

## **Hamiltonban Township Board of Supervisors**

23 Carrolls Tract Road, Fairfield, PA 17320

Reorganization and Regular Monthly Meeting Minutes

January 7, 2013

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, James E. Grinder (arrived at 7:05 PM), Harry Rood, and Douglas Woerner.

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

**Public:** Ken Walton and Justin Dunlap of Specialty Granules, Inc., Sean Delaney of Reed Smith LLP representing Specialty Granules, Inc., Jodi Nolan, Emily Hopmick, Steve Billet, Business Agent of the Teamsters Local No. 776, and Juanita K. Larmer who arrived at 7:09 PM.

Chairman Gordon stated that Hamiltonban Township is a Second Class Township and by State regulation must reorganize tonight.

Supervisor Woerner motioned to appoint Robert L. Gordon as temporary Chairman and Deborah K. Feiler as temporary Secretary. Supervisor Rood seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Robert L. Gordon as Chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Reamer motioned to reappoint Deborah K. Feiler as the Secretary/Treasurer with a treasurer's bond of \$500,000. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Coleen N. Reamer as Vice-chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to reappoint Harry Rood as Office Coordinator. Vice-chairman Reamer seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Robert L. Gordon as Road Coordinator. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to reappoint Coleen N. Reamer as the Orrtanna Treatment Plant Coordinator. Supervisor Rood seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Deborah K. Feiler as the CDL Drug and Alcohol Coordinator. Vice-chairman Reamer seconded. The motion carried unanimously.

Chairman Gordon motioned to reappoint Coleen N. Reamer as Safety Officer. Supervisor Rood seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to reappoint Deborah K. Feiler as Right-to-Know Officer. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to retain John Harbaugh, Jr. as Roadmaster, James Eyler as full-time road crew employee, with David Mickley, William Shriner, and Richard Wivell as part-time road crew employees, Harold Kessel as sewer operator for the Orrtanna Treatment Plant, Carol Mattingly as clerical staff for the municipal office and road department, Donald Wills, Jr. as Emergency Management Coordinator and Richard Sam Ginn as Deputy Emergency Management Coordinator. Vice-chairman Reamer seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to approve the 2013 hourly wages for the Township employees as included in the 2013 budget. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint C.S. Davidson, Inc. as the Township's Engineering Firm, Matthew Battersby of Battersby Law Office as the Township and Sewer Plant Solicitor, McNees, Wallace & Nurick as the Township Labor and Industry Attorney, Wm. F. Hill & Assoc, Inc. as the Orrtanna Treatment Plant Engineering Firm, Gil Picarelli, of KPI Technology as the Sewage Enforcement Officer, McNees, Wallace & Nurick as the Sewer Plant Attorney, Trans Associates as the Township's Traffic Engineering Firm, Walton Davis as the Township's Zoning Hearing Board's Attorney, Wilbur Slothour of Land and Sea Services, LLC as the Township's Zoning Officer, Bill Gardiner of Commonwealth Code Inspection Services as the Township's Code Enforcement Officer, and Natural Land Trust as the Township's Planning Consultant. Supervisor Woerner seconded. The motion carried unanimously. All consultants were motioned with their current fee schedule and those fees are reimbursable to the Township by the developer.

Vice-chairman Reamer motioned to approve Resolution 2013-01: Review and Report Fees for Subdivision and Land Development. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to approve Resolution 2013-02 that reappoints Musselman and Creager, LLP to audit all of the Township's accounts. Supervisor Grinder seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to reappoint Dale J. Premo as the Vacancy Board Chairman. Supervisor Rood seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Steve Jacobs to a four year term on the Planning Commission. Supervisor Woerner seconded. The motion carried. Chairman Gordon voted no.

Vice-chairman Reamer motioned to reappoint Rusty Ryan to a four year term on the Planning Commission. Supervisor Woerner seconded. The motion carried unanimously.

Chairman Gordon motioned to reappoint John Luntz to a three year term on the Zoning Hearing Board. Supervisor Rood seconded. The motion carried unanimously.

Supervisor Rood motioned to appoint Robert L. Gordon as Delegate to the Adams County Council of Governments. Supervisor Woerner seconded. The motion carried unanimously. Chairman Gordon motioned to appoint Harry Rood as Alternate to the Adams County Council of Governments. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to appoint Coleen N. Reamer as Voting Delegate to the Adams County Tax Collection Committee. Supervisor Rood seconded. The motion carried unanimously. Vice-chairman Reamer motioned to appoint Doug Woerner as Alternate Voting Delegate to the Adams County Tax Collection Committee. Supervisor Rood seconded. The motion carried unanimously.

Supervisor Rood motioned to appoint Robert L. Gordon as the York Adams Tax Bureau Representative and to appoint Coleen N. Reamer as the Alternate. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to appoint Robert L. Gordon and Don Will, Jr. to the Southwest Joint Comprehensive Plan Committee. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to retain the depository banks as Adams County National Bank, Pennsylvania Local Governments Investment Trust (PLGIT), and F & M Trust. Vice-chairman Reamer seconded. The motion carried unanimously.

Supervisor Woerner motioned to establish the Township meeting dates. Supervisor Grinder seconded. The motion carried unanimously.

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.

Auditors:	January 8, 2013
Board of Supervisors:	First Tuesday of each month except for November when the meeting will be on Wednesday, November 6 <sup>th</sup>
BOS Workshop:	Last Thursday of each month except for November when the meeting will be on Thursday, November 21 <sup>st</sup> and December when the meeting will be held on Thursday, December 19 <sup>th</sup>
Planning Commission:	Fourth Tuesday of each month except for December when the meeting will be held on Tuesday, December 17 <sup>th</sup>
Recreation & Park Commission:	Second Wednesday of each month
Municipal Authority:	April 17 and October 16, 2013

Supervisor Rood motioned to determine the Township's observed Holidays as being New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to certify that Robert L. Gordon will be the Pennsylvania State Association of Township Supervisors (PSATS) Convention Voting Delegate. Supervisor Woerner seconded. The motion carried unanimously.

Ms. Larmer inquired about various 2013 budget items and the Public Comment Policy.

At 7:29 PM Vice-chairman Reamer motioned to adjourn the reorganization meeting. Supervisor Woerner seconded. The motion carried unanimously.

At 7:29 PM Chairman Gordon called the January Board of Supervisors meeting to order.

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

**Approval of the Minutes:** Supervisor Rood motioned to approve the December 4, 2012 Board of Supervisors Meeting Minutes and the December 27, 2012 Board of Supervisors Workshop Meeting Minutes. Supervisor Grinder seconded. The motion carried. Supervisor Woerner abstained as he was not present at the Board meeting nor the Workshop. Supervisor Woerner motioned to approve the December 29, 2012 Board of Supervisors Workshop Meeting Minutes. Supervisor Rood seconded. The motion carried. Chairman Gordon abstained as he was not present at the Workshop.

**Public Comment:** None.

**Solicitor's Report:** Solicitor Battersby presented his formal report at the meeting. He reviewed the procedure for the public hearing that will be scheduled for a zoning map amendment requested by Specialty Granules, Inc. Supervisor Woerner motioned to approve Resolution 2013-04: A Resolution Setting the Date for a Public Hearing for a Zoning Map Amendment. Supervisor Rood seconded. The motion carried unanimously. Specialty Granules, Inc. would like to rezone tax parcel #18,A16-0032-000 from the Woodland Conservation district to the Industrial District. The public hearing date is scheduled for Wednesday, February 27, 2013, at 7:00 PM in the cafeteria at the Fairfield High School, Fairfield, PA. Supervisor Woerner motioned to accept the Solicitor's Report. Supervisor Grinder seconded. The motion carried unanimously.

**New Business:** Vice-chairman Reamer motioned to approve Resolution 2013-03: The 2013 Fee Schedule. Supervisor Rood seconded. The motion carried unanimously. This Resolution repeals resolution 2010-14.

The motion to adopt the Construction and Material Specification Book was tabled as the final version of the book was not received from the Engineer.

Supervisor Woerner motioned to approve Chairman Gordon, Vice-chairman Reamer, Secretary/Treasurer Feiler and Roadmaster Harbaugh to attend the Annual PSATS Educational Conference and Trade Show, April 21-24, 2013 with a cost to the Township of \$555. Supervisor Rood seconded. The motion carried unanimously.

Solicitor Battersby and Mr. Delaney left the meeting at 7:40 PM.

**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 December 2012 Check Detail report. The Board reviewed the December financial statements. Vice-chairman Reamer motioned to accept Secretary/Treasurer Feiler's recommendation and send four sewer accounts to the Solicitor for collection. Supervisor Rood seconded. The motion carried unanimously. Supervisor Woerner motioned to approve all expenditures for the month of December 2012 and accept the Treasurer's Report. Supervisor Rood seconded. The motion carried unanimously.

**Secretary's Report:** Secretary/Treasurer Feiler submitted her formal report prior to the meeting. Vice-chairman Reamer motioned to accept the Secretary's Report and Secretary/Treasurer Feiler's request to sign up for two PSATS sponsored QuickBooks webinars with a total cost to the Township of \$50. Supervisor Woerner seconded. The motion carried unanimously.

**Road Report and Sewer Report:** Roadmaster Harbaugh submitted his formal Road Report prior to the meeting. The lease with Valley Quarries for the old maintenance facility at 3759 Bullfrog Road has ended and the Township is completely moved out of that property. Vice-chairman Reamer motioned to accept the Road Report. Supervisor Woerner seconded. The motion carried unanimously.

Roadmaster Harbaugh submitted his formal Sewer Report prior to the meeting. Vice-chairman Reamer motioned to accept the Sewer Report. Supervisor Woerner seconded. The motion carried unanimously.

**Planning Commission Report:** Draft Planning Commission minutes were distributed to the Board prior to the meeting. No action was needed by the Board of Supervisors.

**Recreation and Parks Commission (RPC) Report:** Draft RPC minutes were distributed to the Board prior to the meeting. No action was needed by the Board of Supervisors. Roy Brubaker of DCNR will be a guest speaker at the January 9<sup>th</sup> RPC meeting.

**EMA Report:** EMA Coordinator Wills stated there was nothing new to report.

**Fire Company Reports:** Chairman Gordon went over the December activity report that was submitted by the Cashtown Community Fire Department. Cashtown responded to sixteen calls none of which were in the Township.

**Zoning Officer's Report:** Mr. Wilbur Slothour submitted his formal report for the month of December and the year end report prior to the meeting. The Board reviewed the reports and noted that no permits were issued in December. 49 permits were issued in 2012 and \$4,853.28 was collected in fees. Vice-chairman Reamer motioned to accept the Zoning Officer's report. Supervisor Woerner seconded. The motion carried unanimously.

**Code Enforcement Officer's Report:** No formal report was submitted for the meeting. Mr. Gardiner keeps the Board posted via regular emails.

**Special Notices:** A public hearing is scheduled for January 31, 2013 at 7:00 PM at the Municipal Office to consider the draft Official Map and Ordinance 2013-01.

**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 – January 8, 2013
- Recreation and Parks Commission – January 9, 2013
- Planning Commission – January 22, 2013
- Board of Supervisors Workshop – January 31, 2013
- Board of Supervisors – February 5, 2013

**Public Comment:** Ms. Larmer questioned various items that were on the agenda. Ms. Nolan expressed her concerns with drivers speeding on State Route 16. Chairman Gordon stated that he will contact the State Police about this matter. He also mentioned that Sgt. Bill McAreavy, Commander of the PA State Police will be attending an upcoming Board meeting to introduce himself to the community. Sgt. McAreavy is meeting with all Adams County Municipalities. Ms. Larmer asked how much Hamiltonban Township is paying for State Police coverage. Chairman Gordon stated that the State Police does not charge for their coverage, state taxes pay for the State Police.

**Adjournment:** At 8:11 PM Vice-chairman Reamer motioned to adjourn the meeting. Supervisor Woerner seconded. The motion carried unanimously.

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Deborah K. Feiler

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Robert L. Gordon