

**Hamiltonban Township Board of Supervisors**

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Meeting Minutes

Via platform Startmeeting.com

December 1, 2020

**Executive Session:** Entered at 6:45 PM to discuss personnel issues Returned 7:00 PM

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced the meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

**Supervisors Present:** Chairman J. Edward Deardorff, Douglas Woerner, David B. Martin Coleen Reamer, and Robert L. Gordon.

**Staff and Consultants Present:** Solicitor Mathew Battersby, Roadmaster Ray Herr, and Secretary/Treasurer Nina Garretson

**Public Present:** All via Startmeeting platform, John Tabor, Cliff Frost, Tyler Newton of Petrus Holdings, Lt. Todd Witalec of PA State Police. Richard Fulton joined meeting at 7:17 PM.

**Approval of the Agenda:** Vice-Chairman Woerner motioned to approve agenda. Supervisor Gordon seconded. The motion carried unanimously.

**Public Comment:** John Tabor, 3715 Bullfrog Road commented that he was upset with the rate increases imposed by Comcast on customers. He said he has contacted various ISP's to see if any could or would service the area. He mentioned Telegia Wireless could be a possibility. Solicitor Battersby explained that the Township has no control or say regarding rates and suggested he contact the Federal Communication Commission or Federal Trade Commission. Supervisor Gordon said he could provide additional information to the Board for consideration.

Lt. Todd Witalec of Pennsylvania State Police, stated he was introducing himself as new commander at the Gettysburg Barracks. He hopes to make visit once COVID concerns end. The Board thanked for the PA State Police service to the Township. He left the meeting at 7:15 PM

**Approval of the Minutes:** Vice Chairman Woerner motioned to approve November 17, 2020 Board of Supervisors Workshop Meeting and November 17, 2020 Board of Supervisors Regular Meeting. Supervisor Reamer seconded. The motion carried unanimously.

**Solicitor's Report:** Solicitor Battersby stated he just received letter from Todd King of Salzman Hughes on behalf of Petrus Holdings and plans submitted to the Township. There is issue with the lot size for a place of worship. He said the Zoning Ordinance may need to be corrected, and stated provisions of federal law of Religious Land Use and Institutionalized Persons Act. He will investigate further. Supervisor Gordon stated he was confused with three different plans being submitted. Tyler Newman of Petrus Holdings explained they were only assisting Strawberry Hill with their land development plans, and there are two different areas for Swamp Creek, with one being for temporary structures.

Solicitor Battersby reported he has not heard from Attorney Bob Campbell regarding the water and sewer line at 31 Carrolls Tract Road.

Solicitor Battersby reported that no one has contacted him regarding sump pump notices. Supervisor Reamer said the deadline has passed and that Township just needs to close pipe.

Discussion regarding alcohol at the Community Park. Supervisor Reamer said individuals wish to bring with them for events. Supervisor Gordon said possible special event where vendors would sell with special permits. Secretary Garretson stated insurance broker stated that all vendors and performers must provide the Township with a certificate of insurance, naming the Township as additional insured. Solicitor said this would be a liability issue. The Park is currently posted as no alcohol.

Solicitor Battersby suggested the Township consider a Special Event Ordinance.

Vice-Chairman Woerner motioned to approve the Solicitors Report. Supervisor Gordon seconded. The motion carried unanimously.

**Road Report:** Roadmaster Herr's report received by the Board in their packets prior to the meeting.

Streetlights discussion tabled.

Supervisor Reamer said she and Roadmaster have just received the Township Engineer paperwork for DEP permitting and E&S Plan for Mt. Carmel Road. They will review and advise. Secretary Garretson stated she has added \$250 for Commonwealth of PA for application to this week's payables listing.

Chairman Deardorff said a pole light is out on Moritz Road. Roadmaster Herr to check and will call Adams Electric Coop next week.

Vice-Chairman Woerner motioned to approve Roadmasters Report. Seconded by Supervisor Reamer. The motion carried unanimously.

**Treasurer's Report and Formal Approval of all Expenditures for the Month:** Secretary/Treasurer Garretson submitted her report to the Board of Supervisors prior to the meeting and copies in their packets. Supervisor Gordon motioned to accept the Treasurers Report, approve all expenditures for the month. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2020-15 2021 Budgets for the General Fund, State Liquid Fuels, and the Capital Improvement Plans with no tax increase. Supervisor Reamer seconded. The motion carried unanimously.

Discussion regarding Budget Message, Supervisor Gordon volunteered to compose.

Supervisor Gordon motioned to authorize the Secretary/Treasurer Garretson transfer \$35,000 from PLGIT to ACNB Bank for bills. Vice-Chairman Woerner seconded. The motion carried unanimously.

**Secretary's Report:** Secretary Garretson submitted her report to the Board of Supervisors in their packets prior to the meeting.

Supervisor Gordon motioned to approve advertising of Re-Organization and Elected Auditors meetings for 2021. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to send 1077 Old Waynesboro Road in District II for non-compliance of septic pumping and inspection to Code Officer for citation. Supervisor Reamer seconded. The motion carried unanimously.

Secretary Garretson reported she did speak with April Daley of SR Daley Septic Service on the phone to advise they were removed from the approved septic hauler list, but the certified letter sent was returned by post office. Chairman Deardorff motioned to have Constable, Doug Keil deliver the letter which was sent certified for SR Daley & Sons in Greencastle and to pay his fee. Supervisor Gordon seconded. The motion carried unanimously.

Secretary Garretson reported that keys, fuel cards issued, and training provided to Adams Regional EMS for the fuel station completed.

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

**Old/New Business:**

Chairman Deardorff motioned to adopt the new Cell Phone Policy and amendment in the Personnel Policy regarding Cell Phones and Communication Devices. Supervisor Gordon seconded. The motion carried unanimously.

Secretary Garretson said she has not received a revised MOU for Fairfield School District regarding the use of the driveway between 31 Carrolls Tract Road and 4020 Bullfrog Road for emergency purposes. She did report Safety Officer, Mike Weaver said an MOU between the School District and Liberty Worship Center is in process. Tabled until next meeting.

Supervisor Gordon reported the Comcast Agreement and PEG Fees for Community Media paperwork just needs signed and sent to Tyler Beaston with Salzmann Hughes for processing.

Secretary Garretson reported the paperwork has been sent to General Code for Codification and they are working on. She reported the delivery of the Zoning Maps arrived.

Supervisor Reamer requested the Secretary to look into ZOLL and funding for an AED for Township Office.

**Planning Commission Report:** Supervisor Gordon motioned to approve the request for planning and non-building waiver declaration for 456 Water Street – Ray F. Strayer Estate as recommended by Planning Commission. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion regarding recommendation by Planning Commission for new Driveway Ordinance to include slope requirements, note stormwater, and include driveways, private lanes and farm roads. Supervisor Reamer to check previous draft. Suggested to send to Township Engineer to prepare.

Supervisor Gordon motioned to accept the extension request received today for 60 days for 301 Lost Limb Lane – Farace submitted by Eric Kauffman of Dennis Kauffman Surveying. Supervisor Martin seconded. The motion carried unanimously.

Board reminded Petrus Holdings regarding their plans. Tyler Newton, Petrus Holdings said they will submit extension requests if needed.

**Zoning Officer's Report and Code Enforcement Officer's Report:** Reports received by the Board prior to the meeting. Supervisor Gordon said showed a sign, a zoning, and three building permits issued. He said the report showed many inspections and additions. He said the Code Officers report showed citation issued for septic non-compliance. Supervisor Gordon motioned to approve Zoning Officer's Report and Code Enforcement Officer's Report. Vice-Chairman Woerner seconded. The motion carried unanimously.

**Joint Parks and Recreation Commission (JPRC) Report:** Supervisor Gordon reported that trees were planted, and they are working on phase three. Roadmaster Herr questioned the holes drilled for bridge. Supervisors said should be okay.

**FREMA/EMA Report:** None.

**Fire Company Reports:** Supervisor Gordon reported thank you letter received from Cashtown Fire Company for including in 2021 budget. He said Fountaindale Fire Company report showed six calls with one in Hamiltonban Township.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Supervisor Gordon reported COG did meet in person October and November, but did not have a quorum. Supervisor Reamer will host Zoom meeting for executive committee. Supervisor Gordon said nothing has been received for ACATO, but he reported PSATS will have 100<sup>th</sup> Anniversary Event in April.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** Supervisor Gordon said ACTCC to meet next Monday for budget and officers.

**Pennsylvania State Police Report.** Supervisor Gordon said the October report showed 87 calls, with 37 school checks.

**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 via a notice on the office door.

- Parks and Recreation Commission – December 8, 2020
- Board of Supervisors Meeting – December 15, 2020
- Planning Commission – December 22, 2020
- Board of Supervisors Meeting – January 4, 2021
- Elected Auditors Meeting – January 5, 2021

**Adjournment:** Vice-Chairman Woerner motioned to adjourn at 8:13 PM. Seconded by Supervisor Gordon. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman