

Hamiltonban Township Board of Supervisors
23 Carrolls Tract Road, Fairfield, PA 17320
Regular Board of Supervisors Meeting Minutes
February 3, 2009

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

Planning Commission Members Present: Secretary Doreen Premo and Pamela Wiehagen

Staff: Solicitor Matthew Battersby, Secretary/Treasurer LuAnn Dille, Road Master John Harbaugh, Jr., Police Officer Juanita Larmer, and EMA Deputy Coordinator Larry Schneider

Public: Bret Garretson, George Harbaugh, Donna Moyer, Dustin Stull, and Rick Fulton from the Gettysburg Times

At 7:30 PM Chairman Gordon called the meeting to order and welcomed the public to the meeting. Those present recited the Pledge of Allegiance.

The meeting is recorded for the sole purpose to aid Secretary/Treasurer Dille to transcribe the minutes.

Supervisor Premo made a motion to approve the January 5, 2009 Board of Supervisors Reorganization and Regular Meeting Minutes, the January 16, 2009 Special Meeting Minutes to appoint an interim zoning officer, and the January 29, 2009 Board of Supervisors Workshop Meeting Minutes, seconded by Supervisor Benner. The Board unanimously approved this motion.

Public Comment

George Harbaugh questioned why the Township used Woerner Hauling to haul anti-skid from Valley Quarries. He stated that his quote was the same as the Woerner Hauling quote from Gettysburg Valley Quarries. He stated that the Woerner Hauling quote was less for hauling from Fairfield Valley Quarries but that Fairfield Valley Quarries anti-skid supply had been exhausted. Therefore, he believes he should have hauled the anti-skid. George Harbaugh questioned why the Township did not use local hauler, and he named Carl Wall as another possible local hauler. George Harbaugh stated that local haulers are cheaper than the Valley Quarries haulers. Chairman Gordon stated that Road Master Harbaugh obtained quotes to insure the best prices. Chairman Gordon stated that George Harbaugh Hauling did haul one load of anti-skid from Gettysburg Valley Quarries for the Township. Chairman Gordon stated that the Township will try to use local haulers when their prices are competitive.

Planning Commission

Supervisor Benner made a motion to grant Donna Moyer of 2110 Mount Carmel Road, Orrtanna, PA 17353 a Customary Home Occupation permit for a home medical staffing business, seconded by Supervisor Premo. The Board unanimously approved this motion. Ms. Moyer stated she does not need a sign and would only have five employees, none of whom would be on-premises other than herself.

Planning Commission Secretary Premo stated that the January 27, 2009 Planning Commission meeting was cancelled due to inclement weather. Planning Commission Secretary Premo stated that Todd Reamer has withdrawn the DEP Sewer Planning Module and the subdivision/land addition plan for property off Cold Springs Road/Haines Lane. Mr. Reamer will need to communicate to the Planning Commission his intent for these two lots.

Barry Reecher may request a zoning hearing for a variance on his property along Mount Hope Road, Fairfield, PA 17320. He has requested that the township hold his zoning hearing application and check until he researches further options.

Solicitor's Report

Police Coordinator Reamer made a motion to adopt Ordinance 2009-01, the Floodplain Management Ordinance, seconded by Supervisor Benner. The Board unanimously approved this motion. This ordinance was properly advertised and is a stand alone ordinance.

Supervisor Premo made a motion to adopt Resolution 2009-09, to appoint the Hamiltonban Township's Zoning Officer to administer and enforce the well ordinances and resolution, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to direct Solicitor Battersby to advertise for adoption of Ordinance 2009-02, the Adams County Green Space Grant Program Participation, seconded by Supervisor Benner. The Board unanimously approved this motion.

Supervisor Premo made a motion to approve a 30-day extension until March 3, 2009 for the Fairfield Market Subdivision and Land Development with the condition that the escrow account be replenished to the original amount of \$10,000 within five business days, seconded by Supervisor Benner. The Board unanimously approved this motion. Solicitor Battersby will communicate this motion to the applicants.

Solicitor Battersby and Police Officer Larmer are continuing to resolve a code violation situation.

Supervisor Premo stated that the Township is proceeding with a contract with Commonwealth Code Inspection Services for code enforcement. Supervisor Premo expected the contract agreement today for approval tonight, but he did not receive the contract. No action was taken.

Zoning Officer's Report

Police Coordinator Reamer made a motion to approve former Zoning Officer Nicks' written January 2009 Zoning Officer's Report, seconded by Vice-chairman Grinder. The Board unanimously approved this motion. Zoning Officer Nicks worked 9.5 hours, had 14 calls, and traveled 15 miles.

Supervisor Benner made a motion to recognize Milton Nicks for his many years of service to the Township as the zoning officer by presenting him with a letter and a Certificate of Appreciation, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

At 8:04 PM Solicitor Battersby left the meeting.

Road Master's Report

Chairman Gordon opened the only bid for the 1982 International Dump Truck. Supervisor Premo made a motion to accept the only bid from Mr. William Cooper of Diversified Earthworks, for \$2,500, seconded by Supervisor Benner. The Board unanimously approved this motion.

Road Master Harbaugh gave the following January 2009 Road Report.

1. All the dead trees in danger of falling on the roadway on Mount Hope and Gum Springs Road have been cut down. Officer Larmer helped flag.
2. The road crew picked up three tires on Mount Hope Road.
3. Road crew Jason Kuykendall picked up steel beams he moved off of the roadway earlier while plowing snow on Cold Springs Road.
4. The road crew put 1B aggregate on the dirt part of Newman Road to help melt ice.
5. The road crew put down anti-skid the morning after the fire on Five Forks Lane due to icing.
6. Road Master Harbaugh attended the township's open house on January 12, 2009 for a proposed new maintenance facility on his own time.
7. Road Master Harbaugh ordered and received three new safety vests.
8. All township fire extinguishers were serviced and certified.
9. Supervisor Reamer, Supervisor Premo and Road Master Harbaugh attended a road surface management training on January 13, 2009.
10. Road Master Harbaugh contacted three dump truck services to haul the Township's antiskid from Fairfield and Gettysburg Valley Quarries plants. The Township went with the lowest price.
11. The 1997 Police Cruiser had the recall for the cruise control taken care of, battery charged, terminals cleaned, battery reinstalled, and PA inspection was completed.
12. The F-350 Ford had to be towed to Keystone Ford and had the fuel pump replaced.
13. The 1982 International had a main hydraulic line replaced, warning light switch replaced and the brakes adjusted.
14. The 2005 Peterbilt has been picked up and put into service from the upfitting at E.M. Kutz. The combination weight has been corrected (80,000 lbs.) and the tires swapped from the 1982 International. Road Master Harbaugh will schedule a two-way radio installation.
15. The 2006 Peterbilt had a rear axle seal replaced. Lockwood Business Support is processing the proper State forms to increase the combination weight (79,000 lbs.). Road crew Jason polished the wheels, cleaned the entire truck, changed the oil and filters.
16. Road crew Jason greased and checked the fluid levels on the Bobcat. Oil change is not due at this time.
17. The Bobcat grader blade attachment had side wings installed. Road Master Harbaugh used his personal car trailer and vehicle to transport the Bobcat to Robinsons.
18. Road crew Jason Kuykendall greased the Case rubber tire loader and checked the fluid levels. Several zerk fittings need to be replaced.

19. Road Master Harbaugh removed the battery from the Gravely mower and took it to the shop for storage.
20. Road Master Harbaugh made up a bid sheet for the 1982 International. One person inspected the vehicle at the shop and placed a bid.

The following are upcoming projects:

1. The road crew is signed up for CPR, AED and 1st Aid training on February 25, 2009.
2. Ask permission to cut dead trees along lower Cold Springs Road.
3. Fill potholes when weather permits.
4. Replace "Village of Virginia Mills" signs as weather permits.

Road Master Harbaugh obtained a quote for carbide cutting edges for snow plows. George Harbaugh stated that carbide edges may damage the roadway surface. As a former Township Road Crew employee, he explained how the Township in the past mounted steel cutting edges. George Harbaugh mentioned suppliers that had the best prices in the past. Supervisor Premo made a motion to approve the January 2009 Road Master's Report, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

The Board of Supervisors will conduct the 2009 Spring Road Inspection on March 31, 2009 starting at 5:00 PM.

Sewer Report

Road Master Harbaugh gave the following January 2009 Sewer Report.

1. Road Master Harbaugh was called in when the effluent pumps froze up and used his personal halogen work light to thaw them out. The present heater is not working properly.
2. The road crew made wooden covers for the access doors above the dry well and installed them.
3. Road Master Harbaugh cut a tree that was blocking the spray field right-of-way.
4. The road crew replaced a gasket on an effluent one-way valve and ordered two additional gaskets.
5. The road crew's old time clock will be installed at the Orrtanna Treatment Plant (OTP) in the near future.

Police Coordinator Reamer and Supervisor Premo met with Harold Kessel, the Hamiltonban Township Orrtanna Treatment Plant operator. They discussed the operation of the OTP and safety needs at the OTP. Police Coordinator Reamer created a one page sewer plant renovation and needs assessment. She explained the assessment. Some items will be easy to implement while others will need to be completed in phases over the next few years. Police Coordinator Reamer will also consult with the Township's sewer engineer Fred Heerbrandt at William F. Hill, Inc. Mr. Heerbrandt is going to make duplicate copies of the OTP plans, the spray field plans and operation manuals so that copies are available at the shop, office and at the OTP. George Harbaugh suggested using York Gasket, Inc. in Fairfield for specialty gaskets. He had used the firm and was very satisfied with the results.

Treasurer's Report

The second Certificate of Deposit was renewed for 90-days per a motion at the January 5, 2009 Board of Supervisors meeting. The Capital One credit card account has been closed. The Township has enrolled in the PLGIT P-card Program.

Police Coordinator Reamer made a motion to increase the Township Treasurer's Bond from \$250,000 to \$350,000, seconded by Supervisor Premo. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to transfer one Certificate of Deposit of \$98,000 and the unexpended 2008 budgeted engineering funding of \$24,000 into the Hamiltonban Township's Reserve Fund. The new total should be \$142,020.08. This motion was seconded by Supervisor Benner. The Board unanimously approved this motion.

Supervisor Benner made a motion to approve the January 2009 Treasurer's Report, seconded by Chairman Gordon. The Board unanimously approved this motion.

| | Income | Expenses | Transfers | Balances |
|---------------------------|----------|-----------|-----------|-------------------|
| General Account | | | | |
| ACNB Checking | 7,309.73 | 65,170.51 | 55,000 | 5,774.90 |
| ACNB Saving | 2.41 | | | 20,950.16 |
| PLGIT General | 185.07 | | 79,000 | 135,979.76 |
| PLGIT CD | | | | 98,000.00 |
| PLGIT CD Reserve Fund | 797.42 | | | 98,000.00 |
| Capital Reserve Fund | 19.32 | | 24,000 | <u>44,039.40</u> |
| Total Capital Reserve | | | | <u>142,039.40</u> |
| Total Current Assets | | | | <u>402,744.22</u> |
| Sewer Account | | | | |
| ACNB Checking | 1,125.00 | 901.94 | | 1,360.33 |
| ACNB Saving | 0.72 | | | 6,257.98 |
| PLGIT | 4.33 | | | <u>15,050.26</u> |
| Total Current Assets | | | | <u>22,668.57</u> |
| State Liquid Fuels | | | | |
| PLGIT | 18.41 | | | <u>21,453.89</u> |
| Total Current Assets | | | | <u>21,453.89</u> |

Approval of the Expenditures

The Board of Supervisors has directed Secretary/Treasurer to supply them with bi-weekly expenditure reports for approval before any payments are rendered.

Vice-chairman Grinder made a motion to approve the January 2009 Expenditure Report, seconded by Supervisor Benner. The Board unanimously approved this motion.

Secretary's Report

Chairman Gordon stated that the Hamiltonban Township's Tax Collector Pamela Wiehagen has submitted the 2008 Annual Tax Collector's Report. Chairman Gordon directed the Hamiltonban Township's Tax Collector Wiehagen to inform Solicitor Battersby that a large land holder/developer has not paid their current township and county taxes. Police Coordinator Reamer made a motion to accept the Hamiltonban Township Tax Collector's 2008 Annual Report, seconded by Supervisor Premo. The Board unanimously approved this motion.

Chairman Gordon made a motion to have J. P. Harris, Inc. collect the Hamiltonban Township's 2008 delinquent per capita taxes, seconded by Supervisor Benner. The Board unanimously approved this motion.

Supervisor Benner made a motion to approve the January 2009 Secretary's Report, seconded by Supervisor Premo. The Board unanimously approved this motion.

Police Report

Supervisor Premo made a motion to allow Police Coordinator Reamer to make the final decision on Officer Larmer's attendance of a 12-day basic administration training course at Scranton, PA. with the cost not to exceed \$1,500 for training, lodging and meals, seconded by Chairman Gordon. The Board unanimously approved this motion. This training alternates locations every other year with Fort Indiantown Gap. Last year Officer Larmer was on the waiting list to attend, but there was never an opening for her. If she could attend training at Fort Indiantown Gap she would commute to save the township some money.

Officer Larmer gave the following January 2009 Police Report. She had 49 service calls, six arrests, six investigations, 18 traffic arrests and six criminal arrests. She used 100 gallons of fuel and traveled 1,078 miles. Officer Larmer passed her 2008 and 2009 Fire Arm Certification. She attended her annual update, but because of an administrative problem at the training center she will need to attend one class again. She will be attending the First Aid Training on February 25, 2009.

Police Coordinator Reamer made a motion that Hamiltonban Township donate \$20 to assist the Adams County Mental Health Association to print an informational brochure, seconded by Chairman Gordon. The Board unanimously approved this motion.

Supervisor Benner made a motion to approve the January 2009 Police Report, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

EMA Report

EMA Deputy Coordinator Schneider gave the following January 2009 EMA report. EMA Coordinator Wills will be attending safety training on February 11, 2009. There was a meeting of the Hamiltonban Township EMA Committee on January 19, 2009 and there will be another meeting on March 9, 2009. The Hamiltonban Township's EMA Plan is in the final phase. Supervisor Premo made a motion to approve the January

2009 EMA Report, seconded by Supervisor Benner. The Board unanimously approved this motion.

Old Business None at this time.

New Business

Police Coordinator Reamer made a motion for Hamiltonban Township's Engineer Mr. Cormany to proceed with creating a land development plan for Hamiltonban Township's property at 4020 Bullfrog Road, Fairfield, PA for the proposed maintenance facility. This plan will be submitted to Hamiltonban Township's Planning Commission for review, seconded by Supervisor Premo. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to enroll in a webinar Open Record Training, for a single connection, for \$30 on February 26, 2009, seconded by Chairman Gordon. The Board unanimously approved this motion.

Chairman Gordon made a motion for several township employees to attend First Aid Training on February 25, 2009 for a total cost of \$265, seconded by Supervisor Benner. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion that Hamiltonban Township intends to participate in the Adams County Council of Government with Chairman Gordon as the Township's representative, seconded by Supervisor Benner. The Board unanimously approved this motion.

Hamiltonban Township will conduct the 4th Annual Hamiltonban Township Roadway Clean-up Day on April 18, 2009, with a rain date of April 25, 2009. Hamiltonban Township and Penn-Dot will collect the trash bags left along the roadways.

Supervisor Premo made a motion to purchase a new Kyocera KM-1650 Digital copier with two document feed trays and a duplex base cabinet, and a three-year warranty all for \$ 2,347 from Eicholtz on a Co-Star contract, seconded by Supervisor Benner. The Board unanimously approved this motion.

Meeting Dates

The next regular Hamiltonban Township Recreation and Parks Commission meeting will be on February 11, 2009, at the prevailing time of 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320. This will be their reorganization meeting

The next regular Planning Commission meeting will be on February 24, 2009, at the prevailing time of 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320

The next regular Board of Supervisors Workshop meeting will be on February 26, 2009, at the prevailing time of 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

The next regular scheduled Board of Supervisors meeting will be on March 3, 2009, at the prevailing time of 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17230

At 9:17 PM Supervisor Benner made a motion to adjourn the meeting, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

LuAnn M. Dille
Secretary/Treasurer

Robert L. Gordon
Chairman