

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Reorganization and Regular Monthly Meeting Minutes

January 6, 2020

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

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

Public: Mike Horne, Ron Howe and Jeff Walter, of Liberty Worship Center.

Public Comment: None.

Supervisor Woerner motioned to appoint J. Edward Deardorff as temporary Chairman. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Woerner motioned to appoint Nina Garretson as temporary Secretary. Supervisor Deardorff seconded. The motion carried unanimously.

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

Supervisor Woerner motioned to reappoint Nina Garretson as Secretary/Treasurer with a treasurer's bond of \$500,000. Supervisor Martin seconded. The motion carried unanimously.

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

Discussion ensued regarding Road Coordinator and Office Coordinator. By Board consensus a three-month trial without these positions will be instituted.

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

Supervisor Reamer motioned to appoint D. Brad Martin as the Safety Coordinator. Chairman Deardorff seconded. The motion carried.

Chairman Deardorff motioned to reappoint Nina Garretson as Right-to-Know Officer. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned by omnibus to reappoint Ray Herr as Roadmaster; James Eyler as full-time road crew; David B. Martin, Keith Klinefelter and Richard Wivell as part-time/on-call road crew; FREMA Agency, Adam Wine, EMA Coordinator and A.J. Aldrich, Deputy EMA Coordinator. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint the following Township consultants: Matthew Battersby of Battersby Law Office as the Solicitor; Fred Heerbrandt of Wm. F. Hill & Assoc, Inc. as the Sewer Engineer;

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; Tim McCauslin of Land and Sea Services, LLC as the Code Enforcement Officer; and Natural Lands Trust and Rob Thaeler of the Adams County Office of Planning and Development as the Planning Consultants; Wm. F. Hill & Assoc. as Township Engineering Firm; Harold Eastman with Puhl, Eastman & Thrasher Attorneys at Law as Zoning Hearing Board Solicitor; and Wilbur Slothour of Land and Sea Services, LLC as the Building and UCC Inspections Officer; all with their current fee schedule. Supervisor Martin seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2020-01: Appointing Rotz & Stonesifer Certified Public Accountants to prepare the 2019 audit for all of the Township's funds. Supervisor Reamer seconded. The motion carried unanimously.

Chairman Deardorff motioned to adopt Resolution 2020-02: Review and Report Fees for Subdivision and Land Development. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2020-03: Hamiltonban Township Fee Schedule for 2020. Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2020-04: Appointing members to the Zoning Hearing Board. Reappointing James Izer (3-year term), along with current members John Luntz, Gene Wiehagen and Cynthia McNulty as alternate to the Zoning Hearing Board. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2020-05: Reestablishing the Hamiltonban Township Fee Schedule for Sewage Facilities Act and Appointment of Sewage Officers to issue sewage permits. Chairman Deardorff 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 Sherry Rogers-Frost to complete remaining term expiring 2020; LuAnn Dille on the Planning Commission (term expiring 2023); John Izer to the Zoning Hearing Board (term expiring 2022); Steve Jacobs, Ag Security Council (term expiring 2026); and Carol Leaman as Auditor. Supervisor Reamer 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.

Supervisor Reamer motioned to appoint Robert Gordon as delegate, David B. Martin as alternate, Fairfield Borough as alternate, and LuAnn Dille as non-voting delegate, to the Adams County Tax Collection Committee and York/Adams Tax Bureau. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon motioned to appoint Coleen Reamer as the Delegate to the Adams County Bicycle and Pedestrian Plan Committee. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to appoint Coleen Reamer as the Delegate to the PA Water Committee. Supervisor Reamer said they will be hold first meeting. Vice-Chairman Woerner seconded. The motion carried unanimously.

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

Vice-Chairman Woerner motioned to appoint Robert Gordon as the Delegate 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 unanimously.

Supervisor Gordon 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.

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

Auditors:	January 7, 2020.
Board of Supervisors:	First and third Tuesday of each month except for November, when the meeting will be on Wednesday, November 4 after Election Day.
Planning Commission:	Fourth Tuesday of each month, except April 29 after Primary.
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. This change does away with Board workshop meetings. Solicitor's is only being asked to attend first meeting of the month, unless requested otherwise. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to determine the Township's observed 2020 Holidays as New Years Day-Jan. 1, Martin Luther King Day January 20, Presidents Day February 17, Good Friday-April 10, Memorial Day-May 25, Independence Day-July 3 (since 4th is Saturday), Labor Day-September 7, Veterans Day-November 11, Thanksgiving Day-November 26 and day after November 27, and Christmas Day-December 25. Chairman Deardorff seconded. The motion carried unanimously.

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

Vice-Chairman Woerner motioned to have the Township follow the Federal mileage allowance which is \$0.575 for 2020. Chairman Deardorff seconded. The motion carried unanimously.

At 7:31 PM Vice-Chairman Woerner motioned to adjourn the Reorganization meeting. Supervisor Martin seconded. The motion carried unanimously.

Regular Monthly Meeting Minutes January 6, 2020

Board Meeting: At 7:32 PM Vice-Chairman Deardorff called the January Board of Supervisors meeting to order.

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

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

Public: Mike Horne, Ron Howe and Pr. Jeff Walter, all of Liberty Worship Center.

Approval of the Agenda: The Board approved by consensus.

Public Comment: Pastor Jeff Walter, of Liberty Worship Center addressed the Board with concerns regarding the water issues at the entrance at 31 Carrolls Tract Road which with shared with the Township. Jeff said the secretary had provided him with information from minutes of previous Board discussions, and he has

spoken to Chairman Deardorff. Jeff wants to make certain that any action by the Township, and if cost to be shared, the church is notified well in advance to prepare and budget for. Chairman Deardorff explained that the Township intends to ad sub surface drain, which would bleed out through stone. Chairman said the Township Engineer did investigate the issue and provided feedback. Liberty Worship Center would like copy of that review, which Chairman Deardorff said would be provided. He said the Township cannot seed at this time as it will not germinate for grass. Jeff stated the church could do 1% grade to get water into pond. Board suggested the Liberty Worship Center could investigate further for remedies to the water issues.

Pastor Jeff Walters also expressed his concern of security at Township office with only one employee. Supervisor Martin explained the Township has added cameras, and secretary has access to Adams County EMA and Road Department via radio.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the December 3, 2019, Board of Supervisors Meeting, December 19, 2019 Special Board Meeting, and December 19, 2019 Board of Supervisors Workshop meeting. Supervisor Martin seconded. Supervisor Reamer abstained. The motion carried.

Solicitor's Report: Solicitor Battersby stated he has registered for the ISP Tax Assessment hearing. He stated most large corporations are approached to seek tax reassessment. He said that there may be a need to consider paid appraisal which would affect not only the Township by the School District and County.

Solicitor Battersby reported he has responded to Leslie Rhoads with Pennsylvania Municipal League regarding the Floodplain Ordinance.

Solicitor Battersby stated the Board approve the private road names selected by the Fairfield School District. Secretary Garretson stated the Adams County Planner said these should be listed with the Townships current private roads listing. A Resolution will be prepared for the next Board meeting.

Solicitor Battersby reported he reviewed the documents and plans submitted for 285 Cold Springs Road - Daniel and Shirley Scott. He said that Highland Township should take the lead as the majority of property is located there. The Road Agreement submitted was approved by the court previously for these lots.

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

Road Report:

Chairman Deardorff motioned to approve purchase of 16 skids of magnesium chloride from AgCom. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve purchase of radio charger for approximate cost of \$400. Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reimburse Roadmaster Ray Herr \$100.00 per month for the use of his personal cell phone. Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve the purse of Big Tex trailer from Brechbill Trailer Sales for \$5,970.00. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff said the annual maintenance for the generator needs to be scheduled with Ketterman Electric. Roadmaster Herr said he has presented end of year mileage for all vehicles to Board. He said work to be done fixing ditch at Barry Fitz pond. May have to have Adams County Conservation District look at as water come out on road. Roadmaster Herr status of tractor is they are working on.

Roadmaster Herr said that pictures were provided for bamboo on Cold Springs Road. Discussion on bamboo on Route 16 at Specialty Granules. Roadmaster to call and discuss.

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. Vice-Chairman Woerner motioned to accept the Treasurers Report and approve all expenditures for the month. Supervisor Martin seconded. Supervisor Reamer abstained. The motion carried.

Vice-Chairman Woerner motioned to approve the AmTrust workers compensation quote as presented for 2020. Supervisor Martin seconded. The motion carried unanimously.

Secretary Garretson reported that the direct deposit fee regarding payroll would cost \$50 initial fee, \$25 monthly, and a per item fee and there would also be return fees. It would be a two-day waiting period between the end of payroll and access to funds using direct deposit. Board consensus not at this time. Supervisor Reamer suggested that payroll be run Monday to Sunday, and asked that payroll discussion be added to the next agenda. Secretary reported the \$2.00 service fee is for monthly paper statements on the two accounts currently at ACNB. This fee would be waived for online banking.

Supervisor Reamer motioned to approve the website migration by Adams County IT Services at an approximate cost of \$300, plus annual renewal fee. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Reamer motion to approve the purchase of new software for the Fuel Station by PWI at a cost of \$2,280.00. Supervisor Gordon seconded. The motion carried unanimously. Supervisor Reamer asked that the only laptop by used by the Road Department to view cameras.

Secretary's Report: Secretary's Report. Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in their packets prior to the meeting. Vice-Chairman Woerner motioned to accept the Secretary's Report. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Reamer requested the Personnel Policy and Employee Benefits Review be added to the next meeting agenda.

New Business

Chairman Deardorff motion to approve Supervisor Gordon and Supervisor Reamer to attend the Annual PSATS Convention and Tradeshow in Hershey to be held on May 4-6, 2020, and for Roadmaster Herr and Supervisor Martin to attend the Tradeshow on Sunday at a discounted rate. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve the draft Comcast Agreement as presented by Saltzman & Hughes. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve and advertise the hearing date for the Draft Zoning Ordinance scheduled February 20th, with a weather date of February 27th and that Solicitor Battersby works with Rob Thaeler, ACPD to organize and prepare for meeting. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve Ordinance 2020-01 for a General Obligation Note of \$250,000.00. A roll call vote was taken: Supervisor Gordon - yea; Supervisor Reamer - yea; Supervisor Martin - yea; Vice-Chairman Woerner - yea; Chairman Deardorff - yea. The motion carried unanimously.

Supervisor Gordon motioned to accept and acknowledge ACNB for the loan for a five-year term for repayment. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer motioned to extend the Waste Contract for one additional year and to request Adams County do bidding for the next contract. Supervisor Gordon seconded. The motion carried unanimously.

Planning Commission Report: Supervisor Gordon motioned to approve 120-day extension request for 1661 Cold Springs Road - Kalathas Subdivision Plans submitted by Beyond All Boundaries. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve the Subdivision plans submitted for 285 Cold Springs Road with no comments, as recommended by the Planning Commission, and as per Solicitor Battersby's review with no comments since most in Highland Township. Chairman Deardorff seconded. The motion carried unanimously.

Zoning Officer's Report and Code Enforcement Officer's Report: Supervisor Gordon read reports. Supervisor Gordon motioned to accept the Zoning Officer and Code Officer reports. The 2019 report included 1 sign permit, 11 land use permits, 1 home occupation permit, 0 movable storage dwelling unit permit, 0 demolition permits, building permit project cost totals \$8,276,100.00, 0 zoning hear board meetings, 25 building permits, 3 well permits, 14 occupancy permits, application fees collected \$5,529.65. Vice-Chairman Woerner seconded. The motion carried unanimously.

Joint Parks and Recreation Commission Report: Supervisor Reamer said she is working on closing out grants and will be working on Green Space grant in the spring.

FEMA Report: Supervisor Martin stated the next meeting in February and that copy of NIMS and list of equipment is needed.

Fire Company Reports: Supervisor Gordon reported Cashtown Fire Company financial reports received.
Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon stated next meeting to elect officers.

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

Pennsylvania State Police Report. None.

Special Notices:

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.

- Elected Auditors Meeting - January 7, 2020
- Parks and Recreation Commission - January 14, 2020.
- Board of Supervisors Meeting – January 21, 2020
- Planning Commission - January 28, 2020.

Adjournment: Vice-Chairman Woerner motioned to adjourn at 8:47 PM. Seconded by Supervisor Martin. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman