

# Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

## Meeting Minutes

October 3, 2023

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, Ryan Picarelli, Robert Gordon and Coleen Reamer.

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

**Public:** None.

**Approval of the Agenda:** Supervisor Reamer motioned to add 6.b. Land Conservancy of Adams County, and 14.a. Boundary change Fairfield Fire Department and approve amended agenda. Vice-Chairman Woerner seconded. The motion carried unanimously.

**Public Comment:** None. See Budget Workshop minutes.

**Approval of the Minutes:** Vice-Chairman Woerner motioned to approve the September 19, 2023 Board of Supervisors Budget Workshop and Regular Meeting minutes. Supervisor Reamer seconded. The motion carried unanimously.

**Solicitor's Report:** Board asked for update regarding the serving of letter to James Grinder, not as yet. Discussion of 3910 Bullfrog Road regarding high grass. Supervisor Reamer said they also have signs which are not temporary signs. Solicitor Battersby mentioned to watch for junk accumulation in the township.

Supervisor Gordon motioned to approve the Solicitors Report. Vice-Chairman Woerner seconded. The motion carried unanimously. Solicitor left the meeting at 7:15 PM.

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

No further public comment received regarding Joint Ordinance with Liberty Township. Vice-Chairman Woerner motioned to approve Ordinance 2023-04 Joint Ordinance with Liberty Township for boundary on Water Street, authorizing Chairman and Secretary to sign on behalf of Township. Supervisor Picarelli seconded. The motion carried unanimously. Signed paperwork to go to Liberty Township for processing.

Discussion of letter from Land Conservancy of Adams County regarding accreditation. No Board comments.

**Road Report:** Roadmaster Herr stated he had to keep roller extra time due to rain. He also reported the street light has to be paid for before they will install. Chairman Deardorff motioned to approve the installation of a streetlight from Met-Ed at a cost of \$160.00. Supervisor Gordon seconded. The motion carried unanimously. Roadmaster Herr gave invoice to Secretary.

Roadmaster Herr said Mount Hope Road Dirt & Gravel grant is completed and a check should come shortly. He will send in paperwork for the wall extension. He said the Road Department will be working to grade roads.

Chairman Deardorff said letter sent regarding problem driveway at 1661 Cold Springs Road. He reported Alpha Space sold out to a company from Canada.

Roadmaster Herr said he is awaiting price for sign for Fairfield Station Lane. He said he received a complaint message regarding gutter but they left no name. He said tree trimming will start next week.

Vice-Chairman Woerner motioned to approve Roadmasters Report. Supervisor Reamer 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. She reported the general fund end of September showed income of \$815,674.75 expenses of \$853,882.32 and net after transfers \$101,792.43. Chairman Deardorff motioned to accept the Treasurers Report and approve all expenditures for the month of September. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary/Treasurer Garretson said she received notice of State Aid Pension funds. Vice-Chairman Woerner motioned to approve sending \$14,083.27 State Aid to PMRS for pensions. Supervisor Reamer seconded. The motion carried unanimously.

Secretary Garretson reported the PSATS Health plan will have no change in premiums for 2024 and the increase in Blue Cross Blue Shield was about 10%.

Secretary Garretson reported that the GoGov mobile app would cost the township \$3,900.00 annually. Board consensus to expensive.

Chairman Deardorff motioned to approve increasing Roadmaster pay to \$27.00 per hour; Secretary pay to \$27.00 per hour; Road Department worker to \$21.50 per hour with half to be given for 90-day review and second portion of raise to be given in January, and Office Assistance to be given 3% raise in January. Supervisor Picarelli seconded. The motion carried unanimously.

**Secretary's Report:** Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in their packets. She stated she has submitted FHWA 536 and DCED 706B, completed applications for insurance renewals, processed invoice and billings, septic forms. She provided calendars for the Supervisors for October and November but missed adding the ACATO Conference on November 15<sup>th</sup>. She said everyone registered for conference except Vice-Chairman.

Vice-Chairman Woerner motioned to approve a 30-day extension for 80 Tunnel Lane for septic pumping and inspection. Supervisor Reamer seconded. The motion carried unanimously.

Discussion of 200 Naugle Lane which Board instructed Secretary to send the Sewer Enforcement Officer and Code Officer to investigate.

Vice-Chairman Woerner motioned to accept the Secretary's Report. Supervisor Reamer seconded. The motion carried unanimously.

**Planning Commission Report:** SALDO private lanes amendment no further comments by Planning Commission. Chairman Deardorff motioned to move forward, to advertise and set hearing date. Supervisor Gordon seconded. The motion carried unanimously.

**Zoning Officer's Report and Code Enforcement Officer's Report:** Supervisor Gordon said Zoning Officer issued five permits, four inspections, and seven zoning inquiries and Code Officer report showed two follow up reports. Vice-Chairman Woerner motion to approve Zoning Officer and Code Officer reports. Supervisor Picarelli seconded. The motion carried unanimously.

**Joint Parks and Recreation Commission Report:** Supervisor Reamer said they will be planting the rain garden on October 14, 2023. She said she has signs coming, and as built plans from KPI.

**FEMA Report:** None.

**Fire Company Reports:** Supervisor Gordon reported Fairfield Fire Co had 178 calls YTD, 23 for month, with 7 in Township, they have Open House on October 15<sup>th</sup>; Fountaindale Fire Co report for August had 10 calls with 2 in Township, September 13 calls with 3 in Township; Cashtown Fire Company 236 calls YTD, 24 for the month, 0 in township; AREMS August report 804 calls with 22 in township; July report 722 calls with 18 in Township and June report 757 calls with 14 in Township.

Chairman Deardorff motioned to approve minor boundary change for Fairfield Fire Co box 2-1 on Water Street per Adams County request. 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 COG meeting had General Code presentation and next meeting with host school districts on mental health and charter school funding. Secretary Garretson said she sent Margaret Fitez to the ACATO Secretaries event held. ACATO Conference to be held November 15<sup>th</sup>.

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

**Pennsylvania State Police Report.** None. Supervisor Gordon reported there may be new commander.

**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.

- Parks and Recreation Commission – October 10, 2023
- Board of Supervisors Budget Workshop – October 17, 2023 at 6:00 PM
- Board of Supervisors Meeting – October 17, 2023
- Planning Commission - October 24, 2023
- Zoning Hearing Board – October 30, 2023

**Adjournment:** Supervisor Reamer motioned to adjourn at 7:50 PM. Seconded by Vice-Chairman Woerner. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman