

**CONOY TOWNSHIP  
BOARD OF SUPERVISORS MEETING MINUTES  
Monday, January 6, 2025  
6:00 p.m.**

**Reorganizational & Regular  
Meeting Agenda**

A meeting of the Conoy Township Board of Supervisors was held on Monday, January 6, 2025 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 Treasurer Jennifer Rabuck and Solicitor Bernadette Hohenadel of Nikolaus and Hohenadel.

**REORGANIZATIONAL MEETING**

**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. Reorganization of the Board for Calendar Year 2025

- 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. Williams. 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

Motion by Ms. Mariani, seconded by Mr. Williams to approve the Liaison Appointments for 2025. Motion approved 5-0.

- D. Voting Delegate for 2025 PSATS Convention – May 4–7, 2025.

Motion by Mr. Hawthorne, seconded by Ms. Mariani to appoint Mr. Williams as the PSATS 2025 voting delegate. Motion approved 5-0.

- E. EACSA (Elizabethtown Area Community Services Authority) – Risser and Williams (3 year term until December 2027).

Motion by Ms. Mariani, seconded by Mr. Risser to appoint Mr. Risser and Mr. Williams as the members of the EACSA each for a 3 year term ending December 2027. Motion approved 5-0.

- IV. Annual Appointments for Calendar Year 2025
  - 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
  - D. Emergency Management Director - Wayne Southard

- E. Animal Control Officer(s)
  - John Shearer
  - Stephen Mohr, Alternate
  - Susquehanna Regional Police Department - Dogs
- F. Tax Collector for Earned Income and Local Services Tax for 2025 - 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  
Authorize the Sewer Plant Engineer and Secretary to sign and file the 2024 Chapter 94 Report in 2025
- 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 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) – \$2.7 Million each for 2025
- O. Flood Plain Administrator – Shannon Sinopoli

Motion by Ms. Mariani to approve the above appointments, A.-O. for the Calendar Year 2025, seconded by Mr. Hawthorne. Motion approved 5-0.

V. Boards, Commissions, Committees Appointments – Terms Beginning Year 2025

- A. Zoning Hearing Board – Resolution 1/2025 (5 year term until December 2029) - one appointment

Motion by Ms. Mariani to approve Resolution 1/2025 and appoint Kendra Mohr to the Zoning Hearing Board, seconded by Mr. Hawthorne. Motion approved 4-0. Mr. Mohr abstained.

- B. Planning Commission (4 year term until January 2029) – two appointments

Motion by Ms. Mariani to appoint John Huggins and Stephen Mohr Jr to the Planning Commission, seconded by Mr. Risser. Motion approved 4-0. Mr. Mohr abstained.

- C. Bainbridge Water Authority (5 year term until December 2029) – one appointment

Motion by Ms. Mariani to appoint Jamie Stoltzfus to the Bainbridge Water Authority, seconded by Mr. Williams. Motion approved 5-0.

- D. Vacancy Board Chair (1 year term until January 1, 2026) – one appointment

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

VI. Adjournment of Reorganizational Meeting at 6:10 p.m.

**REGULAR MEETING**

ORDER OF BUSINESS:

- I. The meeting was called to order by Ms. Mariani at 6:11 p.m.
- II. Ms. Mariani conducted roll call.
- III. Announcements – Ms. Mariani asked for a moment of silence for the passing of longtime resident, past Township Supervisor, and former employee Clyde Pickel.  
  
Ms. Mariani presented the first Outstanding Conoy Citizen Award to Ken “Sparky” Brosey for his commitment to Conoy Township and community cleanup efforts.
- IV. Ms. Mariani asked for a motion to approve the December 12, 2024, Meeting Minutes. Motion by Mr. Mohr to approve the December 12, 2024, meeting minutes, seconded by Mr. Risser. 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. MESA
    - iv. Police
    - v. LCSWMA - Waste to Energy Plant (Incinerator) – November 2024 Host Fee \$55,988.00; 27,994 tons at \$2.00/ton processed.
    - vi. Roadmaster
    - vii. Sewage Enforcement Officer
    - viii. Sewer Plant Operator
    - ix. Zoning Officer (report and zoning hearing board applications(s)).  
Motion by Mr. Risser to approve the Consent Agenda items, seconded by Mr. Williams. Motion approved 5-0.
- VII. Old Business – none.
- VIII. New Business:
  - A. Motion by Mr. Mohr to approve Internal Revenue Services’ standard business mileage rate of \$.70cents per mile effective January 1, 2025, seconded by Mr. Hawthorne. Motion approved 5-0.
  - B. Motion by Mr. Risser to approve Resolution No. 02/2025 for the Disposition of Township Records, seconded by Mr. Hawthorne. Motion approved 5-0.
  - C. Motion by Mr. Williams to approve Ordinance 01/2025 Amending the Non-Uniformed Pension Plan Article VI, Section 6.02 – Optional Forms of Distribution, seconded by Mr. Mohr. Motion approved 5-0.
  - D. Motion by Mr. Mohr, seconded by Mr. Hawthorne to approve selling the ExMark & Woods 6180 mower to Wiliam C. Sager for \$900.00 total. Both mowers were previously approved to be sold or disposed of at the July 14, 2022, BOS meeting. The value of these non-working mowers is under the requirement to advertise the sale. Motion approved 5-0.
  - E. 738 Stackstown Road – Public Works has completed brush clearing, Township staff is working with DM/A for the bid for the demolition/site work. Tree work is need along Stackstown Road to top trees under the power wires.  
  
Motion by Mr. Mariani, seconded by Mr. Hawthorne to approve the quote of \$4,000 by Rivera’s General Services, LLC to dismantle trees overbearing the power lines at 738 Stackstown Road. Motion approved 5-0.  
  
Motion by Mr. Mohr, seconded by Mr. Williams to approve advertisement of bid for the demolition and removal for the house barn, camper, and other miscellaneous debris items at the 738 Stackstown Road Property as part of the grant received. Motion approved 5-0.
  - F. Motion by Ms. Mariani, seconded by Mr. Hawthorne to ratify the acceptance of the COSTARS quote from Contech Engineered Solutions in the amount of \$200,000.00 for the Contech Aluminum Box Culvert system for the Governor

Stable Road Bridge #1 and authorize Treasurer Rabuck to sign the quote. Payment will be from the Multimodal Transportation Fund Grant. 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. Purchase of the culvert has been accepted.

X. Acknowledgements - none.

XI. Correspondence – none.

XII. Public Comment – Mr. Mohr gave an overview of the number and kinds of animals he dealt with during 2024.

XIII. Adjournment. Motion by Mr. Mohr to adjourn the meeting, seconded by Mr. Hawthorne. Motion approved 5-0 and the meeting adjourned at 6:30 p.m.

Respectfully submitted by Jennifer Rabuck for,

Shannon L. Sinopoli  
Secretary