

# Upper Leacock Township Municipal Authority

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The regular monthly meeting of the Upper Leacock Township Municipal Authority was held on Thursday, June 11, 2020, at 6:30 p.m. at the Township Office. The following members were present: Supervisor Nelson Bard (via teleconference), Wilmer Musser, Samuel Huber, Mike Reed, Cindy Shenk; Michael Morris, Township Manager; Brian Kauffman, Township Engineer; John Leen, Public Works Director.

Mr. Bard called the meeting to order at 6:30 p.m.

Mr. Reed made a motion to **approve** the March 12, 2020 minutes as presented. Mr. Huber seconded the motion. The motion passed.

## Public Comments:

- There were no public comments.

## Visitors:

- Sara Brenneman of Maher Duessel presented the 2019 audit report via teleconference. There were no sensitive disclosures or missing materials. It was recommended that IT be strengthened and everyone have their own password as well as be trained in Cyber Security. There was a decrease of assets in the amount of \$40,000; \$714,000 in liability was retroactive because of payment to LASA. There were no additional comments or concerns from the ULTMA board. Ms. Shenk made a motion to **Accept** the Audit of 2019, Mr. Reed seconded the motion. The motion passed.
- Eldon Stoltzfus said they are ready to go out to bid for construction at 161 Newport Road. ULTMA board has agreed to have special meetings to move the project along quickly. Mr. Reed made a motion to **approve** going out for bids for the 161 Newport Road project, Mr. Huber seconded the motion. The motion passed.

## Manager's Report:

- Dan Allgyer land purchase update – The Township would like to close on the property with Mr. Allgyer, but with an addendum of liability. Mr. Reed made a motion to **approve** the sale of land to Mr. Allgyer per the signing of the addendum releasing the Authority of any liability, Mr. Huber seconded the motion. The motion passed.

### Public Works Report:

- Monthly report from Publics Works Director, John Leen was in the packet and there were no further comments.

### Engineer Report:

- The contract to go out for bid for Highway Occupancy permit to replace hydrants and valves is ready to go. Mr. Reed made a motion to **authorize** going out for bids, Mr. Musser seconded the motion. The motion passed.

### Sewer Business:

- Monthly report provided by Joel Guiseppe was in the packet. There were no additional comments on the report.

### Water Business:

- Permits were completed for Water Plants #3 & #4 and are waiting on approval from DEP.
- The monthly report was provided by Mike Ewing and was in the packet. There were no additional comments on this report.
- Surcharge billing information was provided in the packet – there were no comments.

### Finance:

- Month-End Financial Report – no comments

### Delinquent Report:

- Due to Covid-19 there have not been late charges added to the Water/Sewer bills.
- There were no comments on the delinquent report.

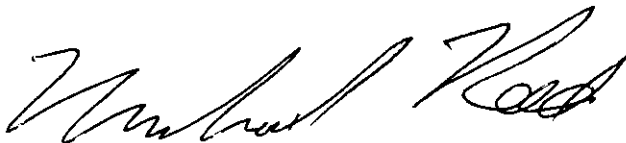
### Correspondence:

- None

### Executive Session:

Mr. Musser made a motion to **adjourn** the meeting, Ms. Shenk seconded the motion. The motion passed. The meeting adjourned at 7:39 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Reed". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the last name "Reed".

Michael Reed  
Secretary