

**CONOY TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
Tuesday, January 3, 2023
6:00 p.m.**

**Reorganizational & Regular
Meeting Agenda**

A meeting of the Conoy Township Board of Supervisors was held on Tuesday, January 3, 2023 at 6:00 p.m. at the Conoy Township Municipal Building, 211 Falmouth Road, Bainbridge, PA 17502. In attendance were Supervisors Mr. Justin Risser, Ms. Gina Mariani, Mr. Douglas Hawthorne, Mr. Stephen Mohr and Mr. S. Jay Williams. Also in attendance were Secretary Ms. Shannon Sinopoli, Treasurer Ms. Jennifer Rabuck and Solicitor Bernadette Hohenadel of Nikolaus and Hohenadel.

REORGANIZATIONAL MEETING

ORDER OF BUSINESS:

- I. The meeting was called to order by Mr. Risser at 6:00 p.m. followed by the Pledge of Allegiance, Prayer and a moment of silence.
- II. Mr. Risser conducted roll call.
- III. Reorganization of the Board for Calendar Year 2023
 - A. Office of Chair – Ms. Sinopoli asked for nominations for the 2023 Board of Supervisors Chair. Motion by Mr. Hawthorne to nominate Mr. Risser as Chair, seconded by Ms. Mariani. Motion approved 5-0.
 - B. Office of Vice-Chair – Mr. Risser asked for nominations for the 2023 Board of Supervisors Vice-Chair. Motion by Mr. Hawthorne to nominate Ms. Mariani as Vice-Chair, seconded by Mr. Williams. Motion approved 5-0.
 - C. Liaison Appointments
 - Buildings – Mohr and Williams
 - Emergency Management – Mohr and Williams
 - Fire – Mariani and Williams
 - Parks & Recreation – Mariani and Hawthorne
 - Planning & Zoning – Risser and Hawthorne
 - Public Works/Roads – Mohr and Williams
 - Police Commission – Mariani and Hawthorne
 - Sewer/Water – Risser and Mohr

Motion by Mr. Mohr to approve the above liaison appointments, seconded by Ms. Mariani. Motion approved 5-0.
 - D. Voting Delegate for 2023 PSATS Convention – April 23–26, 2023. Motion by Mr. Risser to nominate Ms. Mariani as the 2023 PSATS Convention voting delegate, seconded by Mr. Hawthorne. Motion approved 5-0.

IV. Annual Appointments for Calendar Year 2023

A. Staff

- Secretary – Shannon Sinopoli
- Treasurer – Jennifer Rabuck
- Zoning Officer – Shannon Sinopoli
- Building Code Official – Shannon Sinopoli
- Open Records Officer – Jennifer Rabuck
- Open Records Officer, Alternate – Shannon Sinopoli

B. Assistant Secretary-Treasurer - Douglas Hawthorne

C. Emergency Management Director - Wayne Southard

D. Animal Control Officer(s)

- John Shearer
- Stephen Mohr, Alternate

E. Tax Collector for Earned Income Tax for 2023 - Lancaster County Tax Collection Bureau
Tax Collector for Real Estate (currently 0.00 Millage) – Lancaster County Treasurer

F. Township Engineer and Alternate Zoning Officer, as needed – David Miller/Associates
Sewer Plant Engineer – Entech Engineering
Sewer Plant Engineer Alternate – Hanover Engineering
And authorize the Engineer and Secretary to sign and file the 2022 Chapter 94 Report in 2023

G. Township Solicitor and Special Legal Counsel

- Nikolaus & Hohenadel, LLP (General Counsel)
- Morgan, Hallgren, Crosswell & Kane, P.C. (Counsel for Zoning Hearing Board)

H. Township Sewage Enforcement Officer - Marvin Stoner

I. Township Construction Code Official - Associated Building Inspections, LLC

J. Pension Chief Administrative Officer – Shannon Sinopoli

K. Township Certified Public Accountant – White, Rudy LLC

L. Depository of Funds – Truist, Mid Penn Bank, PLGIT, Orrstown Bank (Cetera Advisors Network, LLC CD custodian)

M. Treasurer Bonds (Treasurer & Assistant Treasurer) – \$3.5 Million each for 2023

N. Flood Plain Administrator – Shannon Sinopoli

Motion by Ms. Mariani to approve the above appointments for the Calendar Year 2023, seconded by Mr. Williams. Motion approved 5-0.

- V. Boards, Commissions, Committees Appointments – Terms Beginning Year 2023
- A. Planning Commission (4 year term until January 2027) - John Charles
 - B. Resolution 1/2023 Zoning Hearing Board (5 year term until January 2028) - Ken Alexander, Jr.
 - C. Parks & Recreation Commission (5 year term until January 2028) - Mark Brosey
 - D. Historical Review Commission (5 year term)
 - Elaine Jackson – term until January 2028
 - Christina Mark – term until January 2027
 - Vacancy
 - E. Bainbridge Water Authority (5 year term until December 2027) - John Emswiler
 - F. Vacancy Board Chair (1 year term until January 1, 2024) - Patti Jo Bigler.

Motion by Ms. Mariani to approve the above Boards, Commissions and Committee appointments and Resolution 1/2023, seconded by Mr. Hawthorne. Motion approved 5-0.

- VI. Adjournment of Reorganizational Meeting – Motion by Ms. Mariani to adjourn the Reorganizational Meeting, seconded by Mr. Mohr. Motion approved 5-0 and the meeting adjourned at 6:08 p.m.

REGULAR MEETING

ORDER OF BUSINESS:

- I. The meeting was called to order by Mr. Risser at 6:09 p.m.
- II. Mr. Risser conducted roll call.
- III. Announcements – none.
- IV. Mr. Risser asked for a motion on the December 8, 2022 Meeting Minutes and the December 12, 2022 Special Meeting Minutes. Motion by Ms. Mariani to approve the December 8, 2022 and the December 12, 2022 meeting minutes, seconded by Mr. Hawthorne. Motion approved 5-0.
- V. Public Comment – none.
- VI. Consent Agenda Items:
 - A. Bills
 - B. Reports (reports are available):
 - i. Financial
 - ii. Bainbridge Fire Company
 - iii. NW Emergency Medical Services
 - iv. Police
 - v. LCSWMA - Waste to Energy Plant (Incinerator) – November 2022 Host Fee \$61,151.54; 31,709 Tons at \$1.96/Ton processed. 2021 – 2022 comparison is available.
 - vi. Sewage Enforcement Officer
 - vii. Zoning Officer

Motion by Mr. Hawthorne to approve the Consent Agenda items, seconded by Mr. Williams. Motion approved 5-0.

VII. Old Business – none.

VIII. New Business:

A. Scott and Marybeth Romberger – 117 Monument Drive – Major Stormwater Management plan. Mr. Todd Smeigh, D.C. Gohn was present representing this Stormwater Management Plan. Mr. Smeigh advised the Romberger’s are proposing several additional impervious improvements such as a pool, pool house, pavilion and wood shop. There is an existing underground stormwater bed for the current impervious improvements, and a second underground stormwater bed is proposed.

Motion by Ms. Mariani to approve the stormwater management plan, seconded by Mr. Mohr. Motion approved 5-0.

B. Motion by Ms. Mariani to approve the Internal Revenue Services’ standard business mileage rate of 65.5 cents per mile effective January 1, 2023, seconded by Mr. Hawthorne. Motion approved 5-0.

C. Motion by Mr. Hawthorne to approve Resolution 2/2023 for the Disposition of Township Records, seconded by Mr. Williams. Motion approved 5-0.

D. Motion by Mr. Williams to accept the donation of a 2008 International Corp School Bus, with 127,545 miles, from Red Lion Salvage LLC, seconded by Ms. Mariani. Motion approved 5-0.

E. Motion by Ms. Mariani to approve the advertisement of Ordinance 01-01-03-2023 (replacing Ordinance 04-12-12-2022 as Penn Township did not approve the Ordinance) Signifying the Intentions and Desire of the Board of Supervisors of this Township to Organize an Authority for the Purpose of Administering Emergency Medical Services on Behalf of this Township Under the Pennsylvania Municipality Authorities Act Jointly with The Boroughs of Elizabethtown and Marietta, and the Townships of, Conoy, Elizabeth, Mount Joy, East Donegal, and West Donegal all in Lancaster County; Designating the Entirety of this Township as a Service District of the Authority; Setting Forth and Authorizing Execution of Articles of Incorporation; Appointing and Fixing the Term of the First Member of the Board Appointed by this Township; and taking all other necessary actions, seconded by Mr. Hawthorne. Motion approved 5-0.

F. Motion by Mr. Mohr to approve the request of Jesse Fitzkee to permit carrying over 51.75 hours of paid time off into 2023, seconded by Ms. Mariani. Motion approved 5-0.

Motion by Mr. Risser to suspend the regular meeting and open the public hearing, seconded by Mr. Hawthorne. Motion approved 5-0.

IX. Public Hearing – Conditional Use application - Leroy & Dorcas Zimmerman requesting the construction of a single-family detached dwelling unit at 1339 Keener Road.

Ms. Hohenadel advised the request relates to the applicant proposing a single-family detached dwelling unit to be located in the Agricultural District. A conditional use is required for such to occur.

Applicants Jay Zimmerman, 2135 Bainbridge Road, Elizabethtown, PA and Leroy Zimmerman, 103 Engle Road, Marietta, PA were sworn in.

Jay Zimmerman advised the original plan was to create a recreational lot in order to subdivide the two-lots and create two deeds as quickly as possible, however, the Sewage Enforcement Officer would not sign off on a necessary form without perc and probe testing being completed. Since the testing was required and completed, the new proposal is for an actual buildable lot to house a future single family detached dwelling. Lot 1A would consist of 7.9 acres and Lot 1B would consist of 6.2 acres. Lot 1B would house the future dwelling.

Mr. Mohr advised the planning commission has reviewed this plan and has recommended approval.

Ms. Hohenadel questioned if there were any further subdivision(s) of the lot(s) proposed. Jay Zimmerman answered no.

There were no further comments or questions and no public comment.

Motion by Mr. Mohr to approve the conditional use request to permit the construction of a single family detached dwelling in accordance with Section 201.4.A of the zoning ordinance, seconded by Ms. Mariani. Motion approved 5-0.

Motion by Mr. Mohr to close the public hearing and resume the regular meeting, seconded by Ms. Mariani. Motion approved 5-0.

X. Acknowledgements – none.

XI. Discussion Items:

- A. Blacksmith Shop update – Ms. Mariani advised the shop was well attended during the holiday season.
- B. Highways/Buildings update – Mr. Mohr advised tree clean-up has been prominent with the recent wind storms.
- C. Engineer Report: UV Disinfection Project; Reed Beds Status; Governor Stable Bridge Repair; Road work updates – no report received.
- D. Mr. Williams indicated he received a phone call from East Donegal Township asking for permission to borrow the jointly owned belt loader. The belt loader is jointly owned by Conoy Township, West Donegal Township and Mt. Joy Township. It was the consensus of all supervisors to grant permission to East Donegal Township to borrow the belt loader.
- E. Ms. Mariani requested consensus from the supervisors to equip the new buses with seat belts, two-way radios and GPS mounts. All supervisors were in agreement to have such apparatus installed.

XII. Correspondence – none.

XIII. Public Comment – none.

XIV. Executive Session – Motion by Mr. Risser to recess the regular meeting and go into an executive session at 6:43 p.m., seconded by Ms. Mariani. Motion approved 5-0.

Motion by Mr. Risser to reconvene the regular meeting at 6:53 p.m., seconded by Mr. Williams. Mr. Risser advised pending litigation matters were discussed. Motion approved 5-0.

XV. Adjournment. Motion by Ms. Mariani to adjourn the meeting, seconded by Mr. Hawthorne. Motion approved 5-0 and the meeting adjourned at 6:55 p.m.

The next Supervisors meeting is scheduled for Thursday, February 9, 2023 at 6:00 p.m.

Respectfully submitted,

Shannon L. Sinopoli
Secretary