

# Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

## Meeting Minutes

September 5, 2023

**Executive Session:** Executive session began at 6:00 PM and ended at 6:45 PM regarding personnel matters.

At 7:00 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, Ryan Picarelli and Robert Gordon. Coleen Reamer excused.

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

**Public:** None.

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

**Public Comment:** None.

**Approval of the Minutes:** Vice-Chairman Woerner motioned to approve the August 15, 2023 Board of Supervisors Meeting minutes. Supervisor Gordon seconded. The motion carried unanimously.

**Solicitor's Report:** Solicitor Battersby said a reminder letter needs to be sent to Paul Kellett regarding the septic issues at 1977 Mt Hope Road, which he needs to contact the Hamiltonban Township Sewer Enforcement Officer to correct. Board consensus agreed to send letter.

Solicitor Battersby said letter sent to James Grinder regarding entering restricted areas of the Township's property was returned. Secretary Garretson said it is to be served by Constable Beans.

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

### Old/New Business:

Discussion of complaint of litter sign on Gum Springs Road. Chairman Deardorff motioned to remove the sign since it does not seem to be working as deterrent. Supervisor Gordon seconded. The motion carried. Secretary Garretson provided copies of correspondence regarding the Brewfest signs. She said Gordon Brown Associates called to say they would remove their sign or complete application.

Joint meeting/hearing with Liberty Township to be held at 7:45 PM tonight, to take public comments regarding enactment of ordinance memorializing a boundary line agreement and notice of enactment of ordinance between Hamiltonban Township and Liberty Township.

### Road Report:

Vice-Chairman Woerner motioned to approve the purchase of 25 sign posts and 25 anchors. Supervisor Picarelli seconded. The motion carried unanimously.

Roadmaster Herr stated the architect has not returned any calls regarding the building addition. He said Freedom Township went through KPN, and LoBar which low cost was \$221.00 per square foot. LoBar

takes care of architect and engineering, but does not cover stormwater or permits. He said Morton Buildings is \$275-\$300.00 per square foot. He asked if they could get pricing from KPN for cost of 60x80 building. Supervisor Gordon said the Fuel Station needs done prior to adding onto building. After further discussion Board consensus to check into doing a three-sided building for fuel station. Addition to maintenance building would be over \$1,025,000.00 which is too expensive for budget.

Vice-Chairman Woerner motioned to approve purchase of new chainsaw at a cost of \$375.00 from Quincy Hardware. Supervisor Picarelli seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to have Roadmaster Herr obtain cost estimate for new clutch for 2006 Peterbilt. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Roadmasters Report. Supervisor Gordon seconded. 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 in the packets for all accounts. She reported the general fund end of August showed income of \$743,098.43 expenses of \$803,150.44 and net after transfers \$79,947.99. Vice-Chairman Woerner motioned to accept the Treasurers Report and approve all expenditures for the month of August. Supervisor Gordon seconded. The motion carried unanimously.

Secretary/Treasurer Garretson provided the Board with estimated MMOs for Non-Uniform and Police Pensions for 2024. She explained they are calculated on payroll through August 2023 and estimated payroll for September through December. Supervisor Picarelli motioned to approve the Non-Uniform MMO for 2024. Supervisor Gordon seconded. The motion carried unanimously. Vice-Chairman Woerner motioned to approve the Police Pension MMO for 2024. Supervisor Picarelli seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve advertising for RFP for insurance broker. Vice-Chairman Woerner seconded. The motion carries unanimously.

Chairman Deardorff motioned to have Secretary Garretson obtain proposals for new cameras at the shop and office. 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 employee paperwork, updating insurance, septic reminder letters have been sent. She provided calendars for the Supervisors for September and October.

Supervisor Gordon motioned to approve the PSATS Trustee 2023 Election Ballot and return. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson said Carroll Martin is requesting letter to PennDOT stating Township awareness of logging activity at 1085 Jacks Mountain Road. Vice-Chairman Woerner motioned to send letter to PennDOT acknowledging. Supervisor Gordon seconded. The motion carried unanimously.

Secretary Garretson provide Board with information from Washington Township on proposed zoning map and comprehensive plan amendments. She also provided information from Jay Fulkroad & Sons Inc regarding bridge/road closures between September 11 and 22, 2023, which included Lower Gum Springs Road Bridge 115. She reported to the Board she received cancellation notice of Certificate of Liability Insurance for Alpha Space. She has placed call to request replacement.

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

**Planning Commission Report:** SALDO private lanes amendment tabled.

**Zoning Officer's Report and Code Enforcement Officer's Report:** Secretary Garretson said Zoning Officer issued four permits for month, seven zoning inquiries and Code Officer report showed one complaint and follow up. Vice-Chairman Woerner motion to approve Zoning Officer and Code Officer reports. Supervisor Gordon seconded. The motion carried unanimously.

**Joint Parks and Recreation Commission Report:** None.

**FEMA Report:** Vice-Chairman Woerner said next meeting October.

**Fire Company Reports:** Supervisor Gordon reported Cashtown Fire Co had 212 calls YTD, 22 for month, with 2 in Township; Fairfield Fire Co report had 155 calls YTD, 23 calls for month with 5 in Township; Fountaindale Fire Company 88 calls YTD, 20 for the month, 6 in township; South Mountain Fire Company sent update on new truck.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Supervisor Gordon said COG nothing new, and ACATO events are coming together. Secretary Garretson reported 25 people for flagger training and 11 people for secretary's event.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** None.

**Pennsylvania State Police Report.** Supervisor Gordon reported for August 44 calls and 6 school checks.

**Special Notices:** Board Budget Workshops begin September 19<sup>th</sup> at 6:00 PM

**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 – September 12, 2023
- Board of Supervisors Budget Workshop – September 19, 2023 at 6:00 PM
- Board of Supervisors Meeting – September 19, 2023
- Planning Commission – September 26, 2023

**Adjournment:** Vice-Chairman Woerner motioned to adjourn at 7:38 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