

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Reorganization and Regular Monthly Meeting Minutes

January 7, 2019

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, LuAnn M. Dille, Robert L. Gordon, and David B. Martin.

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

Public: Cliff Frost, David Martin, and John Messeder of the *Gettysburg Times*.

Public Comment: None.

Supervisor Woerner motioned to appoint J. Edward Deardorff as temporary Chairman. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Woerner motioned to appoint Nina Garretson as temporary Secretary. Supervisor Deardorff seconded. The motion carried unanimously.

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

Supervisor Woerner motioned to reappoint Nina Garretson as Secretary/Treasurer. Supervisor Dille amended motion 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 Dille seconded. Supervisor Woerner abstained. The motion carried.

Vice-Chairman Woerner motioned to reappoint J. Edward Deardorff as Road Coordinator. Supervisor Dille seconded. Chairman Deardorff abstained. The motion carried.

Vice-chairman Woerner motioned to reappoint LuAnn M. Dille as Office Coordinator. Chairman Deardorff seconded. Supervisor Dille abstained. The motion carried.

Chairman Deardorff motioned to reappoint Nina Garretson as the CDL Coordinator. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to appoint D. Brad Martin as the Safety Coordinator. Vice-Chairman Woerner seconded. Supervisor Martin abstained. The motion carried.

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

Chairman Deardorff motioned to reappoint Ray Herr as Roadmaster. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to reappoint James Eyler and Dana Stevens as full-time road crew. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint Dick Wivell as part-time/on-call road crew. Supervisor Dille seconded. The motion carried unanimously.

Vice Chairman motioned to appoint D. Brad Martin as Township Representative to the Fairfield Regional Emergency Management Agency. Chairman Deardorff seconded. Supervisor Martin abstained. The motion carried.

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 McMahan 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; and 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 Puhl, Eastman & Thrasher Attorneys at Law as Zoning Hearing Board Solicitor; and Wilbur Slothour of Land and Sea Services, LLC as the Building and UCC Inspections Officer. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Dille motioned to adopt Resolution 2019-01: Appointing Rotz & Stonesifer Certified Public Accountants to prepare the 2018 audit for all of the Township's funds. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Dille motioned to adopt Resolution 2019-02: Review and Report Fees for Subdivision and Land Development. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2019-03: Hamiltonban Township Fee Schedule for 2019. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Dille motioned to adopt Resolution 2019-04: Appointing members to the Zoning Hearing Board. Reappointing Cynthia McNulty as alternate, and John Luntz, (3-year term), along with current members Jim Izer, Gene Wiehagen to the Zoning Hearing Board. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint Dale J. Premo as the Vacancy Board Chairman (one-year term); Municipal Authority Board (five-year term) currently has vacancy; John C. Strahler on the Joint Parks & Recreation Commission (five-year term), which currently has a vacancy; Betty Izer on the Planning Commission (term expiring 2021); John Luntz and Cynthia McNulty as alternate to the Zoning Hearing Board (term expiring 2021). Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff motioned to reappoint Robert Gordon as Delegate to the Adams County Council of Governments. Supervisor Dille seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint LuAnn Dille as Delegate and reappoint Robert Gordon as Alternate Delegate to the Adams County Tax Collection Committee and York/Adams Tax Bureau. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to appoint Robert Gordon as the Delegate to the Adams County Bicycle and Pedestrian Plan Committee. Chairman Deardorff seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to appoint Robert Gordon as the Delegate to the Joint Parks & Recreation Commission. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff motioned to retain ACNB Adams County 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.

Chairman Deardorff motioned to establish the Township meeting dates. Vice-Chairman Woerner seconded. The motion carried unanimously. The meeting dates are as follows:

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.

Auditors:	January 8, 2019.
Board of Supervisors:	First Tuesday of each month except for November, when the meeting will be on Wednesday, November 6, due to Election Day.
BOS Workshop:	Fourth Thursday of each month, except for November and December when they will be a week early due to holidays.
Planning Commission:	Fourth Tuesday of each month except for December when the meeting will be on December 18, 2018.
Parks & Recreation Commission:	Second Tuesday of each month, except for January a week late due to auditors meeting.
Municipal Authority:	April 17, 2019 and October 16, 2019.

Vice-Chairman Woerner motioned to determine the Township's observed Holidays as being New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and day after, and Christmas Day. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Deardorff designated to certify that Robert Gordon will be the Pennsylvania State Association of Township Supervisors (PSATS) Convention Voting Delegate, with Supervisor Martin as alternate. Agreed by Board consensus.

Supervisor Dille motioned to have the Township follow the Federal mileage allowance which is \$0.58 for 2019. Vice-Chairman Woerner seconded. The motion carried unanimously.

At 7:12 PM Vice-chairman Woerner motioned to adjourn the Reorganization meeting. Supervisor Dille seconded. The motion carried unanimously.

Board Meeting: At 7:12 PM Chairman Deardorff called the January Board of Supervisors meeting to order.

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

Public Comment: None.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the December 4, 2018 Board of Supervisors Meeting Minutes; and the December 27, 2018 Board of Supervisors Workshop Meeting Minutes. Supervisor Dille seconded. The motion carried.

Solicitor's Report: Solicitor Battersby said he received and has copied the Board of Supervisors with the McNees proposal for dissolution of the Township Sewer Authority. Chairman Deardorff motioned to accept the McNees proposal for \$7,500.00 to \$10,000. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson reported that a Septic Hauler who pumped and inspected a District III property in September, and which the Township Code Officer issued a citation through the District Magistrate, has just received the paperwork in 2019. Supervisor Dille motioned to direct the Code Officer to withdraw the citation. Vice Chairman Woerner seconded. The motion carried unanimously.

Solicitor said there are no updates on the Town Center complaints. Chairman Deardorff explained that the Township Engineer is to arrange a meeting with the Engineer who installed the Stormwater plans, property owner, Township Engineer and Chairman to meet and discuss. Solicitor stated the person responsible is the current owners.

Vice-Chairman Woerner motioned to accept the Solicitors Report. Chairman Deardorff seconded. The motion carried unanimously. Solicitor Battersby left the meeting at 7:19 PM.

Road Report: Chairman Deardorff stated the Roadmaster's Report was submitted to the Board in their packets. Vice-Chairman Woerner motioned to approve the next sign zone, chevron signs and stop ahead, and a reduced speed sign for purchase and installation. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff stated the Roadmaster has done some measurements for the Hickory Bridge Road Paving Project. The cost for approximately 3,000 feet of paving would be approximately \$80,000.00 for the Township and the additional \$23,000.00 from the Dirt and Gravel Road Grant

for a total of about \$103,000.00. Roadmaster Herr said the grant is for \$15,222.50 in materials and \$8,793.00 in kind. Pipe and base repair work will need to be done and he said Chessie Railroad needs to do some work. Roadmaster Herr said the road will have to be raised to alleviate the water on the road. He said he would like to have the project done in April, no later than mid-May. Supervisor Dille asked if additional paving projects should be looked at this time as well. Chairman Deardorff said one project at a time. Vice Chairman Woerner motioned to prepare for PennDot project and place bids by early March. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff explained the water issue with 1219 and 1221 Old Waynesboro Road. Roadmaster said the driveway is causing water to come onto the Township road. Chairman Deardorff motioned to direct the Township Solicitor send a letter to the owner(s) that they need to correct the problem so that water does not drain onto the Township Road. Supervisor Dille seconded. The motion carried unanimously.

Roadmaster said that the road crew is registered for flagger training with PSATS on January 15th, however Jim Eyler will not be able to attend as he has a workers comp physical scheduled that same day. Supervisor Dille said she will inquire with the school district, and suggested he contact some other Townships to see if they have anyone who could attend.

Supervisor Gordon motioned to direct Roadmaster Herr contact and engage Ketterman's Electric to conduct annual maintenance on the generator at the Township shop. Supervisor Martin seconded. The motion carried unanimously.

Discussion ensued regarding Franz Plumbing which Chairman Deardorff explained was a miscommunication. They met with a representative and Franz are re-issuing new invoices. Roadmaster said that it took too long to get parts to repair heater in wash bay as per the Maintenance Agreement and suggested not to do again next year. Chairman stated it may be less expensive if the Township works on an as needed basis and utilities companies more familiar with equipment.

Roadmaster Herr reported the backhoe is still out for repairs and that a rental is needed. It is currently being rented month to month. He asked about renting a boom mower now, but Chairman stated it is not a good time of year as bad weather will be coming and the equipment would end up sitting and not be in use. It was suggested that further discussion could happen at a later Board of Supervisor meeting. Roadmaster left at 7:40 pm.

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. Chairman Deardorff motioned to accept the Treasurers Report and approve all expenditures for the month. Supervisor Dille 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. Supervisor Dille motioned to accept the Secretary's Report. Chairman Deardorff seconded. The motion carried unanimously.

New Business: Chairman Deardorff motioned to approve Supervisor Gordon attend as the voting delegate, Supervisor Martin as alternate, and Secretary Garretson to attend one day, of the

Annual PSATS Convention and Tradeshow April 14-17, 2019. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Martin motioned to accept the resignations of EMA Coordinator Sam Ginn and Deputy EMA Coordinator Dave Millstein and to send letters of thanks for their service. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve the excusal request for septic pumping and inspection of 857 Fairfield Station Road as recommended by the Sewer Enforcement Officer. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve Resolution 2019-05 adopting the Pennsylvania Municipalities Pension Trust Disclosure Statement for 2018 as required by Chapter 7-A of Act 44 of 2009, the Municipal Pension Plan funding standard and recovery act. Vice-Chairman Woerner seconded. The motion carried unanimously.

Planning Commission Report: Draft Planning Commission minutes for December were distributed to the Board prior to the meeting. Supervisor Dille motioned to approve 120-day extension request for 1661 Cold Springs Road - Kalathas Subdivision Plans submitted by Beyond All Boundaries and recommended by the Planning Commission. Supervisor Gordon seconded. The motion carried unanimously.

Joint Parks and Recreation Commission Report: Supervisor Gordon stated that the Board at the Reorganization meeting appointed John Strahler to fill one vacancy. A second vacancy still exists and the JPRC will discuss further before coming to the Board. Also, signs for the garden and stormwater retention pond will be included in their next grant.

EMA Report: None

Fire Company Reports: Fairfield Fire Company, Fountaindale Fire Company and Cashtown Fire Company reports were received by the Board prior to the meeting. Supervisor Gordon stated no report received for South Mountain Fire Company. Vice-Chairman Woerner motioned to approve the fire company reports. Seconded by Supervisor Martin. The motion carried unanimously.

Zoning Officer's Report and Code Enforcement Officer's Report: Chairman stated the property at 2365 Mt. Hope Road needs to be cleaned up. The Board has provided numerous extensions for issues and time for compliance. Supervisor Dille stated that a property on Cold Springs Road also has a junk car and other junk which should be addressed. Vice-Chairman Woerner motioned to have the Code Officer investigate the property at 2365 Mt. Hope Road and the property on Cold Springs Road, and take appropriate action. Supervisor Martin seconded. The motion carried unanimously.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon stated no discussion.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): Supervisor Dille reported the next meetings are January 28, 2019 YATB in York,

and ACTCC to be held on February 6, 2019 at the Adams County 911 Center. She hopes for a quorum at the meetings.

Pennsylvania State Police Report. None.

Special Notices: The Board of Supervisors will be meeting with the Planning Commission at their regular monthly meeting on January 22, 2019 to discuss the response to the Adams County Economic Development Corp and the Adams County Office of Planning and Development. Chairman Deardorff thanked everyone for their service and stated he looks to a positive path going forward. That the Board of Supervisors will continue their diligence in fiscal management for the residents of Hamiltonban Township. And, that the Board continues to work as a team.

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.

- Elected Auditors Meeting - January 8, 2019
- Parks and Recreation Commission - January 15, 2019.
- Planning Commission - January 22, 2019.
- Board of Supervisors Workshop - January 24, 2019.
- Board of Supervisors Meeting - February 5, 2019.

Adjournment: Vice-Chairman Woerner motioned to adjourn at 7:56 PM. Seconded by Supervisor Martin. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman