

Hamiltonban Township Recreation & Parks Commission
23 Carrolls Tract Road, Fairfield, PA 17320
Regular Meeting Minutes
August 11, 2010

Members Present: Pamela Wiehagen, Chairman; Cathy Jo Lehmer, Vice-Chairman; Doreen Premo, Secretary; Nicholas Myers, Treasurer; Juanita Larmer; and David Jones.

Others Present: Supervisor, Coleen N. Reamer.

Chairman Wiehagen called the meeting to order at 7:03 PM.

Approval of Agenda: The following changes to the agenda were: New Business. **added C.** Amendments – treasurer, quorum; and D. Fundraiser item; **to** Notices: Township Meetings: **corrected** the date of the next RPC meeting from September 14 to September 8; and to 10. Other Meetings: Strawberry Hill Charette: **deleted** “through the daytime hours” **to** “2 PM to 6 PM each day.” Juanita Larmer motioned to approve the agenda with the corrections, and Cathy Jo Lehmer seconded. The motion carried unanimously.

Public Comment: Supervisor Reamer discussed the Strawberry Hill Charette at the Nature Center. She encouraged RPC members to attend. Dates and time are September 16, Friday September 17, and Saturday September 18, from 2 PM to 6 PM.

Approval of Minutes: Chairman Wiehagen called for changes to the June 9, 2010 minutes. There being none, Juanita Larmer motioned to approve the minutes. Nicholas Myers seconded. The motion carried unanimously. Secretary Premo will send the minutes to the Webmaster.

Old Business: The members discussed work to be finished on the Official Map. The map is nearing completion in order to send it on to the Board of Supervisors for their consideration as an Ordinance. We decided to have a committee meet on Sunday, August 15, at 4 PM to add the final items to the map. Some of the items to add are the area for the Civil War Trails marker, the former Hamiltonban Township Election House, the location of the Mariah Furnace Foundry, the Tapeworm Railroad Aqueduct on the Fournier property, an overlook trail for the Tapeworm Railroad near the Aqueduct, the oldest tree that is on the National Tree Registry, the Chapel, a Community Center Building for Hamiltonban Township, and any other historical or future features that we can anticipate. We will also review the Comprehensive Plan for any additional historical sites. We will entertain a motion for recommending the Official Map as a future ordinance to the Board of Supervisors at the RPC’s September meeting.

Treasurer’s Report: Nick Myers, Treasurer, reported on the status of the RPC funds. He stated that the amounts of receipts and remaining funds in the Treasurers Report now agree with the Township Secretary’s books. David Jones motioned to accept the report, and Juanita Larmer seconded. The motion carried unanimously. Nick Myers will send the report to the Township Secretary for submittal to the Board of Supervisors for the August workshop. The Secretary of the RPC will include the Treasurer’s Report in the Minutes and Agenda Records Book.

New Business: We discussed a proposed amendment to add a Treasurer to the RPC Officers and to add in the Treasurer's Duties to the Bylaws. After a few changes, **Juanita Larmer motioned to recommend we send the amendment to the Board for approval, and David Jones seconded. The motion carried unanimously.**

The Amendment Proposal is included below:

Ⓜ Amendment Proposal to the RPC Bylaws – August 11, 2010

2010-08-11) Amendment I to Section IV. OFFICERS of the RPC Bylaws

Current wording

IV. OFFICERS

401. The officers of this Commission shall be Chairman, Vice Chairman, and Secretary. The Officers shall be elected at the first meeting of each calendar year to serve for one year or until a successor shall be elected. Vacancies in office shall be filled at the next meeting by special election.

1. **Chairman.** The Chairman shall preside at all meetings, appoint committees, call special meetings when he/she deems it advisable, represent the Commission at public affairs, and perform all such duties as usually handled by a Chairman, except when such duties are properly delegated. The Chairman may succeed himself or herself and shall be elected from among the members who have served more than one (1) year.
2. **Vice Chairman.** The Vice-Chairman of the Commission performs all duties of the chairman in his/her absence. The Vice-Chairman is responsible to see that all committees function as directed by the Commission Chairman.
3. **Secretary.** The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Commission at both regular and special meetings. Minutes shall be made available to the Chairman for correction within seven days of the meeting. These corrected minutes shall then be distributed to the full Commission and others, as applicable, for review at least six days prior to the next meeting for final approval. The approved minutes shall be forwarded by the Secretary of the Commission within two days to the Board via the Township Secretary and to the Township Webmaster for inclusion on the Township Webpage. The Commission Secretary shall also attend to all correspondence as may be required by the Commission.

Amend the above to read:

IV. OFFICERS

401. The officers of this Commission shall be Chairman, Vice Chairman, Secretary and **Treasurer**. The Officers shall be elected at the first meeting of each calendar year to serve for one year or until a successor shall be elected. Vacancies in office shall be filled at the next meeting by special election.

4. **Treasurer**. The Treasurer shall perform the usual duties pertaining to the office. The Treasurer shall keep or cause to be kept a full and true permanent record of all expenses and income of the Commission. The Treasurer shall make a Treasurer's Report available to the Commission at least two days prior to a meeting. The approved report shall be forwarded by the Treasurer within two days of approval to the Board of Supervisors via the Township Secretary. The Treasurer shall prepare a Budget Request to the Board of Supervisors one week prior to the Board's August meeting. Copies (via e-mail acceptable) of this report shall be directed to the RPC's Chairman and Secretary and to the Township Secretary for distribution to the Board members.

6

We also entertained a discussion on amending the quorum provision in the Bylaws, but decided we needed further study on this issue.

Members discussed a list of items and activities (to be included in a Project Notebook maintained by the Secretary) for a future Pumpkin Fest. It was decided that some of the activities would be too ambitious for our first Pumpkin Fest. We discussed where to grow pumpkins next Spring. Ideas for activities, etc. will be kept in a project notebook maintained by the Secretary.

We discussed possible craft classes, open volleyball and/or basketball sessions for adults in the Liberty Worship Church activities room, and for fundraising, ideas were to hold a rabies shots clinic with a veterinarian, sell items such as mugs that are printed with such things as Fairfield Area District School and a picture of the school, etc. or an Adams County afghan with pictures of well-known local buildings or an apple orchard at the Fairfield Pippin Fest held in late September.

Public Comment: None.

Township Meetings: The following upcoming meetings will be held at the Township Office, 23 Carrolls Tract Rd. at the local prevailing time of 7 PM unless otherwise noted.

Planning Commission Regular Meeting – August 24, 2010.

BOS Workshop - August 26, 2010.

BOS Regular Meeting – September 7, 2010.

Recreation and Parks Commission Meeting – September 8, 2010.

Other Meetings: Strawberry Hill Charette: September 16, Friday September 17, and Saturday September 18, from 2 PM to 6 PM.

Adjourn: Nick Myers motioned to adjourn the meeting, and Juanita Larmer seconded. The motion carried unanimously. Meeting adjourned at 8:30 PM.

Remaining 2010 meeting dates for RPC.

September 8, October 13, November 10, December 8.

Doreen C. Premo, Secretary

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