

# CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY

541 OXFORD AVENUE

HANOVER, PA 17331

## Meeting Minutes

December 13, 2021

The Conewago Township Municipal Authority met on December 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; Christine and Wayne Little of 1510 Honda Road, and Eric Gladhill of C.S. Davidson were in the audience.

All attendees were provided with a copy of this meeting's agenda. On Friday, December 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 5:34 p.m. with the Pledge to the Flag and a moment of silence.

### 1. Agenda

- Andrew Lawrence so moved to approve the agenda as presented. Thomas Klunk made the second.

**Approved: Vote 5-0**

### 2. Minutes

- Francis Tananis so moved to approve the minutes of the Regular Meeting held September 13, 2021. The second was made by Thomas Klunk.

**Approved: Vote 5-0**

### 3. Communications –there were no communication shared.

### 4. Public Comment

- Mr. Robert Miller expressed that he was looking forward to the 5 year plan.

At 5:36 p.m., Chairman Stroup called an executive session to discuss personnel issues. The Board Members, Solicitor and Engineer adjourned to the conference room.

Chairman Stroup called the regular meeting back to order at 5:58 p.m.

### 5. Controller's Report

#### • Treasurer's Report

Andrew Lawrence made a **motion** to approve the Treasurer's Report for 2021; Lynn Toft made the second.

**Approved: Vote 5-0**

#### • QuickBooks Audit Trail Reports

Francis Tananis made a **motion** to approve the QuickBooks Audit Trail for 2021; Lynn Toft made the second.

**Approved: Vote 5-0**

- **Funds transfer from Members 1<sup>st</sup> checking to money market.**

Andrew Lawrence made a **motion** to transfer \$110,000 from Members 1<sup>st</sup> Checking to Money Market as requested by Holly. Lynn Toft made the second.

**Approved: Vote 5-0**

- **2022 Budget for Adoption**

Discussion ensued. Andrew Lawrence made several suggestions regarding several line items. Discussion also included an increase for Holly Zepp for 4 ½% through June 2022 then to 5.9% beginning in July 2022.

Andrew Lawrence made **motion** to approve the 2022 Municipal Authority Budget with the following amendments: an increase to line 364.120 for \$770,000.00; a correction to the tapping fee line 364.110 to account for 33 connections; and a 4 ½ % increase reflected in line 405.120. The motion also includes verification of the amount to Hanover WWTP 429.365. Lynn Toft made the second.

**Approved: Vote 5-0**

Holly thanked the Authority Board.

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

- **Past Due Sewer Accounts**

Holly was directed to forward the information to Solicitor McQuaide, to begin the process of placing a municipal lien on 179 Seneca Drive.

- **Requests for Adjustments**

**1991-0/1991-F01** Wayne Little (Former Adams/Coffman Property), 5607 Hanover Road  
Mr. Little purchased the property at Tax Claim Sale. A Municipal Lien from 2010 is on the property for non-payment of sewer.

Andrew Lawrence made a **motion** to waive the late fees of \$834.40. Francis Tananis made the second.

**Approved: Vote 5-0**

Chairman Stroup reiterated that the amount for service and fees for the lien are \$3244.00

**697020-0** L. Johnson, 601 Maple Ave.

Because it was a first time request for this property, Francis Tananis made a **motion** to waive the \$50.00 penalty applied to account 697020-0. The second by Thomas Klunk.

**Approved: Vote 5-0**

**714730-0** N. Groft, 76 Wappler Dr.

Due to it being the first time, Lynn Toft made a **motion** to refund the \$50.00 penalty applied to account 714730-0 in September 2021. The second by Thomas Klunk.

**Approved: Vote 5-0**

**739290-0** S. Miller, 80 Pleasant View Dr.

Due to an outside spigot left running, Andrew Lawrence made a **motion** to make an adjustment to account 739290-0 to reflect usage of 15,000 gallons on the November 2021 billing. Francis Tananis made the second.

**Approved: Vote 5-0**

- **Municipal Lien Activity**

Solicitor McQuaide filed the paperwork to place the lien on 532 Poplar Street.

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

Scheduled for January 19, 2022.

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

- **Quarterly Report**

Kevin Fox reviewed the quarterly Engineers Report with the members.

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

Eric Gladhill of CS Davidson, representing Laverne Leese, asked the Authority Board to take conditional dedication of the sanitary sewer in Chapel Ridge II & III.

Kevin Fox reported that the as-builts were approved. Upon review of the videos from televising, Mr. Fox indicated that 2 areas within the mains need to be corrected. Holly reported that maintenance bonding or legal dedication paperwork for dedication have not been submitted.

Andrew Lawrence **motioned** to have the developer perform the repairs as recommended by Gannett Fleming then dedication will be addressed at the March 2022 meeting. Thomas Klunk made the second. **Approved: Vote 5-0**

- **Allwood Manor-excess infiltration**

A letter was shared with the board regarding excess infiltration due to sump pumps connected to the sanitary sewer. The board was in agreement to have Holly prepare and send the letters to the residents of Allwood Manor.

- **Sewer Rehab**

Kevin Fox reported that he'd like to begin last round of sewer Investigation and Rehabilitation. Advertise in late January, open bids late February, and have the Board make the decision at the March 14, 2022 authority meeting.

Lynn Toft made a **motion** to have the engineer begin the process for the final stage of the Sewer Rehab Project for Sewer Sheds 4 and 6, as recommended by the engineer. Andrew Lawrence made the second. **Approved: Vote 5-0**

## 8. Report from Solicitor McQuaide

- Solicitor McQuaide announced his retirement in July of 2022. He indicated Solicitor Joseph Erb, who substituted for him at prior meeting, is willing to be his replacement. The board asked Solicitor McQuaide to bring Solicitor Erb to the next meeting.

## 9. New Business

- **Printer Request**

Andrew Lawrence said he has an HP printer from Shultz fundraising he would donate to the Authority. He also indicated that he has a new ink toner for \$150.00.

Thomas Klunk made a **motion** to reimburse Mr. Lawrence \$150.00 for the ink. Francis Tananis made the second **Approved Vote: 4-0** with Andrew Lawrence abstaining from the vote.

- **Terms of Office**

The terms if office for Francis Tananis and Andrew Lawrence end on December 31, 2021. Both are interested in continuing to serve on the Authority Board. Solicitor McQuaide indicated the Conewago Township Board of Supervisors appoints the Authority members to their positions. Holly will forward their interest to the Board of Supervisors.

## 10. Old Business

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

## 11. Announcements/Comments

- Board of Supervisors Meeting: December 20, 2021 at 6:30 p.m.
- Zoning Hearing Board Meeting: January 5, 2022 at 6:00 p.m.
- Planning Commission Meeting: January 6, 2022 at 6:00 p.m.
- Municipal Authority Regular & Reorganization: March 14, 2022 at 5:30 p.m.

At 7:05 p.m., Thomas Klunk made a **motion** to adjourn; Lynn Toft made the second. **Approved: Vote 5-0**

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller