

## **Hamiltonban Township Board of Supervisors**

23 Carrolls Tract Road, Fairfield, PA 17320

Via: Startmeeting.com

Reorganization Meeting Minutes

January 3, 2022

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, and Coleen Reamer. Via phone David B. Martin.

**Staff:** Roadmaster Ray Herr. Via phone Secretary/Treasurer Nina Garretson,

**Public:** None

**Public Comment:** None.

Supervisor Reamer motioned to appoint J. Edward Deardorff as temporary Chairman and Nina Garretson as temporary Secretary. Supervisor Woerner 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. Supervisor Deardorff abstained. The motion carried.

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

Vice-Chairman Woerner motioned to reappoint D. Brad Martin as the Safety Coordinator. Chairman Deardorff seconded. Supervisor Martin abstained. The motion carried.

Vice-Chairman Woerner motioned to reappoint Nina Garretson as Secretary/Treasurer with a treasurer's bond of \$500,000. Supervisor 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.

Vice-Chairman Woerner motioned to appoint Nina Garretson as Right-to-Know Officer and Code Officer. Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned by omnibus to reappoint Ray Herr as Roadmaster; James Eyler and Randy Pritt as full-time road crew; Robert Strausbaugh as part-time road crew; FREMA Agency, Adam Wine, EMA Coordinator and a vacancy for Deputy EMA Coordinator. Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint the following Township consultants: Matthew Battersby of Battersby Law Office as the Solicitor; Erik Vranich and John Golanoski of Wm. F. Hill & Assoc, Inc. as the Sewer Engineers; Gil Picarelli of KPI Technology as the Sewage Enforcement Officer; Jodie Evans of McMahan 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 and John Golanoski with Wm. F. Hill & Assoc. 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; all with their current fee schedule. Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2022-01: Appointing RKL Certified Public Accounts formerly Rotz & Stonesifer Certified Public Accountants to prepare the 2021 audit for all of the Township's funds. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2022-02: Review and Report Fees for Subdivision and Land Development. Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2022-03: Hamiltonban Township Fee Schedule for 2022. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to adopt Resolution 2022-04: Appointing members to the Zoning Hearing Board. Reappointing Cynthia McNulty (3-year term), along with current members James Izer, and Gene Wiehagen and alternate is vacant to the Zoning Hearing Board. Supervisor Reamer 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 Betty Izer term expiring 2025 Planning Commission Cal Bream term expiring 2025; Cynthia McNulty to the Zoning Hearing Board (term expiring 2025). Supervisor Reamer seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint Robert Gordon as Delegate, and Coleen Reamer as alternate to the Adams County Council of Governments. Supervisor Reamer 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.

Supervisor Reamer said no delegate needed for the Adams County Bicycle and Pedestrian Plan Committee.

Supervisor Gordon 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.

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

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

Vice-Chairman Woerner motioned to reappoint Robert Gordon as the liaison to the Planning & Zoning Commission. Chairman Deardorff seconded. The motion carried unanimously.

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

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

Auditors:	January 4, 2022.
Board of Supervisors:	First and third Tuesday of each month except for May when the meeting will be on Wednesday, May 18 after Primary Election
Planning Commission:	Fourth Tuesday of each month.
Parks & Recreation Commission:	Second Tuesday of each month except for November when the meeting will be on Wednesday, November 9 after Election Day.

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 2022 Holidays: New Years Day-December 31 2021 (since 1<sup>st</sup> is Saturday), Martin Luther King Day January 17, Presidents Day February 21, Good Friday-April 15, Memorial Day-May 30, Independence Day-July 4, Labor Day-September 5, Veterans Day-November 11, Thanksgiving Day-November 24 and day after November 25, and Christmas Day-December 26 (since 25<sup>th</sup> is Sunday). Supervisor Reamer seconded. The motion carried unanimously.

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

Supervisor Gordon motioned to have the Township follow the Federal mileage allowance which is \$0.585 for 2022. Vice-Chairman Woerner seconded. The motion carried unanimously.

At 7:14 PM Vice-Chairman Woerner motioned to adjourn the Reorganization meeting. Supervisor Reamer seconded. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman

## Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Via: Startmeeting.com

Regular Meeting Minutes

January 3, 2022

**Board Meeting:** At 7:15 PM Vice-Chairman Deardorff called the January Board of Supervisors meeting to order.

**Supervisors Present:** J. Edward Deardorff, Douglas Woerner, Robert L. Gordon, and Coleen Reamer. Via phone D. Brad Martin

**Staff:** Roadmaster Ray Herr. Via phone Secretary/Treasurer Nina Garretson.

**Public:** None.

**Approval of the Agenda:** Supervisor Gordon motioned to add 9.d. Waste Contract. Supervisor Reamer seconded. The motion carried unanimously. Supervisor Gordon motioned to approve agenda. Vice-Chairman Woerner seconded. The motion carried unanimously.

**Public Comment:** None.

**Approval of the Minutes:** Vice-Chairman Woerner motioned to approve the December 21, 2021 Board of Supervisors Meeting minutes. Chairman Deardorff seconded. The motion carried unanimously.

**Solicitor's Report:** Solicitor Battersby Excused.

**Road Report:** Roadmaster Herr report was received by the Board in the Board packets prior to the meeting. Roadmaster Herr said no news on camera's, The Road Department are working on delineators and signs. Roadmaster is getting filers for backhoe, mower and Mack.

Supervisor Gordon motioned to approve purchase of new sign post driver from Service Supply Corp for \$3,734.50. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Reamer motioned to approve scope of work estimated at \$10,500.00 to \$13,000.00 from Erik Vranich of Wm. F. Hill for Mt. Hope Road Culvert replacement project. Supervisor Gordon seconded. The motion carried unanimously. Supervisor Reamer stated the plan is to move road in spring, so the property at 1977 Mt Hope Rd needs to move septic and Solicitor needs to send another letter to enforce.

Roadmaster Herr stated the road department came in early today in case of snow, but continued to work normal shift. After Board discussion, they are permitted to leave early provided the Board is notified one hour prior to dismissal.

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. Supervisor Gordon motioned to accept the Treasurers Report and approve all expenditures for the month of December. Vice-Chairman Woerner seconded. The motion carried. unanimously.

Supervisor Gordon motioned to approve Cowbell Cyber Policy at the cost of \$1,853.00 plus processing. Supervisor Reamer seconded. The motion carried unanimously.

Secretary Garretson asked if the accountants are to again do the 2021 reporting for W2 and 1099s. Chairman Deardorff motioned to approve RKL formerly Rotz & Stonesifer Certified Public Accountants to complete the W2 and 1099s for 2021. Supervisor Reamer 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. Vice-Chairman Woerner motioned to accept the Secretary's Report. Supervisor Reamer seconded. The motion carried unanimously.

#### **Old/New Business**

Supervisor Reamer motioned to approve the excusal for 1434 Cold Springs Rd District 4 from septic pumping and inspection, provided the tank is pulled and crushed. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve the attendance to the Annual PSATS Convention and Tradeshow, April 24-27, 2022 for Supervisor Reamer, as voting delegate and Supervisor Gordon, and to include Roadmaster Herr. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion of waste bids lead by Supervisor Reamer who explained that only two bids received and that one was withdrawn as an error was made. Chairman Deardorff motioned to accept the withdrawal of Waste Management bid and to reject all bids for the 2022 waste collection received from December 30, 2021 letting. Vice-Chairman Woerner seconded. The motion carried unanimously. Supervisor Gordon motioned to approve to rebid and advertise with the 2022 Waste Collection with the Southwest Group. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer will compose draft 2022 Budget Message for Board review at next meeting.

**Planning Commission Report:** Supervisor Gordon motioned to approve extension request until March 2022 for 1765 Mt. Hope Road – Michael & Shirley Sites subdivision plans submitted by Sharrah Design Group. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve with conditions approval of Northern Tract Quarry – Specialty Granules Land Development plans with the administrative comments, the financial security documents and financial commitment are met as recommended by the Planning & Zoning Commission. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson reported the Sewer Enforcement Officer stated the sand mound at 2251 Cold Springs Road is for a five-bedroom house. Supervisor Gordon motioned to move the recommendation by the Planning & Zoning Commission to the Zoning Hearing Board regarding application for 2251 Cold Springs Road, Orrtanna and it be reviewed for parking area increase needed and improvements to landscaping. Vice-Chairman Woerner seconded. The motion carried unanimously.

**Zoning Officer's Report and Code Enforcement Officer's Report:** Supervisor Gordon reported Zoning Officer answered eight requests and issued five permits which included wells, building and zoning. 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:** Chairman Deardorff congratulated Supervisor Reamer on the DCNR grant award. Supervisor Reamer reminded the board the paving of the parking area at 31 Carrolls Tract should be included with the bid for the 4020 parking lot. She said she needs to finalize cost for the Stage III.

**FEMA Report:** Vice-Chairman Woerner said the officers will remain the same, and the Hurricane IDA fees will be split between the municipalities. Supervisor Reamer said Highland Township is checking if any of their residents will consider the vacancy of Deputy EMA Coordinator.

**Fire Company Reports:** Supervisor Gordon reported on Cashtown Fire Company with 31 calls with two in Township for December and YTD 320 calls.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Supervisor Gordon said next COG meeting for officers. He said ACATO had completed audit and place officers.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** Supervisor Gordon said meetings are upcoming.

**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.

- Elected Auditors Meeting - January 4, 2022
- Parks and Recreation Commission - January 11, 2022
- Hearing Zoning Amendment – January 18, 2022 at 6:00 PM
- Board of Supervisors Meeting – January 18, 2022
- Planning Commission - January 25, 2022

**Adjournment:** Vice-Chairman Woerner motioned to adjourn at 7:58 PM. Seconded by Supervisor Reamer. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman