

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Meeting Minutes

January 16, 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: In the absence of Secretary/Treasurer Nina Garretson, **Temporary** Secretary-Treasurer Coleen Reamer.

Public: None

Chairman Deardorff announced: An Emergency Executive Board meeting was held at 1:00 PM on January 11, 2024 for the purpose of appointing a Hamiltonban Township Temporary Secretary/Treasurer for the purpose of conducting Township business and signing of documents, checks and any other duty assigned by the Board of Supervisors in the absence of the current Secretary/Treasurer Nina Garretson.

Chairman Deardorff made the motion to appoint Coleen N. Reamer as the Temporary Secretary-Treasurer for Hamiltonban Township. Vice chairman Woerner seconded the motion. The motion passed unanimously.

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

Approval of the Minutes: Supervisor Deardorff Motioned to approve the minutes of 01/02 Reorganization and Regular Meetings. Motion seconded by Supervisor Picarelli. Motion carried unanimously.

Public Comment: None

Solicitor's Report:

Solicitor Battersby informed the Board that he conferred with Solicitor Eastman in regards to the Sportsman's Association Zoning Hearing. The second hearing was held on December 27, 2024 with conditions to be performed by the Association as follows:

1. By January 12 an agreement with Lee Royer Inc. must be executed to perform the necessary plans for the campground.

2. By March 5, 2024 Completed Plans must be submitted for review to Hamiltonban Township.

As a result of the conditions, the Board requested that Solicitor Battersby attend the next and third scheduled hearing for the Blue Ridge Sportsman's Association.

The Board agreed to request that the SEO, Gil Picarelli visit the property and report back to the Township how waste is being handled on the site as it is our understanding that there is not an RV legal dumping station on site and we have no records of sewage pumping at the site.

Solicitor Battersby reported on the Kalathas Driveway compliance: Adams County Conservation District rescinded by letter the Stormwater Distribution plan on the Kalathas development. Mr. Kalathas has 30 days from the date of Solicitor Battersby's letter dated December 5, 2023 to respond to the Township regarding the submission of a driveway permit application to the Township and also a plan for the correction of the driveway apron that has been improperly installed against the direction of Roadmaster Herr. Should the Township not receive a response, the solicitor will file with the Magistrate at the standard fine by ordinance.

The Solicitor asked that the Township check with Liberty Township to confirm that they intend to complete the filings for the Strayer Property Boundary Line Agreements.

Supervisor Deardorff motioned to approve the Solicitor Report. The motion was seconded by Supervisor Woerner. Motion passed unanimously.

Old/New Business:

The Secretary reported that the Strayer Property Boundary Line Final agreements have been signed by Hamiltonban Township.

The new Tax Collector, Ms. LaShay Kalathas and the Deputy Tax Collector, Ms. Tracy Paul have both returned their proper paperwork to the township.

The Liberty Township Secretary/Treasurer assisted with payroll and other office items for a total of three hours. Liberty Township is to bill Hamiltonban Township for the hours per the signed agreement for services.

Roadmaster's Report:

Roadmaster Herr reported that the 2023 Mack Truck is now in Harrisburg for its final build items. We hope to receive it within the next 6 weeks. It has been a long process. Secretary Reamer reported that she has not yet downloaded the fueling Station information but will try to get that done within the next two weeks. Roadmaster Herr has talked to L&H Mechanical about the new fueling station reporting system. The cost would be more than half of the previous quote by another company and the Phoenix system is going out of service within the next few years. It is recommended that we install the new Fuel Master system that is being used by several other townships. It is simpler to operate and must easier to download and manage. Users would be given pin numbers instead of cards.

Mr. Herr is waiting for a definite price from Union Township for the Road saw purchase. We have 200 ton of anti-skid and we are currently fine on salt amounts for the upcoming storms. We have until May to finalize our purchases per our bids for both items.

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.

Supervisor Deardorff motioned to hire Barry L. Bricker as a new road crew employee at a starting rate of \$20.00 per hour. Motion seconded by Supervisor Spence.

Supervisor Woerner motioned to approve the Roadmaster's Report. Supervisor Picarelli seconded. The motion passed unanimously.

Secretary's/Treasurer's Report:

- Financial Interest Statements for 2023 were sent to all Boards and Commissions except the Ag Security Commission. Need emails for them but will send by mail for this year.
- Need new cabinets for files. Will look for at least 4 more used.
- Checked on out sourcing payroll to Lockwood Business. \$150/month is the cost for coming to the office and completing payroll and all necessary reporting plus W-2's at year-end.
- Called Cermak to purchase new computer and to transfer files and complete set-up in the office for Comcast emails, etc.
- Wish to order Filing racks and file folders with hanging files for cabinets from Staples
- Advertisement for Secretary/Treasurer placed. Need time and day set for Interviews
- Set Budget into system for the new year
- Working on Audit preparation
- Met with PMCA for new zoning and hearing board cases.
- Interviews for Secretary /Treasurer were set for Monday evening at 6:30 in half hour intervals January 22, 2024.

Supervisor Woerner motioned to purchase cabinets, Staples office supplies, out-source payroll and purchase/install new computer system. Motion was seconded by Supervisor Spence. Motion passed unanimously.

Motion to approve the Secretary/Treasurer Report was made by Supervisor Woerner. Motion seconded by Supervisor Picarelli. Motion passed unanimously.

Planning Commission:

PMCA Zoning signed for two files to prepare for Zoning Hearing Board Fine Line Trim@ Greenstone for warehouse build and Howe@ Cold Springs Road (Whipporwill Lane) for vacation Rental. Files returned the following day.

Gemcraft/Kump submitted sketch plan for one house building, Land and Sea will finalize with them.

January 17 the Small Committee meets. Supervisor Deardorff would like the solar ordinance to be addressed and failing structures. Supervisor Spence would like the committee to look at abandoned orchards ordinances.

Parks and Recreation January meeting was cancelled due to snow. Reorganization meeting will take place in February at their next meeting.

The Quarterly meeting of the Fairfield Fire Company is to be held January 15, 2024.

There was no further business.

No Public comment.

The meeting adjourned at 8:00 by motion by Supervisor Woerner, seconded by Supervisor Spence.

Coleen N. Reamer
Temporary Secretary/Treasurer

J. Edward Deardorff
Chairman