

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Meeting Minutes

January 2, 2024

Board Meeting: At 7:00 PM Chairman Deardorff called the Board of Supervisors meeting to order. He announced the meeting was being recorded only for purpose of minutes.

Supervisors Present: Chairman J. Edward Deardorff, Coleen Reamer, Edward Spence, Ryan Picarelli, Vice Chairman Douglas Woerner

Staff/Consultants: Secretary/Treasurer Nina Garretson.

Public: Jeff Bowling, Cashtown Fire Co. Rep; LaShay Kalathas, Tax Collector; Andrea Grabenstein, Emmitsburg News

Approval of the Agenda: Supervisor Reamer motioned to approve agenda. Supervisor Woerner seconded. The motion carried unanimously.

Solicitor's Report – Solicitor Battersby was excused from the meeting.

Public Comment: None

Old/New Business:

Mr. Jeff Bowling reported on the new Box Card assignments for Cashtown Fire Company. Jeff left the meeting at 7:30 PM.

The FINAL REPORT for the Strayer Property was presented for signature. Supervisor Reamer advised that the Board should not sign a report that had blank areas. Supervisor Woerner motioned to have the solicitor return the report to have the missing areas completed. Supervisor Picarelli second. Motion passed unanimously.

Supervisor Reamer volunteered to compose the 2024 Budget message but asked the Treasurer to get the numbers for the tax per \$100,000 real estate from the County.

LaShay Kalathas, Tax Collector, requested a receipt box be attached to the township building for night drop and off duty hours. Also, she requested to utilize the Township Office Building to receive tax payments on her required tax collecting dates at the end of each tax collection period. Supervisor Woerner presented a motion to allow the locked collection box to be mounted on the Township building by the Roadmaster and that the tax collector be able to accept taxes at advertised times at the office building. Motion was seconded by Supervisor Picarelli. Motion passed unanimously.

A motion was presented by Supervisor Deardorff to accept Tracy Paul as the Deputy Tax Collector for the Township. Motion seconded by Supervisor Woerner. Motion passed unanimously.

Supervisor Deardorff motioned to rescind the employment offer to Mr. Naugle and to interview other applicants for the Maintenance Department opening. Interviews to be scheduled immediately for January 8 at 6:30pm and that James Eyler be reinstated at his last hourly rate with no benefits on an on-call basis. Supervisor Woerner seconded. Motion passed unanimously.

Roadmaster's Report:

Roadmaster Herr reported an estimate for grader repair at approximately \$537.00. The current "road saw" is not for long length cutting of the road for pipe replacement. He recommended that the Board purchase a standard road saw that could handle the type of application that the Township needs it to cut with ease. The Board agreed and directed the Roadmaster to purchase a new saw and repair the old saw.

A discussion ensued about the BB Section lots owned by the Township. Supervisor Reamer will contact Mrs. Rood about a possible joint agreement of access to the current access lane on the Rood property. The Roadmaster will locate the well on the Township owned lot. The Board will determine after talking with Mrs. Rood how they will proceed with the possible sale of a building lot to utilize for BB Section road repairs.

Roadmaster Herr reported that the 2023 Mack is currently being finished at the bed build shop and will hopefully soon move out for final hydraulics to the hydraulics shop.

Supervisor Woerner motioned to approve the Roadmaster report with approval for the repairs and purchases of equipment. Seconded by Supervisor Picarelli.

Secretary's Report:

- The Secretary Report was received previously by the Board. Contacted all commission members and consultants.
- Follow up with Shealers for JPRC.
- Contacted Fairfield Fire Co regarding AREMS report.
- Service for broiler by Trump.
- Set up appointments for physical, drug screen, and appointment for Naugle.
- Met with PMCA.
- Follow up Solicitor & ZHB.
- Follow up AC Voter office for information.
- Follow up invoices Gettysburg Times.
- Processed 3 RTK request.
- Processed 13 septic forms.
- Completed weekly and monthly reports MyPath, EFTPS, Tax Services.
- Follow up complaints with Code Officer.
- Follow up letters and calls per BOS meeting
- Processed monthly invoices and follow up
- Preparations for Meetings BOS, PC, JPRC, ZHB.
- Website updates submitted. For CDL
- Scheduled drug screen – random.
- Follow up with Constable for ZHB.
- Repair and download and invoicing fuel station.
- Follow up with Cermak for computer.
- Follow up Cashtown Fire Dept for fire Tax.
- Sent 28 Solicitor Letters for septic.

Supervisor Deardorff motioned to appoint Supervisor Reamer as the Press contact for the Township and asked that the SEO be sent to investigate septic issues at the campground at the Sportsman's Club. Seconded by Supervisor Woerner. Motion passed unanimously. Motion to approve the Secretary's Report by Supervisor Deardorff and seconded by Supervisor Woerner. Motion passed unanimously.

Treasurer's Report:

Beginning balances for the year Income: \$965,325.75; Expenses: \$1,063,855.47; Net \$41,470.28; current ACNB Operating account balance \$ 43,083.64. Treasurer Garretson transferred \$17,000 for upcoming pay period and bill payment from the operating reserve fund.

Motion to approve the Treasurer's report by Supervisor Woerner. Seconded by Supervisor Picarelli. Motion passed unanimously.

Planning Commission:

ZHB denied one request.

Small Committee will meet on the 17th of January. Motion to appoint Supervisor Deardorff by Supervisor Reamer to fill the vacancy created by the retirement of Robert Gordon. Supervisor Woerner seconded. Motion passed unanimously.

Zoning Officer's Report and Code Enforcement Officer's Report:

There were 3 inquiries and 2 permits issued

Parks and Recreation:

KPI was out to assess location of all grant-built items for compilation on the final plan.

There were no FREMA meetings, No Fire Reports pr State Police reports received to date. The Adams County Council of Governments elected new offices.

The Adams County Association of Township Officials has new officers but are still filling some seats on their committees.

There was no Public Comment.

The meeting adjourned at 8:17 by motion by Supervisor Woerner, seconded by Supervisor Picarelli

Coleen N. Reamer
Temporary Secretary/Treasurer

J. Edward Deardorff
Chairman