

John J. Graybill  
Chairman  
534-2812

Jay M. Brandt  
367-3667

John D. Rochat  
Vice-Chairman  
533-3831

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**CONEWAGO TOWNSHIP  
BOARD OF SUPERVISORS**

3279 Old Hershey Road  
Elizabethtown, PA 17022  
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Shirley Bretz  
Township Secretary

Dolores Kuntz  
Assistant Secretary/  
Treasurer

January 6, 2003

**BOARD OF SUPERVISORS MINUTES**

The Conewago Township Board of Supervisors held their re-organizational meeting Monday, January 6, 2003. Those present were:

John Graybill  
Dolores Kuntz  
Max Shradley  
Joel Buckley

John Rochat  
Shirley Bretz  
Rosalie Sarfert  
Scoop, The Sun

Jay Brandt  
Jon Yost  
Jim Foreman  
Greg Hill

The meeting was called to order by Chairman John Graybill at 7:30 P.M.

NOMINATION FOR CHAIRMAN - Motion by Rochat second by Brandt to nominate John Graybill for Chairman, Motion carried.

NOMINATION FOR VICE-CHAIRMAN - Motion by Brandt second by Graybill to nominate John Rochat as Vice-Chairman. Motion carried.

**APPOINTMENTS:**

SECRETARY - Motion by Brandt second by Rochat to appoint Shirley Bretz as Secretary. Motion carried.

ASSISTANT SECRETARY- Motion by Rochat second by Graybill to appoint Dolores Kuntz as Assistant Secretary. Motion carried

TREASURER - Motion by Rochat second by Graybill to appoint Dolores Kuntz as Treasurer at a salary of \$6,916.00. Motion carried.

ASSISTANT TREASURER - Motion by Rochat second by Brandt to appoint Shirley Bretz as Assistant Treasurer. Motion carried.

CHAIRMAN OF VACANCY - Motion by Graybill second by Rochat to appoint Edward Gallagher as Chairman of the Vacancy Board. Motion carried.

SOLITOR - Motion by Brandt second by Graybill to appoint the firm of Yost & Davidson as our solicitor with the rates outlined in letter dated January 2, 2003. Motion carried.

ENGINEER - Motion by Graybill second by Rochat to appoint the firm of RETTEW Associates. Max Shradley primary person of contact, as our township engineers with the fee schedule which shows 2003 fee increase by \$25.00 per quarter for annual engineering retainer as outlined in letter dated 12-19-2002. Motion carried.

SEWAGE ENFORCEMENT OFFICER - Motion by Graybill second by Brandt to appoint Gerald R. Grove of Grove Associates as our Township Sewage Enforcement Officer and Gerald C. Grove as an alternate. The rates will be as outlined in the letter January 6, 2003. Graybill, Brandt - yes: Rochat - no. Motion carried.

ZONING OFFICER - Motion by Rochat second by Graybill to appoint Frank Chlebnikow, Rettew Associates as our Zoning Officer with the rates to remain the same as last year (\$60.00 per hour) as outlined in letter from RETTEW dated 12-19-02. Motion carried.

ASSISTANT ZONING OFFICER - Motion by Brandt second by Rochat to appoint Max Shradley as Assistant Zoning Officer. Motion carried.

RE-APPOINTMENT OF ZONING HEARING BOARD MEMBER - Motion by Brandt second by Rochat to re-appoint Curtis Eisenhower to a 3 years term on the Zoning Hearing Board. Term to expire 12-31-05. Motion carried.

SUPERINTENDENT OF ROADS - Motion by Rochat second by Graybill to appoint Jay Brandt as Superintendent of Roads. Motion carried.

EMPLOYEE WAGES - Motion by Rochat second by Graybill to increase employees wages by \$.30 per hour for 2003. (Eric Sechrist, Kevin Shope, and Shirley Bretz.). Motion carried.

DEPOSITORIES - Motion by Brandt second by Rochat to appoint First Union, Allfirst, PNC, Fulton, Farmers First, PLIGT as our township depositories. Motion carried.

VOTING DELEGATE PSATS 2003 CONVENTION - Motion by Graybill second by Rochat to appoint Dolores Kuntz as our voting delegate at the 2003 convention. Motion carried.

MEETING DATES - Motion by Graybill second by Rochat to keep meeting dates as the 2nd Wednesday of each month, except for January or unless otherwise specified, beginning at 7:30 PM. Motion carried.

EQUIPMENT RENTAL RATES - Motion by Brandt second by Graybill to keep the rates on each piece of equipment as follows:  
Loader \$85.00, Truck \$55.00, Grader \$65.00, Truck w/plow \$61.00. Motion carried.

TRI-COUNTY REGIONAL PLANNING COMMISSION AGREEMENT - A motion by Brandt second by Rochat to enter into a two year agreement with Tri-County Regional Planning Commission at no cost to the township. Motion carried.

MINUTES December 11, 2002 - Motion by Rochat second by Brandt to approve the December 11, 2002 minutes as submitted. Motion carried.

TREASURER'S REPORT - December 31, 2002 - A motion by Rochat second by Brandt to approve the Treasurer's Report dated December 31, 2002 subject to audit. Motion carried.

EXPENDITURE REPORT - January 6, 2003 - Motion by Rochat second by Graybill to approve the expenditure report dated January 6, 2003 in the amount of \$21,559.56. Motion carried.

SUBDIVISION/ENGINEERING FEES & AN STATUS REPORTS - Billing all up-to-date. Nothing to report.

PUBLIC COMMENTS DAUPHIN COUNTY ECONOMIC DEVELOPMENT CORPORATION - Rosalie Sarfert brought to our attention that an article in the COUNTY OF DAUPHIN TOURISM UPDATE BROCHURE listing area road improvement projects. The project included improvements to Route 743 bypass in Derry and Conewago township. The township had no knowledge of this improvement. A motion by Graybill second by Rochat to write a letter to Dauphin County Economic Development to find out what they plan to do in our township.

PUBLIC COMMENTS, Continued - Joel Buckley Web-Site - Mr. Buckley made a web-site called ConewagoOnline.com. This is a web-site with community information pertaining to churches, schools, and township. etc. He is doing this web-site on his own time, but the Board requested he makes it known this is not an official web-site for the township.

PROPERTY MAINTENANCE CODE – The solicitor is still working on finalizing a Property Maintenance Code and Dangerous Structures Ordinance which will be combined into an ordinance for Conewago Twp. for the February meeting..

ACT 537 - STATUS REPORT - DTMA was not present, however Kim Bloom corresponded with the secretary that the bids are being sent January 9, 2003 and will be advertised in The Chronicle, February 11, 2003 as the opening date for bids. Engineers bids will be reviewed by DTMA, and hopefully at their February 24, 2003 meeting will award bids. All right of ways have been negotiated. Ralph Watters would like to have a special meeting January 20 or 21, 2003, at DTMA's office with the Board of Supervisors and the Solicitor to discuss the Agreement between both townships.

OLDS MANAGEMENT PROGRAM - Nothing much to report, except entering information as it comes in mail. Area-Year 2001. We still have 10 residents who have not responded to reminders for Inspection/Pumping Reports, which were due end of 2001. The solicitor will send letters for those residents to the District Justice for February meeting. Notices will be sent to residences that will be required to be pumped in the year 2003. Reminder letters will be sent February 2003 to those people in Area 3 who didn't comply for the mandatory inspection and pumping reports during 2002. Also, letters were sent to any new homes that were exempt or received their certificate of use, reminding them and notifying them what year they are due to inspect or pump.

2003 HUMANE SOCIETY MUNICIPAL ANIMAL SERVICES AGREEMENT- Motion by Rochat second by Graybill to renew our agreement with the Humane Society for 2003, based on four animals for year 2002 in the amount of \$157.50 and to include an amendment to reserve the right for Supervisor approval option. Motion carried.

JAMES K. FOREMAN – Final Minor Re-subdivision Plan of Parcel 2 - The township engineer stated that the plan needs to be signed and notarized. Waivers were already granted. When plan is revised the secretary will get signatures. The deed combining the two parcels needs to be provided prior to recording. A motion by Graybill second by Rochat to approve James K. Foreman's Final Minor Re-subdivision Plan. Motion carried.

**ENGINEERS REVIEW FOR DEVELOPING SUBDIVISION ORDINANCES -**

The engineer reviewed ordinance on concrete pipes. The township will need to follow PENNDOT's local load requirement for paving. The engineer will prepare an ordinance for supervisors to review for February meeting. The engineer needs to talk to the solicitor regarding maintenance of curbs, sidewalks, and street cuts because this is a legal issue.

**TOWNSHIP NEWS MAGAZINE - DEP PROPOSES MODEL STORMWATER ORDINANCE FOR MUNICIPALITIES -** Rochat asked the township engineer about the stormwater management program. The engineer said a northwest corner of our township was designated and we would have to tile a permit for that area. The secretary received the letter, but not the application for permit, she will call for a permit.

Rochat requested we take a recess until the Solicitor arrives 8:40 PM.

**HILLS OF WATERFORD HOLDING TANK -** The Hills of Waterford is requesting permission to use a temporary holding tank for one model home for the Dowhower Property. Mr. Gerald Grove (SE0) indicated that no perc/probe test can be done until March and that the ordinance provides for a temporary holding tank. This home would not be occupied and is for marketing and display purposes. The holding tank will be replaced upon connection to public sewer and is expected in 2003. The final plan is going before Planning Commission on January 27, 2003. The Board will hold off until February meeting, to see what Planning Commission recommends and also where we are with DTMA Intermunicipal Agreement.

**ACT 100 – CONEWAGO TOWNSHIP - OPEN RECORDS POLICY -** Requests for public records will be available for inspection and copying at the Township Municipal building during normal business hours with the exception of Township holidays. All requests shall be in writing directed to the Township Secretary on written request forms provided by the Township and shall include date of request, name and address and a clear and specific description of the records requested. A motion by Rochat second by Graybill to adopt Resolution 2003-01 which pertains to Access to Public Records. Motion carried.

A motion by Rochat to adjourn meeting 9:30 PM, second by Graybill. Motion carried.

Submitted by,

Shirley Bretz  
Township Secretary