

Hamiltonban Township Board of Supervisors
23 Carrolls Tract Road, Fairfield, PA 17320
Regular Meeting Minutes
February 4, 2020

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, David B. Martin and Coleen Reamer.

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

Public: Cal Bream, Cliff Frost, John Messeder of the *Gettysburg Times*, John Brunner, Butch Harbaugh, Maurice Brown.

Approval of the Agenda: The Board approved by consensus.

Public Comment: Butch Harbaugh, 103 Iron Springs Road stated he needs to do updates to some of his property buildings. Board instructed him to contact Building Officer, Wilbur Slothour to see what permits might be needed. He also asked if a Township chevron sign could be moved down road further at Clapsaddle barn as they are planning timber harvest. Roadmaster Herr said he would move the sign.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the minutes of January 6, 2020 and January 21, 2020 Board of Supervisors Meetings. Supervisor Reamer seconded. The motion carried.

Solicitor's Report: Supervisor Reamer stated she attended a workshop with Leslie Rhoads with PA Municipal League and brought back materials for Solicitor and Board to review for the Floodplain Ordinance. Solicitor Battersby read from a letter dated January 22, 2020 from FEMA regarding adoption of new Floodplain Ordinance due in six months. He stated Adams County is developing an Ordinance which the Township may use so as to be aligned with other municipalities in the area.

Solicitor Battersby said he is still in need of information regarding the sewer line at 31 Carrolls Tract Road, as he could not read what the Township Engineer sent. He will review plans at the Township office.

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

Road Report:

Chairman Deardorff said the Roadmasters report received in Board packets prior to the meeting.

Executive Session: Chairman Deardorff called for an Executive Session at 7:09 pm to discuss personnel issue as requested by Roadmaster. Board returned at 7:19 pm.

Chairman Deardorff said he and Roadmaster Herr met with Eric Kauffman of Dennis Kauffman Surveying regarding Moritz Road. He presented board with draft drawing showing the property of Steve Moritz depicting road right of way. Chairman stated metal pin found in road, and current cartway is 16-

18ft. Solicitor will review and respond with verification for Dennis Kauffman Surveying and Board, as to right of way for this property.

Roadmaster Herr stated bulk salt order delivered and anti-skid order obtained. Roadmaster stated Boom Mower delivered.

Supervisor Reamer met with Roadmaster Herr and Supervisor Martin and developed new job description for road department employees. Chairman Deardorff motioned to approve Road Crew/Maintenance Worker Job Description as presented. Supervisor Reamer seconded. The motion carried unanimously. Roadmaster was directed by Board to distribute to all his employees.

Discussion on estimate sent by Total Tech regarding request for camera access for Roadmaster Herr. Roadmaster said that not necessary to run cable and purchase screen and/or TV for viewing if can be installed on his computer. Supervisor Reamer motioned to direct Roadmaster to have installation done on his computer. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson reported that PWI Inc. is to come tomorrow for the installation of new software for fuel station.

Supervisor Reamer motioned to approve submitting bid of 350 tons of bulk road salt for Salt Contract for 2020-2021 through CoStars. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Martin stated the Road Department needs supplies of cones and oil dry. Supervisor Gordon motioned for Roadmaster to order supplies as needed, and get costs for presentation to FREMA. Supervisor Reamer seconded. The motion carried unanimously.

Discussion of street lights. Supervisor Gordon motioned for Roadmaster Herr to investigate and report back to Board with costs. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve 3% raise and remove probation of Road Department employee, Keith Klinefelter after a good 90-day review. Supervisor Gordon seconded. The motion carried unanimously.

Roadmaster Herr stated he and Supervisor Reamer met with Solicitor Battersby about ditch lines at his property on Cold Springs Road. Board suggested Township Engineer to review and give opinion. Roadmaster Herr said stumps need to be removed, and he will bring cost of stump grinder to the Board.

Butch Harbaugh said the pipe clogs on Iron Springs Road at Zoo Road, which Board said on the left side is PennDOT issue. Supervisor Reamer stated she understood Strahler opened it up. Roadmaster Herr said he was not aware of one at this location and will investigate.

Supervisor Gordon stated Roadmaster Herr will meet with PennDOT representative next week to begin process for bidding Gum Springs Road Project. He said Loan with ACNB to close on February 20th. He asked if radios at school district have been programed. Supervisor Martin said Adams County EMA to come out and program.

Supervisor Reamer motioned to approve C.S. Davidson prepare as built plans for the Municipal buildings. She stated the Hamiltonban Township/Fairfield Borough Joint Parks & Recreation Commission has done this for the Community Park, and she needs these to submit to the Adams County Conservation District. 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 of all financials for January 2020 to the Board of Supervisors. Vice-Chairman Woerner motioned to accept the Treasurers Report and approve all expenditures for the month. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve Lockwood Business Service processing and filing of 1099's for 2019 for the Township. Vice-Chairman Woerner 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. Vice-Chairman Woerner motioned to accept the Secretary's Report. Supervisor Martin seconded. The motion carried unanimously.

Old/New Business

Supervisor Reamer stated Kathy Johnson of Hockley & O'Donnell, the insurance broker suggested cleaning person should be a vendor and not an employee, thus removing from Township workers comp policy. Another broker, Matt Sheads from Hockley & O'Donnell informed Secretary the cleaning person could be carried as an employee and covered under the Townships workers comp. Board discussion of cleaning person position to maintain as is on payroll.

Supervisor Reamer asked that the Board members read and review 20 pages of the Codification of Ordinances so the next phase can be completed in March.

Supervisor Reamer motioned to approve the 2020 Budget Message as prepared by Supervisor Gordon. Supervisor Martin seconded. The motion carried unanimously. Secretary Garretson instructed by Board to post on website.

Supervisor Gordon motioned to prepare an 811 Proclamation as requested by PA One Call. Vice-Chairman Woerner seconded. The motion carried unanimously.

Planning Commission Report: Chairman Deardorff motioned to appoint Cal Bream as a member of the Planning & Zoning Commission. Supervisor Reamer seconded. The motion carried unanimously.

Zoning Officer's Report and Code Enforcement Officer's Report: Report showed three permits issued for January. Supervisor Gordon motioned to accept the Zoning Officer report. Vice-Chairman Woerner seconded. The motion carried unanimously.

Joint Parks and Recreation Commission Report: Supervisor Reamer reported the next meeting is February 11th. She said the JPRC will be planting 24 trees; building a 30-foot bridge over spillway with KPI to provide engineer drawing; and looking at Green Space Grant for third piece of trail.

FEMA Report: Supervisor Martin stated the next meeting February 17th.

Fire Company Reports: Supervisor Gordon reported Cashtown Fire Company reported 20 calls with 3 in Hamiltonban township, and said annual dinner upcoming.

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

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): Supervisor Gordon reported Pat Smith of Fairfield Borough will represent at tomorrow's meeting.

Pennsylvania State Police Report. Supervisor Gordon said received report showing 82 calls with 48 school checks. He said Governor Wolf s is again asking for funding of PA State Police by municipalities.

Special Notices: Zoning Ordinance Hearing to be held February 20, with a weather date of February 27.

Public Comment: Tax Collector Pam Wiehagen said tax notices to be sent out March 1.

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 – February 11, 2020.
- Board of Supervisors Meeting – February 18, 2020
- Hearing Draft Zoning Ordinance – February 20, 2020 at Fairfield High School (Weather date of February 27, 2020).
- Planning Commission – February 25, 2020.

Chairman Deardorff announced the Board would be going into Executive Session after the meeting to discuss personnel matters.

Adjournment: Vice-Chairman Woerner motioned to adjourn at 8:02 PM. Seconded by Supervisor Gordon. The motion carried unanimously.

Executive Session: Began at 8:02 pm for personnel issues. Session ended at 8:52 pm.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman