

## Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Monthly Meeting Minutes

August 4, 2015

At 7:00 PM Chairman Gordon called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. It was noted 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, Douglas Woerner, LuAnn M. Dille, and J. Edward Deardorff.

**Staff Present:** Solicitor Matthew Battersby, Secretary/Treasurer Deborah K. Feiler, and Roadmaster John A. Harbaugh, Jr.

**Public Present:** Bruce Strasbaugh of the Cashtown Community Fire Department, and John Messeder of the *Gettysburg Times*.

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

**Public Comment:** None.

**Approval of Minutes:** Vice-chairman Woerner motioned to approve the minutes of the July 7, 2015 Board of Supervisors Meeting. Supervisor Dille seconded. The motion carried. Supervisor Reamer abstained as she was not present at that meeting. Supervisor Reamer motioned to approve the minutes of the July 30, 2015 Board of Supervisors Workshop. Vice-chairman Woerner seconded. The motion carried unanimously.

**Solicitor's Report:** Solicitor Battersby reviewed the Right-of-Way Agreement between Hamiltonban Township and the Department of Conservation and Natural Resources for a temporary right-of-way and a permanent right-of-way that is needed in order to complete the Reids Bridge project. Supervisor Deardorff motioned to execute the Right-of-Way Agreement. Supervisor Reamer seconded. The motion carried unanimously. The executed Agreement will be recorded in the Adams County Court House. Solicitor Battersby also stated that he reviewed the draft Driveway Ordinance that was previously sent to him and feels it is ready to be advertised for public inspection. Vice-chairman Woerner motioned to accept the Solicitor's Report. Supervisor Deardorff seconded. The motion carried unanimously.

**Old/New Business:** Supervisor Deardorff motioned to approve Resolution 2015-17: Sign Maintenance Policy as amended with the updated zones as presented by Road Coordinator Deardorff. Vice-chairman Woerner seconded. The motion carried unanimously. PennDOT requires that all Municipalities have a sign maintenance policy in place.

Solicitor Battersby left the meeting at 7:16 PM.

Supervisor Reamer motioned to award the bid for the Moritz/Jack Road bridge rehabilitation project to Lobar Associates as recommended by the Township Engineer. Supervisor Deardorff seconded. The motion carried unanimously. Lobar Associates was the sole bidder on the project with a bid price of \$78,685.09. Franklin Township will also be awarding the bid for this project at their August 6<sup>th</sup> Board of Supervisors meeting as the bridge repair is a shared project. Construction is scheduled to begin September 16<sup>th</sup> and be completed October 16<sup>th</sup>.

Supervisor Dille motioned to make a \$500 donation to the Adams County Office of Aging and a \$300 donation to the Adams County Transit Authority as budgeted. Vice-chairman Woerner seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to execute the updated Box Alarm Card for Fairfield Fire and EMS. Supervisor Reamer seconded. The motion carried unanimously. The Box Alarm Card has to be updated due to the new ALS/BLS system.

**Treasurer's Report and Formal Approval of all Expenditures for the Month:** Secretary/Treasurer Feiler submitted her report prior to the meeting along with the July 2015 Check Detail report. The Board reviewed the July financial statements. Supervisor Reamer motioned to accept the Treasurer's Report. Supervisor Dille seconded. The motion carried unanimously. Supervisor Reamer motioned to approve all the expenditures for the month of July. Supervisor Dille seconded. The motion carried unanimously.

**Secretary's Report:** Secretary/Treasurer Feiler submitted her report along with the August calendar prior to the meeting. The Board reviewed the report and calendar. Secretary/Treasurer Feiler mentioned that the PIB loan application was submitted to PennDOT for the Reids Bridge project. She also reported that sixty-six Township residents use the services offered by the Adams County Office of Aging and that Township residents also utilize the Adams County Transit Authority (ACTA) however the ACTA does not maintain ridership statistics by Municipality. Supervisor Dille motioned to accept the Secretary's Report. Vice-chairman Woerner seconded. The motion carried unanimously.

**Road/Sewer Report:** Roadmaster Harbaugh submitted his Road Report prior to the meeting. The following road items were discussed: 1) Issues with the Reids Bridge detour route and the cost of the signs needed for the detour. 2) Cold Springs Road projects including paving and the possibility of replacing some pipes. 3) An update was given with regard to the Knox Road project, the paving projects, and line painting. Vice-chairman Woerner motioned to accept the Road Report. Supervisor Dille seconded. The motion carried unanimously.

Roadmaster Harbaugh submitted his Sewer Report prior to the meeting. He stated that PAWC replaced the pumps that were leaking. Vice-chairman Woerner motioned to accept the Sewer Report. Supervisor Dille seconded. The motion carried unanimously.

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

**Parks and Recreation Commission Report (PRC):** Draft PRC minutes for the July meeting were distributed to the Board prior to the meeting. In the past the PRC discussed becoming a joint commission with Fairfield Borough. A joint commission would allow the Township and Borough to join forces in receiving traffic impact fees (from developments) to be used towards recreation. There is a Fairfield Borough liaison on the PRC. Vice-chairman Woerner motioned to accept with regret the resignation of Autumn Arthur from the PRC. Supervisor Reamer seconded. The motion carried unanimously. Ms. Arthur resigned as she is not able to attend the meetings due to her work schedule. Vice-chairman Woerner motioned to table the vote to explore the option of creating a joint commission with Fairfield Borough. Supervisor Dille seconded. A roll call vote was taken: Vice-chairman Woerner - Yea, Supervisor Deardorff - Yea, Supervisor Dille - Yea, Supervisor Reamer - Nay, Chairman Gordon - Nay. The motion carried. The matter will be discussed at the August Board of Supervisors Workshop. The PRC also recommended that the meeting date be changed back to the original meeting day being the second Wednesday of the month. This will be considered at the 2016 Re-Organization meeting.

**EMA Report:** No report was submitted.

**Fire Company Reports:** Chairman Gordon went over the July activity reports that were submitted by Cashtown Community Fire Department. Cashtown did not respond to any calls within the Township. Cashtown also submitted their Financial Statement for the year ended February 28, 2015. It was noted that a monthly report was received via email from the newly formed Adams Regional EMS. Mr. Strasbaugh left the meeting at 8:19 PM.

**Zoning Officer's Report:** Mr. Wilbur Slothour submitted his formal report for the month of July prior to the meeting. One Well Permit was issued for 855 Knox Road. Supervisor Dille motioned to accept the Zoning Officer's report. Vice-chairman Woerner seconded. The motion carried unanimously.

**Code Enforcement Officer's Report:** No report was submitted.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** The COG is working on putting together a report with regard to the effect on fire department resources since the enactment of the fire tax. The featured speaker at the July COG meeting was Sgt. Matthew Nickey from the PA State Police.

Supervisor Reamer reported that there was a good turnout for the ACATO Secretaries Roundtable. July Chambers of the Penn State Extension was the moderator and Melissa Morgan of PSATS was available to answer questions by the Secretaries.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** Supervisor Dille summarized the YATB, TCC and By-Laws Committee meetings that she attended where there was a discussion regarding equal representation on the Committees. When Municipalities have the same delegate for both the YATB and TCC the flow of information, attendance of meetings, and voting improves the coherence of the meetings and results in increased productivity of the organizations. At the Re-Organization meeting Hamiltonban Township appoints the same Supervisor as delegate to both committees. Supervisor Dille also attended the By-Law Committee meeting

**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*. Notice of cancellations will be posted on the office door.

- Parks and Recreation Commission - August 11, 2015.
- Planning Commission - August 25, 2015.
- Board of Supervisors Workshop - August 27, 2015.
- Board of Supervisors - September 1, 2015.

**Adjournment:** At 8:28 PM, Vice-chairman Woerner motioned to adjourn the meeting. Supervisor Deardorff seconded. The motion carried unanimously.

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Deborah K. Feiler  
Secretary/Treasurer

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Robert L. Gordon  
Chairman