

CONEWAGO TOWNSHIP BOARD OF SUPERVISORS  
MEETING MINUTES  
- JANUARY 3, 2012

Call to Order by Acting Chairperson, Timothy Bupp, Township Solicitor

Pledge of Allegiance

Motion by Mr. Hahn, second by Mr. Klinger, unanimously carried to appoint Ms Wilhide as Chairperson for 2011. Ms Wilhide congratulated and welcomed Mr. Klinger to the board.

BOARD REORGANIZATION:

Motion by Mr. Klinger to appoint Mr. Hahn as Vice Chairperson. Mr. Hahn declined. Motion by Mr. Hahn, second by Ms Wilhide, unanimously carried, to appoint Mr. Klinger as Vice Chairperson.

Motion by Mr. Hahn, second by Ms Wilhide, unanimously carried, to appoint Mr. Klinger as Liaison of the Road Department.

Motion by Mr. Klinger, second by Mr. Hahn, unanimously carried, to appoint Ms Wilhide as Liaison of Administration.

Motion by Mr. Klinger, second by Ms Wilhide, unanimously carried, to appoint Mr. Hahn as Liaison of Municipal Services.

Motion by Mr. Hahn, second by Mr. Klinger, unanimously carried, to appoint Ms Wilhide as township representative to Northern York County Regional Police.

Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to appoint Mr. Klinger as alternate township representative to Northern York County Regional Police.

Motion by Mr. Hahn to appoint Mr. Klinger as township representative to York Adams Tax Bureau. Motion died due to lack of second. Motion by Ms Wilhide, second by Mr. Klinger, to appoint Mr. Hahn as township representative to York Adams Tax Bureau. Motion carried.

Vote: Wilhide-aye Klinger-aye Hahn-opposed.

Motion by Mr. Hahn, second by Ms Wilhide, unanimously carried, to appoint Mr. Klinger as alternate township representative to York Adams Tax Bureau.

Motion by Ms Wilhide, second by Mr. Klinger, unanimously carried, to appoint Mr. Hahn as township representative to York County Planning Commission.

Motion by Ms Wilhide, second by Mr. Klinger, unanimously carried, to appoint Mr. Hahn as township representative to Local Government Advisory Committee.

Motion by Mr. Hahn, second by Mr. Klinger, unanimously carried, to appoint Ms Wilhide to serve as township representative to the York County Solid Waste Authority.

Motion by Mr. Hahn, second by Mr. Klinger, unanimously carried, to approve the agenda as prepared.

Motion by Mr. Hahn, second by Ms Wilhide, motion carried, to approve the amended December 6, 2011 minutes with the following corrections:

1-Resolution 2011-10 - Conewago Township 2012 Budget summary, with line items, was presented. Motion by Ms Leonard, second by Mr. Hahn to adopt the resolution.

2-The motion on the floor to adopt resolution 2011-10 carried. Vote: Leonard-aye Hahn-aye Wilhide-nay

3-Mr. Hahn asked if Representative Gillespie and Senator Piccola have responded to the township request yet, and to contact them regarding this matter.

4-Mr. Hahn asked Ms Wilhide why she requested the police to investigate a letter from “concerned citizens” that Ms Wilhide received and the other board members and solicitor were copied. Ms Wilhide explained that she felt threatened by the letter. Mr. Hahn asked the solicitor if he thought it was threatening. Attorney Bupp said that if Ms Wilhide feels threatened she is within her rights. Mr. Hahn stated that it takes time for the police to investigate and he felt it was foolish.

#### RECOGNITION OF PUBLIC REQUESTS:

-Shane Richardson introduced himself as a candidate for State Representative.

-William McCoy, 1560 Copenhaffer Road requested extra time to bring his property into compliance with the Zoning Ordinance. This matter will be discussed under Planning and Zoning.

#### APPOINTMENTS TO TOWNSHIP POSITIONS, BOARDS AND COMMISSIONS.

Motion by Mr. Hahn, second by Ms Wilhide, unanimously carried, to appoint law firm of CGA with Timothy Bupp serving as township solicitor for 2012.

Motion by Ms. Wilhide, second by Mr. Hahn, unanimously carried, to appoint the engineering firm of C.S. Davidson, with Terry Myers as representative to serve as township engineer for 2012.

Motion by Ms Wilhide, second by Mr. Klinger, unanimously carried, to appoint Lou Anne Bostic as the Secretary/Treasurer/Administrator/Manager.

Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to recommend to the auditors that the Treasurer’s bond be set at \$2,000,000.00.

Motion by Ms Wilhide, second by Mr. Klinger, unanimously carried, to appoint Kim Beard as Administrative Assistant and Assistant Secretary/Treasurer. Mr. Hahn asked if this position title is necessary.

Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to appoint Albert Neufeld, Jr. as Zoning/Permit/Codes Enforcement Officer and Building Code Official.

Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to appoint William Deal as Township Sewage Enforcement Officer.

Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to appoint John Klinedinst and Steve Lehman as Alternate Township Sewage Enforcement Officers.

Resolution 2012-01, setting designated salaries was adopted on a motion by Mr. Hahn, seconded by Mr. Klinger and unanimously carried.

Resolution 2012-02, establishing user fees and charges was adopted on a motion by Mr. Klinger, seconded by Mr. Hahn and unanimously carried.

Resolution 2012-03, setting forth the meeting schedule for the various boards was adopted on a motion by Mr. Klinger, seconded by Mr. Hahn and unanimously carried

Resolution 2012-04, naming the financial institutions for township funds was adopted on a motion by Mr. Hahn, seconded by Mr. Klinger and unanimously carried.

Resolution 2012-05, establishing a disposition schedule for township records was adopted on a motion by Mr. Hahn, seconded by Mr. Klinger and unanimously carried. Mr. Hahn asked if the current employee applications will be destroyed. Currently employed are not included.

Resolution 2012-06, establishing township labor and equipment rates was adopted on a motion by Mr. Hahn, seconded by Mr. Klinger and unanimously carried.

Resolution 2012-07, appointing Stambaugh Ness P.C., to audit the financial records for 2011 was adopted on a motion by Ms Wilhide, seconded by Mr. Hahn and unanimously carried.

Motion by Mr. Hahn, second by Mr. Klinger , to set the Conewago Township Tax Collector's commission at \$1.00 per each bill sent and \$1.50 per each bill collected for the Real Estate taxes for 2012.

Motion by Mr. Klinger, second by Mr. Hahn, to turn over funds received from the State Foreign Fire Insurance Taxes to the Strinestown Volunteer Firefighters Relief Association.  
Motion unanimously carried.

Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to appoint Sharon Beck to the Zoning Hearing Board for a five year term ending 12/31/2016.

Motion by Mr. Hahn, second by Mr. Klinger, unanimously carried, to appoint Dale Knepper to the Sewer Authority for a five year term ending 12/31/2016.

Motion by Mr. Klinger, second by Mr. Hahn, unanimously carried, to appoint Donald Kern to the Sewer Authority for a completion term ending 12/31/2012.

Planning Commission, four year term ending 12/31/2015 is vacant. The township received a letter of interest from Jason Armstrong for the position. Ms Wilhide would rather not duplicate people on boards. Mr. Armstrong currently serves on the sewer authority. Motion by Ms Wilhide, second by Mr. Klinger, motion carried, to leave this position vacant. Vote: Wilhide-aye Klinger-aye Hahn-nay. Mr. Hahn feels that Mr. Armstrong would be a good addition to the planning commission.

Parks and Recreation Board, five year term ending 12/31/2016 is vacant. Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to leave this position vacant.

Parks and Recreation Board, five year term ending 12/31/2016 is vacant. Motion by Ms Wilhide,

second by Mr. Hahn, unanimously carried, to leave this position vacant.

Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to appoint George Herman as a qualified elector from the township to the vacancy board for a one year term.

Motion by Ms Wilhide, second by Mr. Hahn, 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 expense going to and returning from the event plus all other actual expenses that are incurred. Motion unanimously carried.

Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to appoint Robert Hahn as voting delegate for the Hershey Convention. Mr. Hahn stated that he does not know if he will be able to attend the convention.

Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to appoint Lorreta Wilhide as the alternate voting delegate for the Hershey Convention.

**-PLANNING & ZONING:**

- William McCoy, 1560 Copenhaffer Road, zoning violation. Mr. McCoy requested a time extension to bring his property into compliance. Motion by Mr. Hahn, second by Mr. Klinger, unanimously carried, to grant an extension until April 2, 2012 to allow Mr. McCoy to clean up the property.

**-REPORTS:**

Financial Report: Mr. Hahn requested to hold the report for review. The report was just presented today.

Motion by Mr. Hahn, second by Ms Wilhide, unanimously carried, to approve the list of bills.

Motion by Mr. Hahn, second by Ms Wilhide, unanimously carried, to approve the Building Permit and Road Report from November 2011.

-Recreation Board Report. Nick Blitva presented a document to the board from Jim McCoy and himself. They met with George Wentz on December 12, 2011 on the Millcreek property to discuss the dismantling of the barn. Mr. Wentz is present tonight and is prepared to dismantle the barn when he is given permission. Mr. Hahn asked why Mr. Wentz does not pay for the materials and would like to know if other people buy the material. Ms Wilhide requested the item to be put on hold to allow another person to look at the job. Mr. Blitva turned the floor over to Pat McCoy to report on the children's holiday party held on December 17<sup>th</sup>. Ms McCoy informed the board that 62 children attended the party and it was a success. The "senior friends" helped with the decorations and the actual party. Ms McCoy reported that many thanks were heard and all had a good time. Mr. Blitva read a thank you note that they received.

-SOLICITOR'S REPORT: Attorney Bupp presented his written status report.

- Attorney Bupp reminded the board of the obligation to adopt a new stormwater management ordinance in order to be in compliance with DEP and Penna. Act 167. The board previously tabled action until January 2012. The adoption deadline has been extended to April 2012. Motion by Mr. Hahn, second by Mr. Klinger, unanimously carried, to table action until March 2012.

-ENGINEER'S REPORT: Terry Myers presented his written report and delivered the 2012 bid contracts for signatures. Mr. Myers informed the board that the firm is working on a DEP permit that is necessary for the township to improve the storm water drainage in the vicinity of 1380 Jug Road. C.S. Davidson is also working on an easement agreement for Mr. Kirby to sign to allow the township to complete the work.

-The Jug Road culvert replacement project guide rail installation quotes were held until this meeting in order to utilize the new bidding laws. Mr. Myers reports that he estimates the project to cost around \$13,000.00 to install guide rails at the new culvert. Ms Wilhide is not in favor of installing guide rails. Mr. Hahn states that there is a greater hazard now and he is concerned about the safety of the school buses traveling Jug Road. Mr. Klinger does not feel that guide rails are necessary and is not in favor of installing guide rails. Mr. Hahn and Mr. Klinger instructed the engineer to obtain quotes for the February meeting.

-UNFINISHED BUSINESS:

-Bull and Buck Road intersection sight distance concern. Ms Bostic met with Mark Zerbe, from Representative Gillespie's office and PennDOT to discuss the intersection. The township road crew will be removing a stone wall to improve the sight distance.

-Locust Point Road truck traffic. Glen Gery informed the township that truck traffic is not being created by them. The complainant was contacted with the information.

-NEW BUSINESS:

-Quote was received to install a mobile radio in the new backhoe. A used radio is proposed at a cost of \$662.25 installed. Motion by Mr. Hahn, second by Ms Wilhide, unanimously carried, to authorize the radio installation.

-The township manager presented a resolution authorizing the approval of operating disbursements that may become due and payable prior to the board's official review and approval. Corrections were made to Resolution 2012-08 and on a motion by Ms Wilhide, seconded by Mr. Hahn, and unanimously carried, was adopted.

-OTHER BUSINESS:

-Ms Bostic requested permission to use the PLGIT procurement card to pay bills and make purchases. Mr. Hahn feels that using the card would bypass the supervisors without approval and the board would lose control over what is being done. He is not in favor of using the procurement card. Mr. Klinger would like to research the matter and requested the matter be tabled.

-Ms Bostic requested permission to discontinue charging a fee for notary services. Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to provide notary services to township

residents and the township free of charge.

-Ms Wilhide requested that all internal township door keys and fobs be returned.

-Ms Wilhide motioned to increase the petty cash to \$300.00. Motion was seconded by Mr. Klinger and unanimously carried.

-Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to authorize Todd Smith to obtain quotes to purchase a bucket truck.

-Rooster Lane project. Ms Wilhide is suggesting that the improvement project be bid due to the extensive work involved. Motion by Ms Wilhide, second by Mr. Hahn, unanimously carried, to authorize Terry Myers to bid the project.

-Ms Wilhide reminded Mr. Klinger of the newly elected supervisors course that is available if he is interested.

-Mr. Klinger would like to reopen the 2012 budget. He does not agree with the millage reduction because it will deplete the reserves. Ms Wilhide agrees with Mr. Klinger and would like to reopen the budget and maintain the 2011 tax rate of 1.32 mills. Mr. Hahn stated that raising the millage rate is against the law. Attorney Bupp informed the board that the Second Class Township Code provides for a 25% increase in a line item after the amended budget is advertised and adopted.

The following public comments were heard:

-Greg Fetrow, 105 Witmer Road, is not in favor of lowering taxes.

-Crystal Wilhide, 685 Copenhaffer Road, is not in favor of lowering taxes.

-George Herman, 960 E. Butter Road, stated that he does not have a problem with the township tax, his concern is the high school taxes.

Mr. Hahn requested that Attorney Bupp research the matter before the budget is reopened.

Attorney Bupp informed the board that, according to the Second Class Township Code, a special meeting would need to be scheduled and the amended budget would need to be adopted prior to February 15, 2012. Ms Wilhide also wants to adjust the audit line item amount to \$10,000.00, by removing the GASB requirement. Mr. Hahn instructed Ms Bostic to obtain a letter from the accounting firm stating that they are a professional firm and the township would not get a negative opinion during the audit.

-ADJOURNMENT: Meeting adjourned at 8:28 p.m.

Respectfully submitted,

Lou Anne Bostic  
Secretary