

**CONEWAGO TOWNSHIP BOARD OF SUPERVISORS**

**541 OXFORD AVENUE**

**HANOVER, PA 17331**

**BOARD OF SUPERVISORS REGULAR MEETING DECEMBER 18, 2023**

Chair Charlotte Shaffer called the meeting to order at 6:33 p.m. The meeting began with the Pledge of the Flag, followed by a moment of silence.

The following Supervisors were in attendance:

Chair Charlotte Shaffer	Vice Chair Louann Boyer	Thomas Klunk
Don Knight – via Phone	Eugene Zeyn (Absent)	

The following appointed Township professionals were also in attendance (Roll Call):

Dave Arndt, Township Manager/Zoning Officer  
Tammy Bittle, Secretary/Treasurer  
Lee Stinnett, Township Solicitor, Salzmann Hughes  
Nathan Simpson, Township Engineer, C.S. Davidson Inc.  
Gary Baumgardner, Chief of Police  
Scott Small, Maintenance Manager

Attendance: Approximately 3 people were present.

**1 Public Comment for Agenda Items**

No public comment was provided.

**2 Minutes**

Supervisor Klunk made a motion to approve the November 20, 2023 workshop and regular meeting minutes, seconded by Supervisor Boyer. **Approved 4-0**

**3 Communication & Interaction**

SAVES November Report  
2024 Electronic Recycling Events will be held Saturday March 16, 2024 9 AM to Noon and Saturday September 21, 2024 9AM to Noon.  
Yard Waste collections will be held May 15<sup>th</sup> & 16<sup>th</sup>, August 21<sup>st</sup> & 22<sup>nd</sup> and November 20<sup>th</sup> & 21<sup>st</sup>  
Letter was received from The Hanover Borough regarding mandatory water conservation measures  
Letter was received from The Hanover Borough regarding reporting of water theft

**4 Reports and/or comments from Supervisors**

Supervisor Boyer made a motion to accept the 2022 Township Audit, seconded by Supervisor Klunk **Approved 4-0**  
Supervisor Boyer made a motion to approve the budget as advertised, seconded by Supervisor Klunk **Approved 4-0**  
Supervisor Klunk made a motion to approve the draft meeting schedule, seconded by Supervisor Boyer **Approved 4-0**

**5 Secretary/Treasurer's Report**

Supervisor Boyer made a motion to approve the Secretary/Treasurer's Report, seconded by Supervisor Klunk. **Approved 4-0**  
Supervisor Boyer made a motion to approve the bills paid/to be paid from 11/21/2023 to 12/18/2023, seconded by Supervisor Klunk. **Approved 4-0**

Supervisor Klunk made a motion to approve the Commercial Insurance Policy rates for 2024, seconded by Supervisor Boyer. **Approved 4-0**

Secretary – Treasurer Tammy Bittle advised that employees will **NOT** be getting new insurance cards at the beginning of 2024.

Supervisor Boyer asked about the two recommendations that were brought up during the Operations and Finance meeting. Steve Hartlaub from Webber Insurance will be at the January 15, 2024 meeting to discuss the cyber insurance and the liability insurance which can take place after the policy is approved.

## **6 Reports from Departments**

### **Police Department**

Supervisor Boyer made a motion to approve giving the police \$25,000 towards a third police vehicle, seconded by Supervisor Klunk **Approved 4-0**

Chief Baumgardner mentioned that the Body cameras are starting to be used. A policy is being created for them and once completed than a full roll out on the body cameras will be done.

### **Township Solicitor (Lee Stinnett)**

Nothing to report

### **Maintenance Department**

Maintenance Manager, Scott Small thanked Township Manager, Dave Arndt for requesting him to provide a more detailed maintenance department report to the board.

Supervisor Boyer asked if any complaints have been made about Air Port Road. Maintenance Manager Scott Small mentioned that some vehicles did try to go down the road.

Supervisor Klunk mentioned that the neighbors are happy that the road is closed.

## **8 Manager/Zoning & Code Enforcement**

The monthly Zoning/Code Enforcement report dated 11/16/2023 to 12/13/2023 was included in the packet for review.

Township Manager, Dave Arndt mentioned that the Recycling grant has been submitted with the help of the staff. Supervisor Klunk thanked the office staff for the help on getting this submitted.

## **9 Subdivision & Land Development**

### **10 Zoning**

There will be no zoning hearing held in January

Letter received from Dennis Kacmarczyk

Township Manager thanked each department for a good year.

### **11 Township Engineer**

Engineer Report

Supervisor Klunk made a motion to approve the application for payment for the guard rail project, seconded by Supervisor Boyer. **Approved 4-0**

### **12 New Business**

No new business to discuss.

### **13 OLD Business**

No old business to discuss.

### **14 Public Comment**

No public comment was provided.

**15 MEETING SCHEDULE**

- January 2, 2024 (Reorganizational for Board of Supervisors) 5:30 PM**
- January 4, 2024 (Reorg. & Regular Planning Commission Meeting) 6:00 PM**
- January 10, 2024 (Public Safety Meeting) 8:30 AM**
- January 10, 2023 (Finance/Operations) 9:30 AM**
- January 15, 2023 (Workshop) 5:30 PM**
- January 15, 2023 (Board of Supervisors) 6:30 PM**

**16 Adjourn**

Supervisor Klunk made a motion to adjourn the meeting at 6:57 p.m., seconded by Supervisor Boyer.

**Approved 4-0**

Respectfully Submitted:

Tammy Bittle, Secretary/Treasurer