

Hamiltonban Township Board of Supervisors
23 Carrolls Tract Road, Fairfield, PA 17320
Monthly Meeting Minutes
December 3, 2019

Executive Session: Board held an Executive Session beginning at 6:30 pm prior to meeting to discuss legal personnel matters. Ended at 7:00 pm.

At 7:01 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited.

Supervisors Present: Chairman J. Edward Deardorff, Douglas Woerner, LuAnn M. Dille, Robert L. Gordon, and David B. Martin.

Staff and Consultants Present: Solicitor Matthew Battersby, Roadmaster Ray Herr, and Secretary/Treasurer Nina

Public Present: John Messeder of the *Gettysburg Times*, Coleen Reamer, Steve Reid and Cliff Frost.

Approval of the Agenda: Secretary Garretson said she corrected item m. tentative 2020 meeting dates. Vice-Chairman Woerner motioned to approve agenda. Supervisor Martin seconded. The motion carried unanimously.

Public Comment: None.

Approval of the Minutes: Vice Chairman Woerner motioned to approve November 6, 2019 Board of Supervisors Regular Monthly Meeting. Supervisor Martin seconded. Supervisor Dille abstained. The motion carried. Chairman Deardorff motioned to approve November 21, 2019 Board of Supervisors Monthly Workshop. Supervisor Gordon seconded. The motion carried unanimously.

Solicitor's Report: Solicitor Battersby had provided information to the Board previously regarding fee schedules and invoicing for reimbursement of Solicitor fees. He said the Township can invoice for his fees when incurred per Resolutions adopted by the Township and made public. Solicitor Battersby said that anyone would have 10 days under the law to challenge fees charged. Secretary was instructed to process invoicing and payment received for 70 Sour Mash Trl.

Roadmaster Herr lead discussion on sewer line at 31 Carrolls Tract Road as he met with Fairfield Municipal Authority. He explained that the Township will need to dedicate the line from the gate out to the Carrolls Tract Road to the Fairfield Municipal Authority. Supervisor Gordon said Fairfield Municipal Authority will accept. Board instructed Solicitor to begin work with Township Engineer Fred Heerbrandt to process paperwork on dedication. Supervisor Gordon motioned to dedicate sewer line at 31 Carrolls Tract Road to Fairfield Municipal Authority and authorize Township Solicitor and Township Engineer to begin process. Vice-Chairman Woerner seconded. The motion carried unanimously.

Solicitor Battersby stated he has reviewed materials for Floodplain Ordinance. He asked the Board how restrictive they wished to be. Board responded to keep current standards. Solicitor Battersby will respond to Leslie Rhoads with the Commonwealth of PA. He said at some point the Township will have to repeal and replace current Ordinance.

Discussion regarding right-of way needs on Moritz Road per Roadmaster. Chairman Deardorff said the Township will need to work with home owner. Supervisor Dille motioned to engage Dennis Kauffman

Surveying to do line survey with Roadmaster Herr to find center line for right-of-way. Vice Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to engage Dennis Kauffman Surveying to do survey for Mt. Hope Road Bridge over Middle Creek. Chairman Deardorff seconded. The motion carried unanimously.

Road Report: Roadmaster Herr's report received by the Board in their packets prior to the meeting. Roadmaster Herr reported that the Road Department came in for ice on Sunday and snow on Monday. He said that an electrician is needed at the shop for lights including a light at the fuel station. Supervisor Dille motioned to approve repair by Jakes Electric of Waynesboro to repair. Vice-Chairman Woerner seconded. The motion carried unanimously.

Roadmaster Herr asked for clarification of driveway permits. He reported the driveway permit was issued for 1585 Cold Springs Road. No records of a previously issued permit for this property. He said both he and Township Secretary were told permits were good for one year. Supervisor Gordon said a new draft driveway ordinance has been in the works for a while, and Board should discuss new ordinance at next workshop meeting.

Vice-Chairman Woerner motioned to approve an increase in expenditure cap to \$400 for the purchase of first-aid kits for four trucks and one for Road Maintenance Building. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Dille motioned to approve the purchase of two recliners and a couch for the Road Maintenance Building at an approximate cost of \$1,600.00. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to rescind previous motion for purchase of Brechbill Trailer for purchase in 2020 budget, and to approve purchase of Big Tex #14TL-22NK from Brechbill Trailer at a cost of \$6,765.00 and apply 10% prepayment. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff suggested two additional street lights for Orrtanna. One at Third Street and the other above church. Board to consider for further discussion.

Treasurer's Report and Formal Approval of all Expenditures for the Month: Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in the packets. Supervisor Dille motioned to accept the Treasurers Report, approve all expenditures for the month, and approve the transfer of \$25,000 from PLGIT to ACNB. Supervisor Gordon seconded. The motion carried unanimously.

Secretary's Report: Secretary Garretson submitted her report to the Board of Supervisors in their packets prior to the meeting.

Chairman Deardorff gave an end of year summary. He thanked Board members for continued team work, Road crew and staff for superb workmanship for the Township. He said in the past year we completed a completed road reconstruction and stormwater management, installed and including raising road to proper grade and finishing with hot mix asphalt surface. Invested in needed equipment and are investing in our major road reconstruction process of Gum Springs Rd. Have developed a better working relationship with our Park Commission. Brought our new draft zoning through a final stage review and adoption early in 2020. "A good year!"

Old/New Business:

Vice-Chairman Woerner motioned to advertise for RFPs for Township Solicitor. Supervisor Dille seconded. Supervisor Gordon and Chairman Deardorff voted nay. The motion carried.

Chairman Deardorff motioned to approve employee raises effective with first payroll in January 2020. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to accept and approve insurance Liability and Comprehensive Coverage based on Statement of Values submitted by Hockley & O'Donnell and received by the Board prior to the meeting. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to advertise the Township Reorganization meeting to be held January 6, 2020 and Elected Auditors Meeting to be held on January 7, 2020. Supervisor Dille seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to advertise for bids for the canopy for the fuel station. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to rescind previous motions for PIB Loan payments in 2020 Budget, to make only one payment of \$40,000, and to replace PIB Loan and seek RFP for bank loan in same amount for five years for Gum Springs Road Project. He stated Bond Counsel advised due to timing issues and bank rates would be better for Township. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to proceed with Draft Zoning Ordinance as recommended by Planning Commission. Vice-Chairman Woerner seconded. The motion carried unanimously. Supervisor Gordon said draft will be posted on website and notification of 45-day review period to begin, with plans for hearing.

Discussion of Comcast Agreement tabled until more information is received.

Discussion of Codification in process. Supervisor Dille motioned to request a 90-day extension for the December 18, 2019 deadline. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to accept the resignation of Coleen Reamer as auditor. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff motioned to waive the sign application fee for St. Mary's Cemetery Christmas Message. Supervisor Dille seconded. The motion carried unanimously.

Discussion of tentative 2020 meeting dates. Supervisor Gordon requested the Board consider changing the date of the May Board meeting due to the conflict with the PSATS Conference which is held at that time. He suggested the Board consider meeting twice a month voting meetings rather than holding workshop meetings.

Zoning Officer's Report and Code Enforcement Officer's Report: Reports received by the Board prior to the meeting. Supervisor Gordon motioned to approve Zoning Officer's and Code Officer's reports. Supervisor Dille seconded. The motion carried unanimously.

Solicitor Battersby report he and Code Officer attended hearings for non-compliance of septic pumping and inspection. 1434 Carrolls Tract Road reported losing notices and has subsequently complied with ordinance. 240 Tapeworm Lane property owner said no septic but has composting toilet. Property owner given 60 days to get approval from Sewer Enforcement Officer if in compliance.

Discussion of RFPs for Zoning Officer, UCC Inspector, and Code Officer. Supervisor Gordon motioned to continue contract with Land & Sea Services LLC for another year. Chairman Deardorff seconded. The motion carried unanimously.

Planning Commission Report: No action items.

Joint Parks and Recreation Commission (JPRC) Report: Supervisor Gordon said twenty trees purchased for park, interpretive panels and bike rack installed. No further discussion.

FREMA/EMA Report: Supervisor Martin stated next meeting December 16, 2019.

Fire Company Reports: Supervisor Gordon said Cashtown Fire Company report had 23 calls with 2 in Hamiltonban Township. Fountaindale report has 13 calls. He noted they had representation at Fallen Firefighter Memorial and Dedication of Tower at Adams County.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon said ACATO November Conference was at SAVES. He said the SPCA will have speaker at next COG meeting, which they will approve budget and election of officers.

Chairman Deardorff said the PSATS Regional Forum was worth the time and further discussion at the Board's next meeting.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): Supervisor Dille attended November meeting. She said Ron Harris will serve as President and as Secretary.

Pennsylvania State Police Report. Supervisor Gordon said the October report showed 73 calls, which included 22 school checks.

Special Notices: Supervisor Gordon said the annual report for Specialty Granules Inc. water quality for Toms Creek received. Chairman Deardorff said the Road Department was called out for an animal sewage spill at 65 Jones Lane, which Department of Environmental Protection resolved.

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 - December 10, 2019.
- Planning Commission - December 17, 2019.
- Board of Supervisors Regular Workshop - December 19, 2019.
- Re-Organization Board of Supervisors - January 6, 2020.
- Elected Auditors meeting January 7, 2020.

Adjournment: Vice-Chairman Woerner motioned to adjourn at 8:17 PM. Seconded by Supervisor Dille. The motion carried unanimously.

Executive Session: Board held an Executive Session beginning at 8:19 pm after meeting to continue discussion on personnel matter. Ended at 8:41 pm.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman