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

Re-Organizational Meeting Minutes • January 6, 2025 • 4:00 PM

Chair Charlotte Shaffer called the Re-Organizational meeting to order at 4:00 PM with the Pledge of the Flag followed by a moment of silence.

The following were in attendance (Roll Call):
Chair Charlotte Shaffer Vice Chair Louann Boyer Supervisor Brendan McCall
Supervisor Thomas Klunk

The following appointed Township Officials were also in attendance (Roll Call):
Tammy Bittle, Secretary/Treasurer
Dave Arndt, Township Manager/Zoning Officer
Idan Ghazanfari, Solicitor, for Lee Stinnett of Salzmann Hughes

Supervisor Don Knight - Absent

No public attendance.

Close of Outstanding Business for 2024

Supervisor McCall made a motion to approve the bills paid/to be paid dated December 17, 2024 to December 31, 2024, seconded by Supervisor Boyer. **Approved Vote 4-0**

Chair Charlotte Shaffer turned the meeting over to Solicitor Idan Ghazanfari.

Nominations for Chairperson

Solicitor Idan Ghazanfari asked for nominations for the 2025 Chairperson of the Board of Supervisors.

Supervisor Thomas Klunk nominated Supervisor Charlotte Shaffer to be the 2025 Chairperson.

Solicitor Idan Ghazanfari closed the nominations window.

Solicitor Idan Ghazanfari opened up for discussion. No discussion occurred.

Solicitor Idan Ghazanfari called for a vote for Supervisor Charlotte Shaffer to be the Chairperson of the Board of Supervisors for 2025.
Supervisor Thomas Klunk- yes Supervisor Charlotte Shaffer- yes Supervisor Brendan McCall- yes
Supervisor Louann Boyer- yes **Approved Vote 4-0**

Supervisor Charlotte Shaffer will serve as Chairperson for 2025.

Solicitor Idan Ghazanfari turned the meeting over to Chair Charlotte Shaffer.

Nominations for Vice Chairperson

Chair Charlotte Shaffer asked for nominations for the Vice Chairperson of the Board of Supervisors.

Supervisor Thomas Klunk nominated Supervisor Louann Boyer to be the Vice Chairperson for 2025.

Chair Charlotte Shaffer called for a vote for Supervisor Louann Boyer to be the Vice Chairperson.

Supervisor Thomas Klunk- yes Supervisor Charlotte Shaffer- yes Supervisor Brendan McCall- yes Supervisor Louann Boyer- yes **Approved Vote 4-0**

Supervisor Louann Boyer will serve as Vice Chair for 2025.

Appointments to Committees

Chair Charlotte Shaffer addressed the appointment of Supervisors to Committees for 2025.

- Public Safety (2025 Supervisors Shaffer & Boyer)
- Agricultural Preservation (2025 Supervisors Shaffer & Boyer)
- Police Pension (2025 Supervisor Knight)
- Municipal Authority (2025 Supervisor Klunk)
- Planning Commission (2025 Supervisor Klunk)
- Police Negotiation (2025 Supervisor Shaffer & Dave Arndt)
- Maintenance CBA Negotiation (2025 Supervisor Boyer & Dave Arndt)
- Finance/Operations (2025 All Supervisors)

Supervisor McCall made a motion to accept the following supervisors to the committees for 2025 seconded by Supervisor Boyer. **Approved Vote 4-0**

Resolutions 2025-A and 2025-B

Chair Charlotte Shaffer called for the following motions:

Supervisor Klunk made motion to approve Resolution 2025-A, Fee Schedule for Conewago Township, seconded by Supervisor McCall. **Approved Vote 4-0**

Supervisor Boyer made motion to approve Resolution 2025-B, Tax Levy, seconded by Supervisor McCall . **Approved Vote 4-0**

Appointments and Rates

Supervisor Klunk made a motion to appoint Chair Charlotte Shaffer as the representative for the Township at the annual PSATS educational conference held May 4-7, 2025, seconded by Supervisor Boyer . **Approved Vote 4-0**

Supervisor Klunk made a motion to recognize Chair Charlotte Shaffer as the voting delegate for the PSATS' Annual Educational Conference May 4-7, 2025, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Township Manager/Zoning Officer, with bond, at determined 2025 rate, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Carly Goodfellow as Township Clerk, with bond, at determined 2025 rate, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Tamara Bittle as Secretary/Treasurer with bond, at the determined 2025 rate, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Scott Small as Maintenance Manager at the determined 2025 rates, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Lee Stinnett of Salzmann Hughes as the township solicitor at rates as in the ongoing contract for 2025, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Eckert Seamans as special labor council at rates as in the ongoing contract, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Harold Eastman as the Zoning Hearing Board Solicitor at rates as in ongoing contracts, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Douglas Stambaugh of G.H.I. as the sewage Enforcement Officer and Keller Engineers, Inc office as alternate S.E.O. at rates as in the ongoing contracts, seconded by Supervisor Thomas Klunk. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Keller Engineers, Inc as the Township Engineer at their current rate, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Kevin Adams as the Township Emergency Management Coordinator for 2025, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Brown, Schultz, Sheridan & Fritz for the purpose of auditing the accounts of the township consistent with the Second-Class Twp. Code Section 917 for the 2024 fiscal year and appoint York-Adams Tax Bureau as the collector of the Local Tax Enabling Act 32 (Earned Income and LST), Delinquent Per Capita, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Tamara Bittle as delegate and Supervisor Charlotte Shaffer as alternate delegate to the Adams County Tax Collection Committee and to the York\Adams Tax Bureau, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint David Arndt, Jr. as delegate and Supervisor Louann Boyer as alternate delegate to the Adams County Council of Governments, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to recognize Maintenance Manager Scott Small to attend the Adams County Transportation Planning Organization meetings as needed, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to appoint Chair Charlotte Shaffer as the Right-to-Know Officer and David Arndt, Jr. as the alternate, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor Klunk made a motion to approve the resignation letter from Planning Commission member John Strevig, seconded by Supervisor Boyer. **Approved Vote 4-0**

There was no motion made to reappoint Municipal Authority member, Lynn Toft, to a 5 year term.

Supervisor McCall made a motion to reappoint Zoning Hearing Board member, Eugene Zeyn, to a 5 year term, seconded by Supervisor Klunk. **Approved Vote 4-0**

Supervisor McCall made a motion to recognize Will Lieske to continue a full term of 6 years as elected auditor, seconded by Supervisor Klunk. **Approved Vote 4-0**

Supervisor McCall made a motion to reappoint Robert Miller to Chair of the Vacancy Board, seconded by Supervisor Klunk. **Approved Vote 4-0**

Supervisor McCall made a motion to reappoint the Planning Commission, Zoning Hearing Board, Elected Auditors, and Municipal Authority members at seated 2025 rates, if applicable, seconded by Supervisor Klunk. **Approved Vote 4-0**

Supervisor McCall made a motion to recognize the IRS mileage reimbursement rate of 70 cents per mile as the 2025 reimbursement rate, seconded by Supervisor Klunk. **Approved Vote 4-0**

New Business

Public notice regarding the 2025 meeting schedule was published on December 19, 2024 in the Gettysburg Times.

Resolutions 2025-C and 2025-D

Supervisor Thomas Klunk made a motion to adopt Resolution 2025-C, Payment of Operating Disbursements, seconded by Supervisor Boyer. **Approved Vote 4-0**

Supervisor McCall made a motion to adopt Resolution 2025-D, Disposition of Records, seconded by Supervisor Klunk. **Approved Vote 4-0**

Holiday Schedule

Chair Charlotte Shaffer reviewed the Holiday schedule for regular full-time, non-unionized employees for 2025 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, Christmas Day and the day after.

Supervisor Boyer made a motion to approve the holiday schedule, seconded by Supervisor McCall. **Approved Vote 4-0**

Other Business

Supervisor Mcall made a motion for the bank account signers for M&T Bank, Truist Bank and other township business to be Supervisor Charlotte Shaffer, Supervisor Louann Boyer, Township Manager/Zoning Officer David Arndt, Jr., and Township Clerk Carly Goodfellow, seconded by Supervisor Klunk. **Approved Vote 4-0**

Announcements

Planning Commission Meeting & Re-Organizational Meeting – January 9, 2025, at 6:00 PM.
Public Safety Committee Meeting – January 15, 2025, at 8:30 AM.
Finance/Operations Meeting – January 15, 2025, at 9:30 AM.
Board of Supervisors Workshop – January 20, 2025, at 5:30 PM.
Board of Supervisors Meeting – January 20, 2025, at 6:30 PM.

Adjournment

Supervisor Klunk made a motion to adjourn the meeting at 4:19 PM, seconded by Supervisor McCall. **Approved Vote 4-0**

Respectfully Submitted:

Tamara Bittle
Secretary/Treasurer