

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Monthly Meeting Minutes

August 5, 2014

At 7:00 PM Chairman Gordon called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced that the meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

Supervisors Present: Robert L. Gordon, Coleen N. Reamer, J. Edward Deardorff and LuAnn M. Dille. Douglas Woerner was excused from the meeting. There was a quorum.

Staff: Solicitor Matthew Battersby, Secretary/Treasurer Deborah K. Feiler, Roadmaster John A. Harbaugh, Jr., and EMA Coordinator Don Wills, Jr.

Public: Juanita K. Larmer and Rick Fulton of the *Emmitsburg News Journal*.

Approval of the Agenda: The Board unanimously approved the agenda.

Public Comment: Ms. Larmer submitted to the Board a letter requesting that a retirement badge be issued to her for her service. The letter dated August 5, 2014 as read by Chairman Gordon stated the following:

Hamiltonban Township Supervisors:

I am writing this note to make a request of the Board in reference to the Township Supervisors to issue me a retirement badge. I have made inquiries to Police Chiefs around Adams County and they have advised me that I need to make a request to the Township Supervisors.

This would require the Township to purchase a badge stating, Hamiltonban Township Police, Retired Officer. Also I am asking the Supervisors to state in legal minutes, of my retirement and of the fact and that I was the only female officer that was employed by the Township, my years of tenure and the cause (disbandment of the police department) of my leaving. A legal form sent to me and one to remain in the township files as a piece of history.

I thank you for taking time to look into my request and come up with a fair and right decision.

Sincerely,

Juanita K. Larmer

Supervisor Dille motioned to purchase for retired Police Officer Juanita K. Larmer a retirement badge at a reasonable cost and to update her letter of recommendation stating her retirement. Supervisor Deardorff seconded. The motion carried unanimously. The Solicitor will look into the question as to whether Ms. Larmer needs to turn in her old badge before the retired badge can be issued. Ms. Larmer was the only female officer to be employed by the Township. She was employed from September 1998 through December 2012 when the Police Department was disbanded. On May 9, 2014, Ms. Larmer applied for and is receiving pension benefits that are due her through the Pennsylvania State approved Hamiltonban Township Uniform Pension Plan.

Approval of the Minutes: Supervisor Dille motioned to approve the July 1, 2014 Board of Supervisors Meeting Minutes. Supervisor Deardorff seconded. The motion carried. Vice-chairman Reamer abstained as she was not present at the meeting. Supervisor Dille motioned to approve the July 31, 2014 Board of Supervisors Workshop Meeting Minutes. Supervisor Deardorff seconded. The motion carried unanimously.

Solicitor's Report: Solicitor Battersby presented his formal report at the meeting. He stated the following: 1) The two Multi-Modal Grants that were submitted by Dave Sites for the Iron Springs Plaza Project were rejected by the Department of Community and Economic Development and PennDOT as the grant funds were not eligible for projects on State Roads. Even though the grants were rejected, the project located at the intersection of Route 116 and Iron Springs Road which are both State roads, is still moving forward. 2) Solicitor Battersby advised that "Ag Tourism/Ag Entertainment" guidelines and a definition should be included in the rewrite of the Zoning Ordinance which the Planning Commission is currently working on. Ordinances referencing graffiti and mini cell towers should also be drafted. Vice-chairman Reamer motioned to accept the Solicitor's Report. Supervisor Dille seconded. The motion carried unanimously. Solicitor Battersby left the meeting at 7:15 PM.

New Business: Supervisor Dille motioned to approve a \$500 donation to the Adams County Office of Aging and a \$300 donation to the Adams County Transit Authority as budgeted in the 2014 Budget. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Deardorff motioned to approve the Change Order to extend the contract time from thirty days to seventy-three days for the Gum Springs Road bridge project. Vice-chairman Reamer seconded. The motion carried unanimously. The main bridge work has been completed and the guide rails will be installed the second week of August, this change order does not affect the cost of the project.

Chairman Gordon motioned to hire Ronald Topper and Dana Stevens as part-time, on-call, flaggers at a rate of \$10 per hour. Supervisor Deardorff seconded. The motion carried unanimously. Roadmaster Harbaugh will go over with Mr. Topper and Mr. Stevens the Flagger Training course prior to them being on the road.

Treasurer's Report and Formal Approval of all Expenditures for the Month: Secretary/Treasurer Feiler submitted her formal report prior to the meeting along with the July 2014 Check Detail Report. The Board reviewed the July Financial Statements. Musselman & Creager, LLP has completed the 2013 Audit. There were no findings. The Audit is available to the public at the Township Office and on the Township website. Supervisor Dille motioned to approve all expenditures for the month of July and accept the Treasurer's Report. Supervisor Deardorff seconded. The motion carried unanimously.

Secretary's Report: Secretary/Treasurer Feiler submitted her formal report along with the August calendar prior to the meeting. It was noted that as of July 17, 2014 Jim Eyler was released from his work restriction that was a result of a workers compensation incident. Secretary/Treasurer Feiler will be attending the YATB Open House on August 12th and a Budget Workshop on September 30th. Supervisor Dille motioned to accept the Secretary's Report. Supervisor Deardorff seconded. The motion carried unanimously.

Road Report and Sewer Report: Roadmaster Harbaugh submitted his formal Road Report prior to the meeting. He added the following: 1) Hammaker East Ltd. who is contracted to do the paving in the BB Section is behind schedule and paving will not happen until the third week of August. 2) Sondra of C.S. Davidson, Inc. is in contact with Palmer Construction regarding the multiple roof leaks at the Maintenance Facility. Supervisor Deardorff motioned to accept the Road Report. Supervisor Dille seconded. The motion carried unanimously.

Roadmaster Harbaugh submitted his formal Sewer Report prior to the meeting. He added the following: 1) The aerator motor needs to be replaced and since there is a spare on hand there will be no cost to the Township. 2) A neighbor of the sewer plant has been depositing their yard debris onto the Township property, Vice-chairman Reamer will draft a letter to send to the Highland resident stating this is not acceptable. Supervisor Deardorff motioned to accept the Sewer Report. Vice-chairman Reamer seconded. The motion carried unanimously.

Planning Commission Report: Draft Planning Commission minutes for July were distributed to the Board prior to the meeting. No action was needed.

Recreation and Parks Commission (RPC) Report: There was no meeting in July.

EMA Report: No report was submitted.

Fire Company Reports: Chairman Gordon went over the July activity reports that were submitted by the Cashtown Community Fire Department, and South Mountain Fire and Ambulance Department. There were no calls in the Township. The Audit Report for the South Mountain Volunteer Fireman's Relief Association for the period January 1, 2010 to December 31, 2013 was emailed to the Board prior to the meeting. The audit report contains the following findings: 1) Unauthorized Expenditure, 2) Failure to maintain a complete and accurate equipment roster, and 3) Failure to maintain a complete and accurate membership roster. The Department of the Auditor General will require the Association to correct these findings.

Zoning Officer's Report: Mr. Wilbur Slothour submitted his formal report for the month of July prior to the meeting. There were three Building Permits issued. Permits were issued for 55 Scotch Trail, 10 Scotch Trail, and 914 Mount Hope Road. Supervisor Deardorff motioned to accept the Zoning Officer's report. Vice-chairman Reamer seconded. The motion carried unanimously.

Code Enforcement Officer's Report: No formal report was submitted for the meeting. Mr. William Gardiner communicates with the Board via regular emails.

Special Notices: 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 via a notice on the office door.

- Recreation and Parks Commission - August 13, 2014
- Planning Commission - August 26, 2014
- Board of Supervisors Workshop - August 28, 2014
- Board of Supervisors - September 2, 2014

Adjournment: At 7:50 PM Vice-chairman Reamer motioned to adjourn the meeting. Supervisor Deardorff seconded. The motion carried unanimously.

Deborah K. Feiler
Secretary/Treasurer

Robert L. Gordon
Chairman