

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Via: Startmeeting.com

Reorganization Meeting Minutes

January 4, 2021

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced that Hamiltonban Township is a Township of the Second Class and by State regulation must reorganize tonight. 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, David B. Martin and Coleen Reamer.

Staff: Secretary/Treasurer Nina Garretson, and Roadmaster Ray Herr.

Public: via Startmeeting.com: Tyler Newton of Petrus Holdings and Richard Fulton.

Public Comment: None.

Supervisor Woerner motioned to appoint J. Edward Deardorff as temporary Chairman and Nina Garretson as temporary Secretary. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Woerner motioned to reappoint J. Edward Deardorff as Chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Martin seconded. The motion carried.

Supervisor Reamer motioned to reappoint Nina Garretson as Secretary/Treasurer with a treasurer's bond of \$500,000. Supervisor Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to reappoint Doug Woerner as Vice-Chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff motioned to reappoint Nina Garretson as the CDL Coordinator. Supervisor Reamer seconded. The motion carried unanimously.

Chairman Deardorff motioned to reappoint D. Brad Martin as the Safety Coordinator. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to reappoint Nina Garretson as Right-to-Know Officer. Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned by omnibus to reappoint Ray Herr as Roadmaster; James Eyler and Randy Pritt as full-time road crew; FREMA Agency, Adam Wine, EMA Coordinator and A.J. Aldrich, Deputy EMA Coordinator. Supervisor Martin seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint the following Township consultants: Matthew Battersby of Battersby Law Office as the Solicitor; Fred Heerbrandt of Wm. F. Hill & Assoc, Inc. as the Sewer Engineer; Gil Picarelli of KPI Technology as the Sewage Enforcement Officer; Jodie Evans of McMahon Transportation Engineers and Planners as the Traffic Engineer; Wilbur Slothour of Land and Sea Services, LLC as the Zoning Officer and Floodplain Manager; Tim McCauslin of Land and Sea Services, LLC as the Code Enforcement Officer all with their current fee schedule.. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Reamer motioned to reappoint the following Township consultants: Natural Lands Trust and Rob Thaeler of the Adams County Office of Planning and Development as the Planning Consultants; Wm. F. Hill & Assoc. as Township Engineering Firm; Harold Eastman with Barley & Snyder Attorneys at Law as Zoning Hearing Board Solicitor; and Wilbur Slothour of Land and Sea Services, LLC as the Building and UCC Inspections Officer; all with their current fee schedule. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Reamer motioned to adopt Resolution 2021-01: Appointing Rotz & Stonesifer Certified Public Accountants to prepare the 2020 audit for all of the Township's funds. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to adopt Resolution 2021-02: Review and Report Fees for Subdivision and Land Development. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer motioned to adopt Resolution 2021-03: Hamiltonban Township Fee Schedule for 2021. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2021-04: Appointing members to the Zoning Hearing Board. Reappointing Gene Wiehagen (3-year term), along with current members John Luntz, James Izer, and Cynthia McNulty as alternate to the Zoning Hearing Board. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint by omnibus Dale J. Premo as the Vacancy Board Chairman (one-year term); Planning Commission Sherry Rogers-Frost term expiring 2024; Planning Commission Stephen Jacobs term expiring 2024; Gene Wiehagen to the Zoning Hearing Board (term expiring 2023); Joint Parks & Recreation Commission Matthew Inskip term expiring 2025 and Joint Parks & Recreation Commission Dean Thomas as Fairfield Borough alternate. Supervisor Reamer seconded. The motion carried unanimously.

Chairman Deardorff motioned to reappoint Robert Gordon as Delegate, and Coleen Reamer as alternate to the Adams County Council of Governments. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to appoint Robert Gordon as delegate, Coleen Reamer as alternate, Fairfield Borough as alternate, to the Adams County Tax Collection Committee and York/Adams Tax Bureau. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer said no delegate needed for the Adams County Bicycle and Pedestrian Plan Committee.

Chairman Deardorff motioned to reappoint David B. Martin as delegate, and Douglas Woerner as alternate for Fairfield Regional Emergency Management Agency (FREMA) representatives. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to appoint Coleen Reamer as the liaison to the Joint Parks & Recreation Commission. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint J. Edward Deardorff as representative to the Agricultural Security Commission. Supervisor Gordon seconded. The motion carried unanimously.

Chairman Deardorff motioned to appoint Robert Gordon as the liaison to the Planning & Zoning Commission. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to retain ACNB Bank, Pennsylvania Local Governments Investment Trust (PLGIT), and F & M Trust as the Township's depository banks. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to establish the Township meeting dates as follows:

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| Auditors: | January 5, 2021. |
| Board of Supervisors: | First and third Tuesday of each month except for May and November, when the meeting will be on Wednesday, May 19 and November 3 after Primary Day and Election Day. |
| Planning Commission: | Fourth Tuesday of each month. |
| Parks & Recreation Commission: | Second Tuesday of each month. |

All public meetings are held at the local prevailing time of 7:00 PM at the Township Office located at 23 Carrolls Tract Road, Fairfield, PA, and due to COVID-19 via platform Startmeeting.com. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Gordon motioned to determine the Township's observed 2021 Holidays New Year's Day-Jan. 1, Martin Luther King Day January 18, Presidents Day February 15, Good Friday-April 2, Memorial Day-May 31, Independence Day-July 5 (since 4th is Sunday), Labor Day-September 6, Veterans Day-November 11, Thanksgiving Day-November 25 and day after November 26, and Christmas Day-December 24 (since 25th is Saturday). Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to appoint Coleen Reamer to be voting delegate, with Robert Gordon as alternate for the Pennsylvania State Association of Township Supervisors (PSATS) Convention. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to have the Township follow the Federal mileage allowance which is \$0.56 for 2021. Vice-Chairman Woerner seconded. The motion carried unanimously.

At 7:16 PM Vice-Chairman Woerner motioned to adjourn the Reorganization meeting. Supervisor Martin seconded. The motion carried unanimously.

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Via: Startmeeting.com

Regular Meeting Minutes

January 4, 2021

Board Meeting: At 7:16 PM Vice-Chairman Deardorff called the January Board of Supervisors meeting to order.

Supervisors Present: J. Edward Deardorff, Douglas Woerner, Robert L. Gordon, David B. Martin and Coleen Reamer.

Staff: Secretary/Treasurer Nina Garretson, and Roadmaster Ray Herr.

Public: via Startmeeting.com: Tyler Newton of Petrus Holding and Richard Fulton.

Approval of the Agenda: Vice-Chairman Woerner motioned to approve agenda. Supervisor Reamer Seconded. The motion carried unanimously.

Public Comment: None.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the December 15, 2020, Board of Supervisors Meeting, Chairman Deardorff seconded. The motion carried unanimously.

Solicitor's Report: Solicitor Battersby Excused.

Road Report: Roadmaster Herr report was received by the Board in the Board packets prior to the meeting. Vice-Chairman Woerner motioned to approve the Roadmasters Report. Chairman Deardorff seconded. The motion carried unanimously.

Streetlights tabled.

Roadmaster Herr gave update and said the electric company has contacted property owners regarding moving poles on Moritz Road. He said they will stake out where these poles will be moved for property owner's approval.

Roadmaster presented bid for air compressor from Quad-State of Greencastle, of \$5087.00, and said he called a company in Hagerstown, MD but they did not respond. He said many municipalities use Quad-state. Supervisor Gordon asked if they were Co-Stars. Chairman Deardorff motioned to approve this quote for a new air compressor, contingent on Roadmaster obtaining additional bid. Vice-Chairman Woerner seconded. The motion carried unanimously.

Roadmaster reported he estimated based on FEMA rates \$119.00 per hour for boom mowing for Liberty Township. He said the Liberty Township Board will be reviewing at their meeting tonight. Supervisor Reamer stated an Intermunicipal Coop Agreement should be entered into.

Roadmaster Herr stated he is compiling a list of problem driveways, such as one on Mt. Hope Road which pipe needs replaced and ice forms on road. He is also compiling a list of driveways that push snow on the roads. Supervisor Gordon said Code Officer should send warning letters.

Roadmaster reported that the Road Department worked this past weekend due to snow, ice and down trees, and a fire in BB Section due to down lines.

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. Supervisor Gordon motioned to accept the Treasurers Report and approve all expenditures for the month of December. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve transfer from Capital Reserve – Roads fund for the payment of \$31,809,89 for Boom Mower and to transfer \$30,000 from PLGIT to ACNB for operating. Supervisor Martin seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve the AmTrust workers compensation quote as presented for 2021. Supervisor Martin seconded. The motion carried unanimously.

Secretary Garretson reported that the first payroll of 2021 will include December 31, 2020. Supervisor Gordon motioned that the 3% raise for employees be instituted with the first payroll of 2021 and to include the last day of 2020. Supervisor Martin seconded. The motion carried unanimously.

Secretary’s Report: Secretary’s Report. Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in their packets prior to the meeting. Chairman Deardorff motioned to accept the Secretary’s Report. Supervisor Gordon seconded. The motion carried unanimously.

Secretary Garretson reported she contacted Adams County EMA about federal funding for another AED, but has no response at this time. AED Funding – tabled.

Old/New Business

Vice-Chairman Woerner motioned to approve use of Startmeeting.com for all 2021 meetings. Chairman Deardorff seconded. The motion carried unanimously

Supervisor Reamer motion to approve the attendance to the Annual PSATS Convention and Tradeshow, April 18-21, 2021 for Supervisor Reamer, as voting delegate and Supervisor Gordon, and to include Supervisor Martin and Roadmaster Herr. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Reamer motioned to approve and advertise adoption of Codification, contingent on Solicitor’s review. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve and post 2021 Budget Message. Supervisor Reamer suggested that “sewer” be removed for all financials. Vice-Chairman Woerner seconded. The motion carried unanimously.

Planning Commission Report: Supervisor Gordon motioned to approve 30-day extension request for 1537 Mt. Hope Road – Strawberry Hill Foundation Subdivision Plans submitted by Petrus Holdings. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve 90-day extension request for 456 Water Street – Ray Strayer Estate Subdivision Plans submitted by Beyond All Boundries. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve Planning Commission members attendance for January 12th webinar with PMPEI for PSAB at a cost of \$25.00 each. Secretary Garretson reported currently four members wish to attend. Supervisor Gordon seconded. The motion carried unanimously.

Zoning Officer’s Report and Code Enforcement Officer’s Report: none.

Joint Parks and Recreation Commission Report: Supervisor Gordon reported Darin Youker with Celebrate Gettysburg Magazine wanted information on park for article.

Supervisor Reamer asked the Board to consider the budgeted fund line 452.250 as a donation to the Community Park. She said Fairfield Borough provides financial support and felt the Township should make a financial gift by transferring these funds to the Parks & Recreation Fund. Supervisor Gordon motioned to transfer \$2,500.00 as budgeted, to the Parks & Recreation Fund when other donations are done. Chairman Deardorff seconded. The motion carried.

FEMA Report: Supervisor Martin stated the next meeting is in February. He reported last incident was train derailment, which CSX had control of.

Fire Company Reports: Supervisor Gordon reported on Cashtown Fire Company, and Fairfield Fire Company monthly reports.

Supervisor Gordon motioned to approve \$5,000 donation to Fairfield Fire Company for 2020. Vice-Chairman Woerner seconded. The motion carried.

After further discussion on assisting the community fire departments, Chairman Deardorff motioned to approve donations of \$3,000.00 for South Mountain Fire Department and \$2,000.00 for Cashtown Fire Department. Supervisor Gordon seconded. The motion carried unanimously.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon said COG meeting held via Zoom and competed budget and officers.. He said ACATO had executive committee meeting and made motioned to keep current officers, no audit for 2020, dues will be \$25 and the conference will be November 10, 2021.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): ACTCC made bylaw amendments and Fairfield represented the Township.

Pennsylvania State Police Report. Supervisor Gordon said November report showed 60 calls with 26 being school checks.

Special Notices: Supervisor Reamer said Ricky Whitmore is new representative at Adams County Conservation District as the Community Clean Water Action Plan Coordinator.

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.

- Elected Auditors Meeting - January 5, 2021
- Parks and Recreation Commission - January 12, 2021.
- Board of Supervisors Meeting – January 19, 2021
- Planning Commission - January 26, 2021.

Adjournment: Vice-Chairman Woerner motioned to adjourn at 8:04 PM. Seconded by Supervisor Reamer. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman