

Hamiltonban Township Board of Supervisors
23 Carrolls Tract Road, Fairfield, PA 17320
Monthly Meeting Minutes
August 6, 2019

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. 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, LuAnn M. Dille, and David B. Martin. Robert L. Gordon was excused.

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

Public: Coleen Reamer, and John Messeder of the *Gettysburg Times*.

Approval of the Agenda: Added was Codification and website article under Secretary's Report. Chairman Deardorff announced an executive session would be held after meeting for personnel and legal issues. Agenda approved by general consensus.

Public Comment: None

Approval of the Minutes: Vice-Chairman Woerner motioned to approve July 2, 2019 Board of Supervisors Meeting; and the July 25, 2019 Board of Supervisors Workshop. Supervisor Martin seconded. The motion carried unanimously.

Solicitor's Report: Solicitor Matthew Battersby was excused. Secretary Garretson said Solicitor called with the following updates: Solicitor Battersby contacted Township Engineer regarding the work to be completed to correct stormwater runoff at 4910 Fairfield Road for complaint received, Chairman Deardorff said it is corrected; the dedication of sewer line at 29 and 31 Carrolls Tract Road to Fairfield Municipal Authority is on hold until after their meeting; solicitor reviewed Mandatory Sewer Ordinance and the Higgins Agreement, both of which are on agenda. Vice-Chairman Woerner motioned to approve Solicitors Report. Supervisor Martin seconded. The motion carried unanimously.

Road Report: Roadmaster Herr's report received by the Board in their packets. Chairman Deardorff said new belt is needed for the berm box, which Roadmaster Herr provided quote. Chairman Deardorff motioned to approve purchase of belt from U.S. Municipal at a cost of \$1,137.50. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Martin motioned to approve purchase of road barricade signs from D.E. Gemmill at a cost of \$1,130.88. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Martin motioned to approve reimbursement for purchase of cellphone for Roadmaster Herr at a cost of \$689.64. Vice-Chairman Woerner seconded. The motion carried unanimously. Supervisor Martin motioned amend cell phone policy to make mandatory for all full-time employees that Township provided cell phones must be carried at all times during work and for on call. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motion to obtain quote from Ketterman Electric for timer or phone eye for lights at 4020 Maintenance Building. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion regarding the sale of the 2005 Ford Explorer by board regarding minimum bid. After discussion Vice-Chairman Woerner motioned to advertise for sale 2005 Ford Explorer, with approximately 150,000 miles as is, with sealed bids to be opened at August 22 Board Workshop, and may award at September meeting. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Dille motioned to approve purchase of signs for installation on current lane sign for private lanes with off shoot lanes, which are Cherry Hill Lane, Wilderness Lane, French Lane, Sunshine Lane, Keefer Lane

and Wildlife Lane. Vice-Chairman Woerner seconded. The motion carried unanimously. Chairman Deardorff said the Township line sign needs to be moved to correct location.

Chairman Deardorff reported he and Roadmaster Herr met with Specialty Granules regarding repair work needed on Old Waynesboro Road. The manager of Specialty Granules said no funds in this year's budget. Chairman Deardorff felt they will contribute 50% of cost of project. Roadmaster Herr obtained quotes \$16,975.00 from C.E. Williams plus trucking, and \$16,500.00 from AAA Paving with trucking included. Roadmaster stated Fayetteville Contractors was not interested unless Township would purchase materials from them. Board tabled for further discussion until their next meeting.

Roadmaster Herr said the 550 needs a front-end alinement as it is chewing tires. He said mowing completed in Township, with the next mowing to be late September.

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. The motion carried unanimously. Treasurer Garretson reminded the Board that three Supervisors are needed to approve bills for each week's payables. She said that after reviewing bid package and speaking with Roadmaster Herr, the trucking invoice for \$11,232.00 from AAA Paving for the Hickory Bridge Road Project will be taken out of general fund and not state liquid fuels. After payments for the Hickory Bridge Road Project from state liquid fuels this leaves a balance of \$16,462.37, which necessitates the PIB loan due March 1, 2020 will have to be budgeted from General Fund. Supervisor Dille indicated although the Board increased the road project lines, they are near the top of their budget for 2019. Supervisor Dille stated the Conditional Use Hearing for the Hermits of OLOMC was \$5,482.98. She suggested that the fee for Conditional Use be increased to \$2,500.00 and what is not used could be refunded. She said this could be changed at another meeting this year, and also stated the fee schedule for next year will have to be reevaluated. The Board requested the Secretary survey what other municipalities use.

Secretary's Report: Secretary Garretson submitted her report to the Board of Supervisors in their packets prior to the meeting. Secretary Garretson reported that General Code has completed their draft and she is waiting for a trainer to contact for further instruction. To be discussed at the workshop.

Secretary Garretson had forwarded a request from Charlotte Meier with Home Safety Hub who wanted to do article for website. Board stated no, they were not interested. Secretary Garretson reported she attended the ACATO meeting July 31st, and discussion topics included Right-to-Know requests, electronic records, retirement, state liquid fuels, codification and more. Supervisor Dille stated she had the Secretary submit for mileage. Chairman Deardorff motioned to pay Secretary Garretson for mileage for ACATO meeting. Supervisor Dille seconded. The motion carried unanimously. Supervisor Dille motioned to accept the Secretary's Report. Vice-Chairman Woerner seconded. The motion carried unanimously.

Old/New Business: Supervisor Dille motioned to approve Ordinance 2019-03 Mandatory Sewer Connection. Vice-Chairman Woerner seconded. The motion carried unanimously.

After discussion of 70 Sour Mash Trl – Michael Higgins & Lisa Bradshaw Agreement regarding septic and two lots. Roadmaster Herr asked about the two driveways for those two lots and stated there should only be one if they are combining lots. Chairman Deardorff motioned to request the Agreement and request be sent to the Planning Commission for recommendations and approval. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff motioned to instruct the Township Engineer to begin to develop specifications for replacement of the bridge on Mt. Hope Road at Mountain Lane. Roadmaster Herr is to contact Keystone Concrete for quote on 20-22-foot-wide box culvert. Vice-Chairman Woerner seconded. The motion carried unanimously.

Zoning Officer's Report and Code Enforcement Officer's Report: Reports received by the Board prior to the meeting. Zoning Officer is investigating the business at 301 Lost Limb Lane and has notified them they are in violation of Zoning Ordinance. Secretary Garretson said the Code Officer came to office and gave updates on several properties which were given to the Board. Supervisor Martin said more timely follow up is

needed by the Code Officer, and the Board agreed. Supervisor Dille motioned approve the Zoning Officer and Code Enforcement Officer's reports. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve the Home Occupation Application – John Johnson, 28 Fairfield Station Ln, Fairfield for specialty crafts making arrows and strings for bows. Supervisor Martin seconded. The motion carried unanimously.

Planning Commission Report: Vice-Chairman Woerner motioned to approve 90-day extension request for Mt. Hope Road –Baker Subdivision plans submitted by Lee Royer Associates. Supervisor Martin seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve 2140 Newman Road – Archie Jones Subdivision plans as recommended by the Planning Commission with conditions as stated in Wm. F. Hill letter of July 25, 2019 and ACOPD letter of July 17, 2019. Supervisor Martin seconded. The motion carried unanimously.

Joint Parks and Recreation Commission Report: Supervisor Dille said the Board was grateful for the many gifts donated to the Community Park in memory of Dane Wagle. Music at the Park on August 11th.

FREMA/EMA Report: no discussion.

Fire Company Reports: no discussion.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Coleen Reamer said COG will host 10th Anniversary Event on August 22, 2019 which invitations will be sent out soon.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): Supervisor Dille reported she attended meeting in York and submitted mileage. The August meeting is cancelled and next meeting is November. They have draft budget, and minor changes to by-laws recommended.

Pennsylvania State Police Report. No discussion.

Special Notices: The Board agreed by general consensus a budget workshop will be held on August 22, 2019 at 6:00 pm.

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.

- Parks and Recreation Commission - August 13, 2019.
- Board of Supervisors Workshop - August 22, 2019.
- Planning Commission - August 27, 2019.
- Board of Supervisors Meeting September 3, 2019.

Adjournment: Vice-Chairman Woerner motioned to adjourn at 8:14 PM. Seconded by Supervisor Martin. The motion carried unanimously.

Executive Session for personnel and legal matters held after meeting. Adjourn: 8:45 PM.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman