

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Reorganization and Regular Monthly Meeting Minutes

January 4, 2016

At 7:00 PM Chairman Gordon called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced that Hamiltonban Township is a Township of the Second Class and by State regulation must reorganize tonight. 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.

Parks and Recreation Commission Members Present: Dave Jones, Terry Scripture, and Laura Morgan.

Public Present: Fred Heerbrandt of Wm. F. Hill & Assoc., Inc.; and John Messeder of the *Gettysburg Times*.

Public Comment: None.

Supervisor Woerner motioned to appoint Robert L. Gordon as temporary Chairman. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Woerner motioned to appoint Deborah K. Feiler as temporary Secretary. Supervisor Deardorff seconded. The motion carried unanimously.

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

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

Supervisor Dille motioned to reappoint Douglas Woerner as Vice-chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Deardorff seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to reappoint J. Edward Deardorff as Road Coordinator. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to reappoint LuAnn M. Dille as Office Coordinator. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Reamer motioned to appoint Deborah K. Feiler as the CDL Drug and Alcohol Coordinator. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Deardorff motioned to reappoint Coleen N. Reamer as Safety Officer. Vice-chairman Woerner seconded. The motion carried unanimously.

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

Supervisor Reamer motioned to retain the following Township employees: John A. Harbaugh, Jr. as Roadmaster; James Eycler as full-time road crew; Ed Fitzgerald, Dana Stevens and Richard Wivell as on-call, part-time road crew; Richard S. Ginn as Emergency Management Coordinator, and Sara Ginn as Deputy Emergency Management Coordinator. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Deardorff motioned to reappoint the following Township consultants: Matthew Battersby of Battersby Law Office as the Solicitor; Fred Heerbrandt of Wm. F. Hill & Assoc, Inc. as the Sewer Engineer; Gil Picarelli of KPI Technology as the Sewage Enforcement Officer; Jodie Evans of McMahan Transportation Engineers and Planners as the Traffic Engineer; Wilbur Slothour of Land and Sea Services, LLC as the Zoning Officer and Floodplain Manager; Tim McCauslin of Land and Sea Services, LLC as the Code Enforcement Officer; and Natural Lands Trust and Rob Thaeler of the Adams County Office of Planning and Development as the Planning Consultants. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer motioned to reappoint Jason Reichard of C.S. Davidson, Inc. as the Township Engineer. Chairman Gordon seconded. A roll call vote was taken: Vice-chairman Woerner - Nay, Supervisor Deardorff - Nay, Supervisor Dille - Nay, Supervisor Reamer - Yea, Chairman Gordon - Yea. The motion died. Vice-chairman Woerner motioned to appoint Fred Heerbrandt of Wm. F. Hill & Assoc., Inc. as the Township Engineering. 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.

Supervisor Reamer motioned to appoint Harold A. Eastman, Jr. of Puhl, Eastman & Thrasher Attorneys At Law as the Zoning Hearing Board Solicitor. Supervisor Deardorff seconded. The motion carried unanimously.

All consultants are motioned with their current fee schedule which is reimbursable to the Township.

Vice-chairman Woerner motioned to adopt Resolution 2016-01: Review and Report Fees for Subdivision and Land Development. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Reamer motioned to adopt Resolution 2016-02: Appointing Musselman and Creager, LLP to prepare the 2015 audit for all of the Township's funds. Vice-chairman Woerner seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to adopt Resolution 2016-03: Hamiltonban Township Fee Schedule for 2016. Supervisor Deardorff seconded. The motion carried unanimously. There were no changes in fees from 2015 to 2016.

Vice-chairman Woerner motioned to adopt Resolution 2016-04: Appointing members to the Zoning Hearing Board. Supervisor Deardorff seconded. The motion carried unanimously. The members are John Luntz, Jim Izer, and Gene Wiehagen.

Vice-chairman Woerner motioned to reappoint Dale J. Premo as the Vacancy Board Chairman; to reappoint Laura Morgan to a five year term on the Municipal Authority; to reappoint Dave Peters to a four year term on the Planning Commission; to reappoint Rob Lefever to a seven year term on the Ag Security Council; and to appoint Eugene Starbuck as an Elected Auditor. Supervisor Reamer seconded. The motion carried unanimously. There is one vacant seat on each of the following: Municipal Authority Board, Parks and Recreation Commission and the Planning Commission.

Supervisor Deardorff motioned to appoint Coleen N. Reamer as Delegate and Robert L. Gordon as Alternate Delegate to the Adams County Council of Governments. Supervisor Dille seconded. The motion carried unanimously.

Chairman Gordon motioned to reappoint LuAnn M. Dille as Voting Delegate and Doug Woerner as Alternate Voting Delegate to the Adams County Tax Collection Committee (TCC). Supervisor Deardorff seconded. The motion carried unanimously. The Borough of Fairfield will stand in for Hamiltonban Township if Supervisors Dille and/or Woerner are unable to attend a TCC meeting and Hamiltonban Township will do the same for the Borough.

Supervisor Deardorff motioned to reappoint LuAnn M. Dille as Representative and Doug Woerner as Alternate Representative to the York Adams Tax Bureau (YATB). Supervisor Reamer seconded. The motion carried unanimously. The Borough of Fairfield will stand in for Hamiltonban Township if Supervisors Dille and/or Woerner are unable to attend a YATB meeting and Hamiltonban Township will do the same for the Borough.

Supervisor Deardorff motioned to reappoint Coleen N. Reamer and Robert L. Gordon to the Southwest Joint Comprehensive Plan Committee. Vice-chairman Woerner seconded. The motion carried unanimously.

Chairman Gordon motioned to reappoint Coleen N. Reamer to the Middle Creek Trail Steering Committee. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to retain Adams County National Bank, Pennsylvania Local Governments Investment Trust, and F & M Trust as the Township's depository banks. Supervisor Reamer seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to establish the Township meeting dates. Supervisor Reamer 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. The meeting dates are as follows:

Auditors:	January 5, 2016.
Board of Supervisors:	First Tuesday of each month.
BOS Workshop:	Last Thursday of each month except for November when the meeting will be on November 17 th .
Planning Commission:	Fourth Tuesday of each month except for April when the meeting will be on April 19 th , November when the meeting will be on November 15 th , and December when the meeting will be held on December 20 th .
Parks & Recreation Commission:	Second Wednesday of each month.
Municipal Authority:	April 20, 2016 and October 19, 2016.

Supervisor Reamer 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. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Deardorff motioned to certify that Coleen N. Reamer will be the Pennsylvania State Association of Township Supervisors Convention Voting Delegate. Vice-chairman Woerner seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to have the Township follow the Federal mileage allowance which is currently \$0.54. Supervisor Deardorff seconded. The motion carried unanimously.

At 7:23 PM Vice-chairman Woerner motioned to adjourn the Reorganization meeting. Supervisor Reamer seconded. The motion carried unanimously. Mr. Heerbrandt left the meeting at this time.

Board Meeting: At 7:24 PM Chairman Gordon called the January Board of Supervisors meeting to order.

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

Public Comment: None.

Approval of the Minutes: Supervisor Reamer motioned to approve the December 1, 2015 Board of Supervisors Meeting Minutes and the December 17, 2015 Board of Supervisors Workshop Meeting Minutes. Vice-chairman Woerner seconded. The motion carried unanimously. There was an Executive Session on December 30th to discuss personnel matters.

Solicitor's Report: Solicitor Battersby did not have anything to report. Supervisor Deardorff motioned to accept the Solicitor's Report. Vice-chairman Woerner seconded. The motion carried unanimously. Solicitor Battersby left the meeting at 7:26 PM.

New Business: Supervisor Reamer motioned to execute the Adams County Radio Equipment Subscriber Agreement. Supervisor Deardorff seconded. The motion carried unanimously. This agreement is for the new digital radios that Adams County is distributing to municipal road crews and emergency management coordinators.

Chairman Gordon motioned to approve Robert L. Gordon, Coleen N. Reamer, J. Edward Deardorff, LuAnn M. Dille and Roadmaster Harbaugh to attend the annual Pennsylvania State Association of Township Supervisors Educational Conference and Trade Show, April 17-19, 2016. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Deardorff motioned to accept the proposal from Tri-State Barn Builders for a new metal roof and spouting at the Township office in the amount of \$10,375. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer motion to adopt Resolution 2016-05: Amending the Open Records Policy. Vice-chairman Woerner seconded. The motion carried unanimously.

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 December 2015 Check Detail report. The Board reviewed the December financial statements. Chairman Gordon mentioned that the General Fund had a net income of \$30,439 at December 31st. Vice-chairman Woerner motioned to approve all the expenditures for the month of December and accept the Treasurer's Report. Supervisor Dille seconded. The motion carried unanimously.

Secretary's Report: Secretary/Treasurer Feiler submitted her report along with the January calendar prior to the meeting. She added that the flag pole was ordered and will be received this week. Supervisor Dille motioned to accept the Secretary's Report. Vice-chairman Woerner seconded. The motion carried unanimously.

Road Report and Sewer Report: Roadmaster Harbaugh submitted his Road Report prior to the meeting. He mentioned that Franklin Township will be helping the road crew this week with boom mowing on various Township roads. The Hamiltonban and Franklin Township's road crews trade services in an effort to save money. Supervisor Deardorff motioned to accept the Road Report. Supervisor Reamer seconded. The motion carried unanimously.

Roadmaster Harbaugh submitted his Sewer Report prior to the meeting. He stated that everything at the plant is quiet. Digging has begun in Franklin Township to connect the Orrtanna treatment plant to Franklin Township's treatment plant. Supervisor Reamer motioned to accept the Sewer Report. Vice-chairman Woerner seconded. The motion carried unanimously.

Planning Commission Report: Draft Planning Commission meeting minutes for December were distributed to the Board prior to the meeting. Supervisor Dille motioned to approve the Eugene Kiehl Revocable Trust Subdivision as recommended by the Planning Commission. Vice-chairman Woerner seconded. The motion carried unanimously. It was noted that the Township Engineer confirmed that all outstanding conditions have been satisfied.

Parks and Recreation Commission (PRC) Report: Draft PRC meeting minutes for December were distributed to the Board prior to the meeting. Chairman Gordon motioned to take off the table the motion to create a joint PRC with the Borough of Fairfield. Supervisor Reamer seconded. Before the vote, it was noted that an anonymous letter was received by the Board of Supervisors earlier today stating that a sexual offender lives in close proximity to the proposed Township Park. After much discussion, it was determined that although the Board of Supervisors, PRC members and residents alike need to be diligent about sexual predators, this

information was not germane to the motion on the table. A roll call vote was taken: Vice-chairman Woerner - Yea, Supervisor Deardorff - Yea, Supervisor Dille - Yea, Supervisor Reamer - Yea, Chairman Gordon - Yea. The motion carried unanimously. Chairman Gordon motioned to create a joint PRC with the Borough of Fairfield as requested by the Borough of Fairfield. Supervisor Reamer seconded. A roll call vote was taken: Vice-chairman Woerner - Yea, Supervisor Deardorff - Yea, Supervisor Dille - Yea, Supervisor Reamer - Yea, Chairman Gordon - Yea. The motion carried unanimously. It was made clear that the two approved motions did not have anything to do with a Township park.

EMA Report: No report was submitted.

Fire Company Reports: Chairman Gordon went over the December activity report that was submitted by the Cashtown Community Fire Department. Cashtown responded to one call in the Township.

Zoning Officer's Report: No report was submitted.

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 continues to work on a county wide electronic recycling program. There was no report for ACATO.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): There was no report for either entity.

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*. Cancellations will be via a notice on the office door.

- Elected Auditors – January 5, 2016
- Parks and Recreation Commission – January 13, 2016
- Planning Commission – January 26, 2016
- Board of Supervisors Workshop – January 28, 2016
- Board of Supervisors – February 2, 2016

Adjournment: At 8:26 PM Supervisor Reamer motioned to adjourn the meeting. Vice-chairman Woerner seconded. The motion carried unanimously.

Deborah K. Feiler
Secretary/Treasurer

Robert L. Gordon
Chairman