

Hamiltonban Township Board of Supervisors
23 Carrolls Tract Road, Fairfield, PA 17320
Reorganization and Regular Monthly Meeting Minutes
January 4, 2010

Supervisors Present: Robert L. Gordon, James E. Grinder, Coleen N. Reamer, Harry Rood, and Douglas Woerner.

Planning Commission Members Present: Secretary Doreen Premo and Michael Pastovic.

Staff: Solicitor Matthew Battersby (arriving at 8:15PM), Secretary/Treasurer Deborah K. Feiler, Road Master John Harbaugh, Police Officer Juanita Larmer, and EMA Deputy Coordinator Larry Schneider.

Public: Jason A. Reichard of C.S. Davidson, Inc., Dale Premo, Terry Reamer, Amber Woerner, Pamela Wiehagen, and arriving later in the evening Larry Flohr of PennDot and Deputy Constable Edward Crisp.

At 7:30 PM Chairman Gordon called the meeting to order and welcomed the public to the meeting. Those present recited the Pledge of Allegiance.

Chairman Gordon stated that Hamiltonban Township is a second class township and by State regulations must reorganize tonight. Hamiltonban Township's Board of Supervisors will hold the reorganization meeting and the regular monthly meeting tonight, January 4, 2010.

Chairman Gordon welcomed Douglas Woerner as the newly elected Supervisor and Secretary/Treasurer Feiler confirmed that he has turned in his necessary paperwork.

Supervisor Reamer motioned to appoint Deborah K. Feiler as temporary secretary. Supervisor Woerner seconded. The motion carried.

Supervisor Reamer motioned to appoint James E. Grinder as temporary chairman. Supervisor Rood seconded. The motion carried.

Supervisor Rood motioned to reappoint Robert L. Gordon as Chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Reamer seconded. The motion carried.

Supervisor Reamer motioned to reappoint Deborah K. Feiler as the Secretary/Treasurer at an hourly rate of \$15.31 with a treasurer's bond of \$350,000. Supervisor Woerner seconded. The motion carried.

Chairman Gordon motioned to appoint Coleen Reamer as Vice-chairman, replacing James E. Grinder. Supervisor Grinder seconded. The motion carried.

Vice-chairman Reamer motioned to appoint Harry Rood as Office Coordinator. Supervisor Woerner seconded. The motion carried.

Supervisor Rood motioned to appoint James Grinder as Road Coordinator. Vice-chairman Reamer seconded. The motion carried.

Chairman Gordon motioned to appoint Coleen N. Reamer as the Orrtanna Treatment Plant Coordinator. Supervisor Reamer seconded. The motion carried.

Police Coordinator Reamer motioned to appoint Robert L. Gordon as Police Coordinator, replacing Coleen N. Reamer. Supervisor Rood seconded. The motion carried.

Supervisor Woerner motioned to appoint Deborah K. Feiler as the CDL Drug and Alcohol Coordinator, replacing Coleen N. Reamer. Vice-chairman Reamer seconded. The motion carried.

Chairman Gordon motioned to appoint Coleen Reamer as Safety Officer. Supervisor Rood seconded. The motion carried.

Chairman Gordon motioned to reappoint John Harbaugh, Jr. as the Road Master at an hourly rate of \$17.51. Vice-chairman Reamer seconded. The motion carried.

Chairman Gordon motioned to reappoint James Shaffer as road crew full-time employee at an hourly rate of \$13.33, David Mickley as an as-needed part-time road crew employee at an hourly rate of \$12.02, William Shriner as an as-needed part-time employee at an hourly rate of \$12.00, Donald Wills, Jr. as an as-needed part-time employee at an hourly rate of \$11.33, and Harold Kessel as the Orrtanna Treatment Plant sewer operator at an hourly rate of \$16.88. Vice-chairman Reamer seconded. The motion carried.

Chairman Gordon motioned to reappoint Juanita Larmer as Police Office for Hamiltonban Township per contract at an hourly rate of \$16.50. Vice-chairman Reamer seconded. The motion carried.

Chairman Gordon motioned to reappoint Carol Mattingly as the police department clerical staff with an hourly rate of \$10.30. Vice-chairman Reamer seconded. The motion carried.

Supervisor's monthly salary is \$150.00 per month per State allowance per Hamiltonban Township's population.

Chairman Gordon motioned to suggest to the Hamiltonban Township's Elected Auditors that a working supervisor remain at the same hourly rate of \$11.33. Vice-chairman Reamer seconded. The motion carried.

Vice-chairman Reamer motioned to reappoint Donald Wills, Jr. as Hamiltonban Township's Emergency Management Coordinator and Larry Schneider as Hamiltonban Township's Emergency Management Deputy Coordinator with an hourly rate of \$14.60. Supervisor Rood seconded. The motion carried.

Supervisor Rood motioned to reappoint Wilbur Slothour of Land & Sea Services, Inc., as Hamiltonban Township's Zoning Officer as per contract and to reappoint Land & Sea Services, Inc. to perform the Uniform Construction Code inspections per contract which is renewable in April 2010. Vice-chairman Reamer seconded. The motion carried.

Supervisor Grinder motioned to reappoint Matthew R. Battersby, of Battersby Law Office, as Hamiltonban Township's Solicitor and Hamiltonban Township's Municipal Authority Attorney at an hourly rate of \$100.00. Supervisor Woerner seconded. The motion carried.

Vice-chairman Reamer motioned to appoint C.S. Davidson, Inc. as Hamiltonban Township's engineering firm at an hourly rate of \$107.00, replacing Martin and Martin, Inc. and to reappoint William F. Hill, Inc as the Orrtanna Treatment Plant engineering firm at an hourly rate of \$89.50, and to reappoint TransAssociates as Hamiltonban Township's traffic engineering firm at an hourly rate of \$165.00. Supervisor Woerner seconded. The motion carried.

Chairman Gordon motioned to reappoint Dave Lutz of Commonwealth Code Inspection Services, Inc. as Hamiltonban Township's Code Enforcement Officer at an hourly rate of \$35.00. Supervisor Rood seconded. The motion carried.

Vice-chairman Reamer motioned to reappoint Natural Lands Trust as Hamiltonban Township's planning consultant at an hourly rate of \$125.00. Supervisor Grinder seconded. The motion carried.

Chairman Gordon motioned to reappoint Lockwood Business Support Services, LLC. to audit all of the Hamiltonban Township's accounts, Resolution 2010-02 and to reappoint Musselman and Creager to audit the Orrtanna Treatment Plant loan, Resolution 2010-03. Vice-chairman Reamer seconded. The motion carried.

Vice-chairman Reamer motioned to reappoint Walton Davis as Hamiltonban Township's Zoning Hearing Board's Attorney at an hourly rate of \$120.00. Supervisor Woerner seconded. The motion carried.

Supervisor Rood motioned to reappoint KPI, Inc. as Hamiltonban Township's sewer enforcement firm at an hourly rate of \$88.00. Supervisor Woerner seconded. The motion carried.

Vice-chairman Reamer motioned to appoint Dale Premo as Hamiltonban Township's Chairman of the Vacancy Board, replacing Milton Nicks. Supervisor Rood seconded. The motion carried.

Supervisor Grinder motioned to appoint Amy Harbaugh as Hamiltonban Township Auditor for a six year term, replacing Douglas Woerner. Supervisor Woerner seconded. The motion carried.

Pamela Wiehagen has been elected as Hamiltonban Township Tax Collector for a four year term.

Supervisor Woerner motioned to reappoint John Luntz for a three year term to Hamiltonban Township's Zoning Hearing Board. Supervisor Grinder seconded. The motion carried.

Supervisor Grinder motioned to reappoint William Shriner for a four year term as Planning Commission Member. Vice-chairman Reamer seconded. The motion carried.

Vice-chairman Reamer motioned to appoint Michael Pastovic for a four year term as Planning Commission Member, replacing Pamela Wiehagen. Supervisor Woerner seconded. The motion carried.

Vice-chairman Reamer put out a request to the public that there is a position available as Planning Commission Recording Secretary. The Recording Secretary takes the minutes at the Planning Commission meetings at a rate of \$30.00 per regularly scheduled Planning Commission meeting, transcribes them within seven days and presents them to the Township Secretary.

Chairman Gordon motioned to reappoint Richard Sharrah for a five year term to Hamiltonban Township's Municipal Authority Board. Supervisor Woerner seconded. The motion carried.

The Agriculture Security Council members are auto-renewable. Therefore, James Benner was reappointed for a seven year term of office to Hamiltonban Township's Agriculture Security Council.

Vice-chairman Reamer motioned to reappoint Juanita Larmer for a five year term to the Hamiltonban Township's Recreation and Parks Commission. Supervisor Woerner seconded. The motion carried. There are three positions on the Hamiltonban Township's Recreation and Parks Commission with original term expirations of 2013 and 2014 that remain open.

Chairman Gordon mentioned that Donald Wills, Doreen Premo and himself are members of the Southwestern Regional Comprehensive Steering Committee.

Chairman Gordon mentioned that he is the delegate for the Adams County Council of Governments and that Supervisor Rood is the alternate delegate.

Chairman Gordon motioned to reappoint York Adams Tax Bureau as the firm to collect the earned income tax, to appoint Chairman Gordon as Hamiltonban Township's Representative, and to appoint Supervisor Woerner as the Alternate Representative. Vice-chairman Reamer seconded. The motion carried.

Vice-chairman Reamer motioned to reappoint Hockley and O'Donnell as the Insurance Agent/Broker for Hamiltonban Township and reappoint Capital Blue Cross as Hamiltonban Township's Health Insurance Carrier. Supervisor Woerner seconded. The motion carried.

Chairman Gordon motioned to reappoint Pennsylvania State Association of Township Supervisors (PSATS) as Hamiltonban Township's CDL Testing Program with the CDL Testing site being Wellspan Workfirst in Gettysburg, PA. Supervisor Woerner seconded. The motion carried.

Supervisor Rood motioned to reappoint Deborah K. Feiler as Hamiltonban Township's Open Record Officer and Hamiltonban Township's Police Department Open Records Officer. Supervisor Grinder seconded. The motion carried.

Vice-chairman Reamer motioned to follow the Federal Mileage Allowance which is currently \$.50 per mile. Chairman Gordon seconded. The motion carried.

Supervisor Woerner motioned to retain Adams County National Bank and Pennsylvania Local Government Investment Trust (PLGIT) as Hamiltonban Township's depositors. Supervisor Grinder seconded. The motion carried.

The 2010 Annual Elected Auditors' meeting by State law must meet on the first Tuesday in January as long as it is not January 1; therefore, Hamiltonban Township's Annual Elected Auditors will meet January 5, 2010, at the local prevailing time of 7:30 PM at 23 Carrolls Tract Road, Fairfield, PA 17320. The Elected Auditors will reorganize at the January 5, 2010 meeting.

Chairman Gordon motioned to change the time of all Hamiltonban Township meetings from the local prevailing time of 7:30 PM to the local prevailing time of 7:00 PM as advertised in the Gettysburg Times on Saturday, January 2, 2010. Vice-chairman Reamer seconded. The motion carried.

The 2010 monthly Hamiltonban Township's Board of Supervisor meetings will be held on the first Tuesday of each month except in November when the meeting will be held on Wednesday, November 3, at the local prevailing time of 7:00 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

The 2010 monthly Hamiltonban Township's Board of Supervisors workshop meetings will be on the last Thursday of each month, except in November and December when the meetings will be held November 18 and December 16, at the local prevailing time of 7:00 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

The 2010 monthly Hamiltonban Township's Planning Commission meetings will be held the fourth Tuesday of each month, except November when it will be November 30, at the local prevailing time of 7:00 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320. The Hamiltonban Township's Planning Commission will reorganize at the January 26, 2010 meeting.

The 2010 monthly Hamiltonban Township's Recreation and Parks Commission meetings will be held the second Wednesday of each month at the local prevailing time of 7:00 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320. The Hamiltonban Township's Recreation and Parks Commission will reorganize at the January 13, 2010 meeting.

The 2010 Hamiltonban Township's Municipal Authority semi-annual meetings will be held on April 20, 2010 and October 20, 2010, at the local prevailing time of 7:00 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320. The Hamiltonban Township's Municipal Authority will reorganize at the April 20, 2010 meeting.

Chairman Gordon motioned to approve Secretary/Treasurer Feiler to attend the PSATS Basic Training for Municipal Secretaries and Administrators workshop on Sunday, April 18, 2010 with Friday, April 16th off, and with a cost to the Township of \$80.00. Vice-chairman Reamer seconded. The motion carried. Chairman Gordon will be attending the PSATS Educational Conference and Trade Show in April as the Hamiltonban Township's Voting Delegate to the Pennsylvania State Conference, Vice-chairman Reamer, and Roadmaster Harbaugh will also be attending the conference with a cost to the Township of \$140.00 per person.

The following is a complete list of paid holidays for Hamiltonban Township's full-time hourly employees: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Vice-chairman Reamer motioned to adopt Resolution 2010-01, Review and Report Fees for the Subdivision and Land Development, Resolution 2010-02, To Appoint Lockwood Business Support Services to Perform the 2009 Audit, and Resolution 2010-03, To Appoint Musselman & Creager, CPA to Perform the 2009 Audit. Supervisor Rood seconded. The motion carried.

At 8:15 PM Supervisor Grinder motioned to adjourn the reorganization meeting. Supervisor Woerner seconded. The motion carried.

At 8:16 PM Chairman Gordon called the January Board of Supervisors meeting to order.

Approval of the Agenda: The Board of Supervisors unanimously approved the Agenda.

Approval of the Minutes: Vice-chairman Reamer motioned to approve the December 1, 2009 Board of Supervisors Meeting Minutes as amended and the December 17, 2009

Board of Supervisors Workshop Meeting Minutes. Supervisor Rood seconded. The motion carried.

Public Comments: Jason A. Reichard of C.S. Davidson expressed his thanks to the Board for the appointment of Township Engineer. Chairman Gordon added that the Township has received several positive comments regarding the budget message mailing and the start up of a data base with resident emails so that the Township office can email residents Township news. Ray Aughinbaugh of Sloe Gin Trail informed the board (via telephone earlier in the week) of the great job of removing snow in his neighborhood by the road crew.

New Business: Vice-chairman Reamer motioned to approve Resolution 2010-04, A Resolution for Application of 2010 Community Development Block Grant Funding through the Adams County Office of Development and Planning. Supervisor Woerner seconded. The motion carried. These funds will be used to finance the renovation of the municipal office building at 23 Carrolls Tract Road, to accommodate handicapped and physically challenged persons in the meeting/voting area of the building with construction of a handicap re-design of the vestibule, and construction of a handicap restroom in compliance with the American Disabilities Act.

Public Comment: At 8:25 PM Larry Flohr of Penn Dot arrived to the meeting and addressed the Board of Supervisors in regards to water issues on the roadways. Mr. Flohr stated that it is the property owners' responsibility to keep water off of state roads. There are some areas in the Township that this is a problem. Mr Flohr also thanked the Township for their cooperation with the last couple of snow storms. At 8:35 PM, Mr. Flohr left the building.

At 8:30 PM Constable Edward Crisp of Fairfield arrived to the meeting. He had no public comment.

New Business (continued): The Board is still waiting for a final decision from the Adams County Office of Planning and Development in regards to a planning assistance contract.

Vice-chairman Reamer motioned to approve Secretary/Treasurer Feiler to attend the PSAB webinar, Personnel Policies with a cost of \$60.00. Supervisor Grinder seconded. The motion carried.

Solicitor's Report: Solicitor Battersby submitted his report at the meeting. There are several items pending, including the right of way issue with Mr. Sgroi and the issues with the shared driveway with Liberty Worship Center. The Empire Homes property goes up for Sheriffs Sale on January 8, 2010. Supervisor Grinder motioned to approve the Solicitor's Report. Supervisor Rood seconded. The motion carried. At 8:40 PM, Solicitor Battersby left the building.

Planning Commission Report: Planning Commission Secretary Premo submitted the Planning Commission report and their recommendations prior to the meeting. Also submitted was the Planning Commission's year end report.

Vice-chairman Reamer motioned to grant a sixty day extension to the Patrick and Tracy Murray Subdivision Plan. Supervisor Rood seconded. The motion carried.

Supervisor Woerner motioned to approve the Dan Sanders Land Development Plan as a Preliminary/Final Plan. Supervisor Rood seconded. The motion carried.

Chairman Gordon motioned to approve the Fairfield Municipal Authority Land Development Plan as a Preliminary/Final Plan. Vice-chairman Reamer seconded. The motion carried.

Vice-chairman Reamer motioned to approve the request of the Fairfield Municipal Authority for waiver of stormwater plan as approved by the Township Stormwater Engineer, Bill Kick, PE. Chairman Gordon seconded. The motion carried. The stormwater plan was waived, as a stormwater plan had already been completed when the Fairfield Municipal Authority was originally built and the fact that the site sits on wetlands and will not be increasing the footprint of the plant with the new construction.

Chairman Gordon motioned to approve the Hamiltonban Township Municipal Facilities as a Final Plan. Supervisor Rood seconded. The motion carried.

Vice-chairman Reamer motioned to approve the Planning Commission Report. Supervisor Woerner seconded. The motion carried.

Zoning Officer's Report: Mr. Wilbur Slothour submitted his formal report and yearly report prior to the meeting. Supervisor Rood motioned to approve Zoning Officer's Report. Vice-chairman Reamer seconded. The motion carried.

Code Enforcement Officer's Report: Mr. Dave Lutz submitted his formal report prior to the meeting. Vice-chairman Reamer motioned to approve the Code Enforcement Office's Report. Supervisor Grinder seconded. The motion carried.

Road Report: Roadmaster Harbaugh submitted his formal report prior to the meeting. Vice-chairman Reamer motioned to approve the Road Report. Supervisor Grinder seconded. The motion carried.

Sewer Report: Roadmaster Harbaugh submitted his formal report prior to the meeting. Supervisor Rood motioned to approve the Sewer Report. Vice-chairman Reamer seconded. The motion carried.

Treasurer's Report and Formal Approval of all Expenditures for the Month: Secretary/Treasurer Feiler submitted her formal report prior to the meeting along with the December 2009 Check Detail report. The Board reviewed the December financial

statements. Supervisor Rood motioned to roll the PLGIT/PLUS General Fund Class Account CD in the amount of \$98,000 due to mature February 1, 2010 for sixty days. Vice-chairman Reamer seconded. The motion carried. Chairman Gordon motioned to approve all expenditures for the month of December 2009. Supervisor Rood seconded. The motion carried. Chairman Gordon motioned to approve the Treasurer's Report. Supervisor Rood seconded. The motion carried.

Secretary's Report: Secretary/Treasurer Feiler submitted her formal report prior to the meeting. Secretary/Treasurer Feiler requested to take January 25 and 26th off. Vice-chairman Reamer will cover the office those days with office hours being 10 AM – 2 PM. The Board discussed the resident email distribution list and the new trash hauling service. Vice-chairman Reamer motioned to approve the Secretary's Report. Supervisor Grinder seconded. The motion carried.

Police Report: Officer Larmer submitted her formal report prior to the meeting along with her yearly report for 2009 and inventory list. Officer Larmer informed the Board that even though calls have been down, monies received is up. For the month of December she had 42 complaints or service calls, 3 total arrests and 6 investigations. She traveled 1,094 miles and used 87.5 gallons of fuel. Vice-chairman Reamer motioned to approve the Police Report. Supervisor Woerner seconded. The motion carried.

EMA Report: EMA Deputy Coordinator Schneider submitted his formal report at the meeting. Vice-chairman Reamer motioned to approve the EMA Report. Supervisor Rood seconded. The motion carried.

Old Business: There was no old business discussed.

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.

- Recreation and Parks Commission meeting is scheduled for January 13, 2010.
- Planning Commission meeting is scheduled for January 26, 2010.
- Board of Supervisors Workshop meeting is scheduled for January 28, 2010.
- Board of Supervisors meeting is scheduled for February 2, 2010.

Adjournment: At 9:25 PM Supervisor Woerner motioned to adjourn the meeting. Supervisor Rood seconded. The motion carried.

Deborah K. Feiler
Secretary/Treasurer

Robert L. Gordon
Chairman