

## Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Monthly Meeting Minutes

March 11, 2015

At 7:00 PM Chairman Gordon 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. The originally scheduled March 3, 2015 Board meeting was cancelled due to inclement weather. Tonight's meeting has been properly advertised in the *Gettysburg Times*.

**Supervisors Present:** Robert L. Gordon, Coleen N. Reamer, Doug Woerner, LuAnn M. Dille, and J. Edward Deardorff.

**Staff:** Solicitor Matthew Battersby, Secretary/Treasurer Deborah K. Feiler, Roadmaster John A. Harbaugh, Jr., EMA Coordinator Don Wills, Jr., and Deputy EMA Coordinator Richard (Sam) Ginn.

**Public:** Doreen Premo and Paul Stine.

**Approval of the Agenda:** The Board unanimously approved the Agenda with the removal of Item 6. e Under Old/New Business: Execute the amended Memorandum of Understanding with Franklin Township for the repair of the Moritz/Jack Road bridge. The MOU is still being reviewed by Franklin Township.

**Public Comment:** None.

**Approval of the Minutes:** Supervisor Deardorff stated that he would like the February Board minutes to reflect that his Yea vote regarding the Parks and Recreation Commission's request for use of Capital Reserve Funds, was for the use of funds that were set aside and not for a park at this time. Supervisor Dille asked that the roll call vote be added to the minutes also. Supervisor Reamer motioned to approve the February 3, 2015 Board of Supervisors Meeting Minutes as amended. Vice-chairman Woerner seconded. The motion carried unanimously. Secretary/Treasurer Feiler will amend the minutes as requested. Supervisor Dille motioned to approve the February 26, 2015 Board of Supervisors Workshop Meeting Minutes. Vice-chairman Woerner seconded. The motion carried unanimously. There was an Executive Session following the February 3<sup>rd</sup> Board meeting to discuss a personnel matter.

**Solicitor's Report:** Solicitor Battersby presented his formal report at the meeting. With regard to the Knouse Foods tax assessment appeal, he stated that Knouse Foods has accepted the County appraisal of \$9,103,900. He recommended that the Board accept Knouse Food's offer and refund Knouse Foods \$7,639 for tax year 2009 and \$7,544 for tax year 2010 for a total of \$15,183. Adams County and the School District have also agreed to accept the offer. Chairman Gordon motioned to authorize Solicitor Battersby to advise Adams County that the Hamiltonban Township Board of Supervisors agree to the offer that has been presented to the Board and approve the \$15,183 tax refund to Knouse Foods for the years 2009 and 2010. Vice-chairman Woerner seconded. The motion carried unanimously. The Board budgeted \$13,000 for this appeal. Vice-chairman Woerner motioned to accept the Solicitor's Report. Supervisor Deardorff seconded. The motion carried unanimously. Solicitor Battersby left the meeting at 7:13 PM.

**New Business:** Supervisor Deardorff motioned to approve a Customary Home Occupation for Paul Stine. Vice-chairman Woerner seconded. The motion carried unanimously. Mr. Stine will be doing custom cabinetry out of his home at 320 Carrolls Tract Road.

Bids were opened and read aloud for propane, home heating oil, 87 octane gasoline and on-road diesel. Bids were received from Talley Petroleum Enterprises, Inc., and Shipley Energy. Supervisor Reamer motioned to award the bid for propane and home heating oil to Shipley Energy who bid a fixed price of \$3.5999 per gallon for home heating oil and \$1.999 per gallon for propane and to award the bid for 87 octane gasoline and on-road diesel fuel to Talley Petroleum Enterprises, Inc. who bid a fixed price of \$2.2302 per gallon for 87 octane gasoline and a fixed price of \$2.4731 per gallon for on-road diesel fuel. Supervisor Deardorff seconded. The motion carried unanimously. Shipley Energy was the only bidder for home heating oil and propane and Talley Petroleum Enterprises, Inc. was the only bidder for gasoline and diesel.

Supervisor Dille motioned to approve an upgrade from QuickBooks 2012 to QuickBooks 2015 with a cost to the Township of \$189.95. Vice-chairman Woerner seconded. The motion carried unanimously. The upgrade is needed for payroll as QuickBooks no longer supports the 2012 version.

Supervisor Dille motioned to approve the draft Act 537 Plan with the amendments that were previously discussed, and agreed to and to have the Engineer move forward with the adoption process by submitting the Plan to the Department of Environmental Protection for their approval. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Deardorff motioned to request a Scope of Services from D.E. Gemmill, Inc for their costs to implement a Traffic Sign Assessment Program. Vice-chairman Woerner seconded. The motion carried unanimously. PennDOT has mandated that all Municipalities put in place a Sign Reflectivity Plan.

Supervisor Deardorff motioned to request a Scope of Services from Wm. F. Hill & Assoc., Inc. and KPI Technology for their costs to put together a bid package for a canopy over the fueling station at the maintenance facility. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer motioned to agree to the Repository Sales Consent for 76, 84 and 92 Thunder Trail. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Dille motioned to execute the PennDOT Permit Application for the Fairfield Baseball Opening Day Parade. Vice-chairman Woerner seconded. The motion carried unanimously. The parade will be held Saturday, April 18, 2015.

Vice-chairman Woerner motion to participate in the 2015 Great American Cleanup of PA scheduled for Saturday, April 11, 2015. Supervisor Reamer seconded. The motion carried unanimously. Vice-chairman Woerner volunteered to pick up the supplies needed from PennDOT.

**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 February 2015 Check Detail report. The Board reviewed the February financial statements. Supervisor Reamer suggested, and the Board agreed that the credit amount for two sewer accounts be refunded to the sewer customers. Supervisor Reamer motioned to approve all expenditures for the month of February

and accept the Treasurer's Report. Vice-chairman Woerner seconded. The motion carried unanimously.

**Secretary's Report:** Secretary/Treasurer Feiler submitted her formal report along with the March calendar prior to the meeting. The Board reviewed the report and calendar. Secretary/Treasurer Feiler asked the Board which direction she go with regard to the draft Highway Occupancy Ordinance and she summarized the Employment Law Update seminar that she attended. Supervisor Dille motioned to accept the Secretary's Report. Vice-chairman Woerner seconded. The motion carried unanimously.

**Road Report and Sewer Report:** Roadmaster Harbaugh submitted his formal road report prior to the meeting. He added that he is very happy with the Board's decision to keep the 2007 Ford F-350 as the Road Department has been using it when other vehicles are out of commission. He also stated that he and Jim Eyler will be attending the Posting and Bonding of Local Roads seminar on March 13<sup>th</sup>. There was an incident where employee, Jim Eyler slipped and fell on black ice in the parking lot of the maintenance facility, an incident report was filled out and Jim stated he did not feel he needed to be checked out by a Doctor. His comment was noted in his personnel file. Prior to the meeting the Borough of Fairfield asked if the Township would be interested in doing a joint bid for seal coat. The Board discussed the request and decided a joint bid would not be beneficial. Vice-chairman Woerner motioned to accept the Road Report. Supervisor Dille seconded. The motion carried unanimously.

Roadmaster Harbaugh submitted his formal sewer report prior to the meeting. He added that the control module inside the building at the plant is not working properly. As a result the pumps are not turning off and causing a high level water alarm. The Road Department is working on correcting the problem. Pennsylvania American Water Company will reimburse the Township for any out of pocket costs to fix the module. Vice-chairman Woerner motioned to accept the Sewer Report. Supervisor Deardorff seconded. The motion carried unanimously.

**Planning Commission Report:** Draft Planning Commission minutes for February were distributed to the Board prior to the meeting. With regard to the waiver request for the Land Development Plan for the Carmel of Jesus, Mary and Joseph. Supervisor Deardorff motioned to permit no fencing be required as stated in Section 306.6.1.h; to permit no guards be required as stated in Section 306.6.1.m; and to permit times of concentration greater than five minute be permitted for pipes less than thirty in diameter as stated in Section 306.8.1.d of the Hamiltonban Township Stormwater Ordinance Number 2012-04. Vice-chairman Woerner seconded. The motion carried unanimously.

**Parks and Recreation Commission Report (PRC):** Draft Parks and Recreation Commission minutes for February were distributed to the Board prior to the meeting. No action was needed by the Board of Supervisors.

**EMA Report:** No report submitted.

**Fire Company Reports:** Chairman Gordon went over the February activity reports that were submitted by Cashtown Community Fire Department, Fairfield Fire & EMS and Fountaindale Volunteer Fire Department. In the Township, Cashtown responded to three calls, Fairfield responded to one call, and Fountaindale responded to four calls. Sam Ginn mentioned that Fountaindale has put together a team to work on long range planning.

**Zoning Officer's Report:** Mr. Wilbur Slothour submitted his formal report for the month of February prior to the meeting. There were no permits issued in February. Supervisor Reamer motioned to accept the Zoning Officer's report. Vice-chairman Woerner seconded. The motion carried unanimously.

**Code Enforcement Officer's Report:** No formal report was submitted for the meeting. Mr. Gardiner keeps the Board posted via regular emails.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Chairman Gordon summarized the February COG meeting that he attended. Ellen Dayhoff of the Adams County Office of Planning and Development spoke of the benefits of having Municipalities partner with the Adams County Land Conservancy for land conservation and preservation.

Supervisor Reamer stated that the March ACATO Newsletter has been sent and that ACATO President Stephanie Egger is requesting donations to fill a basket with items that represent Adams County to be used as a door prize at the PSATS Convention.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** Supervisor Dille summarized both YATB and TCC meetings that she attended. She praised the YATB organization stating that they are a leading edge tax bureau.

**Special Notices:** There will be a public hearing for the adoption of the Southwest Joint Comprehensive Plan on Thursday, March 26, 2015 at 6:00 PM local prevailing time at the Fairfield Borough Hall.

**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.

- Parks and Recreation Commission - March 10, 2015
- Planning Commission - March 24, 2015
- Board of Supervisors Workshop - March 26, 2015
- Board of Supervisors - April 3, 2015

**Adjournment:** At 7:57 PM, Vice-chairman Woerner motioned to adjourn the meeting. Supervisor Reamer seconded. The motion carried unanimously. At this time the Board entered into an Executive Session to discuss a personnel matter.

---

Deborah K. Feiler  
Secretary/Treasurer

---

Robert L. Gordon  
Chairman