

# Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

## Meeting Minutes

May 2, 2023

**Executive Session:** meeting for personnel matters started 6:45 PM adjourned 6:59 PM.

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, Coleen Reamer and Ryan Picarelli.

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

**Public:** None.

**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 April 18, 2023 Board of Supervisors Meeting minutes. Supervisor Gordon seconded. The motion carried unanimously.

**Solicitor's Report:** Supervisor Reamer stated the three bids to be used for the Township and Community Park must be certified by the Solicitor for DCNR. Supervisor Reamer motioned to approve the removal of performance bond for the paving of the parking lots from AAA Paving bid since it is a small amount. Supervisor Gordon seconded. The motion carried unanimously. Roadmaster Herr said AAA Paving is to come tomorrow for paving.

Solicitor Battersby said the easement for 1977 Mount Hope Road was not returned to him. He suggested that the Township Engineer, who drafted the document, send a revised copy to the new owners.

Solicitor Battersby stated he attended ISP hearing regarding tax assessment. He stated the assessor for the tax office and school is different from that of the assessor for ISP, and explained that there are very few qualified for a quarry assessment. Many questions were raised, and ISP has sixty days to respond. He will bring back the final number for Board to approve.

Supervisor Gordon motioned to approve the Solicitors Report. Vice-Chairman Woerner seconded. The motion carried unanimously. Solicitor left the meeting at 7:33 PM

**Old/New Business:** Discussion of Iron Springs Plaza. No action at this time to involve the traffic engineer until plans are submitted.

Secretary Garretson distributed FREMA Floodplain study information to Board which does not affect Township.

Secretary Garretson provided quotes for gasoline for discussion. Supervisor Gordon motioned to use AC&T Hagerstown at a cost of \$.45 cents for deliveries and calculated at Baltimore OPIS Daily plus \$.10 cents. Supervisor Reamer seconded. The motion carried unanimously.

**Road Report:** Roadmaster Herr report was received by the Board in the Board packets prior to the meeting. He said the 2015 F550 needs to go to Gaumers for repair.

Roadmaster Herr said he and Township Engineer met with property owner and agreed upon a location for driveway at 2915 Cold Springs Road. He said they also met with property owner of 1709 Cold Springs Road regarding his driveway and Township Engineer has made recommendations to Mr. Crouse.

Roadmaster Herr stated Kinsley Constructions will begin road projects the second week in June. The parking lots at the shop and Community Park are to be paved tomorrow by AAA Paving.

Vice-Chairman Woerner motioned to approve the Roadmasters Report. Supervisor Reamer 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 April showed income of \$242,972.29 expenses of \$286,223.15 and net after transfers -\$43,250.86. Vice-Chairman Woerner motioned to accept the Treasurers Report and approve all expenditures for the month of April. Supervisor Gordon seconded. The motion carried, unanimously.

Chairman Deardorff motioned to approve check into cost and delivery charge for a fireproof safe. Vice-Chairman Woerner seconded. The motion carried unanimously,

**Secretary's Report:** Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in their packets. She stated follow up for bid packages, paperwork for random drug test, renewal of SAMS registration, submission of ARPA report, and training of office assistant. The office will be closed on May 11 and May 16.

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

**Planning Commission Report:** Discussion of Zoning Amendments which Township is waiting for revised documents from Rob Thaeler with Adams County Office of Planning and Development to proceed.

**Zoning Officer's Report and Code Enforcement Officer's Report:** Supervisor Gordon reported Zoning Officer had nine inquiries and issued three permits. No Code Officer report. Supervisor Woerner motioned to approve Zoning Officer and Code Officer reports. Vice-Chairman Woerner seconded. The motion carried unanimously.

**Joint Parks and Recreation Commission Report:** Supervisor Reamer said work to begin on rain garden, Green Gathering is to help install, paving at the Park scheduled, the pergola should go in next week, and a permanent sign by Len Dick Signs to be install.

**FEMA Report:** Vice-Chairman Woerner asked to host the FREMA meeting at the Township office, since they wish to do a rotating basis with municipalities. Board consensus agreed.

**Fire Company Reports:** Supervisor Gordon reported Cashtown Fire Company has 41 calls in April with two in Township, Fairfield Fire Company report 20 calls with 1 in Township. Fairfield Fire Company will be having an Outdoor event August 12, 2023.

Supervisor Gordon motioned to approve ordering plaques to Fairfield Fire Company and Cashtown Fire Company both celebrating their 100<sup>th</sup> anniversary. Vice-Chairman Woerner seconded. The motion carried unanimously.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Supervisor Gordon said last meeting was on Life Flight at EMA Center. ACATO will host secretaries' lunch and convention, and a survey to be sent out regarding flagger training.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** Supervisor Gordon said joint meeting scheduled for July 31, 2023 YATB and ACTCC.

**Pennsylvania State Police Report.** None.

**Special Notices:** Board meeting to be held on Wednesday, May 17 due to elections.

**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 – May 9, 2023
- Board of Supervisors Meeting – May 17, 2023 (Wednesday due to elections)
- Planning Commission – May 23, 2023

**Adjournment:** Vice-Chairman Woerner motioned to adjourn at 8:11 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