Conewago Township Board of Supervisors
541 Oxford Avenue
Hanover, PA 17331

Re-Organizational Meeting Minutes • January 4, 2021 • 5:30 PM

Chair Charlotte Shaffer called the Re-Organizational meeting to order at 5:34 pm with the Pledge of the Flag and a moment of silence.

The following were in attendance (Roll Call):
Chair Charlotte Shaffer — Vice Chair Thomas Weaver
Supervisor Don Knight — Supervisor Thomas Klunk
Supervisor Louann Boyer

The following appointed Township Officials were also in attendance (Roll Call):
Angela Pabon, Asst. Secretary/Treasurer — Tim Shultis, Solicitor

There were approximately 3 people in the audience including: Fred Wilke of 248 Oxford Avenue, Ellen Ryan and William Popovich of 36 Franklin Drive.

Chair Charlotte Shaffer turned the meeting over to Solicitor Tim Shultis.

Nominations for Chairperson

Solicitor Tim Shultis asked for nominations for the Chairperson of the Board of Supervisors.

Supervisor Thomas Klunk nominated Supervisor Charlotte Shaffer.

Supervisor Thomas Weaver nominated Supervisor Louann Boyer and Supervisor Don Knight seconded.

Solicitor Tim Shultis called for a roll call vote for Supervisor Charlotte Shaffer to be the Chairperson of the Board of Supervisors.
Supervisor Don Knight- no Supervisor Thomas Klunk- yes Supervisor Charlotte Shaffer- yes
Supervisor Louann Boyer- no Supervisor Thomas Weaver- no

Vote Denied 3-2

Solicitor Tim Shultis called for a roll call vote for Supervisor Louann Boyer to be the Chairperson of the Board of Supervisors.
Supervisor Thomas Weaver-yes Supervisor Louann Boyer- yes Supervisor Charlotte Shaffer-no
Supervisor Thomas Klunk- no Supervisor Don Knight- yes

Vote Approved 3-2

Supervisor Louann Boyer will serve as Chair for 2021.

Solicitor Shultis turned the meeting over to Chair Louann Boyer.

Nominations for Vice Chairperson

Chair Louann Boyer asked for nominations for the Vice Chairperson of the Board of Supervisors.

Supervisor Don Knight nominated Supervisor Thomas Weaver.

Supervisor Charlotte Shaffer nominated Supervisor Thomas Klunk.

Chair Louann Boyer called for a roll call vote for Supervisor Thomas Weaver to be the Vice Chairperson.
Supervisor Don Knight- yes Supervisor Thomas Klunk- no Supervisor Charlotte Shaffer- no
Chair Louann Boyer- yes Supervisor Thomas Weaver-yes
Approved Vote 3-2

Supervisor Thomas Weaver will serve as Vice Chair for 2021.

Appointments to Committees

Chair Louann Boyer addressed the appointment of Supervisors to Committees for 2021.
Supervisor Don Knight made a motion to appoint the following Supervisors to these respective Committees for 2021 seconded by Vice Chair Thomas Weaver. Approved Vote 3-2
Supervisor Charlotte Shaffer and Supervisor Thomas Klunk voted against.

- Public Safety (2021 Supervisors Shaffer & Boyer)
- Agricultural Preservation (2021 Supervisors Shaffer & Weaver)
- Police Pension (2021 Supervisor Knight)
- Municipal Authority (2021 Supervisor Klunk)
- Planning Commission (2021 Supervisor Klunk)
- Police Negotiation (2021 Supervisors Weaver & Knight)
- Finance/Operations (2021 All Supervisors)

Supervisor Charlotte Shaffer advised Supervisor Klunk's term on Municipal Authority ends in 2025 and his term on the Planning Commission ends in 2023.

Resolutions 2021-A, 2021-B and 2021-C

Chair Louann Boyer called for the following motions:

Vice Chair Thomas Weaver made a motion to adopt Resolution 2021-A, confirming the adoption of the 2021 budget as revised, seconded by Supervisor Charlotte Shaffer.
Approved Vote 4-0
Supervisor Don Knight abstained due to his wife being the tax collector.

Supervisor Don Knight made motion to approve Resolution 2021-B, Fee Schedule for Conewago Township, as presented, seconded by Vice Chair Thomas Weaver.
Approved Vote 5-0

Vice Chair Thomas Weaver made a motion to approve Resolution 2021-C, Tax Levy, setting the millage at 2.0109 mills with the proper multiplier as presented, seconded by Supervisor Charlotte Shaffer. Approved Vote 4-0
Supervisor Don Knight abstained due to his wife being the tax collector.

Appointments and Rates

Supervisor Charlotte Shaffer and another unnamed individual were recognized as representatives for the Township at the annual PSATS educational conference held April 18-21, 2021.

Supervisor Charlotte Shaffer was appointed as the voting delegate for the PSATS' Annual Educational Conference April 18-21, 2021.

Angela Pabon was reappointed with the Treasurer's bond of $750,000.00.

The Zoning and Code Enforcement Officer was reappointed at the determined 2021 rate.

The Maintenance Manager was reappointed at the determined 2021 rate.

The Chief of Police was reappointed at the determined 2021 rate.

Timothy Shultis of Salzmann Hughes, 1147 Eichelberger Street, Hanover, PA was reappointed as Conewago Township Solicitor at rates as in the ongoing contracts.

Eckert Seamans, Michael Miller was reappointed as special labor council and Eckert Seamans, Tricia Springer was appointed as Right-to-know council at rates as in ongoing contracts.

Harold Eastman was reappointed as the Zoning Hearing Board Solicitor at rates as in ongoing contracts.

Douglas Stambaugh of G.H.I. was reappointed as sewage Enforcement Officer and William Hill's office as alternate S.E.O. at rates as in the ongoing Contracts.

Gannett Fleming was reappointed as the Township Engineer at the rates as in the ongoing contracts.

Kevin Adams was reappointed as the Township Emergency Management Coordinator for 2021.

Brown, Schultz, Sheridan & Fritz was reappointed for the purpose of auditing the accounts of the Township consistent with the Second Class Twp. Code Section 917 for the 2020 fiscal year.

York-Adams Tax Bureau was reappointed as the collector of the Local Tax Enabling Act 32 (Earned Income and LST), Delinquent Per Capita.

Chair Louann Boyer was appointed as delegate and Vice Chair Thomas Weaver as alternate delegate to the Adams County Tax Collection Committee and to the York\Adams Tax Bureau. Discussion occurred.

David Arndt, Jr. was appointed as delegate and Supervisor Charlotte Shaffer as alternate delegate to the Adams County Council of Governments. Discussion occurred.

Vice Chair Thomas Weaver was reappointed as the Right-to-Know Officer and David Arndt Jr. was reappointed as the alternate.

The Planning Commission, Zoning Hearing Board, Elected Auditors and Municipal Authority members were reappointed at the seated 2021 rates, if applicable.

Supervisor Charlotte Shaffer was recognized to attend the Adams County Transportation Planning Organization meetings as needed.

Robert Miller was reappointed to the position of Chair of the Vacancy Board.

The IRS mileage reimbursement rate of 58 cents per mile was recognized as the 2021 reimbursement rate.

Vice Chair Thomas Weaver made a motion to approve appointments and rates as discussed seconded by Supervisor Don Knight. Approved Vote 5-0

New Business

Public notice for the 2021 meeting schedule was published on December 23, 2020 in the Gettysburg Times.

Resolutions 2021-D and 2021-E

Vice Chair Thomas Weaver made a motion to adopt Resolution 2021-D, Payment of Operating Disbursements, as presented, seconded by Supervisor Don Knight. Approved Vote 5-0

Supervisor Don Knight made a motion to adopt Resolution 2021-E, Disposition of Records, as presented. Approved Vote 5-0

Holiday Schedule

Chair Louann Boyer reviewed the Holiday schedule for regular full-time, non-unionized employees for 2020 to be the following: ½ Day New Year's Eve**,** New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, ½ day Thanksgiving Eve, Thanksgiving Day and the day after, ½ day Christmas Eve and Christmas Day.

Other Business

Vice Chair Thomas Weaver made a motion to approve Precision Cut, 60 Ram Drive and 214 Ram Drive extension requests until March 16, 2021

Public Comment

Ellen Ryan of 36 Franklin Drive provided comment on the Zoning Hearing Board Meetings and Ag Preservation.

Secretary/Treasurer

Supervisor Charlotte Shaffer advised that according to section 602 of the Second Class Township Code, the board shall appoint a Secretary/Treasurer at the reorg meeting. Discussion occurred.

Vice Chair Thomas Weaver made a motion to appoint Angela Pabon as acting Secretary/Treasurer, seconded by Supervisor Don Knight. Discussion occurred.

The Board unanimously agreed to move into executive session at 6:13 p.m. to discuss personnel issues.

The Board returned from executive session and resumed the reorg meeting at 6:30 p.m.

Vice Chair Thomas Weaver made an amendment to his previous motion to the following:

Vice Chair Thomas Weaver made a motion to appoint Angela Pabon as acting Secretary/Treasurer not to exceed 30 days with the anticipation of the board meeting with the candidate to discuss duties responsibilities, training and salary, seconded by Supervisor Don Knight.

Approved Vote 5-0

Public Comment Continued:

The following were all comments received through Facebook:

Bob Miller provided comment on the Municipal Authority page on the Township website. Supervisor Charlotte Shaffer advised that some data was lost when the server was backed up by the new IT company after not being backed up for 4 1/2 years prior.

Pat Hubbard expressed concerns regarding a property at Church Street and Conewago Drive. Chief Baumgardner explained the actions currently being taken.

Victoria Staub commented in agreement with Pat Hubbard's comment.

Budget Charts

Supervisor Charlotte Shaffer asked the Board about making the budget charts available to the public once they are updated. The Board agreed it could be put on the website and made available once updated. Chair Louann Boyer thanked her for her hard work on the budget chart booklet.

Chair Louann Boyer thanked Supervisor Charlotte Shaffer for her time as Chair in 2020.

Announcements

Zoning Hearing Board- January 6, 2021 at 6:00 p.m.
Planning Commission Meeting- January 7, 2021 at 6:00 p.m.
Public Safety Committee Meeting- January 13, 2021 at 8:30 a.m.
Finance/Operations Meeting- January 13, 2021 at 9:30 a.m.
Board of Supervisors Workshop- January 18, 2021 at 5:30 p.m.
Board of Supervisors Meeting- January 18, 2021 at 6:30 p.m.

Adjournment

Vice Chair Thomas Weaver made motion to adjourn the meeting at 6:40 p.m., seconded by Supervisor Don Knight. Vote 5-0

Respectfully Submitted:

Angela Pabon
Acting Secretary/Treasurer