

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Monthly Meeting Minutes

October 2, 2018

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, LuAnn M. Dille, David B. Martin and Robert Gordon.

Staff: Secretary/Treasurer Nina Garretson, Tax Collector Pam Wiehagen.

Public: Cliff Frost, Sherry Frost, Brenda Rigby and Bill Rigby.

Approval of the Agenda: Board approved with the addition of Right to Know Training; Crawl space at 23 Carrolls Tract Rd; Flohr-115 Scotch Trail Septic Pumping; and Ellis-4952 Fairfield Road complaint. Supervisor Dille motioned to approve agenda. Seconded by Chairman Deardorff. The motion carried unanimously.

Public Comment: Bill Rigby, 4950 Fairfield Road stated there are storm water issues with the Sunoco at 4910 Fairfield Road. He also said he has heard rumors that 7-11 has purchased and is concerned they will go to a 24 hour business. Supervisor Gordon said a complaint regarding stormwater has already been received and the Township Engineer is investigating. He said unfortunately there is nothing the Township with businesses being sold, nor can confirm rumors.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the minutes of the September 4, 2018 Board of Supervisors Meeting; the September 26, 2018 Board of Supervisors Budget Workshop Meeting; the September 27, 2018 Board of Supervisors Regular Workshop Meeting. Supervisor Gordon seconded. The motion carried unanimously.

Solicitors Report: Solicitor Battersby stated he contacted McNees tax attorney's in Harrisburg regarding the Township Municipal Authority. They are still reviewing and working on a report.

Solicitor reviewed the Ordinance 2018-01 Authorizing Hamiltonban Township to join the Fairfield Area Regional Emergency Management Agency which would include Carroll Valley Borough, Fairfield Borough, Highland Township and Liberty Township. Vice-Chairman Woerner motioned to approve Ordinance 2018-01 authorizing Hamiltonban Township to enter into an Intermunicipal Agreement whereby the Fairfield Regional Emergency Management Agency would include Hamiltonban Township along with Carroll Valley Borough, Fairfield Borough, Highland Township and Liberty Township. Chairman Deardorff seconded. The motion carried unanimously.

Solicitor reviewed Resolution 2018-12 for the Agricultural Security Area (ASA) Addition. He also reviewed the deed prepared by John Murphy regarding the property at 310 Knox Road, Wolfe Subdivision plan. Vice-Chairman Woerner motioned to approve Resolution 2018-12 ASA Addition for Apple Valley Acres LLC. Supervisor Martin seconded. The motion carried unanimously.

The Solicitor requested the Board to consider notifying the Fairfield Fire & EMS to communicate openness with the community on the Fairfield ambulance and Adams Regional Emergency Medical Services. He stated he has not seen any documents and is concerned what effect this may have since they do receive tax monies from the Township. Supervisor Gordon stated Dave Martin had given the Board an update at their Workshop held September 26, 2018. It is the Board understanding they are still meeting and in negotiations. Supervisor Gordon motioned to send a letter to the Fairfield Fire & EMS requesting that they send a letter to the community making them aware, and that before any decision is made a review of all documents is done by their Solicitor. Seconded by Vice-Chairman Woerner. The motion carried unanimously.

Supervisor Gordon motion to have Solicitor prepare for Road Agreement and a \$5,000.00 Bond for 810 Carrolls Tract Road for Snyder for providing water to livestock. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve the Solicitors report. Chairman Deardorff seconded. The motion carried unanimously. The Solicitor left at 7:29 PM.

Road Report: Roadmaster Herr's September report was received by the Board in their Board packets. Road Coordinator Supervisor Chairman Deardorff reported the Road Department are working on road repairs from the July flooding. They will be doing cold patch work and redoing the retention pit on Bullfrog Road. Vice-Chairman Woerner motioned to accept the Road Report. Seconded by Supervisor Martin. The motion carried unanimously.

Vice Chairman Woerner motioned to approve the purchase of a portable pump at a cost of \$600.16 from Independent Ag Equipment. Chairman Deardorff seconded. The motion carried unanimously.

Treasurer's Report and Formal Approval of all Expenditures for the Month: Secretary/Treasurer Garretson submitted her formal report prior to the meeting for the Board of Supervisors review along with the September 2018 financial statements for all accounts. Supervisor Dille motioned to approve all expenditures for the month and to purchase stamped envelopes at a cost of \$912.545 and accept the Treasurer's Report. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to authorize the Secretary to complete the PSATS salary survey on behalf of the Township. Seconded by Supervisor Dille. The motion carried unanimously.

Secretary's Report: Secretary/Treasurer Garretson submitted her formal report prior to the meeting. Vice-Chairman Woerner motioned to accept the Secretary's Report. Seconded by Supervisor Dille. The motion carried unanimously.

Supervisor Dille motioned to approve Secretary to attend Right To Know Training by the PA Office of Open Records on November 1, 2018. Supervisor Gordon seconded. The motion carried unanimously.

New Business: Vice-Chairman Woerner motioned to approve distribution of 15,629.67 to Fire Relief Associations based on past percentages to Fountaindale 50%, Fairfield 30%, South Mountain 10% and Cashtown 10%. Supervisor Gordon seconded. The motion carried unanimously.

Vice Chairman Woerner motioned to designate Trick or Treat Night in Hamiltonban Township on October 31, 2018 from 6:00 PM to 8:00 PM. Seconded by Supervisor Martin. The motion carried unanimously.

Supervisor Gordon motion to rescind award for paving of Gum Springs Road and Bullfrog and Route 116. Due to weather C.E. Williams has been unable to complete work due to weather, without reimbursement for bond cost. Seconded by Chairman Deardorff. The motion carried unanimously.

Supervisor Dille motioned to continue the renewal of current Health Insurance programs for full-time employees of Blue Cross and Medicare Advantage programs as proposed for the 2019 budget. Vice-Chairman Woerner seconded. The motion carried unanimously.

Motion to approve auditor for the 2018 audit was tabled. The Board has asked the Secretary to investigate further regarding what financial documents are required on the Township loans.

Supervisor Martin motioned to deny the excusal request for 1035 Iron Springs Road which is a vacant home. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff motioned to rescind previous Board decision and approve the extension of septic pumping for 115 Scotch Trail to a three year cycle, after review by Township Engineer and since the property is over seven acres. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to have the Secretary check with CoStars and investigate other possible companies to rectify the water issues under the building at 23 Carrolls Tract Road. Seconded by Supervisor Dille. The motion carried unanimously.

Supervisor Martin motioned to approve the full-time employees attend a 457 Pension webinar on October 17, followed by a discussion on the new Personnel Policy. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon motioned for the Township Engineer to review all plans and investigate the stormwater complaint for the Town Center. Seconded by Chairman Deardorff. The motion carried unanimously.

The Board plans another Budget Workshop for Wednesday, October 17, 2018 at 6:00 PM. The Board will hold an executive session on October 25, 2018 prior to the Board meeting to discuss and fill the vacancy on the Planning Commission.

Planning Commission Report: Draft Planning Commission minutes for September were distributed to the Board prior to the meeting. Supervisor Gordon asked what the next steps? The Board will discuss at their next regular workshop.

Joint Parks and Recreation Commission Report: Draft Joint Parks and Recreation Commission minutes for September were distributed to the Board prior to the meeting. Supervisor Gordon said Ketterman Electrical Services has completed the electric installation. The JPRC has changed their meeting date to October 3, 2018. They will be putting preservative on the bridge. Chairman Deardorff motion to provide Chairman Scripture with key for gate and door at 4020 Shop. The commission will be needing to paint tile inside and this will provide them with access. Seconded by Supervisor Martin. The motion carried unanimously.

EMA Report: Supervisor Gordon requested the Secretary contact EMA Coordinator Sam Ginn for a current copy of the EMA manual to be sent electronically.

Fire Company Reports: Gordon reported Cashtown had 26 calls in September, only one for the Township.

Zoning Officer's Report and Code Enforcement Officer's Report: Zoning Officer was just received by the Secretary and will be sent to the Board along with Code Officer's report.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon reported the Adams County Economic Development with Jonathan Cox presenting on Bond Finance and water improvement programs, bridge inspections and stormwater cost. Next the School Districts to present and in November they hold a legislative forum. ACATO convention to be held November 14 and reservations need to be given to the Secretary before October 12th. New bylaws discussion at next regular workshop.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): no meetings - no report.

Pennsylvania State Police Report. Supervisor Gordon reported 50 calls during September, with 16 of them School checks.

Special Notices: Municipal Sewer Authority meeting October 17, 2018 is cancelled.

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 otherwise noted. Rescheduled changes of date or time will be advertised via the *Gettysburg Times*. Cancellations will be via a notice on the office door.

- Parks and Recreation Commission - October 3, 2018.
- Municipal Authority Commission - October 17, 2018 - CANCELLED
- Planning Commission - October 23, 2018.
- Board of Supervisors Regular Workshop - October 25, 2018.
- Board of Supervisors - November 7, 2018.

Public Comment: none

Adjournment: At 8:10 PM Vice-Chairman Woerner motioned to adjourn the meeting. Supervisor Martin seconded. The motion carried.