

## Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Meeting Minutes

February 6, 2024

**Board Meeting:** At 7:00 PM Chairman Deardorff called the Board of Supervisors meeting to order. He announced the meeting was being recorded only for purpose of minutes.

**Supervisors Present:** Chairman J. Edward Deardorff, Coleen Reamer, Edward Spence, Ryan Picarelli, Vice Chairman Douglas Woerner

**Staff/Consultants:** In the absence of Secretary/Treasurer Nina Garretson, **Temporary** Secretary-Treasurer Coleen Reamer.

**Public:** None

*Chairman Deardorff announced: Executive Board meetings were held at 6:30-8:30 PM on January 22, 2024; 6:00-7:00 PM on January 30, 2024; 6:00 – 6:30 PM; and at 7:15-7:50 PM on February 06, 2024 for the purpose conducting interviews for both Secretary/Treasurer and Road Personnel positions.*

**Public Comment:** None

**Approval of the Agenda:** Supervisor Woerner motioned to approve agenda. Supervisor Spence seconded. The motion carried unanimously.

**Approval of the Minutes:**

a. Motion to correct the minutes of January 2, 2024 by Supervisor Deardorff to reflect t the appointment of the Zoning/UCC/ Building/Floodplain officer shall be PMCA (Pennsylvania Municipal Code Agency) not Land and Sea as stated. Second by Supervisor Woerner. Motion passed unanimously.

b. Supervisor Woerner motioned to approve the minutes of January 16, 2024. Second by Supervisor Picarelli. Motion carried unanimously.

**Solicitor's Report:**

a. Kalathas Driveway – 1661 Cold Springs Road. The roadmaster reported once again on the issues that have been explained several times to Mr. Kalathas about the construction of the driveway entrance and that these issues were discussed with Mr. Kalathas prior to the pouring of the concrete. The solicitor issued a letter stating violation of driveway construction and needed corrections on December 4, 2024. The permit application that was submitted on 01/24/2024 was not submitted with requested drawings for correction. The engineer will forward his recommendations for correction of the driveway by letter to Mr. Kalathas as he and Mr. Herr met earlier on 02/06/2024 to measure the driveway entrance and create those recommendations. As a result of the additional cost Mr. Kalathas will be invoiced for the time and expertise of the engineer.

b. Sportsman's Association – There was discussion about the waste concerns with no known septic system at the campground on Route 16. There is no report as yet from the SEO as the club did not respond to his letter. The SEO was instructed to visit the site. As for the ZHB extension, Solicitor Battersby will confer with Solicitor Eastman.

c. Crouse Driveway – 1709 Cold Springs Road. The property has been listed by a Real Estate Company for sale. The posting by them at the property suggests that the property drive is complete. There are still outstanding Adams County Conservation issues, driveway entrance

issues, Stormwater management issues and construction placement of the driveway is an outstanding issue. A certified letter will be drafted by Solicitor Battersby to both Mr. Crouse and the Real Estate Company putting them on Legal Notice that the issues must be corrected and that there is no longer a permit for that driveway. The original permit letter from Hamiltonban Township stated conditions on May 23, 2022. The permit was issued on June 1, 2022 and has since lapsed on June 2 of 2023. A new permit must be secured.

A Motion was made by Supervisor Woerner and Seconded by Supervisor Picarelli to approve the Solicitor's report with all recommendations. Motion passed unanimously. Solicitor Battersby left the meeting at 7:16 PM.

#### **Old/New Business:**

- a. 184 Tunnel Lane Driveway – Engineer Vranick and Roadmaster Herr visited the site and Mr. Vranick will issue a report on the results of the visit.
- b. Permission was granted to the Tour de Frederick for their 2024 ride.
- c. February 17 is South Mountain Awards Dinner. Board granted permission to secure a plaque.
- d. 2024 Membership to Adams Economic Alliance cost of \$200; Motion by Supervisor Deardorff and second by Supervisor Picarelli to join as a member. Motion passed unanimously.
- e. Permission from Fairfield Borough request to have Supervisors Spence or Picarelli represent Fairfield as their ACTCC and YATB alternates should Fairfield reps not be able to make the meeting. In turn, Fairfield Borough representative councilor Smith or Secretary/Treasurer Wagle will represent our township in the absence of a Hamiltonban Township delegate. Motion to approve the request by Fairfield Borough and approval of all other Old/New Business items by Supervisor Woerner, second by Supervisor Deardorff. Motion passed unanimously.

#### **Roadmaster's Report:**

- a. Road Saw approval for purchase price increase to \$2,000 to Union Township. Motion by Supervisor Woerner and second by Supervisor Spence. Motion passed unanimously.
  - b. Lightning Trail is coming apart in areas and will have to be repaired in the spring. Approximately 1/8 of a mile may have to be reclaimed and a new surface placed.
  - c. BB lot survey – Hoffman will survey probably in the March timeframe.
  - d. 2023 MACK Dump Truck – The incorrect plow is at the shop for mounting. SEI would like us to pay \$3,000 to secure the correct plow and to set the truck with the berm box. After in depth discussion the Board decided that none of these changes were due to any error on the Township's part and our contract supports both the correct plow and the mounting of the Berm Box. A motion was made by Supervisor Spence, second by Supervisor Woerner to deny the change order price and demand that the company be held to the contract. Motion passed unanimously.
  - e. Shop heaters need to be reset. Roadmaster requested placement/purchase of auto reset from Thomas Inc. He is waiting on pricing.
  - f. Snow issues on Deer Track and Mt. Carmel discussed. Deer track is a private issue and Supervisor Spence will talk to the resident on Mt. Carmel about snow plowing. BY ORDINANCE, NO RESIDENT may push snow onto or across a Township Road. It is a hazard to the traveling public.
- Supervisor Picarelli motioned and Supervisor Spece seconded the approval of the Road Report and its recommendations. Motion passed unanimously.

**Secretary's/Treasurer's Report:** Financial reports were received by the Board in their packets prior to the meeting on all accounts

- Motion by Supervisor Deardorff, second by Supervisor Woerner to add all Board members and Secretaries to the signing authorities of all financial institutions. Motion passed unanimously.
- John Hancock called to express interest in presenting their retirement plans to the Township. Our Pension Plan was changed in 2008 to PMRS and the Board does not want to change at this time.
- New cabinets for files were received, Road crew installed them and moved some files. Coleen is working on moving files into storage.
- Cermak – Sent estimate for service back to Cermak. Hoping for new computer soon.
- The Secretary/Treasurer AD will cost \$599 to run for seven days in the Gettysburg Times and run for a month on line through their Recruitology program.
- Preparing for workers compensation audit on February 13, 2024. Met with Land and Sea to review ongoing plans that they will continue with through completion.
- Received from YATB \$11,532.14 in final Earned Income Tax delinquent taxes from prior years.
- Reviewed all Commercial insurances with ACNB Insurance Representative Deb Conrad.
- Supervisor Deardorff asked for completion of Financial Interest Statements by all Board members
- Working on Audit preparation
- Met with PMCA for new zoning and hearing board cases.
- Interviews for Secretary /Treasurer were set for Monday evening at 6:30 in half hour intervals January 22, 2024.

Motion to approve the Secretary/Treasurer Report and its recommendations was made by Supervisor Woerner. Motion seconded by Supervisor Spence. Motion passed unanimously.

**Planning Commission:**

a. Fine Line Trim ZHB hearing is set for February 22, 2024.

There is concern for the road conditions near the site since we have had several truck damage incidents there.

Motion by Supervisor Deardorff, second by Supervisor Spence to send Solicitor Battersby and the Roadmaster to attend the Hearing at 7:00 PM with a list of conditions. Motion passed unanimously.

b. Motion by Supervisor Deardorff, second by Supervisor Woerner to appoint Derek Flenner to fill the seat of deceased member Steven Jacobs on the Planning and Zoning Commission and to appoint Susan Swope to the Zoning Hearing Board to fill the seat vacated by Mr. Derek Flenner. Motion passed unanimously.

c. Motion by Supervisor Deardorff and second by Supervisor Spence to approve the recommendation of the Planning and Zoning Commission to deny the request to change the Hamiltonban Zoning Ordinances to accommodate solar in the Commercial Zoning District. Request Denied. Motion passed unanimously.

d. Motion by Supervisor Deardorff, second by Supervisor Spence to advertise a Joint meeting of the Board of supervisors and the Planning and Zoning Commission on the regularly scheduled Joint meeting date of February 27, 2024 at 7:00 PM. Motion passed unanimously.

**Code Officer: Officer Tim McCauslin**

A Motion by Supervisor Deardorff, second by Supervisor Woerner to add Mr. McCauslin to the Township payroll as a part-time employee for \$30.00 per hour.

Officer McCauslin issued a letter to the property owner off Six Lane, Fayetteville citing a violation of the Open Burning Nuisance Ordinance.

**Zoning/Building/ UCC/ Floodplain Officer (PMCA):** No report

**Joint Parks and Recreation:** Parks and Recreation January meeting was cancelled due to snow. Reorganization and regular meeting will take place on February 12, 2024 which was moved and advertised from February 13.

**FREMA:** none

**Fire Company Reports:** Fairfield Fire Awards Banquet is scheduled for March 9, 2024  
The Quarterly meeting of the Fairfield Fire Company was held January 15, 2024.

**Adams County Council of Governments and Adams County Association of Township Officials:** none

**PA State Police:** 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 February 12, 2024
- Board of Supervisors Meeting – February 20, 2024
- Zoning Hearing Board – February 22, 2024
- Joint Board of Supervisors/ Planning Commission – February 27, 2024

There was no further business.

**Adjournment:** The meeting adjourned at 9:00 PM by motion by Supervisor Woerner, seconded by Supervisor Spence.

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Coleen N. Reamer  
Temporary Secretary/Treasurer

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J. Edward Deardorff  
Chairman