

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Regular Board of Supervisors Meeting
June 2, 2009

Supervisors Present: Chairman Robert L. Gordon, Vice-chairman James E. Grinder, Police Coordinator Coleen N. Reamer, and Supervisor Dale J. Premo

Planning Commission Present: Chairman Pamela Wiehagen, Secretary Doreen Premo

Staff Present: Solicitor Matthew Battersby, Acting Secretary/Treasurer Doreen Premo, Road Master John Harbaugh, Jr., Police Officer Juanita Larmer, EMA Deputy Coordinator Larry Schneider, and EMA Coordinator Donald Wills, Jr.

Public Present: Pastor Robert Costello & James Watson (Liberty Worship Center), Harry Rood, Thomas Brown, and Terry Reamer

At 7:30 PM Chairman Gordon called the meeting to order and welcomed the public. Those present recited the Pledge of Allegiance. Chairman Gordon stated that there is a quorum, and that Doreen Premo is serving as the Acting Secretary.

Approval of the Agenda: Two items were added to the agenda under New Business, -k. Cashtown Fire Company, and -l. SW Comprehensive Plan Steering Committee Survey Forms. Supervisor Premo motioned to approve the Agenda as amended, and Police Coordinator Reamer seconded. The motion was carried.

Public Comment: None at this time.

Approval of the Minutes: Chairman Gordon called for changes or corrections to the minutes from the Regular May 5, 2009 meeting and the May 28, 2009 Workshop meeting. There being none offered, Police Coordinator Reamer made the motion to approve these minutes as written, with Supervisor Premo seconding the motion. The motion carried.

Executive Sessions: Chairman Gordon announced that two executive sessions on personnel issues were held, one on May 5, 2009, and one on May 20, 2009.

New Business: The letter of resignation for personal reasons of LuAnn Dille, Hamiltonban Township Secretary/Treasurer, was accepted with regret. The Board wished her well. Supervisor Premo made the motion to accept her resignation and Vice-chairman Grinder seconded. The motion was carried.

Due to Mrs. Dille's resignation, the Board adopted Resolution 2009-13 appointing Chairman Robert Gordon and Police Coordinator Coleen Reamer as the official agents of the Township to conduct routine financial transactions for the Township until a new secretary can be hired. Supervisor Premo made the motion to adopt Resolution 2009-13, and Vice-chairman Grinder seconded. The motion carried.

Supervisor James Benner resigned from the Board of Supervisors for personal reasons. Police Coordinator Reamer motioned to accept Mr. Benner's resignation dated May 25, 2009. Vice-chairman Grinder seconded. The motion carried.

Chairman Gordon stated that the Board has been advertising the position of Secretary/Treasurer in the *Gettysburg Times* and the *Hanover Evening Sun*. Twenty seven (27) resumes have been submitted so far. The Board will conduct interviews soon. Temporarily, the office will be operating on an amended schedule as posted on the door and on the webpage, and recorded on the office telephone message. Supervisors Coleen Reamer, Dale Premo, and James Grinder, and Planning Commission Secretary Doreen Premo will be filling in for now.

Chairman Gordon announced that there is a meeting scheduled for tomorrow between Police Officer Larmer and a PMRS representative to discuss Officer Larmer's pension package. There will be another meeting scheduled with a PMRS representative and the rest of the employees to discuss their participation in the 457 Plan through PSATS that is similar to a 401K Pension Plan.

Solicitor Battersby was asked about the legal aspects of making telephone bids for propane and for fuel oil (for heating). He informed the Board that the bids could be split, and that this was allowable if the amount of materials were under 3000 gallons and under \$10,000 each.

Police Coordinator Reamer stated that the new police vehicle would not be in house this coming Wednesday as expected due to some complications with the equipment installation. The bank will need to be notified not to release funds until the Township receives the vehicle, probably next week.

CSX has sent information to the Township asking them to notify the local fire companies that various railroad crossings will be closed as repair work proceeds. The packet includes maps and dates of closings so that the fire companies and emergency responders may reroute their vehicles as necessary.

Approval of Future Expenditures: The ceremony to present donation checks for the Glatfelter Tree Farm #1 will be held on Saturday, June 6 at Strawberry Hill Nature Preserve. There will be a two hour hike beginning at 9:30 AM followed by the donations presentation and a luncheon provided by Strawberry Hill and

Hamiltonban Township at 11 AM. The public is invited to attend. Police Coordinator Reamer requested approval of up to \$100 from the Township to share in the costs of the luncheon. Supervisor Premo motioned to approve this expenditure, and Vice-chairman Grinder seconded. The motion carried.

A motion was made to approve the QuickBooks yearly renewal for payroll and accounting computer software upgrades at a cost of \$232 (at a savings of \$46) by Chairman Gordon and seconded by Police Coordinator Reamer. Motion carried.

There will be a Chlorine Safety Workshop on September 1, 2009 at Spring Grove, PA at a cost of \$195 per person. Police Coordinator Reamer motioned to send Roadmaster John Harbaugh, Jr. and his road crew Jason Kuykendall to this training, and the Township's part-timers next year. The Sewer Authority will pay for this. Supervisor Premo seconded the motion. The motion carried.

The next item is cost sharing for a legal ad for the Adams County Council of Governments (COG) being formed to include all townships, boroughs, and school districts in the county. Chairman Gordon made a motion to authorize the expenditure to COG to share costs for a legal ad. He said they intend adopting an ordinance at the July 7, 2009 meeting, or at the August meeting at the latest. The motion was seconded by Police Coordinator Reamer. Motion carried.

The Cashtown Fire Company will be holding a Public Safety Day that will involve the police, EMA and Red Cross. Don Wills, Hamiltonban EMA Coordinator, said that this is a worthwhile event to participate in as topics such as temporary road closings and the new colored signs used by emergency crews will be discussed. The EMA team and road crew members from Hamiltonban should attend. Chairman Gordon made a motion to participate in this event at the discretion of the Chairman pending more information. Police Coordinator Reamer seconded the motion. The motion carried.

Adams County South West Comprehensive Plan Steering Committee survey forms were passed out to the public present at this meeting. They will be available in the office for anyone wishing to fill one out.

Solicitor's Report: Solicitor Battersby stated that he had received the Irrevocable Letter of Credit for Liberty Worship Center, and that it appeared in good order. He inquired as to the latest word on the policy to record meetings. He was told that this is permissible providing it is authorized via a resolution stating the purpose of the taping, and the policy on the retention and/or destruction of those tapes.

Planning Commission Report: Chairman Pam Wiehagen reported that the Planning Commission had received the Irrevocable Letter of Credit for Liberty

Worship Center, so the plan was now ready for final approval by the Board. She stated that the PC Secretary and Chairman are now prepared to sign the Mylars. Police Coordinator Reamer made a motion to approve the final Liberty Worship Center plans as all conditions have been met, seconded by Vice-chairman Grinder. Motion carried. Mr. James Watson and Pastor Robert Costello left at 7:50 PM.

PC Chairman Wiehagen stated that Empire Homes is now in violation of the requirement to send an updated phasing plan to the Township. Solicitor Battersby stated that a letter of warning should be mailed to them that they are in danger of disapproval of their plans by the Board. This letter should be sent by certified mail. Solicitor Battersby left at 8 PM.

Zoning Officer's Report: Mr. Wilbur Slothour submitted his formal report prior to the meeting.

Code Enforcement Officer's Report: Mr. Dale Gettel submitted his formal report prior to the meeting.

Roadmaster's Report: John Harbaugh, Jr. submitted his formal report prior to the meeting. During the meeting he discussed the furnace needed servicing, and that it might be best to have a service contract. There was discussion on a sign that was knocked down. Roadmaster Harbaugh said it was an old sign that is not up to code, and the Township had not purchased it, anyway. Disposal of dead deer was discussed as the location of the new maintenance shed would not be acceptable for composting them. The clutch on the 2005 Peterbilt is starting to shudder, so, it needs to be replaced. Road reports are now due earlier to the Secretary to aid in distribution to the Board. Supervisor Grinder mentioned that the recent roadwork by the Bledsoe's needs a headwall on the side of the road. Supervisor Premo made a motion to approve the road report. Vice-chairman Grinder seconded the motion. The motion carried.

Sewer Report: Roadmaster John Harbaugh, Jr. submitted his formal report prior to the meeting. Police Coordinator Reamer asked if Adams Electric was coming to do an energy audit before doing something with the heater. Mr. Harbaugh said it would be MetEd, but he is going to ask Adams Electric to come out. Police Coordinator Reamer said she would like to be present for the audit. Police Coordinator Reamer made the motion to accept the sewer report. Supervisor Premo seconded the motion. The motion carried.

Treasurer's Report: Chairman Gordon stated that the Board needs to approve the Adams County Tax Collection Committee (TCC) Resolution 2009-12 to appoint Pamela Wiehagen as the voting delegate and Doreen Premo as the alternate to attend the EIT meetings and vote on the tax collecting agency for the township.

Police Coordinator Reamer motioned, seconded by Vice-chairman Grinder. Motion carried. The Board signed the resolution.

The PLIGT signatories document was updated by removing LuAnn Dille and James Benner. All current supervisors signed as well as Doreen Premo as Acting Secretary. Chairman Gordon motioned to accept the Treasurer's Report. Supervisor Premo seconded. The motion carried. **Financials are available upon request.**

Approval of Expenditures: The Pcard expenditures were checked over by Chairman Gordon. Supervisor Premo motioned to approve the Pcard expenditures, seconded by Vice-chairman Grinder. Motion carried.

Secretary's Report: QuickBooks and a firewall have been installed on the computer, and the computer files are being organized. The office is being readied for the new secretary. Harry needs to remove LuAnn and Jim Benner from the website and add the PSATS newsletter on the website. Supervisor Premo motioned to approve the Secretary's Report, and Vice-chairman Grinder seconded. The motion carried.

Police Report: Officer Larmer submitted her formal report prior to the meeting. She requested an executive session after the meeting. Officer Larmer discussed arrangements for traffic control for a funeral on Thursday. Police Coordinator Reamer made a motion to approve the Police Report, seconded by Supervisor Premo. Motion carried.

EMA Report: EMA Coordinator Don Wills submitted his report prior to the meeting, and it will be filed by the secretary. He stated that he and Police Coordinator Reamer attended a May 21 training class from 8:30 AM to 4 PM put on by the County. Police Coordinator Reamer said that it was a tabletop exercise that gave her insight into all that is involved (in an emergency). Mr. Wills said that representatives from DEP and the sewage plant were there. He will be attending a class on the work environment and duties and responsibilities of an EMA coordinator. He mentioned the need to update the official EMA book. Police Officer Larmer reported on the Active Shooter Training (simulates a school shooting incident) that she is coordinating with Donna Powers from the 911 Center to take place at the school June 29 and 30. Supervisor Premo made a motion to approve the EMA report. Police Coordinator Reamer seconded. The motion carried.

Old Business: Chairman Gordon reminded all of the bid deadline for the shared driveway for Liberty Worship Center with the Township Facilities is June 12, at 2

PM, the Old Waynesboro road project meeting with LTAP is next Monday, and Empire Homes's deadline for updating their phasing plan was June 1, 2009.

Hamiltonban Township Meeting Dates: All public meetings are held at the prevailing time of 7:30 PM at 23 Carrolls Tract Road, Fairfield, PA 17320. Rescheduled changes of date or time will be advertised via *The Gettysburg Times*. Cancellations will be via a notice on the office door. The next

- Recreation and Parks Commission meeting will be June 10, 2009.
- Planning Commission meeting will be June 23, 2009.
- Board of Supervisors Workshop meeting will be June 25, 2009.
- Board of Supervisors Regular meeting will be July 7, 2009.

Special Notices:

- The EIT June 2, 2009 meeting has been postponed. The delegates will be notified of the rescheduled date.
- The June 4 Adams County Comprehensive Plan Steering Committee meeting will be at 7 PM. at the Fairfield Borough Hall, Fairfield, PA.
- On June 6, 2009 the presentation ceremony for donations to the Glatfelter Tree Farm #1 Project will be held at Strawberry Hill Nature Preserve. There will be a luncheon provided. The public is invited.
- There will be a Cell Phone Consortium meeting on June 24, 2009 at 1 PM.
- There will be a COG meeting on June 25, 2009 at 8:30 AM.

Public Comment: There was none offered.

Adjournment: At 8:42 PM, Supervisor Premo made a motion to adjourn the meeting, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

Doreen Premo, Acting Secretary

Robert L. Gordon, Chairman