

# Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Monthly Meeting Minutes

October 4, 2016

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, Douglas Woerner, Coleen N. Reamer, LuAnn M. Dille, and J. Edward Deardorff.

**Staff Present:** Solicitor Matthew Battersby, Secretary/Treasurer Nina Garretson, EMA Coordinator Richard (Sam) Ginn.

**Public Present:** Danielle Ryan of the *Emmitsburg News Journal*;

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

**Public Comment:** None

**Approval of Minutes:** Supervisor Woerner motioned to approve the following meeting minutes September 6, 2016, Board of Supervisors Meeting; the September 26, 2016 Board of Supervisors and Planning Commission Proposed Zoning Ordinance Workshop; and the September 29, 2016 Board of Supervisors Workshop. Supervisor Deardorff seconded. The motion carried unanimously.

**Solicitor's Report:** Solicitor Battersby stated no updates available regarding the Iron Springs Plaza Project.

Discussion regarding an ordinance needed to post weight limits at bridges and to turn a bridge into a "yield to right of way" one lane bridge Supervisor Coleen Reamer motioned to have Solicitor Battersby prepare ordinance for the Hickory Bridge Road Bridge Project. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to accept the Solicitor's report. Supervisor Reamer seconded. The motion carried unanimously. Solicitor Battersby left the meeting at 7:13 PM.

**Old/New Business:** Supervisor Dille motioned to request from the Governor's Center for Local Government Services technical assistance for Nina Garretson, Secretary/Treasurer covering the duties of financial responsibility of the Municipal Treasurer scheduled for October 17 and 18. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Woerner motioned to request training for Nina Garretson in Quick Books to be held October 6 and October 20 in Gettysburg hosted by AC Economic Development Coop for \$110.00 for both sessions. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Dille motioned to request CDL training for Nina Garretson scheduled for November 3<sup>rd</sup> at a cost of \$35.00. It was noted that Ray Herr has previously had this training. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Woerner to approve percentage for distribution of Volunteer Fire Relief Association funds to the area Fire Departments at 50% Fountaindale, 30% Fairfield, 10% South Mountain and 10% Cashtown. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Dille motioned to join in the bidding process of municipal waste with Adams County. Supervisor Deardorff seconded. The motion carried unanimously.

**Treasurer's Report and Formal Approval of all Expenditures for the Month:** Secretary/Treasurer Garretson submitted her report prior to the meeting along with the September 2016 Financials. As there were no comments or questions for Secretary/Treasurer Garretson, Supervisor Dille motioned to accept the Treasurer's Report and approve all the expenditures for the month of September. Supervisor Woerner seconded. The motion carried unanimously.

**Secretary's Report:** Secretary/Treasurer Garretson submitted her report along with the September calendar prior to the meeting. The Board reviewed her report and calendar. Supervisor Deardorff motioned to accept the Secretary's Report. Supervisor Woerner seconded. The motion carried unanimously.

**Road/Sewer Report:** Roadmaster's Report was submitted prior to the meeting. Road Coordinator Deardorff summarized the upcoming road work and the work that has been completed. Supervisor Dille complimented the road crew for their exceptional work. Supervisor Woerner motioned to accept the Roadmaster's Report. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Deardorff motioned to repair Skid Loader at cost of \$1993.00. Supervisor Woerner seconded. The motion carried unanimously.

No updates for Sewer Report as meeting was cancelled. Supervisor Reamer motioned to accept the Sewer Report. Supervisor Deardorff seconded. The motion carried unanimously.

**Planning Commission Report:** Draft Planning Commission meeting minutes for September were distributed to the Board prior to the Board meeting. See Approval of Minutes.

**Parks and Recreation Commission Report (PRC):** The September JPRC meeting was cancelled due to lack of quorum. No action was needed.

**EMA Report:** EMA Coordinator Ginn stated that there was transmission, fluid leak from equipment and the road crew handled the spill properly. He stated that he is continuing the process of updating the EMA Emergency Operations Plan and hopes to have completed by November/December. Discussion on supplies to be inventoried such as oil dry and pigs and he will check costs. Supervisor Woerner motioned to accept the EMA Report. Supervisor Deardorff seconded. The motion carried unanimously.

**Fire Company Reports:** Fountaindale Fire Company submitted report prior to meeting; Cashtown Community Fire Department report included in Board packet. No action was needed.

**Zoning Officer's and Code Enforcement Officer's Reports:** No report. No action was needed.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Chairman Gordon reported that Destination Gettysburg presented at their last meeting. They have now re-established the Emergency Committee. The ACATO Convention will be held in November with Supervisor Gordon and Supervisor Reamer attending.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** As there were no meetings, there was no report given. Chairman Gordon will attend the October 31<sup>st</sup> meeting to be held at the YATB offices in York representing Hamiltonban Township. and Fairfield.

**Special Notices:** Pennsylvania State Police sent their September report.

**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 - September 14, 2016 - CANCELLED.
- Joint Zoning Ordinance Workshop with PC & BOS - September 26, 2016.
- Planning Commission - September 27, 2016.
- Zoning Hearing Board - September 28, 2016.
- Board of Supervisors Workshop - September 29, 2016.
- Board of Supervisors - October 4, 2016.

**Adjournment:** At 7:55 PM, Supervisor Woerner motioned to adjourn the meeting. Supervisor Dille seconded. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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Robert L. Gordon  
Chairman