

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Reorganization and Regular Monthly Meeting Minutes

January 5, 2015

At 7:00 PM Chairman Gordon called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced that Hamiltonban Township is a Township of the Second Class and by State regulation must reorganize tonight. The meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

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

Staff: Solicitor Matthew Battersby, Secretary/Treasurer Deborah K. Feiler, Roadmaster John A. Harbaugh, Jr., and Tax Collector Pam Wiehagen.

Public: Robert Hoyt, Charles Mickley, and Doreen Premo. Representing the Parks and Recreation Commission are Maggie Travis, Dave Jones, Terry Scripture, and Dean Thomas.

Public Comment: None.

Supervisor Woerner motioned to appoint Robert L. Gordon as temporary Chairman. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to appoint Deborah K. Feiler as temporary Secretary. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to reappoint Robert L. Gordon as Chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to reappoint Deborah K. Feiler as Secretary/Treasurer with a treasurer's bond of \$500,000. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to appoint Doug Woerner as Vice-chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Deardorff seconded. The motion carried.

Vice-chairman Woerner motioned to reappoint J. Edward Deardorff as Road Coordinator. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to reappoint LuAnn M. Dille as Office Coordinator. Supervisor Deardorff seconded. The motion carried.

Supervisor Deardorff motioned to appoint Coleen N. Reamer as the CDL Drug and Alcohol Coordinator and Safety Coordinator. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to reappoint Deborah K. Feiler as Right-to-Know Officer. Vice-chairman Woerner seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to reappoint Coleen N. Reamer as Orrtanna Treatment Plant Coordinator. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Deardorff motioned to retain John A. Harbaugh, Jr. as Roadmaster; James Eyler as full-time road crew employee; Ken Nicholls, Richard Wivell, and Ron Topper as on-call, part-time road crew employees; Carol Mattingly as clerical staff; Donald Wills, Jr. as Emergency Management Coordinator, and Richard S. Ginn as Deputy Emergency Management Coordinator. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer motioned to reappoint Jason Reichard of C.S. Davidson, Inc. as the Township's Engineer; Matthew Battersby of Battersby Law Office as the Township's Solicitor; Fred Heerbrandt of Wm. F. Hill & Assoc, Inc. as the Sewer Engineer; Gil Picarelli of KPI Technology as the Sewage Enforcement Officer; Jodie Evans of McMahan Transportation Engineers and Planners as the Township's Traffic Engineer; Walton Davis as the Township's Zoning Hearing Board's Attorney; Wilbur Slothour of Land and Sea Services, LLC as the Township's Zoning Officer; Bill Gardiner of Commonwealth Code Inspection Services as the Township's Code Enforcement Officer; and Natural Lands Trust and Rob Thaeler of the Adams County Office of Planning and Development as the Township's Planning Consultants. Supervisor Dille seconded. The motion carried unanimously. All consultants are motioned with their current fee schedule which is reimbursable to the Township by the developer. There was a discussion comparing the engineering fees for C.S. Davidson, Inc. with Martin and Martin, Inc.

Supervisor Deardorff motioned to adopt Resolution 2015-01: Review and Report Fees for Subdivision and Land Development. Supervisor Reamer seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to adopt Resolution 2015-02: Appointing Musselman and Creager, LLP to prepare the 2014 audit for all of the Township's funds. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to adopt Resolution 2015-03: Hamiltonban Township Fee Schedule for 2015. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Deardorff motioned to adopt Resolution 2015-04: Appointing members to the Zoning Hearing Board. Vice-chairman Woerner seconded. The motion carried unanimously. The members are Cynthia McNulty, John Luntz, Jim Izer, and Gene Wiehagen.

Supervisor Deardorff motioned to reappoint Dale J. Premo as the Vacancy Board Chairman. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to reappoint Estelle Arenz to a five year term on the Municipal Authority. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Reamer motioned to reappoint Maggie Travis to a five year term on the Parks and Recreation Commission. Vice-chairman Woerner seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to reappoint Robert L. Gordon as Delegate and Coleen N. Reamer as Alternate Delegate to the Adams County Council of Governments. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Reamer motioned to reappoint LuAnn M. Dille as Voting Delegate and Doug Woerner as Alternate Voting Delegate to the Adams County Tax Collection Committee. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Reamer motioned to appoint LuAnn M. Dille as Representative and Doug Woerner as Alternate Representative to the York Adams Tax Bureau. Supervisor Deardorff seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to reappoint Robert L. Gordon, Coleen N. Reamer and Don Wills, Jr. to the Southwest Joint Comprehensive Plan Committee. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Reamer motioned to reappoint Coleen N. Reamer, LuAnn M. Dille and Gene Wiehagen to the Middle Creek Trail Steering Committee. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Dille motioned to retain Adams County National Bank, Pennsylvania Local Governments Investment Trust, and F & M Trust as the Township's depository banks. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer motioned to establish the Township meeting dates. Vice-chairman Woerner seconded. The motion carried unanimously. The meeting dates are as follows:

All public meetings are held at the local prevailing time of 7:00 PM at the Township Office located at 23 Carrolls Tract Road, Fairfield, PA.

Elected Auditors:	January 6, 2015.
Board of Supervisors:	First Tuesday of each month except for November when the meeting will be November 4 th .
BOS Workshop:	Last Thursday of each month except for November when the meeting will be November 19 th and December when the meeting will be December 17 th .
Planning Commission:	Fourth Tuesday of each month except for November when the meeting will be November 17 th and December when the meeting will be December 16 th .
Recreation & Park Commission:	Second Tuesday of each month.
Municipal Authority:	April 15, 2015 and October 14, 2015.

Vice-chairman Woerner motioned to determine the Township's observed Holidays as being New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Reamer motioned to certify that Robert L. Gordon will be the Pennsylvania State Association of Township Supervisors (PSATS) Convention Voting Delegate. Supervisor Deardorff seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to have the Township follow the Federal mileage allowance which is currently \$0.57.5. Supervisor Deardorff seconded. The motion carried unanimously.

At 7:27 PM Vice-chairman Woerner motioned to adjourn the Reorganization meeting. Supervisor Deardorff seconded. The motion carried unanimously.

Board Meeting: At 7:28 PM Chairman Gordon called the January Board of Supervisors meeting to order.

Public Hearing: A public hearing was held to adopt the following ordinances. Adoption of the Ordinances reaffirms the Township's participation in the three Trusts pursuant to the Pennsylvania Intergovernmental Cooperation Law.

Vice-chairman Woerner motioned to adopt Ordinance 2015-01: Authorizing the Participation of Hamiltonban Township in the Pennsylvania Municipalities Pension Trust Pursuant to the Pennsylvania Intergovernmental Cooperation Law. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Dille motioned to adopt Ordinance 2015-02: Authorizing the Participation of Hamiltonban Township in the Pennsylvania Townships Health Insurance Cooperative Trust Pursuant to the Pennsylvania Intergovernmental Cooperation Law. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Reamer motioned to adopt Ordinance 2015-03: Authorizing the Participation of Hamiltonban Township in the PSATS Unemployment Compensation Group Trust Pursuant to the Pennsylvania Intergovernmental Cooperation Law. Supervisor Dille seconded. The motion carried unanimously.

Approval of the Agenda: The Board unanimously approved the Agenda.

Public Comment: Charles Mickley of Mount Hope Road asked the Board if there is a long term project in place for paving Mount Hope and Gum Springs Roads, and expressed his concerns with the condition of the two roads. Supervisor Deardorff explained that the Township's road construction commitment is according to the deterioration of all Township roads. He continued by stating that in 2015, Mount Hope and Gum Springs Roads will have the center yellow line painted, a portion of Mount Hope Road will be sealed with tar and chip, and the shoulders will be rebuilt on Gum Springs Road. Spot seal coating was completed on Mount Hope Road in 2014. Mr. Mickley also asked if there is an ordinance that deals with junk vehicles. He was referred to Ordinance 2012-03: Prohibiting Vehicular and Non-Vehicular Nuisances.

Maggie Travis, representing the Parks and Recreation Commission (PRC), thanked the Board for attending their public meeting that was held in December regarding the Hamiltonban Township Park. As a result of the public meeting, updates need to be made to the Master Park Plan. The PRC formally requested approval from the Board to access the \$20,000 that has been allocated

for recreational purposes in the Capital Reserve Fund. If approved, the funds would be used to revise the Master Park Plan and used as matching funds for grants. The PRC goal is to utilize grant monies as much as possible for establishing the Township Park. The Board will take this question under advisement and get back to the PRC.

Approval of the Minutes: Vice-chairman Woerner motioned to approve the December 2, 2014 Board of Supervisors Meeting Minutes. Supervisor Deardorff seconded. The motion carried unanimously. Supervisor Dille motioned to approve the December 18, 2014 Board of Supervisors Workshop Meeting Minutes. Supervisor Reamer seconded. The motion carried. Vice-chairman Woerner abstained as he was excused from the Workshop. There was an Executive Session following the workshop to discuss a personnel matter.

Solicitor's Report: Solicitor Battersby presented his formal report at the meeting. He stated that Act 164 of 2014 was passed which requires Tax Collectors to appoint a Deputy Tax Collector, this will be done later in the meeting. He also stated that he will be forwarding to the Board an email regarding a possible settlement of the Knouse Foods tax assessment appeal and that this should be addressed at the January workshop. Lastly, Solicitor Battersby updated the Board on the status of the Iron Springs Plaza project; Attorney Heiser is preparing an agreement for the Township to sign so that the developer may receive \$700,000 from the State to put towards the project. Chairman Gordon stated that the Highway Occupancy Permit for the Iron Springs Plaza project has been conditionally approved by PennDOT and mylars have been received in the office for the traffic light installation. The mylars need to be reviewed and signed. Vice-chairman Woerner motioned to accept the Solicitor's Report. Supervisor Deardorff seconded. The motion carried unanimously. Ms. Scripture and Ms. Travis left the meeting at 7:50 PM. Solicitor Battersby and Mr. Thomas left the meeting at 7:55 PM.

New Business: Supervisor Deardorff motioned to approve the Customary Home Occupation Application for 2379 Mount Hope Road. Supervisor Reamer seconded. The motion carried unanimously. This is for the manufacturing of specialty crafts.

Supervisor Reamer motioned to approve the 2015 Budget Message. Vice-chairman Woerner seconded. The motion carried unanimously. The Budget Message can be viewed on the Township website.

Supervisor Deardorff motioned to approve Tax Collector Pam Wiehagen's appointment of Natalie A. Williams, Liberty Township's Tax Collector, as Hamiltonban Township's Deputy Tax Collector. Vice-chairman Woerner seconded. The motion carried unanimously. This appointment also needs to be approved by the school district and the County.

Vice-chairman Woerner motioned to approve Chairman Gordon, Supervisor Reamer, and Roadmaster Harbaugh to attend the Annual PSATS Educational Conference and Trade Show, April 19-22, 2015. Supervisor Dille seconded. The motion carried unanimously.

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 December 2014 Check Detail report. The Board reviewed the December financial statements and discussed the delinquent sewer accounts. Vice-chairman Woerner motioned to approve all

expenditures for the month of December and accept the Treasurer's Report. Supervisor Deardorff seconded. The motion carried unanimously.

Secretary's Report: Secretary/Treasurer Feiler submitted her formal report prior to the meeting. She added that the Department of the Auditor General will be at the office tomorrow to work on the 2013 audit of the State Liquid Fuels Fund. It was noted that Secretary/Treasurer Feiler will be on vacation the week of January 12th and the office will be closed. Supervisor Reamer motioned to accept the Secretary's Report. Supervisor Deardorff seconded. The motion carried unanimously.

Road Report and Sewer Report: No formal report was submitted as Roadmaster Harbaugh was on vacation. Road Coordinator Deardorff stated that in December the Road Department worked on maintaining Knox and Newman Roads, roads were cold patched as needed, and the Road Department worked on sign maintenance. Also, a trade was made with Gettysburg Borough for road millings. Roadmaster Harbaugh added that he received an email from PennDOT directed to CSX regarding upgrading the railroad crossing on Hickory Bridge Road. PennDOT asked CSX if they have made a commitment to pick up the extra funds needed to complete the upgrade to the crossing after the Township pays a flat rate of \$6,500 for engineering fees. There was no further discussion. Vice-chairman Woerner motioned to accept the Road Report. Supervisor Deardorff seconded. The motion carried unanimously.

It was noted that Pennsylvania American Water Company needs to be added as the contact at Pennsylvania One Call for the mapping of Orrtanna.

Planning Commission Report: Draft Planning Commission minutes for December were distributed to the Board prior to the meeting. No action was needed by the Board of Supervisors.

Parks and Recreation Commission Report: Draft Parks and Recreation Commission minutes for December were distributed to the Board prior to the meeting. Minutes were prepared even though there was no quorum. No action was needed by the Board of Supervisors.

EMA Report: No report was submitted.

Fire Company Reports: Chairman Gordon went over the December activity reports that were submitted by the Cashtown Community Fire Department and the South Mountain Fire and Ambulance Department. Cashtown did not respond to any calls in the Township and South Mountain responded to two calls in the Township.

Zoning Officer's Report: Mr. Wilbur Slothour submitted his formal report for the month of December and the 2014 Year End report prior to the meeting. The Board reviewed the reports and noted that one sign permit for 4910 Fairfield Road and two building permits for 3809 Fairfield Road and 1537 Mount Hope Road were issued in December. A total of thirty-three permits were issued in 2014 and \$6,140 was collected in fees. Vice-chairman Woerner motioned to accept the Zoning Officer's report. Supervisor Deardorff 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): At the December COG meeting, the 2015 Budget was passed and officers were appointed. Gus Fridenvalds of Huntington Township is President, Andrew Raymond of East Berlin Borough is Vice President, Sandra Vazquez of Biglerville Borough is Secretary, and Patricia Smith of Fairfield Borough is Treasurer. There was no report for ACATO.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): There was no report for either entity.

Special Notices: 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 via a notice on the office door.

- Elected Auditors – January 6, 2015
- Parks and Recreation Commission – January 13, 2015
- Planning Commission – January 27, 2015
- Board of Supervisors Workshop – January 29, 2015
- Board of Supervisors – February 3, 2015

Adjournment: At 8:26 PM Vice-chairman Woerner motioned to adjourn the meeting. Supervisor Deardorff seconded. The motion carried unanimously.

Deborah K. Feiler
Secretary/Treasurer

Robert L. Gordon
Chairman