

## Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Meeting Minutes

February 7, 2023

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, Robert L. Gordon, and Coleen Reamer. David B. Martin absent.

**Staff:** Roadmaster Ray Herr. Secretary/Treasurer Nina Garretson, Solicitor Matthew Battersby, Pam Wiehagen, Tax Collector

**Public:** James Cooper, Phyllis Doyle Smith, Carroll Valley Tax Collector, and Christine Reading, Adams County Treasurer, George "Butch" Harbaugh.

**Approval of the Agenda:** Vice-Chairman Woerner motioned to add 8.f. 914 Mt. Hope Road Temporary Driveway and approve amended agenda. Supervisor Gordon seconded. The motion carried unanimously.

**Public Comment:** None.

**Approval of the Minutes:** Vice-Chairman Woerner motioned to approve the January 17, 2023 Board of Supervisors Meeting minutes. Supervisor Reamer seconded. The motion carried unanimously.

**Executive Session:** – cancelled.

**Solicitor's Report:** Solicitor Battersby reported he will be attending the Watershed of Adams County vs DEP and Township at Environmental Hearing Board, and will monitor and participate. He will also be monitoring the tax assessment appeal by ISP Minerals.

Supervisor Gordon asked if the Board should visit Swamp Creek Lane to see what is being done. Board said consultants make periodic checks on progress of plans and permits and report to the Board, so this is unnecessary.

Vice-Chairman Woerner motioned to approve Solicitors report. Supervisor Gordon seconded. The motion carried unanimously. Solicitor Battersby left the meeting 7:16 PM.

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

Secretary Garretson stated she shared with Board a proposal from Phyllis Doyle Smith, Carroll Valley Tax Collector regarding collecting for 2023. Discussion regarding Tax Collector appointment for 2023. Adams County Treasurer Crissy Reading said spring tax bills to be printed next week. She said they are collecting Abbottstown Borough, Arendtsville Borough and in process of starting to collect for Bendersville Borough. She stated they will accept the current payment of 5% of taxes collected, less fire tax, by Hamiltonban Township for their office, but with reimbursement of postage. She said the Fairfield School District will need to do their own Resolution and Agreement. Vice-Chairman Woerner motioned to approve Resolution 2023-05 to appoint Adams County Treasurer for 2023 Tax Collection. Supervisor Gordon seconded. The motion carried unanimously. Vice-Chairman Woerner motioned to approve the agreement with Adams County Treasurers office to collect 2023 taxes. Phyllis Doyle Smith left meeting at 7:16 PM.

**Road Report:** Roadmaster Herr report was received by the Board in the Board packets prior to the meeting. He said there are working on cleaning drains and pipes and removing dead trees and brush. He said working with Michael Rothrock with the Forestry Service to see what trees can be removed.

Roadmaster Herr stated he met with State Liquid Fuels representative regarding bid projects for 2023.

Roadmaster Herr said he and Supervisor Reamer put together a Dirt & Gravel Road Grant for 800 ft for under drain on Cold Springs Road. He said possible need at Elgin Lane for new ditch line.

Roadmaster Herr said the F550 truck which they replaced tires will need one or two new rims and poly fender. He is working on costs. He will order filters for trucks and equipment from Napa since they have a 10% off sale.

Discussion of Mt Hope Road Culvert. Township Engineer reported that they cannot get box culvert until late November and suggest postponing. Supervisor Gordon motioned to order culvert now and complete next year. Bid opening to be February 15 and Township Engineer did addendum for scheduled for bid package. Vice-Chairman Woerner seconded. The motion carried unanimously.

Board discussion to start Cold Springs Road package. Chairman Deardorff said he suggest cement pipe bottom to make last another 8 years before replacing. Supervisor Reamer said outlets should be cut out into field so land owners need to be consulted.

George Harbaugh, 103 Iron Springs Road stated they have not starting using the temporary driveway permit for 914 Mt Hope Road. He said it may be another month or so before they begin, and he did not realize it is only good for 60 days. Board advised that he will need to apply for another temporary permit, but he should wait until they are ready to begin. Roadmaster said side ditch needs reopened until they are ready to begin. Mr. Harbaugh said the Township should hold the bond funds until completed.

Vice-Chairman Woerner motioned to approve the 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 January showed income of \$42,922.42, expenses of \$81,594.32 and net after transfers -\$38,671.90. She reported at RKL auditors will begin 2022 audit on Thursday and Friday. She reported the workers comp audit has been completed and closed out. Vice-Chairman Woerner motioned to accept the Treasurers Report and approve all expenditures for the month of January. 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 she has completed the DCED CLGS 69, 19 and 2565 reports, the MS 365 as well as many other annual reports.

Discussion of numerous garbage complaints. Secretary Garretson said contract has liquid damages clause. Chairman Deardorff motioned to have Township Solicitor send letter to Parks Garbage. Supervisor Gordon seconded. The motion carried unanimously.

Secretary Garretson presented proposal from General Code for updates to Code. After discussion, Chairman Deardorff motioned to proceed with General Code update for a cost between \$2,015 and \$2,600 for four pieces of legislation along with 2023-01 Ordinance at no additional cost. Vice-Chairman Woerner seconded. The motion carried unanimously.

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

**Planning Commission Report:** Supervisor Gordon motioned to approve the Component 3 Planning Module for 145 Tract Road – Cooper and authorize the Chairman and Secretary sign documents for submission. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice Chairman Woerner motioned to approve with conditions subdivision plans for 145 Tract Road – Cooper as recommended by the Planning & Zoning Commission that all items listed in the review letters of the Township Engineer and Adams County Office of Planning and Development are satisfactory addressed. Supervisor Reamer seconded. The motion carried. James Cooper left the meeting at 7:45 PM.

**Zoning Officer's Report and Code Enforcement Officer's Report:** Tabled until next meeting no reports.

**Joint Parks and Recreation Commission Report:** Supervisor Reamer said everything done by Clark Contractors and just waiting until spring to finish.

**FEMA Report:** None.

**Fire Company Reports:** Supervisor Gordon reported on Fairfield Fire Company for January with 28 calls with 5 in Township, along with list of quarterly meeting dates; Cashtown Fire Company had 21 calls with 1 in Township, also provided financial budget for 2022; AREMS had annual 2022 showed 9,128 calls, 810 calls for December.

Chairman Deardorff reported on the last Fairfield Fire Company Municipal meeting. He said both Fairfield Fire Co and Fountaindale Fire Co each want to purchase a new truck. It was suggested at the meeting that they share a new truck. In discussion it was decided to form an exploratory committee to see about merging.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Supervisor Gordon said January meeting no program but elected new officers Terry Scholle of Mt Joy Township as President, Ron Harris of Carroll Valley Borough as Vice-Chair, Pat Smith of Fairfield Borough as Treasurer, and Danielle Helwig of Butler Township as Secretary. He said ACATO still working on meeting date, which Secretary Garretson to be Secretary, and Susan Plank of Franklin Township as Treasurer.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** Supervisor Gordon did attend via Zoom. Minutes should be out shortly. He said ACTCC February meeting was cancelled.

**Pennsylvania State Police Report.** Supervisor Gordon reported January report showed 36 calls with 5 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 posted via a notice on the office door.

- Parks and Recreation Commission – February 14, 2023
- Board of Supervisors Meeting – February 21, 2023
- Planning Commission – February 28, 2023

**Adjournment:** Vice-Chairman Woerner motioned to adjourn at 7:52 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