

**CONOY TOWNSHIP  
BOARD OF SUPERVISORS MEETING MINUTES  
Thursday  
December 12, 2024  
6:00 p.m.**

A meeting of the Conoy Township Board of Supervisors was held on Thursday, December 12, 2024, at 6:00 p.m. at the Conoy Township Municipal Building, 211 Falmouth Road, Bainbridge, PA 17502. In attendance were Supervisors Gina Mariani, Justin Risser, Douglas Hawthorne, Stephen Mohr, and S. Jay Williams. Also in attendance were Secretary Shannon Sinopoli, Treasurer Jennifer Rabuck and Solicitor Victoria Storz, Nikolaus and Hohenadel.

**ORDER OF BUSINESS**

- I. The meeting was called to order by Ms. Mariani at 6:00 p.m. followed by the Pledge of Allegiance, Prayer and a moment of silence.
- II. Ms. Mariani conducted roll call.
- III. Announcements – none.
- IV. Minutes – Ms. Mariani asked for a motion on the November 14, 2024 meeting minutes. Motion by Mr. Risser to approve the November 14, 2024 meeting minutes, seconded by Mr. Hawthorne. Motion approved 5-0.
- V. Public Comment – none.
- VI. Consent Agenda – *All items included in the Consent Agenda are routine in nature and the supervisors will approve them with one motion and a roll call vote. Board members may request discussion of any of the items and if so, the item will be taken from the Consent Agenda and considered elsewhere on the agenda as indicated by the board chair.*
  - A. Bills
  - B. Reports (reports are available)
    - i. Financial
    - ii. Bainbridge Fire Company
    - iii. MESA – Mr. Risser advised no December meeting; the fee is staying the same for 2025; and the next meeting is January 22, 2025 at 6:00 p.m.
    - iv. Police
    - v. LCSWMA - Waste to Energy Plant – October 2024 Host Fee \$69,786.60; 34,893.30 Tons at \$2.00/ton processed.
    - vi. Roadmaster
    - vii. Sewage Enforcement Officer
    - viii. Sewer Plant Operator
    - ix. Zoning Officer (report and zoning hearing board application(s).

Motion by Mr. Risser to approve the consent agenda items, seconded by Mr. Williams. Motion approved 5-0.
- VII. Old Business
  - A. Ordinance No. 02/2024. Mr. Risser stated the Postmaster, Dominique Toombs stated she would be present at this meeting to answer questions, but she is not. Ms. Mariani advised she did receive a response from the United States Postal Service through Congressman Smucker's office which stated they are working with the Bainbridge office to get street mapping in place; however, it will take some time. In the meantime, the Postmaster does hold packages without the P.O. Box number on them for 5-days. If the constituent at least tries to put the P.O. Box number on the package when ordering, it will help out. Ms. Mariani noted the Postmaster advised her that she holds packages for 3-days. Ms. Mariani also stated she has not received complaints lately, so hopefully that is a good sign. Motion by Mr. Mohr to reject Ordinance No. 02/2024, seconded by Mr. Williams. Motion approved 5-0.

VII. New Business

- A. Motion by Mr. Williams to approve the 2025 General Fund, Sewer Fund, Capital Reserve, State Fund, and small fund budgets as advertised with a tax levy of .5 mills, seconded by Mr. Risser. Motion approved 5-0.
- B. Motion by Mr. Risser to approve Resolution 12/2024 to establish a Tax Levy of Five Tenth of a mill (0.5) for the Fiscal Year 2025 for road, bridge, and general Township purposes, seconded by Mr. Hawthorne. Motion approved 4-1, with Mr. Mohr opposed.
- C. Motion by Mr. Williams to approve Resolution 13/2024 updating the Policies and Procedures Relating to the Imposition and Collection of Charges and For the Collection of Sewer Payments and setting the Sewer Rental Rate at \$115.00 per EDU per quarter, seconded by Mr. Hawthorne. Motion approved 4-1, with Mr. Mohr opposed.
- D. Motion by Mr. Mohr to approve appointing Patti Jo Schan-Bigler as a part time crossing guard at a rate of \$15.00 per appearance effective November 15, 2024, seconded by Mr. Hawthorne. Motion approved 5-0.

IX. Discussion Items

A. Grant Updates

- a. 2023 Multimodal Transportation Fund – Governor Stable Road Bridge Infrastructure and Realignment Phase 1; \$320,000.00.

Ms. Rabuck shared an update from Bob Lynn, Hanover Engineering as follows:

*As the Township is aware, Earth Engineering completed the soil testing for the footer/foundation load bearing analysis. We forwarded the soils test results to ConTech for them to provide a cost to complete the footer/foundation design for the designated aluminum box/arch culvert shown on the plan. There were some questions regarding the soil bearing determination, which we have resolved with Earth Engineering and ConTech.*

*At this time, we have the DEP permit for the project. We are waiting on a COSTARS cost from ConTech for the culvert and the associated footer design costs. Once received and accepted by the Township, we are prepared to finalize contract documents for the removal of the existing structure and installation and restoration associated with the new structure. As we did with Risser Rd., ConTech will deliver the culvert components to the site and will provide 1 day of on-site support to assemble the structure to be set in place by the contractor. We note that a structural adequacy review by PennDOT should not be necessary as the proposed culver size falls within the range of ConTech aluminum box/arch culverts that are pre-approved by PennDOT. The scope of the project is slightly different than the bridge layout of the original DEP permit application. We will need to update some of the paperwork for DEP. I already have someone working on it and we are communicating with the DEP reviewer. Because this structure is a longer than the existing and originally permitted structure, we will need to update the DEP permit. We have contacted DEP and we are preparing the necessary paperwork.*

Mr. Risser stated Hanover has dropped the ball on this job for quite some time and has no communication with staff. He is recommending the board agree to not reappoint Hanover Engineering for the Bridge 1 project at the January meeting if no progress is made before the end of the year. The current engineer David Miller/Associates is onboard to take over and finalize the Bridge 1 Project.

X. Acknowledgements – none.

XI. Correspondence – none.

XII. Public Comment - Mr. Mohr suggested the township research some properties which, over time, have created more dwelling units within a single structure than is actually reflected in the sewer accounts. For every 3 bedrooms, 1 EDU is required. Ms. Rabuck took note of the request.

XIII. Executive Session - none.

XIV. Adjournment. Motion by Mr. Risser to adjourn the meeting, seconded by Mr. Hawthorne. Motion approved 5-0 and the meeting adjourned at 6:23 p.m.

The next Supervisors Reorganization and Regular meeting is scheduled for Monday, January 6, 2025, at 6:00 p.m.

Respectfully submitted,

Shannon L. Sinopoli  
Secretary