

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Via: Startmeeting.com

Regular Meeting Minutes

February 1, 2022

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, Robert L. Gordon, D. Brad Martin and Coleen Reamer.

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

Public: via phone Cliff Frost on a recorded line.

Approval of the Agenda: Vice-Chairman Woerner motioned to add 9.i. Audit Engagement letters; 9.j. 225 Swamp Creek Component 2 Planning Module; 9.k. Stormwater Management agreement – SGI Northern tract Quarry; and 10.d. Resignation of Planning Commission Member – Sherry Rogers-Frost. Supervisor Martin seconded. The motion carried unanimously. Vice-Chairman Woerner motioned to approve agenda as amended. Supervisor Martin seconded. The motion carried unanimously.

Public Comment: None.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the January 18, 2022 Zoning Amendment Hearing and Board of Supervisors Meeting minutes. Chairman Deardorff seconded. The motion carried unanimously.

Solicitor's Report: Solicitor Battersby spoke about the trash bidding contract, which he has been conferring with Supervisor Reamer. Supervisor Reamer stated the solicitors of the municipalities will review and report to their entity. A protest letter was submitted by Waste Management. Board consensus was to include recycling – Option 1. She also said bids show a large increase in costs due to staffing, fuel, etc. Bid tabled until next meeting.

Vice-Chairman Woerner motioned to approve Solicitor's Report. Supervisor Reamer seconded. The motion carried unanimously. Solicitor left the meeting at 7:15 PM.

Road Report: Roadmaster Herr report was received by the Board in the Board packets prior to the meeting.

Roadmaster Herr suggested letters be sent to the residents on Moritz Road notifying of upcoming work to be done. Secretary Garretson to send letters.

Roadmaster Herr reported he signed paperwork for Met-Ed to start work on street lights.

Roadmaster Herr said work needs to be done to clean out Rattling Run on upper Cold Springs Road due to flooding concerns. Board consensus agreed to engage Township Engineer.

Roadmaster Herr said he had to replace another shop light outside at a cost of \$121.00 which he purchased from Capital Electric. He reported he took representatives Craig Wolford from Gordian (KPN) and Rich Clark from Clark Contractors out to give cost estimate on Lower Cold Springs Road bridge. Supervisor Reamer said Lobar never provided cost estimate.

Roadmaster Herr said salt delivery received and monitor is hooked up on the shop camera's, He plans on ordering a barrel of hydraulic fluid at a cost of \$525.00, which Board approved last year.

Supervisor Gordon motioned to approve the Roadmasters Report. Vice-Chairman Woerner seconded. The motion carried unanimously.

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 for all accounts. She asked if anyone had any questions. Vice-Chairman Woerner motioned to accept the Treasurers Report and approve all expenditures for the month of January. Supervisor Martin seconded. The motion carried, unanimously.

Secretary's Report: Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in their packets. She explained that many multiple reports have been completed and submitted. Vice-Chairman Woerner motioned to accept the Secretary's Report. Supervisor Martin seconded. The motion carried unanimously.

Old/New Business

Discussion regarding flagger training for Bob Strausbaugh, which Secretary Garretson said since Rural Water did not refund for missed class, she has registered him for Zoom training on February 22, 2022. Supervisor Reamer will facilitate the Zoom training for him.

Vice-Chairman Woerner motioned to approve registration for Roadmaster Ray Herr for the Safety Symposium through PSATS on April 24, 2022 at a cost of \$79.00. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Reamer motioned to send letter to Adams County Historical Society's formal request for ARPA funds, with response that the Board has not decided on how all funds are to be spent. Vice-Chair Woerner seconded. The motion carried unanimously.

Discussion on renewal application for CoStars Salt Contract. Board consensus to use current estimate of use at 350 tons. Secretary Garretson will submit.

Waste contract see Solicitor's report.

Discussion on Code Officer, Tim McCauslin with Land & Sea Services LLC would like to continue. Chairman Deardorff motioned to rescind appointment of Nina Garretson, and reappoint Tim McCauslin of Land & Sea Services LLC at Hamiltonban Township Code Officer effective immediately. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion of Personnel Policy regarding capping of sick time. No change to be made.

Chairman Deardorff stated the Board needs to consider hiring additional help for the township office in the 2023 budget.

Secretary Garretson presented engagement letters to the Board for RKL regarding conducting the 2021 audit. She explained that under the new policy at RKL they have issued two letters, one for the full financial audit and one for completion of the DCED report, quoted at a cost of \$8,450. Supervisor Gordon motioned to approve and sign RKL engagement letters. Vice-Chair Woerner seconded. The motion carried unanimously.

Discussion of 335 Swamp Creek – Component 2 Planning Module. Since formal resubmission documents have not been received tabled until next meeting.

Discussion of Stormwater Management Agreement for Northern Tract Quarry-Specialty Granules. Waiting for Township Engineers review of document. Tabled until next meeting.

Planning Commission Report: Supervisor Gordon motioned to approve Planning Waiver and Non-Building Declaration for Parcel 18A17-0017-000 Iron Springs Road (Furnace Rd) – Chase, Robertson, Winn-Jones, Frick as recommended by the Planning and Zoning Commission. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve with conditions Land Development Plans for Parcel 18A17-0017-000 Iron Springs Road (Furnace Rd) – Chase, Robertson, Winn-Jones, Frick as recommended by the Planning and Zoning Commission and Adams County Office of Planning and Development letter of January 10, 2022, and Wm. F. Hill letter of January 21, 2022. Supervisor Gordon seconded. The motion carried unanimously.

Board was presented with Planning and Zoning Commission's 2021 Annual Report.

Vice-Chairman Woerner motioned to accept the resignation effective immediately of Planning and Zoning Commission member Sherry Rogers-Frost. Supervisor Martin seconded. The motion carried unanimously.

Zoning Officer's Report and Code Enforcement Officer's Report: Supervisor Gordon reported Zoning Officer responded to ten zoning inquiries and issued four permits. No Code report. Vice-Chairman Woerner motioned to approve the Zoning Officers report. Supervisor Reamer seconded. The motion carried unanimously.

Joint Parks and Recreation Commission Report: Supervisor Reamer said she is working to finalize award for DCNR grant and met with Clark Contractors from Bedford to cost out.

FEMA Report: None.

Fire Company Reports: Supervisor Gordon reported on Fountaindale Fire Co. December had 10 calls, 148 year to date which was a 20% increase, January report had 18 calls and they received notification of a state PEMA grant for \$13,489 for equipment maintenance. Fairfield Fire Co. had 23 calls, 3 in township with 224 year to date, received audit. AREMS has new director and reported 821 calls. Chairman Deardorff reported attended meeting and the Fairfield Fire Co. end of year and budget reports will be on file. He said Chief Jacobs is concerned with dead trees around homes and suggested notices to residents. He added that there is concern over developments and suggested sprinkler systems. He said volunteers are needed and presented flyer which was put up on township website.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon said COG elected officers, Dave Bolten is president, Daniele is secretary and Pat Smith is treasurer. He said ACATO elected officers, still VP vacancy, conference to be held in November and secretary's luncheon.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): Supervisor Gordon said YATB reported collections are doing well and they elected new officers. ACTCC meeting will be tomorrow.

Pennsylvania State Police Report. Supervisor Gordon said December report had 51 calls with 7 school checks.

Special Notices: None

Public Comment: 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 posted via a notice on the office door.

- Parks and Recreation Commission – February 8, 2022
- Board of Supervisors Meeting – February 15, 2022
- Planning Commission – February 22, 2022

Adjournment: Vice-Chairman Woerner motioned to adjourn at 7:55 PM. Seconded by Supervisor Martin. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman