

**Hamiltonban Township Board of Supervisors**  
23 Carrolls Tract Road, Fairfield, PA 17320  
Reorganization and Regular Monthly Meeting Minutes  
January 3, 2011

At 7:00 PM Chairman Gordon called the meeting to order and welcomed the public to the meeting. The Pledge of Allegiance was recited. He announced that 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, James E. Grinder, Harry Rood, and Douglas Woerner.

**Commission Members Present:** Planning Commission and Recreation and Parks Commission Secretary Doreen Premo.

**Staff:** Solicitor Matthew Battersby, Secretary/Treasurer Deborah K. Feiler, Roadmaster John Harbaugh, Jr. and arriving at 8:15 PM EMA Coordinator Donald Wills.

**Public:** Terry Reamer and Pamela Wiehagen.

Chairman Gordon asked for any public comment, hearing none he stated that Hamiltonban Township is a Second Class Township and by State regulation must reorganize tonight. Hamiltonban Township's Board of Supervisors will hold the reorganization meeting and the regular monthly meeting tonight, January 3, 2011.

Vice-chairman Reamer motioned to appoint Deborah K. Feiler as temporary secretary. Supervisor Grinder seconded. The motion carried unanimously.

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

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

Vice-chairman Reamer motioned to reappoint Deborah K. Feiler as the Secretary/Treasurer with a treasurer's bond of \$350,000. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to reappoint Coleen N. Reamer as Vice-chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Rood seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to reappoint Harry Rood as Office Coordinator. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Robert L. Gordon as Road Coordinator. Vice-chairman Reamer seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Coleen N. Reamer as the Orrtanna Treatment Plant Coordinator. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Coleen N. Reamer as Police Coordinator. Chairman Gordon seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to reappoint Deborah K. Feiler as the CDL Drug and Alcohol Coordinator. Supervisor Woerner seconded. The motion carried unanimously.

Chairman Gordon motioned to reappoint Coleen Reamer as Safety Officer. Supervisor Rood seconded. The motion carried unanimously.

Chairman Gordon mentioned that John Harbaugh, Jr. is the Township Roadmaster, Bryan Westfall is the full-time road crew employee, David Mickley, William Shriner and Donald Wills, Jr. are as-needed part-time road crew employees. Harold Kessel is the Orrtanna Treatment Plant sewer operator.

Chairman Gordon motioned to renew the contract for Juanita Larmer as Police Officer for Hamiltonban Township. Supervisor Rood seconded. The motion carried unanimously.

Chairman Gordon mentioned that Carol Mattingly is the police department clerical staff.

The Supervisor's monthly salary is \$150.00 per month determined by Township population as stated in the Second Class Township Code.

The Board will suggest to the Township's Elected Auditors that the working supervisor hourly rate of \$11.67 remain the same as in 2011.

Chairman Gordon mentioned that Donald Wills, Jr. is the Township's Emergency Management Coordinator and that Herbert Milligan is the Deputy Coordinator.

Chairman Gordon motioned to approve the 2011 hourly salary schedule for the Township employees as agreed to at the Executive Session on November 30, 2010. Vice-chairman Reamer seconded. The motion carried with Supervisor Grinder voting no.

Vice-chairman Reamer motioned to approve Resolution 2011-01 that reappoints C.S. Davidson, Inc. as the Township's engineering firm at an hourly rate of \$107.00; William F. Hill, Inc as the Orrtanna Treatment Plant engineering firm at an hourly rate of \$89.50; TransAssociates as the Township's traffic engineering firm at an hourly rate of \$165.00; Natural Land Trust as the Township's planning consultant at an hourly rate of \$130.00; Walton Davis as the Township's Zoning Hearing Board's Attorney at an hourly rate of \$120.00; KPI, Inc. as the Township's sewer enforcement firm at an hourly rate of \$89.00; and Matthew R. Battersby, of Battersby Law Office, as the Township's Solicitor and Municipal Authority Attorney at an hourly rate of

\$100.00. Supervisor Rood seconded. The motion carried unanimously. These fees are reimbursable by developers.

Vice-chairman Reamer motioned to approve Resolution 2011-02 that reappoints Lockwood Business Support Services, LLC to audit all of the Township's accounts. Supervisor Woerner seconded. The motion carried unanimously.

Chairman Gordon motioned to approve Resolution 2011-03 that reappoints Musselman and Creager, LLP to audit the Municipal Authority loan. Vice-chairman Reamer seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to approve Resolution 2011-04 that appoints Doreen Premo as Voting Delegate, Amy Harbaugh as Alternate Delegate and Robert L. Gordon as Second Delegate to the Adams County Tax Collection Committee. Supervisor Rood seconded. The motion carried unanimously.

The Agriculture Security Council members are auto-renewable. Therefore, Phil Roth was reappointed for a seven year term of office to Township's Agriculture Security Council.

Chairman Gordon motioned to reappoint Dave Lutz of Commonwealth Code Inspection Services, Inc. as the Township's Code Enforcement Officer at an hourly rate of \$40.00. Vice-chairman Reamer seconded. The motion carried unanimously.

There is a vacancy on the Municipal Authority Board. That vacant position expires in 2015; it is a five year term.

Chairman Gordon motioned to reappoint Doreen Premo to a five year term to the Township's Recreation and Parks Commission. Vice-chairman Reamer seconded. The motion carried unanimously. There are two positions on the Recreation and Parks Commission with original term expirations of 2013 and 2014 that remain vacant.

Chairman Gordon mentioned Wilbur Slothour of Land & Sea Services, Inc. is the Township's Zoning Officer and the Uniform Construction Code Inspector per contract which is renewable in April 2011.

Vice-chairman Reamer motioned to appoint Dale Premo as the Township's Chairman of the Vacancy Board. Supervisor Rood seconded. The motion carried unanimously.

Chairman Gordon motioned to reappoint himself as the York Adams Tax Bureau Representative and to appoint Coleen Reamer as the Alternate. Supervisor Woerner seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to appoint Carroll "Duke" Martin to a three year term to the Township's Zoning Hearing Board. Chairman Gordon seconded. The motion carried unanimously.

The Board certified that Robert L. Gordon will be the Pennsylvania State Association of Township Supervisors (PSATS) Convention Voting Delegate.

Chairman Gordon mentioned for informational purposes only that the Adams County Council of Governments (COG) Delegate is himself and he is also the Vice President of the COG. Harry Rood is the Adams County COG Alternate Delegate. Robert L. Gordon is a member of the Adams County COG Legislative Committee. Coleen N. Reamer is a member of the Adams County Green Space Grant Committee. Doreen Premo, Juanita Larmer, Coleen N. Reamer and Donald Wills, Jr. are members of the Adams County Safe Schools Initiative. Robert L. Gordon is the Budget and Finance Committee Chairman for the Adams County Association of Township Officials, as well as a member of their Executive Committee. Robert L. Gordon is Delegate to the Adams County Transportation Planning Organization. Coleen N. Reamer and Doreen Premo are Representatives to the Adams County Stormwater Advisory Committee. Coleen N. Reamer is a member of the Fairfield Area 150<sup>th</sup> Civil War Sesquicentennial Committee. Donald Wills, Jr., Herbert Milligan, Robert L. Gordon, Coleen N. Reamer, Harry Rood and Doreen Premo are members of the Township EMA Committee. Robert L. Gordon, Donald Wills, Jr. and Doreen Premo are representatives to the Joint Comprehensive Steering Committee. Coleen N. Reamer is a member of the Marsh and Rock Creek Project Advisory Committee. Coleen N. Reamer is a representative to the South Mountain Partnership. Robert L. Gordon is a member of the State Association Grassroots Lobbying Network. Coleen N. Reamer is the Strawberry Hill Preservation Committee Liaison.

Deborah K. Feiler is the Open Records Officer for the Township and Police Department. Pamela Wiehagen is the Township Tax Collector. Rob Thaeler of the Adams County Office of Planning and Development is the Township Planner. Capital Blue Cross is the health insurance carrier. Hockley & O'Donnell, Inc. is the Township insurance agent. PSATS is the CDL Testing Company with the CDL testing site being Wellspan/Workfirst. The Township depositors are Adams County National Bank, Pennsylvania Local Government Investments Trust (PLGIT) and F&M Trust. The earned income tax collector is the York Adams Tax Bureau. The Township follows the Federal Mileage Allowance which is currently \$.51 per mile.

All 2011 Hamiltonban Township 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 Annual Elected Auditors' meeting by State law must meet on the first Tuesday in January as long as it is not January 1; therefore the Township's Annual Elected Auditors will meet January 4, 2011. The Elected Auditors will reorganize at that meeting.

The Board of Supervisors meetings will be held on the first Tuesday of each month.

The Board of Supervisors workshop meetings will be on the last Thursday of each month, except in November when the meeting will be held November 17.

The Planning Commission meetings will be held the fourth Tuesday of each month. The Planning Commission will reorganize at the January 25, 2011 meeting.

The Recreation and Parks Commission meetings will be held the second Wednesday of each month. The Recreation and Parks Commission will reorganize at the January 12, 2010 meeting.

The Municipal Authority semi-annual meetings will be held on April 20 and October 19, 2011. The Municipal Authority will reorganize at the April 20, 2011 meeting.

The following is a complete list of paid holidays for the Township's full-time hourly employees: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Chairman Gordon asked for any public comment, hearing none Supervisor Rood motioned to adjourn the reorganization meeting. Supervisor Woerner seconded. The motion carried unanimously. The meeting adjourned at 7:25 PM.

At 7:30 PM Chairman Gordon called the January Board of Supervisors meeting to order.

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

**Approval of the Minutes:** Vice-chairman Reamer motioned to approve the December 7, 2010 Board of Supervisors Meeting Minutes as amended. Supervisor Woerner seconded. The motion carried unanimously. Supervisor Woerner motioned to approve the December 16, 2010 Board of Supervisors Workshop Meeting Minutes. Supervisor Grinder seconded. The motion carried. Vice-chairman Reamer abstained as she was not present for the workshop meeting. Chairman Gordon noted that an Executive Session was held after the December 16, 2010 Workshop to discuss personnel matter.

**Public Comment:** The Board reviewed the November 2010 activity report from Fairfield Fire & EMS that was faxed prior to the meeting. No other reports were received. The Board also discussed the 1993 agreement with Liberty Township and the Boroughs of Fairfield and Carroll Valley regarding workers compensation for the local fire companies.

**Solicitor's Report:** Solicitor Battersby submitted his formal report at the meeting. He stated that there will be a hearing on Tuesday, January 18<sup>th</sup> for the illegal business operation on Cold Springs Road. He informed the Board that the Fairfield Municipal Authority will begin construction of their new sewer treatment plant this spring and this may result in some local development. With the upcoming 150<sup>th</sup> Civil War Sesquicentennial, Solicitor Battersby suggested to the Board that they should think about drafting an Event Ordinance. Supervisor Woerner motioned to approve the Solicitor's report. Supervisor Grinder seconded. The motion carried unanimously.

**Road Report and Sewer Report:** Roadmaster Harbaugh submitted his formal report prior to the meeting along with his Proposed Road Projects Report for 2011. Roadmaster Harbaugh added that he met with a representative from Allegheny Power regarding dead trees that need to be removed on Gum Springs Road. Allegheny's representative stated that if the Township provides flagging, they will remove the trees. Roadmaster Harbaugh, with the help of Dale Premo has starting using a DeLorme Topo USA program with a GPS locator. With this program,

Roadmaster Harbaugh is working to create a road inventory that will show sign and cross pipe locations, their type and condition, as well as road surface and any notes that may need to be added. All roads feeding off Cold Springs Road have been inventoried. There is an icing issue on Beechwood Drive due to sump pumps being pumped out onto the road. The Board discussed what corrective action could be done. Roadmaster Harbaugh will be attending a Roadmaster's Roundtable (weather permitting) sponsored by PSATS in February. Supervisor Rood motioned to approve the Road Report. Supervisor Grinder seconded. The motion carried unanimously.

The road crew continues to walk the spray fields. Vice-chairman Reamer motioned to approve the Sewer Report. Supervisor Rood seconded. The motion carried unanimously.

The Board discussed the Roadmaster Harbaugh's 2011 proposed road projects. Mount Hope and Gum Springs Road are the two oldest "motor paved" roads in the Township (completed about seven years ago), they are on the list for seal coating. Other roads that are on the proposed list are Cold Springs, Old Waynesboro and Moritz Roads, Beechwood Drive and Franklin Street.

**EMA Report:** EMA Coordinator Wills submitted his formal report at the meeting. Vice-chairman Reamer motioned to approve the EMA Report. Supervisor Woerner seconded. The motion carried unanimously.

**Planning Commission Report:** Secretary Premo submitted her formal report at the meeting. The latest revision of the Subdivision and Land Development Ordinances is being reviewed and will be commented on at their January meeting. A motion was made at the December 28, 2010 Planning Commission meeting to recommend approval of the proposal from Rusty Ryan for his addition to the Hamiltonban Township Agricultural Security Area. Supervisor Rood motioned to approve the Planning Commission Report. Supervisor Grinder seconded. The motion carried unanimously.

**Recreation and Parks Commission (RPC) Report:** Secretary Premo submitted her formal report at the meeting. She noted that Pam Wiehagen, as of December 31, 2010, has resigned from the RPC and new appointee, Alan Patterson attended the December meeting. Supervisor Woerner motioned to approve the RPC report. Supervisor Rood seconded. The motion carried unanimously.

**Tax Collection Committee (TCC) Report:** No report was submitted as there was no December meeting.

**New Business:** Vice-chairman Reamer motioned to approve Chairman Gordon, Roadmaster Harbaugh, and Secretary/Treasurer Feiler to attend the Annual PSATS Educational Conference and Trade Show, April 17-20, 2011 with a cost to the Township of \$405. Supervisor Rood seconded. The motion carried unanimously.

**Zoning Officer's Report:** No report was submitted.

**Code Enforcement Officer's Report:** Mr. Dave Lutz submitted his formal report prior to the meeting. Vice-chairman Reamer motioned to approve the Code Enforcement Officer's Report. Supervisor Woerner seconded. The motion carried unanimously.

**Treasurer's Report and Formal Approval of all Expenditures for the Month:** Secretary/Treasurer Feiler submitted her formal report prior to the meeting along with the December 2010 Check Detail report. The Board reviewed the December financial statements. Vice-chairman Reamer motioned to approve all expenditures for the month of December 2010 and the Treasurer's Report. Supervisor Woerner seconded. The motion carried unanimously.

**Secretary's Report:** Secretary/Treasurer Feiler submitted her formal report prior to the meeting. Secretary/Treasurer Feiler requested to take January 29 thru February 4, 2011 off. Vice-chairman Reamer motioned to approve the Secretary's Report. Supervisor Woerner seconded. The motion carried unanimously.

**Police Report:** No report was submitted as Officer Larmer is out on medical leave.

**Old Business:** The loan for the Township Campus Project has closed and a new "Construction Fund" has been set up at PLGIT. The Budget Message is being worked on and shall be mailed out mid-January.

**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.

- Recreation and Parks Commission meeting is scheduled for January 12, 2011.
- Planning Commission meeting is scheduled for January 25, 2011.
- Board of Supervisors Workshop meeting is scheduled for January 27, 2011.
- Board of Supervisors meeting is scheduled for February 1, 2011.

**Adjournment:** At 8:40 PM Supervisor Woerner motioned to adjourn the meeting. Supervisor Rood seconded. The motion carried unanimously.

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Deborah K. Feiler  
Secretary/Treasurer

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Robert L. Gordon  
Chairman