CONEWAGO TOWNSHIP BOARD OF SUPERVISORS

MEETING MINUTES

JANUARY 2, 2024

Meeting was called to order by the Acting Chairperson, Lorreta Wilhide, at 6:03 p.m.

Pledge of Allegiance

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried to appoint Lorreta Wilhide as Chairperson. Vote: 3-0

BOARD REORGANIZATION:

Motion by Chairperson Wilhide, second by Supervisor MacDonald, unanimously carried, to appoint Supervisor Klinger as Vice Chairperson. Vote: 3-0

Motion by Supervisor MacDonald, second by Chairperson Wilhide unanimously carried, to appoint Supervisor Klinger as Liaison of the Road Department. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint Chairperson Wilhide as Liaison of Administration. Vote: 3-0

Motion by Chairperson Wilhide, second by Supervisor MacDonald, unanimously carried, to appoint Supervisor Klinger as Liaison of Municipal Services. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to appoint Chairperson Wilhide as township representative to Northern York County Regional Police. Vote: 3-0

Motion by Chairperson Wilhide, second by Supervisor MacDonald, unanimously carried, to appoint Supervisor Klinger as alternate township representative to Northern York County Regional Police. Vote: 3-0

Motion by Chairperson Wilhide, second by Supervisor Klinger unanimously carried, to appoint Supervisor MacDonald as township representative to York Adams Tax Bureau. Vote: 3 to 0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint Chairperson Wilhide as alternate township representative to York Adams Tax Bureau. Vote: 3-0

Motion by Supervisor Klinger, second by Chairperson Wilhide, unanimously carried, to appoint Supervisor MacDonald as township representative to York County Planning Commission. Vote: 3-0

Motion by Supervisor Klinger, second by Chairperson Wilhide, unanimously carried, to appoint Supervisor MacDonald as township representative to the Local Government Advisory Committee. Vote: 3-0

-Ordinance #372-Vacating the township road and service road between Locust Point Rd and Interstate 83: Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to approve Ordinance #372. Vote: 3-0

Motion by Supervisor Klinger, second by Chairperson Wilhide, unanimously carried, to appoint Supervisor MacDonald as township representative to the York County Solid Waste Authority. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to approve the agenda as prepared. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to approve the December 5, 2023 minutes. Vote: 3-0

RECOGNITION OF PUBLIC REQUESTS:

APPOINTMENTS TO TOWNSHIP POSITIONS, BOARDS AND COMMISSIONS:

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint the law firm of CGA with Steve McDonald serving as township solicitor for 2024. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to approve Andrew Herrold as the Zoning Hearing Board Solicitor for 2024. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint the engineering firm of C.S. Davidson, with Derek Rinaldo as representative to serve as township engineer for 2024. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to appoint Joshua Kopp as the Manager. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to appoint Shanna Housman as Secretary/Treasurer. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, pending approval from the auditors that the Treasurer’s bond be set at $400,000.00. It is set at that amount because it needs to be at minimum the amount of the liquid fuels money the Township receives. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint Joshua Kopp as the Public Works Director. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to appoint Joseph Smith as the Road Master. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint Shanna Housman as the Office Administrator. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried to appoint Bonita Kiser as the Administrative Assistant. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint Chairperson Wilhide as Assistant Secretary/Treasurer. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to appoint Albert Neufeld Jr. as Zoning/Permit/Codes Enforcement Officer and Building Code Official. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint South Penn Code Consultants as Township Sewage Enforcement. Vote: 3-0

Resolution 2024-01, setting designated salaries was adopted, with the condition that Auditor approval is granted, on a motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried to approve. Vote: 3-0

Resolution 2024-02, establishing user fees and charges was adopted on a motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to approve. Vote: 3-0

Resolution 2024-03, naming the financial institutions for township funds was adopted on a motion by Supervisor MacDonald, seconded by Supervisor Klinger, unanimously carried to approve. Vote: 3-0

Resolution 2024-04, establishing a disposition schedule for township records was adopted on a motion by Supervisor Klinger, seconded by Supervisor MacDonald, unanimously carried to approve. Vote: 3-0

Resolution 2024-05, establishing township labor and equipment rates was adopted on a motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, to set the Conewago Township Tax Collector’s commission at $1.75 per each bill sent and $1.50 per each bill collected for the Real Estate taxes for 2024, unanimously carried to approve. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to turn over funds received from the State Foreign Fire Insurance Taxes to the Strinestown Volunteer Firefighters Relief Association. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint Greg Smith to the Conewago Township Planning Commission for a four-year term ending 12/31/2027. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to appoint Brandon Musser to the Conewago Township Planning Commission for a four-year term ending 12/31/2027. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to appoint Robert Fogle to the Zoning Hearing Board for the term ending 12/31/2028. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried to appoint Timothy Walker to the Conewago Township Sewer Authority for the term ending 12/31/2028. Vote: 3-0

We have a vacancy for the volunteer Emergency Coordinator position.

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to appoint George Herman as a qualified elector from the township to the vacancy board. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, to authorize the supervisors, appointed officials and/or staff to attend Federal, State, County Conventions, Conferences, Institutes, Meetings, Forums and Training dealing with their duties and functions as permitted under the Second-Class Township Code. The expenses for attending these events will be paid by the township and are limited to the registration fee, mileage for the use of a personal vehicle or reimbursement of actual transportation expenses going to and returning from the event plus all other actual expenses that are incurred. Motion unanimously carried. Vote: 3-0

Motion by Supervisor Klinger, second by Chairperson Wilhide, unanimously carried, to appoint Supervisor MacDonald as voting delegate for the Hershey Convention. Vote: 3-0

Motion by Supervisor MacDonald, second by Supervisor Klinger, unanimously carried, to appoint Chairperson Wilhide as the alternate voting delegate for the Hershey Convention. Vote: 3-0

-PLANNING & ZONING:

-Hanover Locust Point Subdivision/LD Plan: Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to conditionally approve the Subdivision, conditional upon any comments from outside agencies, significant changes that can be defined by the Township Zoning Officer and the Township Engineer, and conditional upon the December 29, 2023 C.S. Davidson comments letter. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to conditionally approve the Land Development Plan, conditional upon the December 29, 2023 C.S. Davidson letter. Vote: 3-0

-Dotties Greenhouse Extension: The culvert was taken out and reviewed. Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to conditionally approve the Land Development Plan conditional upon the December 21, 2023 C.S. Davidson letter. Vote: 3-0

-REPORTS: Motion by Supervisor Klinger, second by Supervisor MacDonald unanimously carried, to approve the Police Report.  Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to approve the Building Report. Vote: 3-0

-TREASURER’S REPORT: Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried, to approve the December 2023 financial report. Vote 3-0

-ROAD REPORT: We have officially purchased the 2024 F350 and it is currently getting fitted.

-SOLICITOR’S REPORT:

Resolution 2024-06-Canal Road Right-of-Way: This is regarding approving giving rights-of-way along Canal Road to Canal Road Betterment. Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to approve Resolution 2024-06. Vote: 3-0

-Brief Updates: We received full insurance payment for the guide rail. Steve is still waiting to review the revised Freedom Square developer’s agreement. One of the citation properties (Bull Rd.) has paid their fine and is working with Josh to get it cleaned up.

-ENGINEER’S REPORT:

-Cloverleaf Rd. Updates: There are just a few more items that need to be done to finish up the project. Motion by Supervisor MacDonald, second by Chairperson Wilhide, unanimously carried to REAPPROVE Contract Changer Order #1 Revised taking it from $28,106.98 to $28,155.98. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to REAPPROVE Contract Changer Order #2 Revised a difference of $26,327.55. Vote: 3-0

Motion by Chairperson Wilhide, second by Supervisor MacDonald, unanimously carried to,

approve Change Order #3 taking the contract from $704,502.73 to $703,223.10. Vote: 3-0

Motion by Supervisor Klinger, second by Supervisor MacDonald, unanimously carried to approve the Application for payment #3 for $145,138.96. Keep 150% for outstanding work which is a $9,900.00 retainage. Do not pay this until the paperwork is received and C.S. Davidson tells us to pay. Vote: 3-0

-UNFINISHED BUSINESS:

-NEW BUSINESS: Auditor’s meeting will be held on January 3, 2024 at 6:00 pm at the Township building, 490 Copenhaffer Rd. York, PA 17404.

 -OTHER BUSINESS:

-ADJOURNMENT: Meeting adjourned at 7:13 p.m.

Respectfully submitted,

Shanna Housman

Administrative Assistant