

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Reorganization Meeting Minutes

January 2, 2024

At 7:00 PM Supervisor Deardorff 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: J. Edward Deardorff, Douglas Woerner, Coleen Reamer., Ryan Picarelli, Edward Spence Jr.

Staff: Roadmaster Ray Herr. Secretary/Treasurer Nina Garretson; Solicitor Matthew Battersby was excused.

Public: None

Public Comment: None.

Supervisor Woerner motioned to appoint J. Edward Deardorff as temporary Chairman and Nina Garretson as temporary Secretary. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Woerner motioned to reappoint J. Edward Deardorff as Chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Spence seconded. The motion carried.

Chairman Deardorff motioned to reappoint Doug Woerner as Vice-Chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Picarelli seconded. The motion carried.

Supervisor Deardorff motioned to appoint Coleen Reamer as the Safety Coordinator. Vice-Chairman Woerner seconded. The motion carried

Chairman Deardorff motioned to reappoint Nina Garretson as Secretary/Treasurer with wage set as presented in the 2024 budget. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to set the treasurer's bond at \$1,600,000. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor motioned to reappoint Nina Garretson as the CDL Coordinator. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer motioned to appoint Nina Garretson as Right-to-Know Officer. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice -Chairman Woerner motioned to reappoint Ray Herr as Roadmaster; Philip Sponseller as full-time road crew, with pay as presented in 2024 budget; and FREMA Agency, Adam Wine, EMA Coordinator and Michael McCabe, as Deputy EMA Coordinator. Supervisor Reamer seconded. The motion carried unanimously.

Vice Chairman Woerner motioned to reappoint the following Township consultants: Matthew Battersby of Battersby Law Office as the Solicitor; Erik Vranich of Wm. F. Hill /Keller Engineers as the Sewer Engineers; Gil Picarelli of KPI Technology as the Sewage Enforcement Officer; Jodie Evans of Bowman Consultants (formerly McMahon Transportation Engineers and Planners) as the Traffic Engineer; Pennsylvania Municipal Code Alliance (PMCA) as the Zoning Officer and Floodplain Manager; Anne

Hutchinson of Natural Lands Trust and Rob Thaeler of the Adams County Office of Planning and Development as the Planning Consultants; Erik Vranich of Wm. F. Hill/Keller Engineers. as Township Engineering firm; Harold Eastman with Barley & Snyder Attorneys at Law as Zoning Hearing Board Solicitor; and Wilbur Slothour of Land and Sea Services, LLC as the Building and UCC Inspections Officer; (**CORRECTION motioned on February 6, 2024:** Appointed PMCA Pennsylvania Municipal Code Alliance as Building and UCC Inspections officer); Tim McCauslin as Code Officer; and Brandon Guiher of KPI Technology as Engineer for Parks & Recreation; all with their current fee schedule. Supervisor Picarelli seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2043-01: Appointing RKL Certified Public Accounts formerly Rotz & Stonesifer Certified Public Accountants to prepare the 2023 audit for all of the Township's funds. Supervisor Spence seconded. The motion carried unanimously.

Chairman Deardorff motioned to adopt Resolution 2024-02: Review and Report Fees for Subdivision and Land Development. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2024-03: Hamiltonban Township Fee Schedule for 2024. Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2024-04: Appointing members to the Zoning Hearing Board. Reappointing James Izer (expiring 2025), Charles Christianson (expiring 2024) and new appointees Derek Flenner (expiring 2026) and Alternate Susan Swope (expiring 2024) to the Zoning Hearing Board. Supervisor Spence seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to appoint by omnibus LuAnn Dille (1 year term) as the Vacancy Board Chairman (one-year term); Township Auditor Tammy Trocha (one-year term) to the term ending 2029; Planning Commission LuAnn Dille (expires 2027 – a four-year term); Parks and Recreation (expiring 2028 – a five-year term) and Robert Olyphant (expires 2028) a five-year term. Supervisor Reamer seconded. The motion carried unanimously.

Chairman Deardorff motioned to appoint Coleen Reamer as Delegate, to the Adams County Council of Governments. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to appoint Ryan Picarelli as delegate, Fairfield Borough representatives and LuAnn Dille as alternates to the Adams County Tax Collection Committee. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to appoint Ed Spence as delegate, and Ryan Picarelli and Fairfield Borough representatives as alternate, to the York/Adams Tax Bureau. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to appoint Coleen Reamer delegate, for Fairfield Regional Emergency Management Agency (FREMA) representative, Supervisor Picarelli seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to appoint Coleen Reamer as the liaison to the Joint Parks & Recreation Commission. Supervisor Picarelli seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to appoint J. Edward Deardorff as representative to the Agricultural Security Commission. Supervisor Reamer seconded. The motion carried.

Vice-Chairman Woerner motioned to appoint J. Edward Deardorff as the liaison to the Planning & Zoning Commission. Supervisor Reamer seconded. The motion carried.

Vice-Chairman Woerner motioned to retain ACNB Bank, Pennsylvania Local Governments Investment Trust (PLGIT), and F & M Trust as the Township's depository banks. Supervisor Reamer seconded. The motion carried unanimously.

Vice Chairman Woerner motioned to establish the **Township meeting dates as follows:**

Auditors:	January 3, 2024
Board of Supervisors:	First and third Tuesday of each month except for: November when the meeting will be on Wednesday, November 6 due to elections
Planning Commission:	Fourth Tuesday of each month except April when meeting will be held on Wednesday, April 24 due to primary elections.
Parks & Recreation Commission:	Second Tuesday of each month

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. Vice-Chairman Woerner seconded. The motion carried unanimously. Supervisor Spence seconded. Motion carried unanimously.

Vice-Chairman Woerner motioned to determine the **Township's observed 2024 Holidays:** New Year's Day-January 1, Martin Luther King Day January 15, Presidents Day February 19, Good Friday-March 29, Memorial Day-May 27, Independence Day-July 4, Labor Day-September 2, Veterans Day-November 11, Thanksgiving Day-November 28 and the day after November 29, and Christmas Day-December 25.

Supervisor Picarelli seconded. The motion carried unanimously.

Chairman Deardorff motioned to appoint Coleen Reamer to be voting delegate for the Pennsylvania State Association of Township Supervisors (PSATS) Convention and Supervisor Picarelli as alternate. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice Chairman Woerner motioned to have the Township follow the Federal IRS mileage allowance which is \$0.67 for 2024. Supervisor Picarelli seconded. The motion carried unanimously.

At 7:16 PM Vice Chairman Woerner motioned to adjourn the Reorganization meeting. Supervisor Reamer seconded. The motion carried unanimously.

Coleen N. Reamer
Temporary Secretary/Treasurer

J. Edward Deardorff
Chairman