

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

Re-Organizational Meeting Minutes • January 2, 2024 • 5:30 PM

Chair Charlotte Shaffer called the Re-Organizational meeting to order at 5:30 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	Supervisor Don Knight	

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 Salzman Hughes

No public attendance.

Close of Outstanding Business for 2024

Supervisor Thomas Klunk made a motion to approve the bills paid/to be paid dated December 19, 2023 to December 31, 2023, seconded by Supervisor Louann Boyer. **Approved Vote 5-0**

Supervisor Thomas Klunk stated that the current staff is doing a great job.

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

Nominations for Chairperson

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

Supervisor Thomas Klunk nominated Supervisor Charlotte Shaffer.

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.

Supervisor Thomas Klunk- yes Supervisor Charlotte Shaffer- yes Supervisor Brendan McCall- yes
Supervisor Louann Boyer- yes Supervisor Don Knight- yes

Approved Vote 5-0

Supervisor Charlotte Shaffer will serve as Chair for 2024.

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.

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 Supervisor Don Knight- yes

Approved Vote 5-0

Supervisor Louann Boyer will serve as Vice Chair for 2024.

Appointments to Committees

Chair Charlotte Shaffer addressed the appointment of Supervisors to Committees for 2024.

- Public Safety (2024 Supervisors Shaffer & Boyer)
- Agricultural Preservation (2024 Supervisors Shaffer & Boyer)
- Police Pension (2024 Supervisor Knight)
- Municipal Authority (2024 Supervisor Klunk)
- Planning Commission (2024 Supervisor Klunk)
- Police Negotiation (2024 Supervisor Knight)
- Finance/Operations (2024 All Supervisors)

Supervisor Don Knight made a motion to accept the following supervisors to the committees for 2024 seconded by Supervisor Louann Boyer. **Approved Vote 5-0**

Resolutions 2024-A and 2024-B

Chair Charlotte Shaffer called for the following motions:

Supervisor Louann Boyer made motion to approve Resolution 2024-A, Fee Schedule for Conewago Township, seconded by Supervisor Thomas Klunk **Approved Vote 5-0**

Supervisor Louann Boyer made motion to approve Resolution 2024-B, Tax Levy, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Appointments and Rates

Supervisor Don Knight made a motion to recognize Chair Charlotte Shaffer as a representative for the Township at the annual PSATS educational conference held April 14-17, 2024, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Don Knight made a motion to recognize Chair Charlotte Shaffer as the voting delegate for the PSATS' Annual Educational Conference April 14-17, 2024, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Don Knight made a motion to appoint Township Manager/Zoning Officer, with bond, at determined 2024 rate, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Don Knight made a motion to appoint the Assistant Code Enforcement Officer at determined 2024 rate, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Don Knight made a motion to appoint Carly Goodfellow as Township Clerk, with bond, at determined 2024 rate, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Don Knight made a motion to appoint Tamara Bittle as Secretary/Treasurer with bond, at the determined 2024 rate, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Don Knight made a motion to appoint Scott Small as Maintenance Manager at the determined 2024 rates, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Don Knight made a motion to appoint Lee Stinnett of Salzmann Hughes as the township solicitor at rates as in the ongoing contract for 2024, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Don Knight made a motion to appoint Eckert Seamans as special labor council at rates as in the ongoing contract, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Don Knight made a motion to appoint Harold Eastman as the Zoning Hearing Board Solicitor at rates as in ongoing contracts, seconded by Supervisor Thomas Klunk.

Approved Vote 5-0

Supervisor Don Knight made a motion to appoint Douglas Stambaugh of G.H.I. as the sewage Enforcement Officer and William Hill's office as alternate S.E.O. at rates as in the ongoing contracts, seconded by Supervisor Thomas Klunk.

Approved Vote 5-0

Supervisor Don Knight made a motion to appoint Nate Simpson of C.S. Davidson as the Township Engineer at their current rate, seconded by Supervisor Tom Klunk.

Approved Vote 5-0

Supervisor Don Knight made a motion to appoint Kevin Adams as the Township Emergency Management Coordinator for 2024, seconded by Supervisor Thomas Klunk.

Approved Vote 5-0

Supervisor Don Knight 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 2023 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 Thomas Klunk

Approved Vote 5-0

Supervisor Don Knight 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 Thomas Klunk.

Approved Vote 5-0

Supervisor Thomas 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 Brendan McCall.

Approved Vote 5-0

Supervisor Thomas Klunk made a motion to recognize Maintenance Manager Scott Small to attend the Adams County Transportation Planning Organization meetings as needed, seconded by Supervisor Brendan McCall.

Approved Vote 5-0

Supervisor Thomas Klunk made a motion to appoint Chair Charlotte Shaffer as the Right-to-Know Officer and Dave Arndt as the alternate, seconded by Supervisor Brendan McCall.

Approved Vote 5-0

Supervisor Thomas Klunk made a motion to reappoint Thomas Klunk to planning commission for a 4-year term, seconded by Supervisor Brendan McCall.

Approved Vote 5-0

Supervisor Thomas Klunk made a motion to reappoint Richard Neiderer to planning commission for a 4-year term, seconded by Supervisor Brendan McCall.

Approved Vote 5-0

Supervisor Thomas Klunk made a motion to reappoint Municipal Authority member, Chris Stroup, to a 5-year term, seconded by Supervisor Brendan McCall.

Approved Vote 5-0

Supervisor Thomas Klunk made a motion to reappoint Zoning Hearing Board member, Kelly McKee to a 5 year term, seconded by Supervisor Brendan McCall.

Approved Vote 5-0

Supervisor Thomas Klunk made a motion to appoint Eugen Zeyn to the Zoning Hearing Board to a term expiring December 31, 2024 seconded by Supervisor Brendan McCall.

Approved Vote 5-0

Supervisor Brendan McCall made a motion to appoint David Deporter to the Zoning Hearing Board for a term expiring December 31, 2027, seconded by Supervisor Thomas Klunk.

Approved Vote 5-0

Supervisor Louann Boyer made a motion to approve Will Lieske to continue a full term of 6 years as elected auditor, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Thomas Klunk made a motion to reappoint Robert Miller to the position of Chair of the Vacancy Board, seconded by Supervisor Brendan McCall. **Approved Vote 5-0**

Supervisor Louann Boyer made a motion to reappoint the Planning Commission, Zoning Hearing Board, Elected Auditors, and Municipal Authority members at seated 2024 rates, if applicable, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Supervisor Louann Boyer made a motion to recognize the IRS mileage reimbursement rate of 67 cents per mile as the 2024 reimbursement rate, seconded by Supervisor Don Knight. **Approved Vote 5-0**

New Business

Public notice for the 2024 meeting schedule was published on December 21, 2023 in the Gettysburg Times.

Resolutions 2024-C and 2024-D

Supervisor Thomas Klunk made a motion to adopt Resolution 2024-C, Payment of Operating Disbursements, seconded by Supervisor Brendan McCall. **Approved Vote 5-0**

Supervisor Louann Boyer made a motion to adopt Resolution 2024-D, Disposition of Records, seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Holiday Schedule

Chair Charlotte Shaffer reviewed the Holiday schedule for regular full-time, non-unionized employees for 2024 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.

Supervisor Thomas Klunk made a motion to approve the holiday schedule, seconded by Supervisor Brendan McCall. **Approved Vote 5-0**

Township Manager Dave Arndt recommended the day after Christmas be added to the holiday schedule.

Supervisor Don Knight made a motion to add the day after Christmas to the holiday schedule, seconded by Supervisor Louann Boyer. **Approved Vote 5-0**

Other Business

The bank account signers for M&T Bank, Truist Bank and other township business are Supervisor Charlotte Shaffer, Supervisor Louann Boyer, Township Manager/Zoning Officer Dave Arndt and Township Clerk Carly Goodfellow.

Announcements

Planning Commission Meeting & Re-Organizational Meeting – January 4, 2024 at 6:00 p.m.

Public Safety Committee Meeting – January 10, 2024 at 8:30 a.m.

Finance/Operations Meeting – January 10, 2024 at 9:30 a.m.

Board of Supervisors Workshop – January 15, 2024 at 5:30 p.m.

Board of Supervisors Meeting – January 15, 2024 at 6:30 p.m.

Adjournment

Supervisor Louann Boyer made a motion to adjourn the meeting at 6:01 p.m., seconded by Supervisor Thomas Klunk. **Approved Vote 5-0**

Respectfully Submitted:

Tamara Bittle
Secretary/Treasurer