

**CONOY TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
Thursday, November 13, 2025
6:00 p.m.**

A meeting of the Conoy Township Board of Supervisors was held on Thursday, November 13, 2025, 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, Roadmaster William Sager and Solicitor Matthew Creme, 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
- IV. Minutes – Motion by Mr. Hawthorne to approve the October 9, 2025, Regular Meeting minutes and the October 16, 2025, Budget Workshop meeting minutes, seconded by Mr. Williams. Motion approved 5-0.
- V. Public Comment
 - A. Summer Playground – Numerous residents and non-residents were present to voice their support of the summer playground program. Mr. Risser made it clear that no one planned on cutting the program, the board just needed to figure out how to continue to fund such activity.
- VI. Consent Agenda
 - A. Bills
 - B. Reports (reports are available)
 - i. Financial
 - ii. Bainbridge Fire Company
 - iii. MESA – Mr. Risser advised that the MESA bills will be \$87.00, not \$85.00.
 - iv. Police
 - v. LCSWMA - Waste to Energy Plant – September 2025 Host Fee \$50,522.16; 25,010.97 Tons at \$2.02/ton processed.
 - vi. Roadmaster
 - vii. Sewage Enforcement Officer
 - viii. Sewer Engineer
 - ix. SREMA
 - x. Zoning Officer (report and zoning hearing board application(s)).

Motion by Mr. Mohr to approve the consent agenda, seconded by Mr. Hawthorne. Motion approved 5-0.
- VII. Old Business
 - A. Resolution No. 11-2025 - Township Fee Schedule which shall take effect January 1, 2026. Motion by Mr. Risser to amend the proposed fee schedule for the summer playground to \$125 for first child for a township resident and \$250 for a family and \$185 for first child of non-residents and \$310 for a family and to charge \$4.00 per hour for extended care, seconded by Mr. Williams. Motion approved 5-0.

Motion by Mr. Risser to approve Resolution No. 11/2025, as amended, seconded by Mr. Williams. Motion approved 5-0.
 - B. Tax Resolution 3-2025. Motion by Mr. Risser to amend the draft resolution to establish a tax levy of 0.7 mills for the year 2026, seconded by Mr. Williams. Motion approved 3-2, with Mr. Mohr and Ms. Mariani voting against.
 - C. Conoy Township 2026 Budgets advertisement. Motion by Mr. Risser to approve advertising the proposed Conoy Township 2026 General Fund, Sewer Fund, and Small Fund Budgets with a tax levy of 0.7 mills for 2026, seconded by Mr. Hawthorne. Motion approved 3-2, with Mr. Mohr and Ms. Mariani voting against.

VIII. New Business

- A. Motion by Mr. Mohr to reject a quote from Rhodes Energy in the amount of \$4,998.00 to replace the diesel holding tank for the generator at the Bainbridge Wastewater Treatment Plant, seconded by Mr. Williams. Motion approved 5-0.
- B. Motion by Mr. Risser to accept the resignation of Shannon Sinopoli as Township Administrator/Secretary/Zoning Officer/BCO effective November 30, 2025, seconded by Ms. Mariani. Motion approved 5-0. Mr. Mohr thanked Ms. Sinopoli for her work during her tenure with the township and stated she would be missed.
- C. Motion by Mr. Risser to approve appointing Jennifer Rabuck as Township Secretary and Chief Administrative Officer for the township pension effective November 30, 2025, seconded by Mr. Hawthorne. Motion approved 5-0.
- D. Motion by Mr. Risser to approve updating the signers on the Mid Penn Bank Accounts, Truist Account, and PLGIT Accounts effective November 30, 2025 as follows: Jennifer Rabuck, Gina Mariani, Douglas Hawthorne, seconded by Mr. Williams. Motion approved 5-0.
- E. Motion by Mr. Williams to approve the payment of \$75,000.00 from the Capital Reserve Fund to GEARS for the second-floor building renovations at 70 S. Poplar Street, Elizabethtown, PA, seconded by Mr. Mohr. Motion approved 4-1, with Ms. Mariani voting against.
- F. Item F added by Mr. Risser pertaining to a resolution for fire company contributions. Motion by Ms. Mariani to request a resolution be drafted for action at the December board meeting pertaining to the fire company contributions as previously discussed by the board, seconded by Mr. Williams. Motion approved 5-0.

IX. Public Hearing

- A. Ordinance No. 02-2025 - Zoning Ordinance Text Amendments. Mr. Crème provided a summary of the proposed text amendment which was unanimously recommended for approval by the Township Planning Commission and County Planning Commission. The main portion of the text amendment involves the creation of a Principal Solar System as its own use in the Industrial District and provides specific requirements for such use. Mr. Crème explained that all uses need to be provided for in a zoning ordinance and when it's not, such can be approved anywhere in the township by special exception approval, meaning that without the creation of this proposed amendment, a solar farm developer could come in and propose such use anywhere in the township, in any zoning district, versus restricting it to only the Industrial District with the passage of the text amendment.

Motion by Mr. Mohr to approve Ordinance No. 02-2025, seconded by Mr. Williams. Motion approved 5-0.

X. Discussion Items

- A. Grant Updates. Ms. Rabuck provided the following updates:
 - i. 2023 Multimodal Transportation Fund – Governor Stable Road Bridge Infrastructure and Realignment Phase 1; \$320,000.00 – Wrapping up the final paperwork.
 - ii. Governor Stable Rd Bridge 2 & 3 – DM/A has completed drawings for Bridge 2. Bridge 3 is ready to go.
 - iii. 738 Stackstown Road – Raingarden is installed, signs are in place, the parking lot still needs to be lined.
 - iv. Local Share Grants:
 - 2024 F350 Crew Cab – possible notification 11/18/2025
 - 2025 Dump Truck & Mini Excavator - submitted 10/27/2025
 - 2025 Bainbridge Fire Company Rescue Tools & Radios – submitted 10/27/2025

XI. Correspondence/Acknowledgements

- A. Thank You note from the Falmouth United Methodist Church.
- B. Commonwealth of Pennsylvania Department of the Auditor General – Liquid Fuels Tax Fund Audit for January 1, 2023 – December 31, 2024.
- C. Pennsylvania Department of Transportation Notice of Estimated Allocation for Municipal Liquid Fuels and Turnback for 2026: Liquid Fuels \$146,374.13; Turnback \$5,160.00.

- D. David Miller/Associates – Letter offering Zoning Officer Services at \$110.00/hour and Associated Building Inspection Services – Letter offering Zoning Officer Services at \$95.00/hour.

XII. Public Comment

- A. Stephanie Sager questioned what is being done regarding the vandalism of the parks and park bathrooms. Ms. Mariani advised cameras to be put into place.
- B. Kendra Mohr, Township Zoning Hearing Board Chair, expressed her appreciation for Ms. Sinopoli over the years.
- C. Tammy Flowers questioned the status of the brush pile closure. Ms. Mariani advised the pile will be relocated off Division Street. Mr. Sager stated the Stackstown Road Park Project needs to be completed before the brush pile is relocated.
- D. Sean Lavery thanked Ms. Sinopoli for all her hard work at the township and wished her well.
- E. Mr. Risser and Mr. Williams expressed their gratitude for Ms. Sinopoli and all the work she has done for the township.

- XIII. Executive Session - Ms. Mariani announced there would be an executive session following the meeting and the board would not be returning.

- XIV. Adjournment - Motion by Mr. Risser to adjourn the meeting, seconded by Mr. Williams. Motion was approved 5-0 and the meeting adjourned at 7:35 p.m.

Respectfully submitted,

Jennifer Rabuck
Secretary