

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Reorganization Meeting Minutes

January 3, 2023

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, and Robert L. Gordon, Coleen Reamer. and David B. Martin excused.

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

Public: Samuel Aquino.

Public Comment: None.

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

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

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

Supervisor Gordon motioned to reappoint Douglas Woerner as the Safety Coordinator. Chairman Deardorff seconded. The motion carried.

Chairman Deardorff motioned to reappoint Nina Garretson as Secretary/Treasurer with a treasurer's bond of \$1,600,000, and pay as present in 2023 budget. Vice-Chairman Woerner seconded. The motion carried unanimously.

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

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

Chairman Deardorff motioned by omnibus to reappoint Ray Herr as Roadmaster; James Eyler and Randy Pritt as full-time road crew, with pay as presented in 2023 budget; and FREMA Agency, Adam Wine, EMA Coordinator and Michael McCabe, as Deputy EMA Coordinator. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff 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 McMahon Transportation Engineers and Planners as the Traffic Engineer; Wilbur Slothour of Land and Sea Services, LLC 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; Tim McCauslin of Land and Sea Services as Code Officer; and Brandon Guiher of KPI Technology as Engineer for Parks & Recreation; all with their current fee schedule. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2023-01: Appointing RKL Certified Public Accounts formerly Rotz & Stonesifer Certified Public Accountants to prepare the 2022 audit for all of the Township's funds. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2023-02: Review and Report Fees for Subdivision and Land Development. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2023-03: Hamiltonban Township Fee Schedule for 2023. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2023-04: Appointing members to the Zoning Hearing Board. Reappointing James Izer (3-year term), along with current members Gene Wiehagen, Cynthia McNulty and alternate Charles Christianson to the Zoning Hearing Board. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint by omnibus Dale J. Premo as the Vacancy Board Chairman (one-year term); Planning Commission James Izer to Zoning Hearing Board (3-year term) expiring 2025; Robert Lefever to Agricultural Security Commission term expiring 2028 (7-year term); Teresa Scripture and Dean Thomas to the Joint Parks & Recreation Commission terms expiring 2027 (five-year terms). Supervisor Gordon seconded. The motion carried unanimously.

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

Chairman Deardorff motioned to reappoint Robert Gordon 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 reappoint Robert Gordon as delegate, 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 as delegate for the Adams County Bicycle and Pedestrian Plan Committee if needed. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint David B. Martin as delegate, and Douglas Woerner as alternate for Fairfield Regional Emergency Management Agency (FREMA) representatives. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon motioned to appoint Coleen Reamer as the liaison to the Joint Parks & Recreation Commission. Chairman Deardorff seconded. The motion carried unanimously.

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

Vice-Chairman Woerner motioned to reappoint J. Edward Deardorff and Robert Gordon as the liaisons to the Planning & Zoning Commission. Supervisor Gordon seconded. The motion carried.

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

Supervisor Gordon motioned to establish the Township meeting dates as follows:

Auditors: January 4, 2023.

Board of Supervisors: First and third Tuesday of each month except for: May when the meeting will be on Wednesday, May 17 after Primary Election; July 5 due to holiday; and November 8 due to elections

Planning Commission: Fourth Tuesday of each month.

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.

Vice-Chairman Woerner motioned to determine the Township's observed 2023 Holidays: New Year's Day-January 2 (since 1st is Sunday), Martin Luther King Day January 16, Presidents Day February 20, Good Friday-April 7, Memorial Day-May 29, Independence Day-July 4, Labor Day-September 4, Veterans Day-November 10, Thanksgiving Day-November 23 and day after November 24, and Christmas Day-December 25.

Supervisor Gordon seconded. The motion carried unanimously.

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

Supervisor Gordon motioned to have the Township follow the Federal mileage allowance which is \$0.655 for 2023. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon announced he will not seek reelection when his term expires at the end of 2023.

At 7:13 PM Supervisor Gordon motioned to adjourn the Reorganization meeting. Vice-Chairman Woerner seconded. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Meeting Minutes

January 3, 2023

Board Meeting: At 7:13 PM Vice-Chairman Deardorff called the January Board of Supervisors meeting to order.

Supervisors Present: J. Edward Deardorff, Douglas Woerner, and Robert L. Gordon. Coleen Reamer and David Brad Martin excused.

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

Public: Sam Aquino.

Approval of the Agenda: Vice-Chairman Woerner motioned to approve agenda. Supervisor Gordon seconded. The motion carried unanimously.

Public Comment: Sam Aquino, 645 Mt. Hope Rd said he received letters from Solicitor Battersby and has contacted the Township office to come into compliance. He said he purchased property in April 2022 and was not aware of issues with driveway or septic. He has his attorney working on resolving issues which he was not made aware of at settlement. He has spoken with Township SEO, Gil Picarelli and has his septic scheduled to be pumped and inspected January 18th. He said when he purchased property the previous owner corrected the failing dosing tank and replaced but did not obtain permit. He completed new driveway application today but needs further information. Roadmaster Herr said he, Chairman Deardorff and Township Engineer Erik Vranich will inspect site on January 13th at 9:00 AM to make recommendations. Mr. Aquino left the meeting at 7:27 PM.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the December 20, 2022 and December 28, 2022 Board of Supervisors Meetings minutes. Supervisor Gordon seconded. The motion carried unanimously.

Solicitor's Report: Solicitor Battersby reported he sent letters to Sam Aquino regarding driveway and septic pumping. He reported he presented check from insurer of My Way Transportation of \$8,006.75 for reimbursement of damage done to Old Waynesboro Road.

Discussion of cemetery issues which Board reported small zoning group is working on. Solicitor Battersby said there is green burials permitted in Pennsylvania.

Chairman Deardorff requested Solicitor to see if Amish pay taxes, as he said there are more moving into Adams County. Solicitor Battersby to investigate.

Supervisor Gordon motioned to approve Solicitors report. Vice-Chairman Woerner seconded. The motion carried unanimously. Solicitor Battersby left the meeting 7:35 PM.

Road Report: Roadmaster Herr report was received by the Board in the Board packets prior to the meeting. He said there are working on cleaning drains and pipes. He said several snow and ice events include Christmas night. He said Township Engineer to look at Zoo Road for recommendations.

Roadmaster Herr to compile list of problem driveways to have letters sent to property owners to correct.

Roadmaster Herr said letters also need to be sent to property owners in Beechwood regarding sump pumps and pumping onto to roadway.

Discussion of office broiler, which Roadmaster Herr said tank was replaced but due to incorrect settings done by Modern Comfort, Trump Plumbing and Heating has to return to reset. Board discussed having Solicitor review service contract with Modern Comfort since Township is not satisfied with their work.

Discussion of dead trees on Mt. Hope Road and Valley View Lane. Discussion of R Reamer estate sale at car lot and of properties in township including Mountain Lane septic.

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 through the end of year explaining bank reconciliations still need completed. She reported the general fund showed income of \$1,168,194.49, expenses of \$909,096.10 and net after transfers \$107,325.50 Vice-Chairman Woerner motioned to accept the Treasurers Report and approve all expenditures for the month of December. Supervisor Gordon seconded. The motion carried. unanimously.

Secretary's Report: Secretary's Report. Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in their packets. She stated she worked with Startlogic to load the new website created by Adams County, not many septic forms or inquiries for December. She said Total Tech replaced one camera for the park, and met with PWI regarding Phoenix software. Vice-Chairman Woerner motioned to accept the Secretary's Report. Supervisor Gordon seconded. The motion carried unanimously.

Old/New Business

Board to ask Supervisor Reamer to write the 2023 Budget Message.

Chairman Deardorff stated all Board members should notify the Township office a few days in advance if unable to attend meetings. He again thanked Supervisor Gordon for his service, as he is not running for reelection for 2024.

Planning Commission Report: None

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

Joint Parks and Recreation Commission Report: Supervisor Gordon said construction underway for the Stage III, and Supervisor Reamer to work with Secretary Garretson to upload documents for DCNR grant.

FEMA Report: Vice-Chairman Woerner said at the last meeting it was announced they are doing away with NIMS training and will be replacing with new training for Board members.

Fire Company Reports: Supervisor Gordon reported on Fairfield Fire Company with 24 calls with 7 in Township for November. He said South Mountain Fire Company sent 2023 budget. Secretary Garretson provided invoices to the Board for Fairfield Fire Company, Fountaindale Fire Company and South Mountain Fire Company. She said there is not enough funds in Fairfield and Fountaindale Fire Tax lines to cover all invoices. Supervisor Gordon motioned to approve from Fire Tax Funds \$32,807.45 to Fairfield Fire Company, \$17,618.82 to Fountaindale Fire Company, and pending receipt of activity call reports \$17,994.76 to South Mountain Fire Company. Vice-Chairman Woerner seconded. The motion carried unanimously.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon said next COG meeting January and election of officers Terry Scholle of Mt Joy Township as President, Ron Harris of Carroll Valley Borough as Vice-Chair, Pat Smith of Fairfield Borough as Treasurer, and Danielle Helwig of Butler Township as Secretary. He said ACATO to meet next week, which Secretary Garretson to be Secretary and unsure of Treasurer.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):
None.

Pennsylvania State Police Report. Secretary Garretson said report just received today showed 60 calls.

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.

- Elected Auditors Meeting - January 4, 2023
- Parks and Recreation Commission - January 10, 2023
- Board of Supervisors Meeting – January 17, 2023
- Planning Commission - January 24, 2023

Adjournment: Vice-Chairman Woerner motioned to adjourn at 8:06 PM. Seconded by Supervisor Gordon. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman