

# Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

## Meeting Minutes

July 5, 2023

At 6.59 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. The meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

**Supervisors Present:** J. Edward Deardorff, Douglas Woerner, Coleen Reamer, Ryan Picarelli and Robert Gordon.

**Staff:** Secretary/Treasurer Nina Garretson and Solicitor Matthew Battersby.

**Public:** Jeff Bowling, Chief Cashtown Fire Company

**Approval of the Agenda:** Vice-Chairman Woerner motioned to add 5.a. Strayer Property-Joint Municipal Boundary Line Agreement and 6.f. Zoning Hearing Board Class. Supervisor Picarelli seconded. The motion carried unanimously. Vice-Chairman Woerner motioned to approve amended agenda. Supervisor Picarelli seconded. The motion carried unanimously.

**Public Comment:** None.

**Approval of the Minutes:** Vice-Chairman Woerner motioned to approve the June 20, 2023 Board of Supervisors Meeting minutes. Supervisor Reamer seconded. The motion carried unanimously.

**Solicitor's Report:** Solicitor Battersby provided the Board with draft Joint Municipal Boundary Line Agreement regarding the Strayer property, 440 Water St. He said both Liberty Township and Hamiltonban Township will have to adopt identical ordinances. He is working with Solicitor from Liberty Township. Chairman Deardorff motioned to approve and move forward with this agreement. Vice-Chairman Woerner seconded. Rollcall vote: Supervisor Gordon yea; Vice-Chairman Woerner yea; Supervisor Reamer yea; Supervisor Picarelli yea and Chairman Deardorff yea. The motion carried.

Vice-Chairman Woerner motioned to approve the Solicitors Report. Supervisor Reamer seconded. The motion carried unanimously. Solicitor left the meeting at 7:05 PM

**Old/New Business:** Supervisor Reamer said the first Dirt & Gravel Grant is for motion Hope Road for drainage for \$22,065.96. She said property owner at 2130 Mount Hope Road has signed agreement to permit work. She said Roadmaster to start this work next week.

Supervisor Reamer said the second Direct & Gravel Grant application is for extension of flood work done on Mount Hope Road to add additional 40 feet of wall to prevent road wash out.

Chairman Deardorff said Jenn Smith of Adams County Office of Planning and Development gave presentation to the Planning & Zoning Commission on the Heritage Component of the Adams County Comprehensive Plan. He said they provided her with numerous areas of history in the Township, which are listed in the minutes of their meeting. He said a historical survey was available until June 30<sup>th</sup> which was shared previously. He said members can contact her with more information at Jenna Smith at ACOPD phone 717-337-9824.

Secretary Garretson stated SR Daley Septic Service has submitted an application to conduct septic pumping and inspections in the Township. Board discussed and Solicitor advised to deny as they were

notified several times in 2017 and again in 2020 that they were not complying with the Township's Ordinance 2016-02. He said certified letters sent were not picked up and the Township had to have constable deliver to them, which was added expense to Township. Chairman Deardorff motioned to deny approval of SR Daley Septic Service, Greencastle, PA as a septic tank service firm, and cannot conduct septic tank pumping and inspection for any residents or businesses in the Township. Vice-Chairman Woerner seconded. The motion carried unanimously. Supervisor Reamer asked that the reasons for denial be included in letter notifying them.

Vice-Chairman Woerner motioned to appoint Philip Sponseller as employee with the Road Department at a salary of \$20 per hour, with a 90-day probation period. Supervisor Reamer seconded. The motion carried unanimously.

Board discussion of Kinsley invoice for 15 trucks waiting due to New Enterprise Stone & Lime plant shut down for materials. Board consensus to pay since the project came in under bid, and Kinsley did a good job on roads. Supervisor Reamer said Roadmaster Herr stated when he contacted NESL was told they would not credit as "it is the cost of doing business". Board asked Secretary Garretson to hold Kinsley check until next meeting and to ask Solicitor Battersby to review and make recommendation.

Secretary Garretson said a member of the Zoning Hearing Board has asked about training classes. She will follow up with PSATS and the Borough Association to see what is available.

**Road Report:** See Dirt & Gravel Grant above. Vice-Chairman Woerner motioned to approve the Roadmasters Report. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff said that the Townships backhoe was parked on private property on Cold Springs Road for more than ten days. He said that letting equipment sit and not in use in less than 24 hours should not happen. Equipment should be returned and stored in the Maintenance Shop, where it is not exposed to weather, vandalism, and could become liability for township. Board consensus that all equipment unless used in 24 hours should be returned to shop. Chairman Deardorff said more care is needed when mowing as they have cut off delineators.

**Treasurer's Report and Formal Approval of all Expenditures for the Month:** Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in the packets for all accounts. She reported the general fund end of June showed income of \$603,265.17 expenses of \$628,543.81 and net after transfers \$113,721.36. Vice-Chairman Woerner motioned to accept the Treasurers Report and approve all expenditures for the month of June. Supervisor Gordon seconded. The motion carried unanimously.

**Secretary's Report:** Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in their packets. She stated follow up for new hires, paperwork for pre-employment physical and drug screen, updating insurance for CDL employees, she had annual fire extinguishers serviced, and did website updates for ACATO. She said the next ACATO executive meeting is to be hosted here at the township office. She provided calendars for the Supervisors for July and August. Noting that the Fairfield Union Cemetery Board will meet at the Township office on July 10<sup>th</sup>.

Vice-Chairman Woerner motioned to accept the Secretary's Report. Supervisor Gordon seconded. The motion carried unanimously.

**Planning Commission Report:** Supervisor Reamer motioned to approve 90-day extension request for 209 Zoo Road – Weishaar plans. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion of Zoning Amendments, which Secretary Garretson reported she has formally sent to ACOPD and the Planning Commission has recommended to proceed. She said advertising to begin, and hearings set for August 1, 2023.

**Zoning Officer's Report and Code Enforcement Officer's Report:** Supervisor Gordon said Code Officer report showed one call regarding burn ban. He said Zoning Officer issued six permits for month. Vice-Chairman Woerner motioned to approve Zoning Officer and Code Officers reports for June. Supervisor Gordon seconded. The motion carried unanimously.

**Joint Parks and Recreation Commission Report:** Supervisor Reamer said she will work with Secretary Garretson to finalize DCNR grant. Awaiting Adams County Greenspace grant funds of \$3,000.00. Chairman Deardorff said he will work on grass at Park this Friday.

Supervisors presented plaque to thank Supervisor Reamer for all her work with the Community Park.

**FEMA Report:** Vice-Chairman Woerner said next meeting in August and hopes to host here at Township office.

**Fire Company Reports:** Supervisor Gordon reported Fairfield Fire Co report had 23 calls with 5 in Township; AREMS report had 791 calls with 11 in Township; and Cashtown Fire Co had 25 calls with 1 in Township.

Chairman Deardorff presented plaque to Cashtown Fire Company for 100 years of service and to thank for their service. He presented check for \$5,000.00 towards their new truck, which completed the Township's pledge.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Supervisor Gordon said he missed last meeting but they were working on survey for Cyber security. Supervisor Gordon and Supervisor Reamer will be working on COG audit next week. ACATO will host secretaries' lunch and convention, and flagger training is being worked on. ACATO executive committee will meet here at the Township office July 20.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** Supervisor Gordon said annual joint meeting to be held July 31<sup>st</sup>.

**Pennsylvania State Police Report.** None.

**Special Notices:** None.

**Public Comment:** None

**Township Meeting Dates:** All public meetings are held at the local prevailing time of 7:00 PM at 23 Carrolls Tract Road, Fairfield, PA. Rescheduled changes of date or time will be advertised via *The Gettysburg Times*. Cancellations will be posted via a notice on the office door.

- Parks and Recreation Commission – July 11, 2023
- Board of Supervisors Meeting – July 18, 2023
- Planning Commission July 25, 2023

**Adjournment:** Vice-Chairman Woerner motioned to adjourn at 7:52 PM. Seconded by Supervisor Picarelli. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman