

**Hamiltonban Township
Supervisors Re-Organizational Meeting
January 3, 2023**

Per Resolution 2018-08: Hamiltonban Township Public Comment Policy, Persons may use audio, stenographic recorders, or video recorders to record all or any portion of the meeting. Any person using such recording equipment at the public meeting shall make a general announcement, prior to the operation of recording equipment, that the meeting shall be so recorded.

1. **Call Meeting to Order and Pledge of Allegiance to the Flag**
2. **Public Comment. (Agenda items only)** Citizens may individually address the Board of Supervisors for a maximum of five minutes during this thirty-minute period. Prior to addressing the Supervisors, please state your name, address, and, if applicable, the organization that you represent. Please refer to Resolution 2018-08: Hamiltonban Township Public Comment Policy.
3. **Appoint:** Temporary Chairman -
Temporary Secretary -
4. **Nominate and Appoint:**
Chairman –
Vice-Chairman –
Safety Officer –
Secretary/Treasurer - Nina Garretson
 - Establish treasurer’s bond: \$1,600,000CDL Coordinator - Nina Garretson
Right-to-Know Officer - Nina Garretson
5. **Appoint Employees Who Are Not Elected Officials by Omnibus Motion:**
Roadmaster - Ray Herr
Full-time Road Crew - Jim Eyler and Randy Pritt
EMA Coordinator – Fairfield Regional Emergency Management Agency - Adam Wine EMA Coordinator and Michael McCabe, Deputy EMA Coordinator
6. **Appoint Township Consultants by Omnibus Motion:**
Township Solicitor - Matthew Battersby, Battersby Law Office
Sewer Engineering Firm - Wm. F. Hill/Keller Engineers – Erik Vranich
Sewage Enforcement Officer - Gil Picarelli, KPI Technology
Traffic Engineering Firm - McMahon Transportation Engineers & Planners – Jodie Evans
Zoning Officer - Wilbur Slothour of Land and Sea Services
Floodplain Manager - Wilbur Slothour of Land and Sea Services
Planning Consultants – Ann Hutchinson of Natural Lands Trust and
Rob Thaeler of Adams County Office of Planning and Development
Township Engineering Firm - Wm. F. Hill/Keller Engineers – Erik Vranich
Zoning Hearing Board Solicitor - Harold Eastman of Barley & Snyder
Building and UCC Inspections Officer - Wilbur Slothour of Land and Sea Services.
Code Officer – Tim McCauslin of Land and Sea Services.
Engineer for Parks & Recreation – Brandon Guiher, KPI Technology

All consultants are being motioned with their current fee schedule.

7. **Motion to approve Resolution 2023-01: Appointing RKL Certified Public Accounts to perform the 2022 audit for all funds.**
8. **Motion to approve Resolution 2023-02: Review and Report Fees for Subdivision and Land Development.**
9. **Motion to approve Resolution 2023-03: Reestablishing the Hamiltonban Township Fee Schedule for 2023.**
10. **Motion to approve Resolution 2023-04: Appointing Members to the Zoning Hearing Board.**

11. Appointment Volunteers to fill expired terms on Boards, Authorities and Commissions by Omnibus Motion:

- Vacancy Board Chairman - Dale J. Premo (one-year term)
- Zoning Hearing Board – James Izer expiring 2025 (three-year term)
- Agricultural Security Commission – Robert Lefever expiring 2028 (seven-year term)
- Joint Parks & Recreation Commission – Teresa Scripture expiring 2025 (five-year term)
- Joint Parks & Recreation Commission – Dean Thomas expiring 2025 (five-year term)

12. Appoint Delegates and Alternates to:

- Adams County Council of Governments -
- Adams County Tax Collection Committee -
- York/Adams Tax Bureau -
- Adams County Bicycle and Pedestrian Plan Committee -
- FREMA Representatives – David B. Martin, Douglas Woerner
- Joint Parks & Recreation Commission Liaison –
- Ag Security Council -
- Planning Commission Liaison -

13. Select Depository Banks: ACNB, PLGIT, and F & M Trust.

14. Establish Meeting Dates:

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.

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|--------------------------------|--|
| Auditors: | January 4, 2023. |
| Board of Supervisors: | First and third Tuesday of each month except for: May when the meeting will be on Wednesday, May 17 after Primary Election; July 5 due to holiday; and November 8 due to elections |
| Planning Commission: | Fourth Tuesday of each month. |
| Parks & Recreation Commission: | Second Tuesday of each month |

15. Determine Holidays: 2023 New Years Day-January 2 (since 1st is Sunday),, Martin Luther King Day January 16, Presidents Day February 20, Good Friday-April 7, Memorial Day-May 29, Independence Day-July 4, Labor Day-September 4, Veterans Day-November 10, Thanksgiving Day-November 23 and day after November 24, and Christmas Day-December 25.

16. Certify: Voting Delegate(s) attending the PSATS Annual Educational Conference -

17. Mileage Allowance: Federal Allowance which \$0.625 (IRS) for 2023.

18. Adjourn

Hamiltonban Township

23 Carrolls Tract Road, Fairfield, PA 17320

Board of Supervisors Regular Meeting

January 3, 2023 AGENDA

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1. **Call to Order.**
2. **Agenda Approval.**
3. **Public Comment. (Agenda items only)** Citizens may individually address the Board of Supervisors for a maximum of five minutes during this thirty minute period. Prior to addressing the Supervisors, please state your name, address, and, if applicable, the organization that you represent. Please refer to Resolution 2018-08: Hamiltonban Township Public Comment Policy.
4. **Approval of Minutes** December 20, 2022 and December 28, 2022 Board of Supervisors Meetings.
5. **Solicitor's Report.**
6. **Roadmaster's Report.** Roadmaster Herr's report was received by the Board in their Board packets prior to the meeting.
 - a. Problem driveways.
 - b. Beechwood sump pumps.
 - c. Office broiler.
7. **Treasurer's Report.** Secretary/Treasurer Garretson's report was received by the Board in their Board packets prior to the meeting. Motion needed to approve all expenditures for the month.
8. **Secretary's Report.** Secretary/Treasurer Garretson's report was received by the Board in their Board packets prior to the meeting.
9. **Old/New Business.**
 - a. 2023 Budget Message.
10. **Planning Commission Discussion Items.**
11. **Zoning Officer's Report and Code Enforcement Officer's Report.**
12. **Parks and Recreation Commission Discussion Items.**
13. **FREMA Discussion Items.**

13. **FREMA Discussion Items.**

14. **Fire Company Report(s)**

15. **Adams County Council of Governments and Adams County Association of Township Officials Reports.**

16. **York Adams Tax Bureau and Adams County Tax Collection Committee Reports.**

17. **Pennsylvania State Police Report.**

18. **Special Notices.**

19. **Public Comment.**

20. **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 posted via a notice on the office door.

- Elected Auditors Meeting - January 4, 2023
- Parks and Recreation Commission - January 10, 2023
- Board of Supervisors Meeting – January 17, 2023
- Planning Commission - January 24, 2023

21. **Adjourn.**