

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Regular Board of Supervisors Meeting
July 7, 2009

Supervisors Present: Chairman Robert L. Gordon, Vice-chairman James E. Grinder, Police Coordinator Coleen N. Reamer, Supervisor Dale J. Premo, and Supervisor Harry Rood

Planning Commission Present: Chairman Pamela Wiehagen, Secretary Doreen Premo

Staff Present: Solicitor Matthew Battersby, Secretary/Treasurer Deborah K. Feiler, Roadmaster John Harbaugh, Jr., Police Officer Juanita Larmer, EMA Coordinator Donald Wills, Jr.

Public Present: Rick Fulton (Gettysburg Times), James Carty

At 7:30 PM Chairman Gordon called the meeting to order and welcomed the public. Those present recited the Pledge of Allegiance. The chairman welcomed the new Supervisor and the new Secretary/Treasurer and noted that they had both been duly sworn in.

Resolution 2009–14 for Immediate Approval: Supervisor Premo motioned to pass Resolution 2009-14 and the accompanying Policy to voice record all public meetings, Police Coordinator Reamer seconded. The motion carried. Immediately after the motion was approved, Supervisor Premo commenced recording. The use of the recordings is for the sole purpose of assisting the Secretary in the accuracy of transcription of the official meeting minutes. The tapes will be destroyed immediately after minutes have been transcribed. A sign will also be posted stating that the meetings are being recorded.

Approval of the Agenda: One item added to the agenda under Executive Sessions was the addition of the executive session on July 6, 2009 regarding personnel matters. Police Coordinator Reamer motioned to approve the Agenda, and Vice-chairman Grinder seconded. The motion carried.

Approval of the Minutes: Chairman Gordon called for changes or corrections to the minutes from the Regular June 2, 2009 meeting and the June 25, 2009 Workshop and Special meeting. There being none offered, Supervisor Premo made the motion to approve these minutes as written, with Vice-chairman Grinder seconding the motion. The motion carried.

Executive Sessions: Chairman Gordon announced that three executive sessions on legal and personnel issues were held, one on June 25, 2009 (legal), on July 5, 2009 (personnel) and on July 6, 2009 (personnel).

Public Comment: A resident on Iron Springs Road has a complaint regarding vehicles using Iron Springs Road as a “drag way”. He would like to know what can be done to prevent this. Police Office Larmer is aware of the situation and will increase patrols in the area.

New Business: Police Coordinator Reamer made the motion to adopt **Resolution 2009-15** appointing Deborah K. Feiler as Secretary/Treasurer and Open Records Officer. She was hired at a rate of \$14.15 per hour. Supervisor Premo seconded. The motion carried.

Police Coordinator Reamer made the motion to approve the bid for the shared driveway for Liberty Worship Center and the Township. Supervisor Rood seconded. The motion carried. This was coordinated with Liberty Worship Center.

Resolution 2009-16, appointment of an authorized signer for the shared driveway bid documents was offered for adoption. Vice-chairman Grinder made the motion to adopt this resolution. Supervisor Rood seconded. The motion carried. Solicitor Battersby will review the document before it is signed.

The Board appointed Jim Shaffer as the new road crew employee replacing a road crew member who could not meet his obligations. Roadmaster Harbaugh advised that Jim's start date will be either July 21st or 22nd and his rate of pay to be \$12.50 per hour. Supervisor Premo motioned to appoint the new road crew member. Supervisor Rood seconded. The motion carried.

Chairman Gordon motioned to pass the COG legal ad with intent to adopt at the August meeting. Police Coordinator Reamer seconded. The motion carried. The legal advertisement was in the Gettysburg Times today.

Chairman Gordon motioned to have an interim audit done. Supervisor Premo seconded. The motion carried. The interim audit will be done by Lockwood Business Solutions Associates. Legally, when a Secretary/Treasurer resigns an interim audit should be performed. The audit will cover the first five months of 2009.

Roadmaster Harbaugh stated that due to the sharp incline that was left at the crossing at Cold Springs Road, CSX had agreed to extend the crossing paving. The project is completed. CSX also gave the Township value maps dating from 1919 which the Recreation and Parks Commission requested. The maps show the route of the Tapeworm Railroad.

Police Coordinator Reamer motioned to approve the County Municipal Waste ad. Supervisor Rood seconded. The motion carried.

Supervisor Premo motioned to approve the Strawberry Hill support of easement letter. Police Coordinator Reamer seconded. The motion carried.

The propane and heating oil bids are not complete. Chairman Gordon motioned to table the bids until more information is gathered. Supervisor Premo seconded. The motion carried.

Solicitor's Report: In response to Police Coordinator Reamer's phone call, Solicitor Battersby remarked that the Township's financial information needs to be advertised in the newspaper. The sewer audit will be published. Solicitor Battersby is still waiting for information regarding collecting tax payments with a credit card. Supervisor Premo motioned to approve the Solicitor's report. Police Coordinator Reamer seconded. The motion carried.

Planning Commission Report: The certified letter to Empire Homes has been returned to the Township as undeliverable. The United States Post Office attempted to deliver the letter three times. Solicitor Battersby agreed that no further attempt at communication was necessary. Supervisor Premo motioned to approve the Planning Commission report. Supervisor Rood seconded. Report approved. Solicitor Battersby left at 7:45 PM.

Zoning Officer's Report: Mr. Wilbur Slothour submitted his formal report prior to the meeting. Supervisor Premo motioned to approve the report. Vice-chairman Grinder seconded. The motion carried.

Code Enforcement Officer's Report: Mr. Dale Gettel submitted his formal report prior to the meeting. Vice-chairman Grinder motioned to approve the report. Supervisor Rood seconded. The motion carried.

Roadmaster's Report: John Harbaugh, Jr. submitted his formal report prior to the meeting. Supervisor Premo asked that full names be added to the Roadmaster's report, which was agreed to by Roadmaster Harbaugh. Police Coordinator Reamer added that acting as CDL Coordinator, she would like to have the road crew members, the Secretary/Treasurer and herself attend CDL classes. Supervisor Premo made a motion to approve the road report and the CDL classes. Chairman Gordon seconded the motion. The motion carried.

Sewer Report: Roadmaster John Harbaugh, Jr. submitted his formal report prior to the meeting. Roadmaster Harbaugh added that he needed to order one new float but would like to purchase two to have one on hand. He also needs to purchase a tyvek suit and latex shoulder-length gloves. He will place the order tomorrow. Vice-chairman Grinder made the motion to accept the sewer report and the purchases. Supervisor Rood seconded the motion. The motion carried.

Treasurer's Report: Secretary/Treasurer Feiler submitted the financial statements for all Township accounts. The Fairfield Market escrow account will be closed out. Supervisor Premo motioned to accept the Treasurer's Report. Vice-chairman Grinder seconded. The motion was approved. **Financials are available upon request.**

Approval of Expenditures: A new procedure regarding the payables will be put in place. A list of weekly payables will be e-mailed to all supervisors on Friday for approval and then paid on Monday or when approved. Supervisor Premo motioned to approve the outstanding payables, seconded by Vice-chairman Grinder. Motion carried.

Secretary's Report: Supervisor Premo motioned to approve the Secretary's Report, and Supervisor Rood seconded. The motion carried.

Police Report: Officer Larmer submitted her formal report prior to the meeting. A thank you letter shall be written to the Fairfield School District for offering the school for the police training, to Ski Liberty for providing lunch, and to Donna Powers for coordinating the Active Shooter Training. Police Coordinator Reamer requested that Officer Larmer get an original signed copy back from the Fairfield School regarding the Memorandum of Understanding

between Fairfield School and Hamiltonban Township Police. Supervisor Premo made a motion to approve the Police Report, seconded by Supervisor Rood. Motion carried.

EMA Report: EMA Coordinator Don Wills submitted his report prior to the meeting. Supervisor Premo made a motion to approve the EMA report. Police Coordinator Reamer seconded. The motion carried.

Other: Police Coordinator Reamer contacted Jane at Strawberry Hill to let her know that the PSATS Youth Awards Program is available. Supervisor Rood will also put a copy of the flyer for the program on our website. A link is also on the Township website for the SW Comprehensive Plan survey.

Hamiltonban Township Meeting Dates: All public meetings are held at the prevailing time of 7:30 PM at 23 Carrolls Tract Road, Fairfield, PA 17320. Rescheduled changes of date or time will be advertised via *The Gettysburg Times*. Cancellations will be via a notice on the office door.

- The July Recreation and Parks Commission meeting is canceled due to lack of a quorum. The next regular RPC meeting will be August 12, 2009.
- The next regular Planning Commission meeting will be July 28, 2009.
- The next regular Board of Supervisors Workshop meeting will be July 30, 2009. The next regular Board of Supervisors meeting will be August 4, 2009.

Special Notices:

- The next Adams County Comprehensive Plan Steering Committee meeting will be August 6, 2009 at 7 PM. at Fairfield Borough Hall, Fairfield, PA.
- There will be a Cell Phone Consortium meeting October 14, 2009.
- There will be a COG meeting on July 23, 2009 at 8:30 AM.

Adjournment: At 9:00 PM, Supervisor Gordon made a motion to adjourn the meeting, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Deborah K. Feiler, Secretary/Treasurer

Robert L. Gordon, Chairman