

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Reorganization and Regular Monthly Meeting Minutes

January 3, 2012

At 7:00 PM Chairman Gordon called the meeting to order and welcomed the public. 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: Doreen Premo.

Staff: Secretary/Treasurer Deborah K. Feiler, Roadmaster John Harbaugh, Jr. and arriving at 7:20 PM Officer Juanita K. Larmer.

Public: Jenna Stinson of the *Gettysburg Times*, Sam Ginn of the Fountaindale Volunteer Fire Department and arriving at 7:30 Constable Edward Crisp.

Chairman Gordon stated that Hamiltonban Township is a Second Class Township and by State regulation must reorganize tonight.

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

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

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

Vice-chairman Reamer motioned to reappoint Deborah K. Feiler as the Secretary/Treasurer with a treasurer's bond of \$500,000. 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. Supervisor Woerner seconded. The motion carried unanimously.

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

Supervisor Woerner motioned to reappoint James E. Grinder as Police Coordinator. Vice-chairman Reamer 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.

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

Vice-chairman Reamer motioned to retain John Harbaugh, Jr. as Roadmaster, Bryan Westfall as full-time road crew employee, with David Mickley, William Shriner, Donald Wills, Jr., Jim Eyler and Richard Wivell as “as needed” part-time road crew employees, and Harold Kessel as sewer operator for the Orrtanna Treatment Plant. Supervisor Woerner seconded. The motion carried unanimously.

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

Vice-chairman Reamer motioned to retain Carol Mattingly as the police department clerical staff. Supervisor Rood seconded. The motion carried unanimously.

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

Vice-chairman Reamer motioned to suggest to the Township’s Elected Auditors that the working supervisor hourly rate of \$11.67 remain the same in 2012.

Vice-chairman Reamer motioned to retain Donald Wills, Jr. as Emergency Management Coordinator and Herbert Milligan as Deputy Coordinator. Supervisor Rood seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to approve the 2012 hourly salary schedule for the Township employees as included in the 2012 budget. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to approve Resolution 2012-01 that reappoints C.S. Davidson, Inc. as the Township’s engineering firm at an hourly rate of \$105; Wm F Hill & Assoc, Inc. as the Orrtanna Treatment Plant engineering firm at an hourly rate of \$90; TransAssociates as the Township’s traffic engineering firm at an hourly rate of \$170; Natural Land Trust as the Township’s planning consultant at an hourly rate of \$130; Walton Davis as the Township’s Zoning Hearing Board’s Attorney at an hourly rate of \$100; KPI, Inc. as the Township’s sewer enforcement firm at an hourly rate of \$90; and Matthew R. Battersby, of Battersby Law Office, as the Township’s Solicitor and Municipal Authority Attorney at an hourly rate of \$100.

Supervisor Woerner seconded. The motion carried unanimously. These fees are reimbursable by developers.

Supervisor Woerner motioned to approve Resolution 2012-02 that appoints Musselman and Creager, LLP to audit all of the Township's accounts. Supervisor Grinder seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to approve Resolution 2012-03 that reappoints Musselman and Creager, LLP to audit the Municipal Authority loan. Supervisor Rood seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to reappoint Kevin Diehl to a seven year auto-renewable term on the Agriculture Security Council and Donna Walker to a five year term on the Municipal Authority Board. Supervisor Rood seconded. The motion carried unanimously. The Municipal Authority Board has a vacant position that expires in 2014.

Supervisor Rood motioned to reappoint Cathy Jo Lehmer to a five year term on the Recreation and Parks Commission and Doreen Premo to a four year term on the Planning Commission. Supervisor Grinder seconded. The motion carried unanimously. The Recreation and Parks Commission has a vacant position that expires in 2015.

Vice-chairman Reamer motioned to appoint Robert L. Gordon as Voting Delegate to the Adams County Tax Collection Committee. Supervisor Woerner seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to appoint herself as the Alternate Delegate to the Adams County Tax Collection Committee and Harry Rood as the Second Alternate Delegate to the Tax Collection Committee. Supervisor Rood seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to appoint Sarah Ginn to a six year term as Township Auditor. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to appoint Gene Starbuck to the vacant Township Auditor position that expires in 2015. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Dale Premo as Chairman of the Vacancy Board. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to appoint Coleen N. Reamer as a York Adams Tax Bureau Representative and to appoint Robert L. Gordon as the Alternate. Supervisor Rood seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to reappoint Tom Brown and Cynthia McNulty both to a three year term to the Zoning Hearing Board. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Rood motioned to reappoint Wilbur Slothour of Land & Sea Services, LLC. as Zoning Officer per their contract which is renewable in April 2012. Supervisor Grinder seconded. The motion carried unanimously.

Supervisor Rood certified that Robert L. Gordon will be the Pennsylvania State Association of Township Supervisors (PSATS) Convention Voting Delegate and Coleen N. Reamer will be the Alternate Voting Delegate. Supervisor Woerner seconded. The motion carried unanimously.

Chairman Gordon mentioned for informational purposes only that the Adams County Council of Governments (COG) Delegate is himself and he is also the President of the COG. Harry Rood is the Adams County COG Alternate Delegate. 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. Coleen N. Reamer is President of the Adams County Association of Township Officials. Robert L. Gordon is an Executive Committee Member of the Adams County Association of Township Officials. Robert L. Gordon is Delegate to the Adams County Transportation Planning Organization. Coleen N. Reamer is a member of the Fairfield Area 150th Civil War Sesquicentennial Committee. Donald Wills, Jr., Herbert Milligan, Robert L. Gordon, Coleen N. Reamer, and Doreen Premo are members of the Township EMA Committee. Robert L. Gordon, Donald Wills, Jr. and Doreen Premo are representatives to the Southwest Adams County Joint Comprehensive Steering Committee. Coleen N. Reamer is a member of the Marsh and Rock Creek Project Advisory Committee. Deborah K. Feiler, Coleen N. Reamer, Doreen Premo, Cathy Jo Lehmer, and Kris Feldmeyer are members of the PA Parks and Recreation Society. Coleen N. Reamer is a member of the Solid Waste 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.

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 \$.555 per mile. Bill Gardiner of Commonwealth Code Inspection Services, Inc is the Code Enforcement Officer. Wilbur Slothour of Land & Sea Services, LLC performs the Uniform Construction Code Inspections.

All 2012 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.

By State law the Elected Auditors' meeting is Wednesday, January 4, 2012. The Auditors will reorganize at that meeting.

The Board of Supervisors meetings are held on the first Tuesday of each month except in November when the meeting will be held on November 7th.

The Board of Supervisors workshop meetings are held on the last Thursday of each month.

The Planning Commission meetings are held the fourth Tuesday of each month except in April and December when the meetings will be held on the 17th and 18th, respectively. The Planning Commission will reorganize at the January 24, 2012 meeting.

The Recreation and Parks Commission meetings are held the second Wednesday of each month. The Recreation and Parks Commission will reorganize at the January 11, 2012 meeting.

The Municipal Authority semi-annual meetings are held on April 18 and October 17, 2012. The Municipal Authority will reorganize at the April 18, 2012 meeting.

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

At 7:25 PM Vice-chairman Reamer motioned to adjourn the reorganization meeting. Supervisor Rood seconded. The motion carried unanimously.

At 7:27 PM Chairman Gordon called the January Board of Supervisors meeting to order.

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

Approval of the Minutes: Supervisor Rood motioned to approve the December 6, 2011 Board of Supervisors Meeting Minutes. Supervisor Woerner seconded. The motion carried unanimously. Vice-chairman Reamer motioned to approve the December 29, 2011 Board of Supervisors Workshop Meeting Minutes. Supervisor Woerner seconded. The motion carried. Supervisor Grinder abstained as he was not present at that workshop. Chairman Gordon noted that an Executive Session was held after the December 29th workshop to discuss a legal matter.

Public Comment: Mr. Ginn went over the December and year end activity reports that were submitted for the Fountaindale Volunteer Fire Department.

Solicitor's Report: Solicitor Battersby was excused from the meeting. No report was submitted.

Road Report and Sewer Report: Roadmaster Harbaugh submitted his formal Road Report prior to the meeting. Supervisor Woerner motioned to accept the Road Report. Supervisor Grinder seconded. The motion carried unanimously.

Roadmaster Harbaugh submitted his formal Sewer Report prior to the meeting. Supervisor Woerner motioned to accept the Sewer Report. Vice-chairman Reamer seconded. The motion carried unanimously.

EMA Report: EMA Coordinator Wills was excused from the meeting. No report was submitted.

Planning Commission Report: No report was submitted as there was nothing new to report.

Recreation and Parks Commission (RPC) Report: No report was submitted as there was nothing new to report.

Tax Collection Committee (TCC) Report: No report was submitted, though Chairman Gordon, our delegate reported that the committee approved the new By-Laws for the York Adams Tax Bureau (YATB) and the agreement with the TCC and YATB. Everything is now compliant per Act 32.

New Business: Supervisor Woerner motioned to approve Chairman Gordon, Vice-chairman Reamer, and Roadmaster Harbaugh to attend the Annual PSATS Educational Conference and Trade Show, May 6-9, 2012 with a cost to the Township of \$420. Supervisor Rood seconded. The motion carried unanimously.

Supervisor Rood motioned to approve Resolution 2012-04; A Resolution Adopting the Hamiltonban Township Emergency Operations Plan. Supervisor Grinder seconded. The motion carried unanimously.

Supervisor Woerner motioned to approve Resolution 2012-05; A Resolution to Finance \$35,000 through Caterpillar Financial Commercial Account Corporation for the Purchase of a 2011 Caterpillar LP2 Backhoe. Vice-chairman Reamer seconded. The motion carried unanimously.

Supervisor Rood motioned to apply for interim financing for the Hamiltonban Township Educational Campus Project – Phase 1. Supervisor Woerner seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to approve the change orders for the Hamiltonban Township Educational Campus Project – Phase 1. Supervisor Rood seconded. The motion carried unanimously. The change orders are \$194 for an occupancy sensor, \$2,651 for gas piping, \$827 for a welding room receptacle, \$441 for two hose bibbs, and \$185 for a water fountain receptacle.

Vice-chairman Reamer motioned to approve a \$23,240 change order that adds a solar array to the Hamiltonban Township Educational Campus Project – Phase 1. Supervisor Rood seconded. The motion carried unanimously. The solar array is necessary to receive the RACP grant.

Supervisor Rood motioned to approve a \$37,800 change order that adds an additional salt bay to the Hamiltonban Township Educational Campus Project – Phase 1. Supervisor Woerner seconded. The motion carried unanimously.

Chairman Gordon motioned to direct the Planning Commission, the Township Planner and the Zoning Officer to begin revising the current Zoning Ordinance. Supervisor Rood seconded. The motion carried unanimously.

Supervisor Rood motioned to hire Christa Wills at \$75 per month for office cleaning. Supervisor Woerner seconded. The motion carried unanimously.

Zoning Officer's Report: Mr. Wilbur Slothour submitted his formal report for the month of December and the year end report prior to the meeting. The Board reviewed the reports and noted that 60 permits were issued in 2011 and \$5,563 was collected in fees. Vice-chairman Reamer motioned to accept the Zoning Officer's report. Supervisor Woerner seconded. The motion carried unanimously.

Code Enforcement Officer's Report: No report was submitted.

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 2011 Check Detail report. The Board reviewed the December financial statements. Supervisor Rood motioned to approve all expenditures for the month of December 2011 and accept 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. Vice-chairman Reamer motioned to accept the Secretary's Report. Supervisor Grinder seconded. The motion carried unanimously.

Police Report: Officer Larmer submitted her formal report prior to the meeting. She stated that for the month of December 2011 there were 57 complaints or service calls, 2 arrests and 3 investigations. She traveled 1,175 miles and used 113.5 gallons of fuel. The total service calls, citations and arrests were 716 in 2011 and fees and fine collected for the year totaled \$12,836. Supervisor Woerner motioned to accept the Police Report. Supervisor Rood seconded. The motion carried unanimously.

Old Business: Roadmaster Harbaugh updated the Board with his conversation with Century Link to move the phone lines from the current maintenance facility to the new facility.

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.

- Elected Auditors – January 4, 2012
- Recreation and Parks Commission – January 11, 2012
- Planning Commission – January 24, 2012
- Board of Supervisors Workshop – January 26, 2012
- Board of Supervisors – February 7, 2012

Adjournment: At 8:27 PM Supervisor Woerner motioned to adjourn the meeting. Supervisor Grinder seconded. The motion carried unanimously.

Deborah K. Feiler

Robert L. Gordon