

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Monthly Meeting Minutes

February 6, 2018

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced 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, LuAnn M. Dille, and David B. Martin. Robert L. Gordon joined via conference call.

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

Public: Ed Fitzgerald, Karen Kugler, Coleen Reamer, Charles Mickley, Rhonda Myers, John Brunner, Maurice Brown, George "Butch" Harbaugh, Cliff Frost, Lizzy Ryan of the Emmitsburg *News Journal* and John Messeder of the *Gettysburg Times*.

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

Public Comment:

Karen Kugler, Superintendent of Fairfield Area School District thanked Supervisor Bob Gordon, as a member of COG for their support with the Council of Governments in passing Resolutions regarding opposing House Bill 1620 and Senate Bill 2. She requested the Board of Supervisors work in conjunction with Carroll Valley to provide protection in the evening to the school track and share the cost. She inquired about the Pedestrian Crossing signs. Supervisor Dille responded that although the school was willing to take the sign in and out, the school solicitor was not prepared to take the liability for the sign. Thus no further action taken. Karen asked about the roads and speed. It was explained that the Road Safety Audit and study is still ongoing. Supervisor Gordon will be attending a meeting with PennDOT and will again bring it to their attention. Solicitor pointed out that these are state roads and out of the jurisdiction of Hamiltonban Township.

Coleen Reamer, 1009 Mt. Hope Road, said she was approached and asked to serve on the Department of Environmental Protection (DEP) Potomac River Basin Commission. She has served on the Glatfelter Tree Farm Transfer and previous water committees. Chairman Deardorff congratulated her on this nomination. She is requesting a recommendation by the Board of Supervisors.

Charles Mickley, 2390 Mt. Hope Road, inquired about why a tile was closed off near his property which water causes issues to the roadway from the upper run off. Chairman and Road Coordinator Deardorff stated that the road has been inspected, and the Township will be doing ditch work to install new pipes and also seal coat the area. He asked about the driveway permit installed without pipe. It was explained that this would have to be investigated but that others in the area have been notified of issues.

Rhonda Myers, 579 Water Street, was petitioning the Board to consider a three way stop at the school. Chairman Deardorff said plans to widen and add turning lanes are considered as future developments occur. Solicitor Battersby stated these are State roads which are not under the jurisdiction of the Township. The Chairman added that once the paving project is completed on the Fairfield Road, a turning lane will be added with the line painting. Members of the Board suggested she contact her state representatives.

John Brunner, 3979 Bullfrog Road, asked if anything could be done at the intersection of Bullfrog and Fairfield Road. Water is ponding and with the weather ice forms causing a dangerous intersection. Chairman explained this is a PennDOT road and they have reported these issues. Supervisor Gordon said this

George Harbaugh, 103 Iron Springs Road, thanked the Road Crew for doing a good job during snow and ice. He questioned why the Road Department drives the skid loader to sites. Chairman Deardorff explained this saves the Township as the employees would lose two and a half hours to three hours daily to load and unload the sweeper. He explained the anti-skid is only removed when there is a few weeks between storms and the materials are reused. George said more removal of brush on Cold Springs, Gum Springs and Zoo Roads, especially bamboo, so that the equipment is not damaged. The Road Department is working on this in cooperation with others, but also must work with the homeowners, who are not always cooperative.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the minutes of the January 2, 2018 Reorganization and Board of Supervisors Meeting; and the January 25, 2018 Board of Supervisors Workshop Meeting Minutes. Supervisor Martin seconded. The motion carried unanimously. Vice-Chairman Woerner motioned to approve the minutes of the January 22, 2018 Special meeting of the Planning Commission and Board of Supervisors Workshop. Supervisor Martin seconded. Supervisor Dille abstained. The motion carried.

Solicitors Report:

Solicitor Battersby said he is now reviewing the draft Zoning Ordinance. He will be representing the Township at court on February 15th for a septic ordinance violation. He is working with Fairfield Borough investigating a Pennsylvania Insurance Pool for liability insurance, auto and risk and to see if any savings, and will present this to Hamiltonban Township for consideration. He said there are no updates on the Hickory Bridge Road Bridge Project. Supervisor Gordon asked about the Sunshine Law and individuals putting tapes on social media. The Solicitor explained the Township cannot regulate this.

Supervisor Gordon motioned to accept the Solicitors Report. Vice-Chairman Woerner seconded. The motion carried. Solicitor Battersby left the meeting at 7:30 PM.

Road Report and Sewer Report: Roadmaster Herr's report was received by the Board in their Board packets prior to the meeting. Chairman and Road Coordinator Deardorff said he, and Roadmaster Herr will be conducting a road audit and will report to the Board in April.

Two bids for the 2005 Peterbilt were received and opened. Chester Brooks bid was \$25,750.00; and Frederick County Paving \$27,555.00. Vice-Chairman Woerner motioned to accept and award the Frederick County Paving bid of \$27,555.00. Supervisor Dille seconded. The motion

carried unanimously. No bids were received for the Monroe Salt Spreader which may be put up for bid again at a later date.

Vice-Chairman Woerner motioned to approve On-Call Employees for the Road Department of Edward Fitzgerald and new hire Clarence Oyler at the rate of \$11.00 per hour; and they will be sent for flagging certification if needed. Seconded by Supervisor Dille. The motion carried unanimously.

Vice-Chairman Woerner motioned to appoint Supervisor Gordon to represent Hamiltonban Township at the Roads Audit meeting with PennDOT. Supervisor Gordon said the meeting is over three days and that Roadmaster Herr will attend some of these meetings with him. Seconded by Supervisor Martin. The motion carried unanimously.

Supervisor Gordon motioned to put out bid for Salt Contract for the 2018-2019 season through CoStars. Vice Chairman Woerner seconded. The motion carried unanimously.

Vice Chairman Woerner motioned to prepare bids for stone and other needed materials for March. Chairman Deardorff said separate material bids will need to be completed for various items. Supervisor Martin seconded. The motion carried unanimously.

Treasurer's Report and Formal Approval of all Expenditures for the Month: Secretary/Treasurer Garretson submitted her formal report prior to the meeting for the Board of Supervisors review along with the January 2018 financial statements for all accounts. Supervisor Dille motioned to approve all expenditures for the month of January and accept the Treasurer's Report. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to approve a 2% pay raise for full-time employees effective with the first payroll in January 2018. This was approved by the Board in November in executive session but not recorded. It was put in the 2018 Budget. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to approve and send \$7,500.00 for the employee pension fund with Pennsylvania Municipal Retirement System. Vice-chairman Woerner seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to approve carry over of vacation time from 2017 for Secretary Garretson to 2018. Supervisor Martin seconded. The motion carried unanimously.

Secretary's Report: Secretary/Treasurer Garretson submitted her formal report prior to the meeting. Secretary Garretson asked to attend a PSATS webinar on March 6, 2018 dealing with unemployment compensation and filing. Vice-Chairman Woerner motioned to allow attendance and accept the Secretary's Report. Supervisor Dille seconded. The motion carried unanimously.

New Business: Vice-Chairman Woerner motioned to send letter of recommendation to the Department of Environmental Protection (DEP) for Coleen Reamer to serve on the Regional Water Resource Committee. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve Hamiltonban Township, as a Local Franchising Authority (LFA), designating Adams Community Television (DBA Community Media of South Central PA) as the PEG (Public, Education and Government) channel operator for Hamiltonban Township. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to send Per Capita 2017 Tax Delinquents list to the York Adams Tax Bureau for collection. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve the excusal request received for Mt. Hope Road (Parcel 18B14-0023-000) based on the information provided. Supervisor Dille seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to register for the Great American Cleanup. The Hamiltonban Township event to be held on Earth Day in April.. Seconded by Supervisor Martin. The motion carried unanimously.

Supervisor Dille motioned to approve an order from Adams County for a listing of current property owners within the Township at a cost of \$.01 each for use by the Secretary. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve the Budget Message and post on the Township website. Chairman Deardorff thanked former Supervisor Reamer for her input. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motion to eliminate one phone line at the Township Office and to add Wi-Fi. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Martin motioned to approve Resolution 2018-05 to donate a Sentry Sate to the Fairfield Historical Society for \$1.00. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to authorize Secretary/Treasurer Garretson to complete the 2017 Combined Application for Reimbursement for Enforcing the PA Sewage Facilities Act and On lot Sewage Disposal Program Annual Report. Supervisor Dille seconded. The motion carried unanimously.

Planning Commission Report: Draft Planning Commission minutes for January were distributed to the Board prior to the meeting. Supervisor Gordon stated the Strawberry Hill and Adams Electric Subdivision plans are on the next meeting agenda.

Supervisor Dille motioned to modify the approval of 465 Water Street, Carmel of Jesus, Mary & Joseph on amended Subdivision plans and Stormwater plans with conditions as recommended by Township Engineer's letter of January 9, 2018. Vice-Chairman Woerner seconded. The motion carried unanimously.

Joint Parks and Recreation Commission Report: Draft Joint Parks and Recreation Commission minutes for January were distributed to the Board prior to the meeting.

Vice-Chairman Woerner motioned to accept the resignation of David Jones of the Joint Parks and Recreation Commission. A certificate of thanks for his service has been prepared. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve the nomination of Coleen Reamer as recommended by the Joint Parks and Recreation Commission as a Volunteer Grant Coordinator. Vice-Chairman Woerner seconded. The motion carried unanimously.

EMA Report: None

Fire Company Reports: Cashtown Fire Company and Fountaindale Fire Company reports received by the Board prior to the meeting. No further discussion.

Zoning Officer's Report and Code Enforcement Officer's Report: Mr. Wilbur Slothour submitted his formal report for the month of January prior to the meeting, and included the Code Enforcement Officer's report. Supervisor Dille motioned to accept the Zoning Officer's and Code Officer's reports. Vice-Chairman Woerner seconded. The motion carried unanimously.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon reported the passing of Resolutions to oppose House Bill 1620 and Senate Bill 2. He said the ACATO to hold secretaries meeting on February 13th, but due to auditors Secretary Garretson reported she is unable to attend.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): Supervisor Dille said the YATB collections are up and the fees are appropriate.

Pennsylvania State Police Report. Supervisor Gordon stated the January report showed 23 calls.

Special Notices: Supervisor Dille reported that a meeting of the Southwest Group met and E-Recycling events are to be tentatively held on April 14, July 14, and October 13, rain or shine from 8:00 am to 12 noon at Highland Township. Volunteers will be needed and more information will be provided.

Chairman Deardorff thanked everyone for their service and stated he looks to a positive path going forward. That the Board of Supervisors will continue their diligence in fiscal management for the residents of Hamiltonban Township. And, that the Board continues to work as a team.

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 13, 2018.
- Board of Supervisors Workshop - February 22, 2018.
- Planning Commission - February 27, 2018.
- Board of Supervisors Meeting - March 6, 2018

Adjournment: At 7:59 PM Supervisor Martin motioned to adjourn the meeting. Vice-Chairman Woerner seconded. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman