CONOY TOWNSHIP

BOARD OF SUPERVISORS MEETING MINUTES

January 3, 2022 – 7:00 PM

A meeting of the Conoy Township Board of Supervisors was held at 7:00 pm on Monday, January 3, 2022, at the Bainbridge Fire Company Hall, 34 South Second Street, Bainbridge, PA 17502. In attendance were Supervisors Stephen Mohr, Gina Mariani, Justin Risser, Douglas Hawthorne, S. Jay Williams; and Secretary-Treasurer Kathy Hipple. Also in attendance was Solicitor Matthew Crème, Jr., of Nikolaus and Hohenadel.

ORGANIZATIONAL MEETING AGENDA:

ORDER OF BUSINESS:

1. Meeting called to order at 7:01 pm by Supervisor Mohr followed by the Pledge of Allegiance and a moment of silence.
2. Nominations/Elections/Appointments: (a) Motion was made by Mariani to nominate Justin Risser as Chairperson; Second by Hawthorne; Motion carried. (b) Williams made motion to nominate Gina Mariani as Vice-Chair; Second by Hawthorne; Motion carried. (c) (i) Motion was made by Mariani to nominate Kathy Hipple as Secretary-Treasurer; Second by Williams; Motion carried. (ii) Motion was made by Mariani to nominate Doug Hawthorne as Assistant Secretary-Treasurer; Second by Williams; Motion carried. (iii) Motion was made by Mariani to keep bond amount at 3.5 million; Second by Hawthorne; Motion carried. (d) (i) Motion was made by Mariani to retain John Shearer and Stephen Mohr as Animal Control Officer and Alternate; Second by Williams; Motion carried. (ii) Motion was made by Mariani to keep Hanover Engineer as Township Engineer; Second by Hawthorne; Motion carried. Motion was made by Mariani to authorize Hanover Engineering Associates to prepare and submit the 2021 Chapter 94 report in 2022; Second by Hawthorne; Motion carried. (iii) Mohr made motion to retain Marvin Stoner as Sewage Enforcement Officer; Second by Williams; Motion carried. (iv) Motion was made by Mariani to retain Nikolaus & Hohenadel as Solicitor; Second by Mohr; Motion carried. (v) Motion was made by Mariani to retain Solanco Engineering Associates, LLC and Hanover Engineering Associates, Inc. as Zoning Officer and Alternate; Second by Mohr; Motion carried. (vi) Motion was made by Mariani to reappoint Kathy Hipple as Right-to-Know Officer; Second by Williams; Motion carried. (e) (i) Motion was made by Mariani to appoint Thomas DeLallo for an additional 5-year term on the Bainbridge Water Authority; Second by Williams; Motion carried. (ii) Mohr made Motion to appoint Chris Geesey and Darryl Smith to additional 4-year terms as Planning Commission Members; Second by Marian; Motion carried. (iii) Motion was made by Mariani to appoint Ken Brosey for an additional 5-year term to the Zoning Hearing Board; Second by Hawthorne, Motion carried. (iv) Williams made Motion to retain Gina Mariani and Stephen Mohr as Susquehanna Regional Police Commission Member and Alternate; Second by Hawthorne; Motion carried. (v) Motion was made by Mariani to keep Patti Jo Bigler as the Vacancy Board Chair; Second by Hawthorne, Motion carried. (vi) Mohr made Motion to retain Gina Mariana as elected official and Kathy Hipple as non-elected official on the NWLCRT Advisory Committee; Second by Williams; Motion carried. (vii) Historical Review Commission vacancies. Suggestion was made by Mariani to post vacancy on the Townships website. (viii) Motion was made by Mariani to retain Stephen Mohr as the representative for the LCSWMA Citizens Advisory Committee; Second by Hawthorne; Motion carried. (f) Motion was made by Mariani to retain Lancaster County Tax Collection Bureau to collect taxes for 2022; Second by Mohr; Motion carried. (g) (i) Motion was made by Mariani to keep payment for Crossing Guards at $15 per appearance; Second by Hawthorne; Motion carried. (ii) Motion was made by Mariani to keep payment at $25 per hearing for the Zoning Board; Second by Mohr; Motion carried. (iii) Mohr made Motion to keep Elected Officials Hourly Wage at $19.03; Second by Hawthorne; Motion carried. (iv) Motion was made by Mariani to increase Summer Playground new hires starting hourly wage from $9.18 to $10.50; Second by Hawthorne; Motion carried. Future executive session to be held to discuss township employees 2022 wage rates. (h) Motion was made by Mariani to retain all financial institutions (Truist/BB&T Bank, Mid Penn Ban, PLGIT, Orrstown Bank (Cetera Advisors Network, LLC CD custodian); Second by Williams; Motion carried. (i) Each Supervisor was asked to pick 2-3 areas of responsibility and return sheet back to Hipple.

(j) Motion was made by Mariani to retain Stephen Mohr for assignment of house numbers; Second by Hawthorne; Motion carried. (k) Motion was made by Mariani to retain Stephen Mohr for issuance of driveway permits; Second by Hawthorne, Motion carried. (l) Motion was made by Mariani to keep the Equipment Rental Rates the same, Second by Mohr; Motion carried. (m) Motion was made by Mariani to cover the insurance for Bainbridge Fire Company for fund-raising activities; Second by Williams; Motion carried. (n) Motion was made by Mariani to ratify the12/2/2021 advertisement of regular monthly meeting location, times and dates for BOS, and other meetings; Second by Hawthorne; Motion carried. (o) Marian made Motion to retain the 2021 holidays for 2022; Second by Hawthorne, Motion carried. (p) Williams made Motion for Gina Mariani to be the voting delegate for the PSATS conference in April; Second by Risser; Motion carried. (q) Motion was made by Mariani appointing Steve Mohr and Jay Williams to serve on the Township Capital Planning & Programming Committee; Second by Hawthorne; Motion carried.

(r) Motion was made by Mariani for Risser and Mariani to serve on the 2023 Budget Advisory Committee; Second by Hawthorne; Motion carried. (s) Motion was made by Mariani to approve the mileage rate per IRS guidance of 58.5 center per mile; Second by Williams; Motion carried.

REGULAR BUSINESS MEETING AGENDA:

ORDER OF BUSINESS:

1. Meeting Called to Order at 7:38 p.m. by Chairman Risser.
2. Motion was made by Mariani to approve the December 9, 2021, BOS Meeting Minutes; Second by Mohr; Motion carried.
3. Chairperson Risser stated that nothing was presented for additional agenda items. Supervisor Mohr advised Almost Home Dog Adoption is withdrawing their project in Conoy Township.
4. Public Participation: None
5. Secretary-Treasurer: (i) UV Disinfectant Project. Bob Lynn, Hanover Engineering, explained that the electric contract bid was incorrectly placed to general instead of electrical. Greg A. Vietri Inc. submitted a letter to withdraw that bid. Motion was made by Mariani to allow the withdrawal of that bid; Second by Mohr; Motion carried. Williams made Motion to re-bid electrical work with escalator clause; Second by Mariani; Motion carried. Motion by Mariani to award bid in the amount of $315,500 to Heisey Mechanical for installation; Second by Mohr; Motion carried. (ii) Expenses and Income spreadsheet for the Salt Shaker and recommendation to review Stormwater Exemption application fee were discussed with no action taken to change the fee schedule. Hipple to provide the usage of Salt Shaker rentals by resident vs. non-resident and place the item on the February agenda for further discussion. Correspondence: (i) 2022 Bid thresholds: public bid: $21,900; written/telephonic bid $11,800. (ii) Hanover Engineering letter re: 118 Monument Drive to be discussed under agenda item i (ii). (iii) Statement of Financial Interest forms due to Township office by 5/1/22.
6. Report of Committees/Officers:

a. Emergency Management – no updates

b. Bainbridge Fire Company – no report

c. NW Emergency Medical Services – no report

d. Police – (i) No report. (ii) First meeting of 2022 is scheduled for January 4.

e. Waste to Energy Plant (Incinerator) – (i) Host fee for November 2021 $58,556.88; 30,183.96 Tons;

(ii) 2020-2021 Comparison is available.

f. Road – Supervisor Mohr stated that the road crew has been able to do more tree maintenance with the lack of winter weather needs. Damaged signs have been replaced. Three sinkholes have opened this week. The sale of the flatbed truck has not progressed, it needs to be photographed and advertised. Compost pile at sewer plant was loaded up and hauled away by Zeagers for no charge. Kept some mulch for residents and farmers.

g. Sewage Enforcement Officer: (i) No report. (ii) Leroy & Dorcas Zimmerman Sewer Planning Module Resolution. Motion was made by Mariani for the Secretary to sign the Resolution after the 01/04/22 Planning Commission meeting review; Second by Williams; Motion carried.

h. Sanitary Sewer System - (i) verbal report from Mohr that system is working (ii) Reed Bed project – the equipment that is needed is in Sinking Spring and then will be coming to Bainbridge. (iii) I & I project status report. Findings from USG televising. Bob Lynn is sending out postcards to homeowners stating that sump pumps cannot be connected to the sewer system. (iv) Aeration Tank painting – bid has not gone out yet.

i. Stormwater Management – plan for John Huyard 2362 Turnpike Road update. Solicitor advised we are working with them to find a path forward. (ii) 118 Monument Drive, Motion by Mariani for conditional based on applicant complying with engineer’s review letter comments and completion of all applicable forms and agreements; second by Hawthorne; Motion carried.

j. Solicitor – No report.

k. Zoning Officer – (i) Report is available.

l. Buildings – Clyde Pickel to take care of buildings, show the salt shaker and do the same jobs.

m. Personnel – () Interview for Township Administrator position. Supervisors Risser and Hawthorne would like to participate in the interviews with Hipple and would prefer Thursday or Friday right after lunch.

n. Parks and Recreation – (i) First meeting of 2022 is scheduled for 6 pm Monday January 17.

o. Planning, Subdivision and Development (i) 12/7/21 Planning Commission Meeting Minutes were provided to BOS for information only at this time regarding discussion of LCSWMA petition to rezone.

7. Financial Reports - General Fund Deposit Detail, General Check Detail and Payroll Summary reports and Sewer Fund Deposit Detail and General Check Detail for December 202 were provided to BOS.

8. Motion by Mariani to pay bills (see Unpaid Bill Detail Reports for General Fund 12/17/21; 12/23/21; 1/3/22; Sewer Fund 12/23/21; 1/3/2022; Summer Playground 12/9/21; 12/17/21; Stormwater Escrow 12/10/21; State Fund 12/13/21; 12/23/21); Second by Mohr; Motion carried.

9. Old Business: None

10. New Business: None

11. Other Items and Public Presentation: (i) Township resident Dave Kauffman commented about water/dirt laying on road and sediment in the culverts on Kissel Barrick and Risser Road.

12. Motion was made by Mohr at 8:26 p.m. to adjourn meeting; Second by Mariani; Motion carried.

Respectfully submitted,

Kathy M. Hipple

Secretary-Treasurer