

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Monthly Meeting Minutes

July 1, 2014

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

Supervisors Present: Robert L. Gordon, Douglas Woerner, J. Edward Deardorff and LuAnn M. Dille. Coleen N. Reamer was excused from the meeting. There was a quorum.

Staff: Solicitor Matthew Battersby, Secretary/Treasurer Deborah K. Feiler, and Roadmaster John A. Harbaugh, Jr.

Public: Chet Andes, Matthew Watson, Kenneth Scott of Beyond All Boundaries, LLC, and Emerson Bannon.

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

Public Comment: Mr. Bannon asked the Board to consider supporting a TerraCycle Program in the Fairfield area. Terracycle is based on the concept of up-cycling which is essentially recycling of non-recyclable materials such as pens and candy wrappers. Although the Board supports recycling, Solicitor Battersby suggested that Mr. Bannon speak to the Adams County Department of Environmental Services to see if he would need to obtain a haulers permit and to see if this program would impact the Township's agreement with Parks Garbage Service who currently hauls recyclables for the Township.

Approval of the Minutes: Supervisor Woerner motioned to approve the June 3, 2014 Board of Supervisors Meeting Minutes. Supervisor Dille seconded. The motion carried. Supervisor Deardorff abstained as he was not present at that meeting. Supervisor Woerner motioned to approve the June 26, 2014 Board of Supervisors Workshop Meeting Minutes. Supervisor Dille seconded. The motion carried unanimously. There was an executive session just prior to the June 26th Workshop to discuss a personnel matter.

Solicitor's Report: Solicitor Battersby presented his formal report at the meeting. He stated the following: 1) that he has been in contact with the Office of the Budget regarding the in-kind match that is needed for the H20 Grant; 2) that 501(c)(3) non-profit corporations are subject to fuel tax and are not allowed to use the Township fueling station which is limited to governmental entities and fire companies; 3) that he received and is reviewing the Traffic Agreement from Henry Heiser, Esq. regarding the Multi-modal Grant for the Iron Springs Plaza Plan; 4) that he received a notices from the Court of Common Pleas of Adams County regarding lots in the BB Section that are going to be sold by the Adams County Tax Claim Bureau and; 5) that the delinquent sewer account that is before the District Court went to a default judgment and a lien will be put on the property in thirty days. Supervisor Woerner motioned to accept the Solicitor's Report. Supervisor Deardorff seconded. The motion carried unanimously. Solicitor Battersby left the meeting at 7:15 PM.

New Business: Supervisor Deardorff motioned to approve a Customary Home Occupation Application for craft and specialty manufacture/repair and sales corporation at 136 White Barn Lane. Supervisor Woerner seconded. The motion carried unanimously. The Zoning Officer approved this application for the custom woodworking web based business.

Mr. Andes and Mr. Bannon left the meeting at 7:21 PM.

Planning Commission Report: Draft Planning Commission minutes were distributed to the Board prior to the meeting. Supervisor Dille motioned to conditionally approve and sign the Benny Akers Subdivision Plan as recommended by the Planning Commission, based on the completion of the outstanding comment number five from the C.S. Davidson, Inc. comment letter of June 17, 2014. Supervisor Woerner seconded. The motion carried unanimously. Comment number five states *Section 700.C.2 of the SLDO requires sewage planning pursuant to the rules and regulations of the PA DEP. A non-building waiver should be executed for Lot 1 and 2. Additional language should be added to the plan for lot NO. 2 to identify the lot as a non-building lot.* Completion of the outstanding comment will not change the Plan in any way.

Supervisor Deardorff motioned to approve and sign the Todd Reamer Subdivision Plan as recommended by the Planning Commission. Supervisor Woerner seconded. The motion carried unanimously. There were no outstanding conditions.

Supervisor Deardorff motioned to approve and sign the Whippoorwill Conservation Partners Subdivision Plan as recommended by the Planning Commission, based on the completion of outstanding comments three and four from the C.S. Davidson, Inc. comment letter of June 18, 2014. Supervisor Woerner seconded. The motion carried unanimously. Comment numbers three and four state *Section 700.A.16 of the SLDO requires the owner's notarized signature to be provided on the plan, and Section 700.C.2 of the SLDO requires sewage planning pursuant to the rules and regulations of the PA DEP, respectively.* Completion of the outstanding comment will not change the Plan in any way.

Mr. Scott left the meeting at 7:38 PM.

New Business Continued: Supervisor Deardorff motioned to appoint McMahon Transportation Engineers & Planners as the Township Traffic Engineer effective immediately. Supervisor Woerner seconded. The motion carried unanimously. The reason for appointing a new Traffic Engineer is due to the fact that the current Traffic Engineer's local office has closed leaving their closest office in State College, PA.

Supervisor Deardorff motioned to reject all the bids received for the Cold Springs Road Culvert #2 project. Supervisor Woerner seconded. The motion carried unanimously. Bids were received from Hobb's Excavating, LLC and Brett A. Bishard General Excavating for \$35,480 and \$44,650, respectively. Due to the fact that Township Code states *contracts exceeding \$19,100 must be advertised*, these bids had to be rejected as they were not advertised.

Supervisor Deardorff motioned to start preparing a Long Range Township Transportation Plan. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Deardorff motioned to move Kenneth Nicholls from an on-call employee to a permanent part-time employee, not to exceed twenty hours per week. Supervisor Woerner seconded. The motion carried unanimously.

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 June 2014 Check Detail Report. The Board reviewed the June Financial Statements. Supervisor Woerner motioned to approve all expenditures for the month of June and accept the Treasurer's Report. Supervisor Deardorff seconded. The motion carried unanimously.

Secretary's Report: Secretary/Treasurer Feiler submitted her formal report along with the monthly calendar prior to the meeting. Secretary/Treasurer Feiler asked the Board if she should set up a fueling station card for Richard Wivell and Kenneth Nicholls, the Board agreed. Supervisor Woerner motioned to accept the Secretary's Report. Supervisor Deardorff seconded. The motion carried unanimously.

Road Report and Sewer Report: Roadmaster Harbaugh submitted his formal Road Report prior to the meeting. There was a discussion regarding the Township seal. The coloring on the seal that is on the trucks is a bit different from the master seal. Roadmaster Harbaugh stated that Doreen Premo has volunteered to help organize the Road Department files, and that the Road Crew has started grading Cold Springs, Moritz and Mount Carmel Roads. Supervisor Deardorff motioned to advertise for a part-time Flagger at a rate of \$10 per hour. Supervisor Woerner seconded. The motion carried unanimously. Supervisor Deardorff motioned to postpone the Township Office parking lot paving project until 2015. Supervisor Woerner seconded. The motion carried unanimously. Supervisor Woerner motioned to accept the Road Report. Supervisor Deardorff seconded. The motion carried unanimously.

Roadmaster Harbaugh submitted his formal Sewer Report prior to the meeting. He added that the aerator on the first lagoon keeps tripping and will have to be repaired. Supervisor Woerner motioned to accept the Sewer Report. Supervisor Deardorff seconded. The motion carried unanimously.

Recreation and Parks Commission (RPC) Report: There was no meeting in June.

EMA Report: No report was submitted.

Fire Company Reports: No reports were submitted.

Zoning Officer's Report: Mr. Wilbur Slothour submitted his formal report for the month of June prior to the meeting. There were three Zoning Land Use/Building Permits issued in the month of June. Permits were issued for 3809 Fairfield Road, 855 Knox Road, and 2630 Cold Springs Road. Supervisor Woerner motioned to accept the Zoning Officer's report. Supervisor Deardorff seconded. The motion carried unanimously.

Code Enforcement Officer's Report: No formal report was submitted for the meeting. Mr. William Gardiner communicates with the Board via regular emails.

Special Notices: Chairman Gordon mentioned that Adams County is updating the Hazard Mitigation Plan that was put into place five years ago and that Vice-chairman Reamer is serving on the County Steering Committee representing the Adams County Council of Governments. Once the Plan is updated, the Township will need to adopt the Plan to be eligible to receive certain types of hazard mitigation funding. The Middle Creek Study will be included in the Plan. Chairman Gordon asked the Board to forward any comments they may have on the Plan to Vice-chairman Reamer for the County's consideration.

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 - Cancelled for July
- Planning Commission - July 22, 2014
- Board of Supervisors Workshop - July 31, 2014
- Board of Supervisors - August 5, 2014

Old Business: Supervisor Dille stated that due to the fact that the Township Personnel Policy does not recognize the compressed work week and that the policy states full-time employees will be paid for the 4th of July Holiday, which falls on a Friday this year, she recommended the following motion. Supervisor Deardorff motioned to allow the full-time employees to observe the 4th of July Holiday on Thursday, July 3rd. Supervisor Dille seconded. The motion carried unanimously. Supervisor Dille also stated that per PSATS, the Board must be consistent and do the same for next year when the 4th of July Holiday falls on a Saturday.

Adjournment: At 8:23 PM Supervisor Woerner motioned to adjourn the meeting. Supervisor Dille seconded. The motion carried unanimously.

Deborah K. Feiler
Secretary/Treasurer

Robert L. Gordon
Chairman