

**CONOY TOWNSHIP  
BOARD OF SUPERVISORS MEETING MINUTES  
Tuesday, January 2, 2024  
6:00 p.m.**

**Reorganizational & Regular  
Meeting Agenda**

A meeting of the Conoy Township Board of Supervisors was held on Tuesday, January 2, 2024 at 6:00 p.m. at the Conoy Township Municipal Building, 211 Falmouth Road, Bainbridge, PA 17502. In attendance were Supervisors Justin Risser, Gina Mariani, Douglas Hawthorne, Stephen Mohr and S. Jay Williams. Also in attendance were Secretary Shannon Sinopoli, Treasurer 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 2024
  - A. Office of Chair – Motion by Mr. Risser to nominate Ms. Mariani as Chair, seconded by Mr. Hawthorne. Motion approved 5-0.
  - B. Office of Vice-Chair – Motion by Ms. Mariani to nominate Mr. Risser as Vice-Chair, seconded by Mr. Hawthorne. Motion approved 5-0.
  - C. Liaison Appointments
    - Buildings – Mohr and Williams
    - Emergency Management – Mohr and Williams
    - Fire – Mariani and Williams
    - Parks & Recreation – Hawthorne and Mariani
    - Planning & Zoning – Hawthorne and Risser
    - Public Works/Roads – Mohr and Williams
    - Police Commission – Hawthorne and Mariani
    - Sewer/Water – Mohr and Risser
  - D. Voting Delegate for 2024 PSATS Convention – April 14–17, 2024 – Hawthorne.
  - E. MESA Representative – 5 year term until January 2029 – Risser.

Motion by Mr. Risser to approve the Liaison Appointments, 2024 PSATS Voting Delegate and MESA Representative, seconded by Mr. Williams. Motion approved 5-0.
- IV. Annual Appointments for Calendar Year 2024
  - 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. Ambulance Provider – Municipal Emergency Services Authority (MESA)

D. Emergency Management Director - Wayne Southard

E. Animal Control Officer(s)

- John Shearer
- Stephen Mohr, Alternate

F. Tax Collector for Earned Income and Local Services Tax for 2024 - Lancaster County Tax Collection Bureau

Tax Collector for Real Estate Tax – Lancaster County Treasurer

G. Township Engineer – David Miller/Associates

Sewer Plant Engineer – Entech Engineering

Sewer Plant Reed Bed Project Engineer – Hanover Engineering

Governor Stable Road Bridge project Engineer – Hanover Engineering

Authorize the Sewer Plant Engineer and Secretary to sign and file the 2023 Chapter 94 Report in 2024

H. Township Solicitor and Special Legal Counsel

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

I. Township Sewage Enforcement Officer – Len Spencer

Township Sewage Enforcement Officer, Alternate 1 – Charity Hain

Township Sewage Enforcement Officer, Alternate 2 – Doug Cwienk

J. Township Construction Code Official, Alternate Zoning Officer (as needed) and Alternate Building Code Official (as needed) - Associated Building Inspections, LLC

K. Pension Chief Administrative Officer – Shannon Sinopoli

L. Township Certified Public Accountant – White, Rudy LLC

M. Depository of Funds – Truist, Mid Penn Bank, PLGIT

N. Treasurer Bonds (Treasurer & Assistant Treasurer) – \$3.5 Million each for 2024

O. Flood Plain Administrator – Shannon Sinopoli

Motion by Mr. Hawthorne to approve the above appointments, A.-O. for the Calendar Year 2024, seconded by Mr. Williams. Motion approved 5-0.

V. Boards, Commissions, Committees Appointments – Terms Beginning Year 2024

A. Planning Commission (4 year term until January 2028) – two appointments

Motion by Mr. Risser to appoint Mr. Steve Strickland and Mr. Daniel Kenny to the Planning Commission, seconded by Ms. Mariani. Motion approved 5-0.

B. Zoning Hearing Board - Resolution 1/2024 (5 year term until January 2029) – one appointment

Motion by Mr. Mohr to approve Resolution 1/2024 and appoint David Kauffman to the Zoning Hearing Board, seconded by Mr. Risser. Motion approved 5-0.

C. Parks & Recreation Commission (5 year term until January 2029) – four appointments

Motion by Mr. Risser to appoint Gina Mariani, Tom Grove, Christina Mark and Keith Morris to the Parks and Recreation Commission, seconded by Mr. Williams. Motion approved 5-0.

D. Historical Review Commission (5 year term until January 2029) – one appointment, one vacancy

Motion by Mr. Risser to appoint Daniel Kenny to the Historical Review Commission, seconded by Mr. Williams. Motion approved 5-0.

E. Bainbridge Water Authority (5 year term until December 2028) – one appointment

Motion by Mr. Risser to appoint Matthew Eckenrode to the Bainbridge Water Authority, seconded by Mr. Hawthorne. Motion approved 5-0.

F. Vacancy Board Chair (1 year term until January 1, 2025) – one appointment

Motion by Mr. Williams to appoint Patti Jo Bigler as the Vacancy Board Chair, seconded by Mr. Hawthorne. Motion approved 5-0.

VI. Adjournment of Reorganizational Meeting – Motion by Mr. Risser to adjourn the Reorganizational Meeting, seconded by Mr. Hawthorne. Motion approved 5-0 and the meeting adjourned at 6:12 p.m.

**REGULAR MEETING**

ORDER OF BUSINESS:

- I. The meeting was called to order by Ms. Mariani at 6:13 p.m.
- II. Ms. Mariani conducted roll call.
- III. Announcements – none.
- IV. Ms. Mariani asked for a motion on the December 14, 2023 Meeting Minutes. Motion by Mr. Hawthorne to approve the December 14, 2023 meeting minutes, seconded by Mr. Williams. 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 2023 Host Fee \$58,939.57; 29,767 tons at \$1.98/ton processed.
    - vi. Sewage Enforcement Officer
    - vii. Sewer Plant Operator
    - viii. Zoning Officer

- C. Scott Romberger – 117 Monument Drive – Stormwater Management Plan – Financial Security Release in the amount of \$58,965.10.

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

VII. Old Business – none.

VIII. New Business:

- A. Motion by Mr. Risser to approve Internal Revenue Services' standard business mileage rate of \$.67cents per mile effective January 1, 2024, seconded by Mr. Williams. Motion approved 5-0.
- B. Motion by Mr. Hawthorne to approve Resolution No. 02/2024 for the Disposition of Township Records, seconded by Mr. Risser. Motion approved 5-0.
- C. Motion by Mr. Hawthorne to approve engaging the services of Love's Tree Services & Systems for Large Tree Removal on Township property in the amount of \$7,200.00 to be paid from the Capital Reserve Fund with the direction to seek multiple bids in the future for similar projects, seconded by Mr. Risser. Motion approved 5-0.
- D. Motion by Mr. Risser to ratify the sale of 215 Falmouth Road property for the purchase price of \$210,000.00, seconded by Mr. Hawthorne. Motion approved 5-0.
- E. Motion by Mr. Risser to approve the sale of Parcel ID: 130-40001-0-0000 Covered Bridge Road for \$1,000.00 by Repository Sale through the Lancaster County Tax Claim Bureau, seconded by Mr. Hawthorne. Motion approved 5-0.

IX. Discussion Items

- A. Highways/Buildings. Mr. Mohr indicated that normal maintenance is currently taking place.
- B. Reed Beds – no update.
- C. Blacksmith Shop – no update.

X. Acknowledgements - none.

XI. Correspondence – none.

XII. Public Comment – none.

Ms. Mariani announced there would be an executive session following the meeting and the board will not be returning.

XIV. Adjournment. Motion by Mr. Risser to adjourn the meeting, seconded by Mr. Hawthorne. Motion approved 5-0 and the meeting adjourned at 6:35 p.m.

The next Supervisors meeting is scheduled for Thursday, February 8, 2024 at 6:00 p.m.

Respectfully submitted,

Shannon L. Sinopoli  
Secretary