

John D. Rochat
Chairman
533-3831

Jay M.Brandt
Vice Chairman
367-3667

Galen Shelly
Road Master
367-3722

**CONEWAGO TOWNSHIP
BOARD OF SUPERVISORS**

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Shirley Bretz
Twp.Secretary/
Asst.Treasurer

Dolores Kuntz
Treasurer/
Assistant Secretary

January 2, 2007

BOARD OF SUPERVISORS REORGANIZATION MEETING

The Conewago Township Board of Supervisors held the reorganization meeting Tuesday, January 2, 2007. Those present were:

John Rochat	Galen Shelly	Jay Brandt
Shirley Bretz	Dolores Kuntz	Max Shradley, Absent
Rosalie Sarfert	Jason Parmer	Jon Yost, 8:50 PM
Donna Spittle	Mike Spittle	Michele Coleman, The Sun
Norman Miller	Tom Luttrell	Paul Zimmerman

The meeting was called to order by Chairman Rochat at 7:40 PM. The first order of business was the reorganization meeting.

NOMINATIONS FOR CHAIRMAN, VICE-CHAIRMAN, AND SUPERINTENDENT OF ROADS – A motion by Shelly second by Rochat to nominate John Rochat as Chairman, Jay Brandt as Vice-Chairman, and Galen Shelly as Road Master. Motion carried.

APPOINTMENTS:

SECRETARY – A motion by Rochat second by Brandt to appoint Shirley Bretz as Secretary. Motion carried.

ASSISTANT SECRETARY – A motion by Shelly second by Rochat to appoint Dolores Kuntz as Assistant Secretary. Motion carried.

TREASURER – A motion by Rochat second by Shelly to appoint Dolores Kuntz as Treasurer. Motion carried. Brandt-Abstain

ASSISTANT TREASURER – A motion by Rochat second by Shelly to appoint Shirley Bretz as Assistant Treasurer. Motion carried.

APPOINTMENTS, CONTINUED

SOLICITOR – A motion by Rochat second by Shelly to appoint the firm of Yost & Davidson as our Solicitor with rates outlined in letter dated December 27, 2006. Motion carried.

ENGINEER – A motion by Shelly second by Rochat to appoint the firm of RETTEW Associates, Max Shradley as the primary person of contact, as our Township Engineer with the rates outline in letter dated December 11, 2006. Motion carried.

SEWAGE ENFORCEMENT OFFICER - A motion by Shelly second by Rochat to appoint Marvin Stoner as our Township Sewage Enforcement Officer. The rates will remain the same as last year. Motion carried.

ZONING OFFICER – A motion by Rochat second by Shelly to appoint Donald Parmer as our Zoning Officer with the rates to be performed on a time and expense basis at same rate for 2007. Motion carried.

ASSISTANT ZONING OFFICER – A motion by Rochat second by Shelly to appoint Frank Chlebnikow of RETTEW Associates as Primary Assistant Zoning Officer. Motion carried.

EMPLOYEES'S WAGES – A motion by Rochat second by Shelly to set the employee's wages for Shirley Bretz, \$15.40/Hr., Kevin Shope, \$18.00/Hr., and Blaine Youtz, \$15.00. Blaine Youtz will start paying 10% of his Health Insurance unless he is able to find other health insurance at a reasonable cost the Board will consider the guidelines. Motion carried.

A motion by Rochat second by Shelly to set Dolores Kuntz at \$7,800/Yr or \$650.00/Monthly. Motion carried. Brandt, Abstain

DEPOSITORIES – A motion by Brandt second by Rochat to appoint Wachovia, Fulton, Plgit, Citizens, and Commerce as township depositories, and a time will be set to meet with the proposals from Wachovia, Citizens, and Commerce. Motion carried.

EQUIPMENT RENTAL RATES – A motion by Shelly second by Brandt to increase the rates on equipment rental and set the rates as follows: Loader \$94.00; Truck, \$68.00; Grader, \$78.00; and Truck Plow, \$100.00 – Per Hour with Driver. Motion carried.

REAPPOINTMENT OF ZONING HEARING BOARD MEMBERS –

A motion by Rochat second by Shelly to appoint Eleanor Long to a 3 year term on the Zoning Hearing Board. Term expires 12-31-09. Motion carried.

APPOINTMENTS, Continued

REAPPOINTMENT OF ZONING HEARING BOARD -

A motion by Rochat second by Brandt to appoint Donna Spittle as alternate to Zoning Board for a 3 year term. Term expires 12-31-09. Motion carried.

REAPPOINTMENT OF PA UCC APPEALS BOARD – A motion by Rochat second by Shelly to reappoint Max Shradley to a 5 year term on the PA UCC Appeals Board. Term expires 9-30-11. Motion carried.

REAPPOINTMENT OF MUNICIPAL AUTHORITY BOARD - A motion by Rochat second by Shelly to reappoint Ralph Luttrell to a 5 year term on the Conewago Municipal Authority Board. Term expires 1-7-12. Motion carried. Brandt-Abstained

APPOINTMENT OF PARK & RECREATION BOARD VACANCY, TERM EXPIRED 9-30-07 – This appointment was tabled to a later date.

CHAIRMAN OF VACANCY BOARD – A motion by Rochat second by Shelly to appoint Donald Parmer as Chairman of the Vacancy Board. Motion Carried. Brandt-NO

MINUTES OF DECEMBER 13, 2006 – A motion by Rochat second by Shelly to approve the minutes of December 13, 2006 with correction on Page 6, Hills of Waterford change west to east; and Page 8, take out sentence under Foxglove Circle “She received a notice and thought it was from us”. Motion carried

TREASURER’S REPORT – DECEMBER 31, 2007 - A motion by Shelly second by Rochat to approve the Treasurer’s Report dated December 31, 2006 subject to audit. Motion carried.

EXPENDITURE REPORT – JANUARY 2, 2007 – A motion by Rochat second by Shelly to approve the Expenditure Report dated January 2, 2007 in the amount of \$30,305.02. Motion carried.

SUBDIVISION/ENGINEERING FEES REPORT - All are up-to-date

PLANNING COMMISSION – NO MEETING TO JANUARY 29, 2007

PUBLIC COMMENTS – **Rosalie Sarfert** – If your hiring a Township Administrator because there will be a lot of extra work until the sewer is finished. Is that going to be temporary because Derry Twp does the billing. Rochat said we haven’t finalized with Derry on sewer system, but it would be our intent for them to do the billing. Unlike Phase I they did the billing on the construction side and they don’t want to do that on Phase II. This would be a part-time position and would involve other work within the township to help the secretary’s work load.

PENNVEST APPLICATION EXPENSES & APPROVAL FOR PAYMENTS – Rochat said HRG sent the final application for Phase I to be signed for payment.

A motion by Rochat second by Shelly to authorize and approve the execution of submission of Application No. 30 for final application to close-out Phase I. Motion carried.

Solicitor Yost will see the township receives the final copy of Application No. 30.

KOSER ROAD BRIDGE – REPLACEMENTS - Road Master Shelly said he is waiting to hear from Quinton Ressler, RETTEW Associates, regarding a meeting date with PENNDOT in January.

TOWNSHIP COMPREHENSIVE PLAN UPDATE – Nothing to Report – Their next scheduled meeting is January 17, 2007 – 7:00 PM

ACT 537 – SEWAGE FACILITY UPDATE, PHASE II - Rochat reported that paper work was submitted, and tentatively will close 1-17-07. There were blanks left on paperwork because we were unsure of grant money (6.2 million and \$618,000. Grant). In Phase I, the township got 2 million dollar loan, and 2 million dollar grant, and when bid was half million lower it was cut equally. In Phase II we got 90% loan and 10% grant. The Authority got favorable bids and lowest bid was 2.4 million less, so we didn't know what PENNVEST would do with the grant portion when application was submitted on 12-26-06. On 1-2-07 we got notification that the grant and loan were left intact. The new numbers are favorable for user fees, but PENNVEST has to rewrite documents which may delay the closing until the following week.

PARK & RECREATION ADVISORY BOARD UPDATE – REVIEW BYLAWS & NEWSLETTER - Jason asked for the Board's input on the bylaws and the newsletter. **Bylaws** - Rochat stated the bylaws are very good, his only question is, part of the role of seeking grants and/or preparing grants is it included in the bylaws? Jason said the goals implemented in the master plan include the grants. Rochat said the Board doesn't have to approve the bylaws, and Chairman Parmer stated they appreciate the Board's input.

Newsletter – Jason said based on the content of the Newsletter does the Board have any input? He also plans to take a new photo of the township building. He got quotes from Alpha Graphics based in Camp Hill, the cost to print the newsletter and duplicate the insert would be: 1,500 copies - \$323.00. 2,000 copies - \$399.00. The cost for mailing services would include printing the township mail stamp on each newsletter, printing the addresses, sorting and mailing would be: 1,500 - \$183.75, and 2,000 - \$244.00, and they would be using 20 Lb. paper. Chairman Parmer got a quote from a local company on Rt. 743, Freedom Graphics and they would use 60 Lb. paper and the actual newsletter and insert would cost \$325.00, mailing \$183.00, and an additional \$20.00 fee for stickers. The Board asked them to include a meeting regarding the running of public water to businesses and owners on Route 743 corridor. On Wednesday, January 24, 2006 at 6:30 PM at the Conewago Township Building a meeting between the business and homeowners of Route 743 and PA American Water Company will be held. Bob Schnitzler, a field representative from PA American Water, will explain the procedure of running public water. It is at this time you must stress the

PARK AND RECREATION BOARD, Continued - the urgency of running the water line at the same time as the sewer. Your attendance and input at this meeting are important. If you have any questions or can't attend please call Fred Weaver, Penn Hershey Self Storage at 533-2885. Brandt said this is not the Township's first newsletter. This is the first combined newsletter of the Park and Recreation and the Board of Supervisors.

A motion by Rochat second by Shelly to approve the newsletter with the changes discussed, and this Board doesn't need to review the newsletter. Motion carried.

A motion by Rochat second by Shelly to authorize printing of the newsletter by Freedom Graphics including printing and mailing not to exceed \$550.00. Motion carried.

WEST SHORE COUNCIL OF GOVERNMENT AGREEMENT – Road Master Shelly and the Township Road Crew with Mr. Perry of West Shore COG. He discussed topics they offer such as purchasing of road materials, signs, health insurance, etc. Brandt said he wasn't sure we would benefit from their services. Rochat said it is a 2 year commitment when you sign up, and you can only sign up at the end of a monthly quarter. He suggested we table it until the February meeting, and check with Mr. Perry on prices for the services they offer.

RECONFIRM & APPROVE ALL ACTIONS OF 12-21-06, SPECIAL JOINT MEETING WITH MUNICIPAL AUTHORITY & BOARD OF SUPERVISORS – Rochat reported that the Board of Supervisors along with the Conewago Municipal Authority held a special meeting 12-21-06. The meeting was properly advertised by the Authority Solicitor, Peter Henninger. A citizen advised that it was not in the newspaper on the 20th, but it was in the newspaper on the 21st. Solicitor Henninger received a confirmation from the newspaper stating it met the deadline to be in the paper on 12-20-06, which is a 24 Hr. notice. Rochat wants to rectify any misunderstanding regarding advertising of this meeting.

A motion by Rochat second by Shelly to readopt any actions taken by the Board of Supervisors on 12-21-06., and note that there were citizens at that meeting. Motion carried. Brandt-NO, he doesn't feel it was properly advertised.

Donna Spittle asked what the meeting was about since no minutes are available. The secretary has three sets of minutes to prepare in December and also this meeting. Rochat stated there were documents by the Supervisors and the Authority that needed to be signed and submitted by the deadline for PENNVEST by 12-26-06. There was no talk on costs or user fees because they didn't know how much of the grant PENNVEST would give. Since that meeting the township was notified they had to resubmit a lot of the paperwork because of the grant money.

APPROVE DIANA REED ASSOCIATES PROPOSED AGREEMENT FOR 2006 TAX YEAR ENDING 12-31-06 – Rochat asked Solicitor Yost if the agreement with Diana ReedAssociates was advertised properly. He said the Board needs to adopt a resolution for 2006 audit proposal. A motion by Rochat second by Shelly to adopt Resolution 2007-1 to \$8,800. pursuant to letter dated 9-1-06. Motion carried. Brandt-NO

HEROES FUND INC., RESOLUTION – The project is being developed on a peaceful tract of land donated by Lower Paxton Township to Dauphin County Heroes Grove. The fund was established in 1785 in Dauphin County has been home to countless ordinary citizens who have done extraordinary feats. All have one common thread, a willingness to sacrifice their own safety and well-being to protect their citizens and the American way of life. Rochat said at last months meeting we received a letter for the Board to review, and if we want to participate we are to approve the resolution. This was tabled until February meeting to see if other municipalities are participating..

BEILER-ZIMMERMAN CONDITIONAL USE DECISION – PARCEL 22-014-010, ZONED AG, Formerly Ruth Long, Proposing to Subdivide 5 New Residential Lots and 2 Add on Lots -

Rochat reported that at the December meeting they had a hearing on this Conditional Use Application and the township must take action within 45 days. Rochat said in reading the recommendation of the Planning Commission they believe they are technically within our ordinance, but several members didn't like the layout of the lots. Rochat said if we didn't allow development in our ordinance there would be no Conditional Use procedure. He said by the law, the township engineer, the township solicitor, and the applicants solicitor can't find anything that they can't do with what they are proposing the 5 single family lots which meets our ordinance. Rochat stated only 10% of 1.2 acres can be subdivided. A total of 12.1 acres will be residential and 109 acres remains farmland. Mr. Zimmerman said this is only a sketch plan. He tried to meet all the requirements and was told the proper procedure is to request a Conditional Use before you bring a Subdivision Plan to the township. Mike Spittle said does the township want to preserve farmland or not. Solicitor Yost stated you can preserve farmland to a certain extent, but you can't take it away from somebody by saying you can only use it for one thing. Solicitor Yost said this is the plan the township adopted in the Comprehensive Plan to try to preserve farmland, but to allow a limited amount of residential use in the Ag area. He also said you don't want to make it too restrictive because if it goes to court, it could come back with allowing developing of the land with the acreage of this size farm.

A motion by Rochat second by Shelly to approve the Conditional Use substantially similar to the layout presented unless a different layout is approved by the Board of Supervisors, with the understanding they must meet all the requirements of our ordinances as they go through the process. The solicitor will prepare the written motion of the Conditional Use. Motion carried. Brandt-NO

DISCUSS RALPH & HELEN LUTTRELL'S, REQUEST FOR ZONING MAP CHANGE – PARCEL 22-019-001 TO 017 GARDEN COURT CONDO'S & PARCEL 22-006-146 –

Solicitor Yost said we need to set a hearing date and need to advertise. Solicitor Yost asked Tom Luttrell to email him a copy of the proposed language for zoning map change to include in the advertisement.

A motion by Rochat second by Shelly to advertise for the hearing for Ralph & Helen Luttrell's request for Zoning Map Change to be held on 2-14-07 and authorize the solicitor to prepare proper advertisement and send notices to property owners. Motion carried.

APPROVAL OF 85TH ANNUAL PSAT'S CONVENTION – 4-22-07 TO 4-25-07 – This years annual convention will be April 22-25, 2007, at the Hershey Lodge in Hershey, PA. The board discussed who will attend the convention and voted for a delegate. The Supervisors, Dolores, and Shirley will attend the convention, and the Road Crew may sign up for special training for brochure for Road Crew employees.

A motion by Brandt second by Rochat to appoint Dolores Kuntz and Shirley Bretz as voting delegates, and to authorize the secretary to send in the applications for the Supervisors, the secretary and the treasurer at a reduced amount of \$125 each to be submitted by January 22, 2007. Motion carried.

DISCUSS FEE SCHEDULE FOR 2007 – The solicitor did not complete the fee schedule for services offered from the township, however, he prepared a resolution for the fee schedule for legal services to be applied to an applicant for review of all plans submitted , to include review and drafting of any documents needed to be submitted by the applicant as part of the approval process, and reports on plans or such documents to the Township.

A motion by Brandt second by Rochat to adopt Resolution 2007-2 for legal review and/or report fees for subdivision and or land development plans and/or other land use plans submitted under Article V, Subdivision and Land Development of the PA Municipalities Planning Code. Motion carried.

PUMPING AGREEMENTS FOR VACANT HOMES – SOLICITOR – This item is tabled until February meeting.

HILLS OF WATERFORD – DEDICATION OF ROADS - Rochat said accepting dedication of roads was tabled at the January meeting. Rochat also said, if we would release the money for the road which Engineer Shradley said most of the roads are completed. The question on the west side of Roundtop Rd. and Westhampton Terrace is corrected. The East Side during the downpour of rain it was not in the intersection, it was in curb, but this is not completely fixed. Engineer Shradley suggested an amendment to our ordinance to prevent this from happening in the future. Engineer Shradley talked with Mr. Nestico and he said we shouldn't release the money. The water is in the ditch drainage or inlet on the right-of-way between two houses, (Lot 31 & Lot 32) which is not actually on the Nestico property. Engineer Shradley also said he talked with Hills of Waterford and they were not aware of this problem.

The last reduction of money of for Hills was \$325,000. in February, 2006. The only thing outstanding is the paving. The engineer said the 2 deficiencies to address are Lot 31 and 32 and it will be the township problems if the drainage isn't properly fixed. If the township had to put an inlet or drain pipe across Roundtop road, it could be costly. After much discussion the solicitor suggested not to release the last \$25,000., they must provide a 15% bond for Security Maintenance Agreement, Deed of Dedication must be approved by engineer and solicitor and than we would accept the roads.

HILLS OF WATERFORD – DEDICATION OF ROADS, Continued

A motion by Rochat second by Shelly to recommend acceptance of Dedication of Roads under the condition, the township holds \$25,000 to address the 2 deficiency problems, Deed of Dedication must be signed by engineer and solicitor, they must post 15% of Original Security amount of \$1,245,000 and sign a Security Maintenance Agreement per township ordinance for 18 months, and pay the portion of liquid fuel money the township would have received for their roads for 2007. Motion carried. Brandt-NO – He said we shouldn't accept roads until drainage problem is corrected.

Road Master Shelly will take care of calculating the amount the township would have received for 2007 for their roads.

John Rochat – Reminder of the TMI Training on March 1, 2007 at 6:00 PM at the township building.

Discussion for Part-Time Administrator Position – Rochat handed out copy of potential job description and resolution for part-time administrator at December meeting to the supervisors the solicitor, and asked if there are any comments. Brandt said he never received them. The secretary made copies for everybody, and after the solicitor saw them he said there were two formats and they looked fine. This position would be for the administrator to do numerous jobs, such as policy manual, job descriptions for every position, insurance, etc. We need a position to direct, and to assist the secretary with her workload. Brandt said this was never discussed, you introduced him to someone and the only word he heard was manager, and he feels they need to go into executive session. Rochat said to Brandt you were part of the budget procedure and in the minutes you voted no for \$1,000,000. and didn't say anything about the part time position. Sarfert said did you advertise for this position, did you advertise for Eric and Shirley. Rochat directed that question to the solicitor. The solicitor said it is appropriate to advertise, but in a second class township you don't have to. He also said there is no basis for an executive session because that is to protect the individual, you are discussing a position. Rochat said at this time we are talking about approving a job description and resolution, and suggested this be put on the February agenda for Part-time Director of Administration position.

A motion by Shelly second by Rochat to adjourn at 10:20 PM. The next regular meeting is February 14, 2006.

Respectfully submitted,

Shirley A. Bretz
Township Secretary