

**Re-Organizational Meeting Minutes • January 3, 2012 • 6:00 PM**

Chairwoman Keefe called the Re-organizational meeting to order at 6:00 PM with the Pledge of the Flag and a moment of silence.

The following were in attendance:

Monique Keefe, Chairwoman                      Robert LeGore, Vice Chair                      Ted Bortner  
Louann Boyer    Don Knight

The following appointed Township Officials were also in attendance:

Marcy L. K. Hagarman, Township Manager                      Keith E. Whittaker, Sec. /Treasurer

There was 1 attendee from the press.

Chairwoman Keefe announced and welcomed new Supervisor Don Knight to the meeting. Supervisor Knight was sworn in December 2011.

Supervisor Bortner advised the Board of Supervisors (BOS) the job of a Supervisor is not only attending a two hour meeting once a month but also meeting in committees. Supervisor Bortner advised by using the committees; this will help the entire BOS to make better decisions.

**A. Call to order**

1. Chairwoman Keefe called for nominations for Board of Supervisor Chair.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Bortner, to nominate Supervisor Keefe Chairwomen for 2012.** Discussion: Chairwoman Keefe expressed her concern about the Supervisors being happy with her performance and if another Supervisor wanted the chair she would gladly give it to them. Also, Chairwoman Keefe stated she would hold tighter control over the meetings than the previous year. Supervisor LeGore thanked Chairwoman Keefe and advised he would like the Chairs position but due to this being his first year of retirement he would gladly defer.  
**Vote 5-0**
2. Chairwoman Keefe called for nominations for Board of Supervisor Vice Chair.  
**Supervisor Bortner made motion, of which was seconded by Supervisor Boyer, to nominate Supervisor LeGore Vice Chair for 2012.** No discussion.  
**Vote 5-0**
3. Chairwoman Keefe called for nominations for Board of Supervisors Committees for 2012.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Bortner, to nominate the following Supervisors to these respective Committees for 2012.**  
Discussion: Supervisor Boyer expressed interest on being on the administrative committee but was concerned because of a possible conflict of interest.
  - **Administration:**                      **Supervisor Bortner & Supervisor Knight**
  - **Public Safety:**                      **Chairwoman Keefe & Supervisor LeGore**
  - **Recreation:**                      **Supervisor Boyer & Chairwoman Keefe**
  - **Roads:**                      **Supervisor Bortner & Supervisor Knight**
  - **Agricultural Preservation:** **Supervisor Boyer & Chairwoman Keefe****Vote 5-0**

4. Chairwoman Keefe called for the motion to appoint the Township Manager as the Voting Delegate to the PSATS Annual Educational Conference in 2012.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Boyer, to appoint the Township Manager as the Voting Delegate to the PSATS Annual Educational Conference in 2012.** No discussion.  
**Vote 5-0**
5. Chairwoman Keefe called for the motion to appoint Keith E. Whittaker, Secretary/ Treasurer, with bonding and salary compensation at 2012 rates.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Bortner, to appoint Keith E. Whittaker, Secretary/ Treasurer, with bonding and salary compensation at 2012 rates.** No discussion.  
**Vote 5-0**
6. Chairwoman Keefe called for the motion to appoint Heather M. Snyder, Assistant Secretary/ Treasurer, with bonding and salary compensation at 2012 rates.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Boyer, to appoint Heather M. Snyder, Assistant Secretary/ Treasurer, with bonding and salary compensation at 2012 rates.** No discussion.  
**Vote 5-0**
7. Chairwoman Keefe called for the motion to appoint Solicitor, P. Richard Wagner, Attorney of Mancke, Wagner, Spreha & McQuillan, 2233 N. Front St., Harrisburg, PA as Conewago Township Solicitor at 2012 rates.  
**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to appoint Solicitor, P. Richard Wagner, Attorney of Mancke, Wagner, Spreha & McQuillan , as Conewago Township Solicitor at 2012 rates.** Discussion: Chairwoman Keefe advised the Township is lightening the load of the Solicitor because we are appointing a special labor attorney for the Police negotiations. Supervisor Boyer asked if Solicitor Wagner was aware of this. There was some uncertainty; however it is at the discretion and within the powers of the BOS to appoint. A letter will be drafted to Solicitor Wagner outlining his 2012 duties and the Township expectations by the Township Manager and the Chairwoman.  
**Vote 5-0**
8. Chairwoman Keefe called for the motion to appoint Post & Schell, William “Bill” Flannery, as special labor council at 2012 rates.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Bortner, to appoint Post & Schell, William “Bill” Flannery, as special labor council at 2012 rates.** Discussion: Supervisor Boyer questioned the BOS if this was for the maintenance department. Chairwoman Keefe advised it was.  
**Vote 5-0**
9. Chairwoman Keefe called for the motion to appoint Siana, Bellwoar & McAndrew, LLP, Christopher Gerber and Eric Brown, as special labor council for the Police negotiations at 2012 rates.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Bortner, to appoint Siana, Bellwoar & McAndrew, LLP, Christopher Gerber and Eric Brown, as special labor council for the Police negotiations at 2012 rates.** Discussion: Supervisor Boyer asked where the attorneys come from. Supervisor LeGore advised Supervisor Boyer they were from Philadelphia. Chairwoman Keefe also advised the firm was one of five considered. The Public Safety committee met with them and found them well qualified.  
**Vote 5-0**
10. Chairwoman Keefe called for the motion to re-appoint Harold Eastman as the Zoning Hearing Board Solicitor at the 2012 rate  
**Supervisor LeGore made motion, of which was seconded by Supervisor Boyer, to re-appoint Harold Eastman as the Zoning Hearing Board Solicitor at the 2012 rates.**

No discussion.  
Vote 5-0

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11. Chairwoman Keefe called for the motion to appoint Douglas Stambaugh of G.H.I. as Sewage Enforcement Officer & Jonathon Kilmer of Wm. F. Hill & Assoc. as alternate S.E.O. at 2012 rates.  
**Supervisor Boyer made motion, of which was seconded by Supervisor LeGore, to appoint Douglas Stambaugh of G.H.I. as Sewage Enforcement Officer & Jonathon Kilmer of Wm. F. Hill & Assoc. as alternate S.E.O. at 2011 rates.** No discussion.  
Vote 5-0
12. Chairwoman Keefe called for the motion to appoint Buchart-Horn, Inc., representative P. Eric Mains, as Twp. Engineer and appoint C.S. Davidson, Inc., representative Scott DeBell, as Alternate Twp. Engineer for 2012, at the 2012 rates.  
**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to appoint Buchart-Horn, Inc., representative P. Eric Mains, as Twp. Engineer and appoint C.S. Davidson, Inc., representative Scott DeBell, as Alternate Twp. Engineer for 2012, at the 2012 rates.** No discussion.  
Vote 5-0
13. Chairwoman Keefe asked the Secretary- Treasurer if he had spoken to the potential candidate for the position of Township Emergency Management Coordinator (EMC). The Secretary- Treasurer advised the individual he spoke with did not have the time and thanked the BOS for the consideration. The Township Manager advised she had a potential candidate however he was not certified. The discussion continued with several names being mentioned. There is training on January 21, 2012 the new EMC should take. Reservations are required to ensure enough seating. Chairwoman Keefe advised the BOS to make the inquiries and have the prospective candidates send in a letter of intent and advise the Township Manger so she can sign them up for the training.  
**Chairwoman Keefe made motion, of which was seconded by Supervisor Knight, to temporarily appoint David Roth as Township Emergency Management Coordinator.** No discussion.  
Vote 5-0
14. Chairwoman Keefe called for the motion to appoint Donald Baker to a 5-year term on the Zoning Hearing Board. No motion was made.
15. Chairwoman Keefe asked if there were any nominations for a vacant 5-year term on the Zoning Hearing Board. No motion was made.
16. Chairwoman Keefe called for the motion to re-appoint Richard Neiderer and Tom Klunk to a full term of 4 years on the Planning Commission.  
**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to re-appoint Richard Neiderer and Tom Klunk to a full term of 4 years on the Planning Commission.** No discussion.  
Vote 5-0
17. Chairwoman Keefe called for the motion to re-appoint Francis Tananis to a full term of 5 years on the Municipal Authority.  
**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to re-appoint Francis Tananis to a full term of 5 years on the Municipal Authority.** No discussion.  
Vote 5-0
18. Chairwoman Keefe asked if there were any nominations to serve on the Elected Auditor Board for 6 year term. No motion was made.

19. Chairwoman Keefe asked if there were any nominations to serve as Chairman of the Vacancy Board. No motion was made.
20. Chairwoman Keefe called for the motion to appoint Adams County National Bank and Susquehanna banks as depositories.  
**Supervisor Boyer made motion, of which was seconded by Supervisor Bortner, to appoint Adams County National Bank and Susquehanna Bank as depositories for the Township funds.** Discussion: Chairwoman Keefe asked the Secretary- Treasurer if the Township has looked into doing our banking elsewhere. The Secretary- Treasurer advised the BOS PNC was looking to get the Township accounts. However, it was in the opinion of the Secretary- Treasurer to keep all Township funds out of PNC because the Municipal Authority does all of its banking at PNC. The Secretary- Treasurer advised the Administrative Committee ACNB wants to meet with the Township to review the reserve account and the investments. Both members agreed to attend and for the Secretary- Treasurer to arrange the meeting and time.

**Vote 5-0**

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21. Chairwoman Keefe called for the motion to appoint for the 2011 audit, Stambaugh-Ness as the contracted C.P.A. for the purposes of auditing the accounts of the Township consistent with the Second Class Township Code Section 917.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Boyer, to appoint for the 2011 audit, Stambaugh-Ness as the contracted C.P.A. for the purposes of auditing the accounts of the Township consistent with the Second Class Township Code Section 917.** No discussion.

**Vote 5-0**

22. Chairwoman Keefe called for the motion to re-appoint York-Adams Tax Bureau as the collector of the Local Tax Enabling Act 32.  
**Supervisor Boyer made motion, of which was seconded by Supervisor Knight, to re-appoint York-Adams Tax Bureau as the collector of the Local Tax Enabling Act 32.** No discussion.

**Vote 5-0**

23. Chairwoman Keefe called for the motion to re-appoint Keith E. Whittaker as delegate and Heather M. Snyder and Marcy L. K. Hagarman as alternate delegates to the Adams County Tax Collection Committee and to the York-Adams Tax Bureau.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Boyer, to re-appoint Keith E. Whittaker as delegate and Heather M. Snyder and Marcy L. K. Hagarman as alternate delegates to the Adams County Tax Collection Committee and to the York-Adams Tax Bureau.** No discussion.

**Vote 5-0**

24. Chairwoman Keefe called for the motion to re-appoint the Zoning and Code Enforcement Officer, Maintenance Manager, Chief of Police, and Township Manager at determined 2012 rates.  
**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to re-appoint the Zoning and Code Enforcement Officer, Maintenance Manager, Chief of Police, and Township Manager at determined 2012 rates.** No discussion.

**Vote 5-0**

25. Chairwoman Keefe called for the motion to re-appoint Marcy L. K. Hagarman as delegate and Keith E. Whittaker and David W. Arndt, Jr. as alternate delegates to the Adams County Council of Governments.  
**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to re-appoint Marcy L. K. Hagarman as delegate and Keith E. Whittaker and David W. Arndt, Jr. as alternate delegates to the Adams County Council of Governments.** No discussion.

**Vote 4-1- Supervisor LeGore opposed**

26. Chairwoman Keefe called for the motion to re-appoint Marcy L. K. Hagarman as the Township Right-to-Know Officer and David W. Arndt, Jr. as alternate Right-to-Know Officer.

**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to re-appoint Marcy L. K. Hagarman as the Township Right-to-Know Officer and David W. Arndt, Jr. as alternate Right-to-Know Officer.** Discussion: Supervisor Boyer asked the Township manager if this was too much work and if the titles should be reversed. The Township Manager advised the BOS there have only been three to four requests at the most and it was not a problem.

**Vote 5-0**

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27. Chairwoman Keefe called for the motion to re-appoint Planning Commission, Zoning Hearing Board, Elected, and Municipal Authority members at seated 2012 rates.

**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to re-appoint Planning Commission, Zoning Hearing Board, Elected, and Municipal Authority members at seated 2012 rates.**

**Vote 5-0**

**B. Communications received pursuant to the above actions**

1. Post & Schell, William "Bill" Flannery, special labor council
2. Puhl, Eastman & Thrasher, Harold Eastman, Jr., Zoning Hearing Board service
3. G.H.I., Doug Stambaugh, S.E.O. services
4. Wm. F. Hill & Assoc., Inc., Jonathan Kilmer, S.E.O. services

**C. New Business**

1. Chairwoman Keefe called for the motion to adopt Resolution 2012-A which establishes the fee schedule for the Township in 2012.

**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to adopt Resolution 2012-A, Fee Schedule for Conewago Township, as presented.**

Discussion: Supervisor Bortner expressed concern over the fees in relation to our neighboring Townships and Boroughs. The Township Manager advised the BOS the Township is competitive. Supervisors LeGore and Boyer both indicted Penn Township and Hanover Boroughs fees are higher.

**Vote 5-0**

2. Chairwoman Keefe called for the motion to adopt Resolution 2012-B which establishes the Tax Levy at 1.4246 mills for the Township in 2012.

**Supervisor Bortner made motion, of which was seconded by Supervisor LeGore, to adopt Resolution 2012-B, Tax Levy, as presented.** Discussion: Supervisor LeGore advised he voted for the budget and he has to vote for the tax increase.

**Vote 5-0**

3. FYI: 2012 Municipal Tax Rates/Info for Adams Co. Board of Assessment Appeals

4. Chairwoman Keefe called for the motion to adopt Resolution 2012-C which eliminates the Police Pension Fund members need to contribute to the pension fund.

**Supervisor LeGore made motion, of which was seconded by Supervisor Bortner, to adopt Resolution 2012-C, Municipal Police Pension Fund, as presented.**

Discussion: The Township advised the BOS she was speaking to our pension administrators about this and has not received an answer back. However, this s resolution is a continuation of what the BOS has done in the past.

**Vote 4-0.** Supervisor Boyer abstained due to her husband being an officer.

5. Current Terms of Office, revision will be supplied for 1.16.2012 Supervisor's meeting.

6. Holidays for regular full-time, non-unionized employees have been determined to be the following: New Years Day, Good Friday, Memorial Day, Independence Day, Election Days, Veterans' Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day.
7. The Public Notice regarding 2012 meeting dates as published on December 27, 2012 in the Hanover Evening Sun was given to the Supervisors

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**D. Other Business**

1. Chairwoman Keefe called for the motion to adopt Resolution 2012-D, Final Minor Land Development Plan approval for Precision Cuts on Ram Dr. The Township Manager advised at the December BOS meeting the plan was approved however the resolution was not. The resolution is now complete and here for approval.  
**Supervisor LeGore made motion, of which was seconded by Supervisor Bortner, to adopt Resolution 2012-D, Final Minor Land Development Plan approval for Precision Cuts on Ram Dr.** No discussion.  
**Vote 5-0**
2. FYI- The financial interest statements need to be filled out by May 1<sup>st</sup> 2012 and returned to the Secretary- Treasurer. The forms are expected in to the Township by February.
3. Supervisor Bortner advised the BOS of two issues on his mind.
  - a. Supervisor Bortner made the suggestion for the Supervisors to look at the seating and the lack of space available. Supervisor Bortner suggested the secondary participants sit to the rear of the main table. Supervisor Bortner explained further; if they are not voting but only here to report, they could be moved back. No action taken.
  - b. Supervisor Bortner suggested the BOS entertain some diversity training for the employees of the Township. Supervisor Bortner advised the administration committee could start this process. Supervisor LeGore advised the employees should be forced to follow a code of conduct in relationship to the work place. Supervisor LeGore advised several items brought before the BOS in a meeting were things that only employees would know. Supervisor LeGore respects the public's right to know law but something's should be kept confidential when it relates to the Township. Supervisor LeGore advised ultimately the Township has the right to make the decision as to what is released and when. Supervisor Boyer advised where she works the employees are required to sign an agreement of confidentiality. Chairwoman Keefe asked Supervisor Bortner to look into a code of conduct seminar as well. Supervisor Bortner agreed. Supervisor Bortner advised the Township should have an authorized person designated to release information and talk to the press.

**E. Public Comment- None**

**F. Announcements**

- Elected Auditors Re-Organizational Meeting - 1-4-12 at 1:00 pm
- Planning Commission Re-Organizational and Regular Meeting - 1-5-12 at 7:00 pm
- Board of Supervisors Meeting - 1-16-12 at 7:00 pm
- Zoning Hearing Board – Re-Organizational Meeting – TBD

**G. Adjournment**

Supervisor Bortner made motion, of which was seconded by Supervisor Boyer, to adjourn at 7:20 PM.

**Vote 5-0**

Respectfully Submitted:

Keith E. Whittaker  
Secretary/ Treasurer