

**CONOY TOWNSHIP  
BOARD OF SUPERVISORS MEETING MINUTES  
Thursday, December 11, 2025  
6:00 p.m.**

A meeting of the Conoy Township Board of Supervisors was held on Thursday, December 11, 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/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 – All present
- III. Announcements  
Ms. Mariani presented Supervisor Justin Risser with an appreciation certificate from PSATS for his six years on the Board of Supervisors. Mr. Williams also thanked Mr. Risser for his service.
- IV. Minutes – Motion by Mr. Mohr, seconded by Mr. Risser to approve the November 13, 2025, Regular Meeting minutes. Motion approved 5-0.
- V. Public Comment
  - A. Brian Putt, 3326 Turnpike Road – Mr. Putt inquired about the mailbox damages from the snow event on December 2<sup>nd</sup>. It was noted the township office received five phone calls which were handled on an individual basis as this winter event was a wet heavy slush. The situation was also discussed with the employee on the route.
  - B. Detective Rivera, Susquehanna Regional Police Department – Detective Rivera spoke about illegal dumping in the township and requested residents remind themselves and neighbors that dumping of trash in the woods is illegal and will be punished. It was requested that a reminder be put in the newsletter.
- VI. Consent Agenda
  - A. Bills
  - B. Reports (reports are available)
    - i. Financial/Payroll
    - 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 – October 2025 Host Fee \$68,281.05; 33,802.50 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. Risser, seconded by Mr. Williams to approve the consent agenda. Motion approved 5-0.
- VII. Old Business
  - A. Motion by Mr. Williams, seconded by Mr. Risser to approve the 2026 General Fund, Sewer Fund, and Small Fund Budgets with a tax levy of 0.7 mills for 2026. Motion approved 4-1 with Mr. Mohr voting against.
- VIII. New Business
  - A. Motion by Mr. Mohr, seconded by Mr. Hawthorne to ratify the purchase of the rain garden soil mixture from Eshbach Mulch in the amount of \$585.00 and watershed signposts from T&W Traffic Control in the amount of \$381.97 from the Capital Reserve Fund. Funds from the Clean Water Grant were deposited last year for this project and these purchases. Motion approved 5-0.

- B. Motion by Mr. Williams, seconded by Mr. Hawthorne to ratify the quote and purchase from Susquehanna Mechanical in the amount of \$2,575.00 from the Sewer PLGIT Fund for the replacement of the diesel fuel tank at the Bainbridge Wastewater Treatment Plant. Motion approved 5-0.
  - C. Motion by Mr. Risser, seconded by Mr. Williams to approve signing the Memorandum of Understanding with the Lancaster County Planning Department expressing the desire for the County and the Township to work cooperatively in implementing the PA Municipalities Planning Code. Motion approved 5-0.
  - D. Motion by Mr. Hawthorne, seconded by Mr. Williams to approve Resolution 13/2025 Lancaster County 2025 Hazard Mitigation Plan. Motion approved 5-0.
  - E. Motion by Mr. Risser, seconded by Mr. Hawthorne to approve hiring Carrie Chapman on a part-time as needed basis for office staffing at a rate of \$17.00 effective December 1, 2025, pending all new hire paperwork and clearances. Motion approved 5-0.
  - F. A motion to approve/reject appointing S. Jay Williams as the Conoy Township representative to the EMA committee was tabled until the reorganization meeting.
  - G. Motion by Mr. Williams, seconded by Mr. Hawthorne to approve Resolution 14/2025 Establishing a Bainbridge Fire Department Equipment Fund, Authorizing an Initial Contribution and Providing for Annual Contributions. Motion approved 4-0 with Mr. Risser voting against as he feels the annual contribution should be higher.
- X. Discussion Items
- A. Grant Updates
    - i. 2023 Multimodal Transportation Fund – Governor Stable Road Bridge Infrastructure and Realignment Phase 1; \$320,000.00:
    - ii. Governor Stable Rd Bridge 2 & 3 – DM/A has completed drawings for Bridge 2. Bridge 3 is ready to go.  
  
DM/A has taken over the project and will finish coordinating the easements and construction. It was noted township officials met with Senator Malone and PennDOT Secretary Carroll to discuss the project. The township has a conference call scheduled with DCED to discuss the current grant and the project. The township is looking to complete Bridge 2 in 2026 and apply for the PennDOT Multimodal Grant for Bridges 1 & 3.
    - iii. 738 Stackstown Road – Majority of the work is complete. Some seeding and final finishes need put in place in the spring.
    - iv. Local Share Grants:  
2024 F350 Crew Cab – no decision made at their November meeting. Next meeting is January 2026.  
2025 Dump Truck & Mini Excavator & 2025 Bainbridge Fire Company Rescue Tools & Radios - submitted 10/27/2025, earliest award notification Nov. 2026
  - B. Request to change office hours from 8:00 am-4:30 pm to 8:00 am-4:00 pm effective January 1, 2026. Ms. Rabuck requested the office hours be changed as she is the only person in the office, is salaried and does not take a dedicated lunch break. Motion by Mr. Risser, seconded by Mr. Williams, to approve the township office hours change to 8:00 am-4:00 pm or by appointment for the duration of Ms. Rabuck's employment. Motion approved 4-0 with Mr. Mohr voting against. It was requested that a notice be put in the newsletter.
  - C. Request for the Township Office and Public Works Department to have off December 24<sup>th</sup>. Motion by Mr. Risser, Seconded by Mr. Hawthorne for all employees to have off Christmas Eve. Motion approved 5-0.
  - D. Discussion regarding 2026 Building Code Official/Zoning Officer/Flood Plain Administrator/Twp Construction Code Official appointment – Ms. Mariani noted that Mr. Risser met with ABI and she met with Commonwealth Code and received pricing and an explanation for their prior issues. Pricing is comparable for both companies regarding permits and inspections. As far as Zoning Officer pricing ABI is \$95.00/hour, and Commonwealth Code is \$65.00/hour. Ms. Mariani recommends going back to Commonwealth Code. Solicitor Crème asked for clarification that this would be a complete move from ABI to Commonwealth for code administration, plan review, permitting, as well as the person who issues the permits. Ms. Mariani stated that it is correct, but no final decision will be made until the January reorganization meeting. Ms. Kendra Mohr stated there was talk about using David Miller Associates. Mr. Risser stated yes but after consideration it was determined ABI or Commonwealth Code would be better for the township needs. Planning Commission Member Mr. Geesey spoke of his concerns with ABI.

- E. January 5, 2026, Reorganization Meeting appointment discussions were held as Mr. Risser is leaving the board and Ms. Chapman has been elected to the position. Ms. Rabuck also discussed the committees Mr. Risser is currently on and those that will need to be filled in by his absence. Ms. Rabuck noted there is a vacancy for the Planning Commission and the township has received a volunteer application to fill that vacancy. Ms. Mariani noted there are two vacant seats for the Historical Review Commission and a vacant seat for the Parks & Recreation Commission.

XI. Correspondence/Acknowledgements

- A. Invitation from the Bainbridge Fire Police to their Holiday Dinner.
- B. Ms. Mariani requested an update on the Sewer Collections and outstanding amounts. Ms. Rabuck noted that the current outstanding is roughly \$89,000.00 and discussed the current collection process. Discussion regarding liens vs Civil Judgments was held. It was noted the township had offered payment plans with the waiver of penalty and interest in the past. Some account owners took advantage of this offer and paid their accounts; others did not. Solicitor Crème suggested the township prepare a proposal for the February meeting regarding the delinquent accounts. Mr. Geesey spoke of having a joint agreement with the Water Authority regarding the termination of water. Ms. Rabuck stated she reached out to the Bainbridge Water Authority regarding water terminations for nonpayment of sewer and was told they would not do that.

XII. Public Comment

- A. Brian Putt, 3326 Turnpike Road – commented on the sinking stormwater box at Covered Bridge Road and Becker Road that has been patched several times. It was noted that a stormwater box around 165 Covered Bridge Road is scheduled for repair the week of December 15<sup>th</sup>. This other one will be investigated. Mr. Putt also commented on a safety concern with the material that is currently at the Covered Bridge Road jobsite. It was noted that the township's sign was stolen and an area property owner was moving the signs.

XIII. Executive Session - None

XIV. Adjournment - Motion by Mr. Risser, seconded by Mr. Hawthorne to adjourn the meeting at 7:00 pm. Motion approved 5-0.

Respectfully submitted,

Jennifer Rabuck  
Secretary/Treasurer