawrence made a **motion** to give waiver of the \$50 penalty applied in June 2021 to account 726888-1. Thomas Klunk made the second.

**Approved: Vote 5-0**

726914-1 Tinkler Estate, 233 S. Lincoln Drive

Due to passing of the owner, Andrew Lawrence made a **motion** to give waiver of the \$50 penalty applied in June 2021 to account 726914-1. Thomas Klunk made the second.

**Approved: Vote 5-0**

- **Municipal Lien Activity**

Solicitor McQuaide filed the paperwork to release the lien on 131 Conewago Drive.

- **Water Shut Off for non-payment**

Scheduled for October 13, 2021.

## 7. Report from Gannett Fleming Engineer, Kevin Fox, PE

- **Quarterly Report**

Kevin Fox reviewed the quarterly Engineers Report with the members.

- **Centennial Acres**

The developer requested financial security for Centennial Acres be reduced from \$73,000 to \$6,000. Andrew Lawrence made a **motion** to reduce the financial security for Centennial Acres from 73,000.00 to \$6,000.00. Thomas Klunk made the second.

**Approved: Vote 5-0**

- **Request for Chapel View II Sanitary Sewer Dedication**

**The developer presented a written request to the Authority Board to take dedication of the sanitary sewer in Chapel View and be exempted from providing a maintenance bond. The Authority Board decided not to accept dedication of the sanitary sewer in Chapel View. The Board is requiring that the drawings and legal descriptions be submitted to the Authority and be acceptable by the Authority's engineer and solicitor prior to making a decision on dedication in regard to the sanitary sewer. In addition, the Board decided that an 18-month maintenance bond will be required when dedication occurs. Solicitor McQuaide handed out a sample resolution to be utilized once dedication is approved by the Board.**

- **Sewer Rehab**

Sewer Sheds 4 & 6 are to be done during the rainy season in the spring of 2022. One of which includes Allwood Manor. Discussion ensued regarding excess infiltration. The films will be reviewed to determine any excess infiltration from laterals which may have sump pump water flowing into the sanitary sewer. Also, it was discussed that the Municipal Authority Act allows entrance into private residences to check for sump pump connections.

- **Allwood Manor-excess infiltration**

Holly shared the letter and brochure regarding clean water infiltration that was sent to property owners in 2013. Earlier discussion determined that entering homes to inspect for sump pump connections is permitted. Therefore, the Authority Board authorized the engineer, solicitor and Holly to draft a letter to coordinate home inspections with property owners.

### 8. Report from Solicitor McQuaide

- Solicitor McQuaide had nothing else to add.

### 9. New Business

- Hurricane Ida Update

Holly reported that Allwood Manor had some minor bubbling from the manholes and DEP was notified within an hour of the occurrence. DEP was satisfied. She also reported that she did not receive any calls from property owners regarding back-ups.

- Chapel View Pump Station Generator replacement

Thomas Klunk made a **motion** to authorize the purchase of a new generator for the Chapel View Pump Station from Winter Generator who bid \$38,625.00 installed. Francis Tananis made the second.

**Approved: Vote 5-0**

- Allwood Pump Station

Two air pumps were needed. Holly reported that the cost for the first one was \$1,298.83. The second air pump should be replaced soon.

- Standard Operating Procedures Revision

Holly shared an updated version of the processes regarding spills and emergencies in regard to the sanitary sewer.

### 10. Old Business

- Response to Robert Miller's inquiry regarding reserves on June 14, 2021  
Kevin Fox reported that he should have 5 year projections for the next meeting.

### 11. Announcements/Comments

- Board of Supervisors Meeting: September 20, 2021 at 6:30 p.m.
- Zoning Hearing Board: September 29, 2021 at 6:00 p.m.
- Planning Commission: October 7, 2021 at 6:00 p.m.
- Municipal Authority: December 13, 2021 at 5:30 p.m.

At 6:28 p.m., Andrew Lawrence made a **motion** to adjourn; Lynn Toft made the second.

**Approved: Vote 5-0**

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller