

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Meeting Minutes

Via platform Startmeeting.com

November 17, 2020

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced the meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

Supervisors Present: J. Edward Deardorff, Douglas Woerner, David B. Martin, and Robert L. Gordon. Coleen Reamer, joined via Startmeeting platform.

Staff, and Consultants Present: Solicitor, Matthew Battersby, Secretary/Treasurer Nina Garretson, and Roadmaster Ray Herr.

Public Present: Richard Fulton and Cliff Frost via Startmeeting.com platform.

Approval of the Agenda: Vice-Chairman Woerner motioned to approve the agenda. Chairman Deardorff seconded. The motion carried unanimously.

Public Comment: None

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the minutes of November 4, 2020 Board of Supervisors Budget Workshop and November 4, 2020 Board of Supervisors Regular Meeting. Supervisor Gordon seconded. The motion carried unanimously.

Solicitor's Report: Solicitor Battersby reported that everything is completed for 31 Carrolls Tract Rd sewer and water line. He said Attorney Bob Campbell was presenting at his Board meeting but he has not responded back. Solicitor said he will bring to December 1st Board meeting for signatures.

Solicitor Battersby has not had any response regarding drainage and sump pump issues. To be added to next meeting agenda.

Discussion regarding Codification and issues with amendments to Ordinances, including Zoning Ordinance. Solicitor said that some have printed and then advertise and approve at public meeting. Zoning and SALDO will have to have separate advertising and hearings for changes.

Discussion regarding the fee schedule and the assessory dwelling units in the Zoning Hearing Board. Supervisor Gordon said he feels fee is to high. Supervisor Reamer said they are permitted for assessory dwelling units but they can only be used for family. Vice-Chairman Woerner motioned to approve change Zoning Hearing Application Fee to \$1,000.00. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to accept the Solicitors Report. Supervisor Martin seconded. The motion carried unanimously. Solicitor left the meeting at 7:25 PM.

Road Report: Roadmaster Herr reported the Road Department did an apple waste cleanup by farmer from Littlestown at the intersections of Bullfrog and Fairfield Roads, and Cold Springs and Carrolls Tract Roads. Fairfield Fire Company was called to wash down the road way. Secretary Garretson reported sending bill for incident for \$408.08, of which \$150.00 for Fairfield Fire Department.

Streetlights discussion tabled.

Roadmaster reported he is awaiting Adams Electric Company to move poles for Moritz Road Project.

Discussion on Scope of Work provided by Fred Heerbrandt, Township Engineer regarding Mt. Carmel Road Project. New quote is \$1,600 which was reduced as township provided drawings. Only need permit application and E&S Plan. Supervisor Gordon motioned to accept proposal from Wm. F. Hill & Associates for \$1,600 for Mt. Carmel Road Project. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion on reflectivity signs for next zone. Chairman Deardorff motioned to approve purchase another section for next zone signs for approximately \$5,000. Supervisor Gordon seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve 5-year Road Plan presented by Roadmaster at last meeting. Supervisor Gordon seconded. The motion carried unanimously.

Roadmaster Herr reported the Road Department is prepared for winter. He will be taking vacation November 23 and 24, week of November 30th, day before Christmas and day before New Year's. He stated Jim Eyler and Randy Pritt will both be out on November 30 and December 1, but everyone will be prepared for emergency call-ins.

Roadmaster Herr said they are busy cutting edges on Newman Road, installing signs and delineators. Vice-Chairman Woerner motioned to accept the Roadmaster Report. Supervisor Martin seconded. The motion carried unanimously.

Secretary/Treasurer's Report: Secretary/Treasurer Garretson submitted her report to the Board of Supervisors prior to the meeting. She stated that the Pension Audit is ongoing, and the PA Auditor General's Office has asked for a 2019 Summary Report which she has requested through PMRS, the Township's third-party actuary.

Cell Phone Policy tabled until next meeting. Secretary Garretson asked Supervisor Martin for word documents so she may update and draft amendments for Board. Board instructed Secretary to prepare letters to give notice to all employees of end date of 1/1/2020 with this weeks payroll.

Chairman Deardorff motioned to approve Floodplain Application Fee to cover all consultants' costs incurred by the Township payable by applicant. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson presented update on septic pumping and inspections for all districts. Copies provided to Board of Supervisors of citations issued to District II for non-compliance with several more outstanding. Supervisor Gordon motioned to deny the excusal request for 2351 Mt Hope Road. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion of Fairfield School District EMA plan proposal to utilize Liberty Workshop Center as a Parent/Student Reunification location, with the use of Township Maintenance Building driveway for buses to proceed from 31 Carrolls Tract Road through to 4020 Bullfrog Road. Board said unlocking of gates would be done with coordination of FREMA. Vice-Chairman Woerner motioned to approve the Fairfield School District EMA plan to utilize the Township Maintenance Building driveway for buses to proceed from 31 Carrolls Tract Road through to 4020 Bullfrog Road. Supervisor Martin seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to accept the Secretary/Treasurer's report. Supervisor Gordon seconded. The motion carried unanimously.

Old/New Business:

Supervisor Gordon motioned to approve new Comcast Franchising Agreement with a 5% franchise fee, and PEG fee of .25% years 1-4, and .50% years 5-10, and to authorize Chairman Deardorff to sign agreement. He will forward when document prepared. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Codification draft as presented with Board approval of zoning language change and to have Secretary submit to General Code for finalization. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Adams Regional EMS to utilize the Fuel Station for gas and diesel at the same cost as township, to issued two keys and two fuel cards. Supervisor Martin seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve waiving the sign fee for St. Mary's Cemetery for temporary Christmas message. Supervisor Gordon seconded. The motion carried unanimously.

Discussion Items: Secretary Garretson asked Board for consensus of continuing meeting dates as currently doing for Re-Organization. She also reported she has notified commission members regarding those whose terms are expiring, if they wish to continue. Board consensus to continue contract with Land & Sea Services to be re-appointed at Re-Organization. Board does not wish to use vendor Noah LLC, from Florida.

Secretary Garretson presented Board with proposal and quote from Prima. Supervisor Reamer said information on buildings was incorrect. A comparison and review will need to be done.

Supervisor Gordon will attend the Zoning Hearing Board on November 18th for 521 Moritz Road- Higgs.

Chairman Deardorff noted the Liberty Township Police will be working part-time for Freedom Township. He noted Carroll Valley is cutting back police with their budget.

Special Notices: None

Public Comment: 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, unless noted otherwise. Rescheduled changes of date or time will be advertised via the *Gettysburg Times*. Cancellations will be via a notice on the office door and website.

- Planning Commission – November 24 2020
- Board of Supervisors Meeting – December 1, 2020
- Parks and Recreation Commission – December 8, 2020
- Board of Supervisors Meeting – December 15, 2020

Adjournment: Supervisor Martin motioned to adjourn at 8:00 PM. Seconded Vice-Chairman Woerner. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman