

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Monthly Meeting Minutes

March 6, 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: Solicitor Matthew Battersby, Secretary/Treasurer Deborah K. Feiler, Roadmaster John A. Harbaugh, Jr., and Officer Juanita K. Larmer.

Public: Lee Royer of R. Lee Royer & Associates and Ashley Andyshak Hayes of the *Emmitsburg News-Journal*.

Approval of the Agenda: The Board unanimously approved the Agenda with items added to the Planning Commission Report, the Recreation and Parks Commission Report and New Business.

Approval of the Minutes: Supervisor Woerner motioned to approve the February 7, 2012 Board of Supervisors Meeting Minutes and the February 23, 2012 Board of Supervisors Workshop Meeting Minutes. Supervisor Grinder seconded. The motion carried unanimously. Chairman Gordon noted that an Executive Session was held after the February 23rd workshop to discuss a personnel matter.

Public Comment: Chairman Gordon went over the February activity reports that were submitted from the Fountaindale Volunteer Fire Department and the South Mountain Fire & Ambulance Dept.

Solicitor's Report: Solicitor Battersby gave his formal report at the meeting. He reported that he is working on collecting an outstanding debt due to the sewer account. He also mentioned that the Board should start thinking about Act 167, the Model Stormwater Ordinance that needs to be adopted in July. Chairman Gordon replied that the Ordinance is currently being reviewed by the Township Engineer and Planning Commission. A question came up regarding a vehicle that has been abandoned in the Mini-Mart parking lot which is considered private property and how the Township can address this issue. Supervisor Rood motioned to accept the Solicitor's report. Supervisor Woerner seconded. The motion carried unanimously. Solicitor Battersby left the meeting at 7:33PM.

Planning Commission Report: Secretary Premo submitted her formal report and the 2011 Annual Report prior to the meeting. Vice-chairman Reamer motioned to approve the request that the David and Kathleen Hill Preliminary/Final Subdivision/Land Addition Plan be granted final status. Supervisor Grinder seconded. The motion carried unanimously. Vice-chairman Reamer motioned to approve the David and Kathleen Hill Final Subdivision/land Addition Plan.

Supervisor Rood seconded. The motion carried unanimously. Mr. Royer left the meeting at 7:43PM.

Vice-chairman Reamer motioned to accept the 2011 Annual Report for the Planning Commission. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Grinder motioned to suggest that the Planning Commission members to attend the Act 167 training in March. Supervisor Rood seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to direct the Planning Commission to bring recommendations to the Board of Supervisors for the adoption of the Act 167 Stormwater Ordinance.

Vice-chairman Reamer motioned to accept the Planning Commission report. Supervisor Rood seconded. The motion carried unanimously.

Recreation and Parks Commission (RPC) Report: The February RPC meeting was cancelled due to bad weather. Mr. Bill Chain, Superintendent of Fairfield Area School District will be the guest speaker at the March RPC meeting. Chairman Gordon motioned to accept the 2011 Annual Report for the RPC that was submitted by Secretary Premo. Supervisor Woerner seconded. The motion carried unanimously. Supervisor Rood motioned to accept the RPC report. Supervisor Grinder seconded. The motion carried unanimously.

Road Report and Sewer Report: Roadmaster Harbaugh submitted his formal Road Report prior to the meeting. He added that he has begun cleaning out the old shop and slowly moving items to the new shop. Supervisor Woerner motioned to accept the Road Report. Supervisor Rood seconded. The motion carried unanimously.

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

EMA Report: EMA Coordinator Wills was excused from the meeting. No report was submitted. Chairman Gordon motioned to move the EMA office from the Township Office to the Maintenance Facility at 4020 Bullfrog Road. Supervisor Rood seconded. The motion carried unanimously.

New Business: Vice-chairman Reamer motioned to approve Resolution 2012-07; A Resolution adopting a Public Comment Policy for the Township Meetings. Supervisor Grinder seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to approve Resolution 2012-08; Prevailing Wage Reform Resolution. Supervisor Woerner seconded. The motion carried unanimously. This resolution was passed at the request of the Pennsylvania State Association of Township Supervisors Grassroots Lobbying Network.

Vice-chairman Reamer motioned to approve the change orders for the Hamiltonban Township Educational Campus Project – Phase I. Supervisor Rood seconded. The motion carried unanimously. The change orders are \$2,862 to remove PA prevailing wages and replace with

Davis Bacon Wage rates; \$650 for a water heater; and \$335 to add two single pole switches for the wash bay.

Chairman Gordon motioned to approve the 2012 road projects, and road materials and line painting bid as directed by Roadmaster Harbaugh. Supervisor Woerner seconded. The motion carried unanimously. The 2012 road projects will be seal coating of Carrolls Tract Road in Orrtanna, seal coating and adding Grip Tight to Franklin Street and Beechwood Drive, scratch coat spots and seal coat entire length of Newman Road, scratch coat spots and seal coat Old Waynesboro Road, and the stormwater project on Cold Springs Road.

Chairman Gordon motioned to bid the same amounts as in 2011 for unleaded 87 octane gasoline, propane, diesel, and home heating oil, as determined by the Secretary/Treasurer and Roadmaster. Vice-chairman Reamer seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to adopt the updated Hamiltonban Township Cell Phone and Other Communication Devices Policy. Supervisor Rood seconded. The motion carried unanimously.

Supervisor Woerner motioned to adopt the new Hamiltonban Township Social Media Policy. Supervisor Grinder seconded. The motion carried unanimously.

Chairman Gordon motioned to amend Section 15.6.a and b (Health and Hospitalization Insurance) of the Hamiltonban Township Personal Policy by eliminating dependant and spousal coverage for new hires and updating the health insurance deductible to reflect the current deductible of \$3,000. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned for the Township to participate in the 2012 Great American Cleanup of PA, scheduled for April 14, 2012. Supervisor Rood seconded. The motion carried unanimously.

Chairman Gordon motioned to establish a depository relationship with F&M Trust. Vice-chairman Reamer seconded. The motion carried unanimously.

Chairman Gordon motioned to authorize the Township Engineer to continue to do the necessary work to meet the requirements of the RACP Agreement and also to work with Steve Soldner at PWI, Inc. to start the bid process for the fueling station. Supervisor Woerner seconded. The motion carried unanimously.

Chairman Gordon motioned to hire Dick Wivell as a part time road worker and to work no more than twenty (20) hours per week at his current pay rate of \$11.50 per hour. Supervisor Grinder seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to approve the Application for Payments submitted by CS Davidson, Inc. for the four Township Educational Campus - Phase I contracts: Palmer Construction - \$8,943.01, SSM (Mechanical) - \$47,958.80, ASCOM - \$40,387.00 and SSM (Plumbing) - \$23,927.95 for a total of \$121,216.76. Supervisor Woerner seconded. The motion carried unanimously.

Vice-chairman Reamer motioned to purchase one hundred and fifty (150) trees from the Adams County Conservation District's Annual Tree Seedlings Sale at a cost to the Township of \$300 to be planted on the 4020 Bullfrog Road property as screening. Supervisor Woerner seconded. The motion carried unanimously.

Chairman Gordon motioned to sell the old V-plow to John Luntz at a cost of \$345 and if he is not interested in the plow, the plow will be salvaged at A&A Salvage. Supervisor Grinder seconded. The motion carried unanimously. The cost of the V-plow was determined by what A&A Salvage would pay the Township to salvage the plow.

Vice-chairman Reamer motioned to have Palmer Construction install the garage door openers at the new maintenance facility. Supervisor Rood seconded. The motion carried unanimously.

Supervisor Woerner motioned to take down the sign at the old maintenance facility and have it re-lettered and put up at the new maintenance facility's delivery entrance. Chairman Gordon seconded. The motion carried unanimously.

Chairman Gordon motioned to authorize Coleen N. Reamer, as the Orrtanna Plant Coordinator, to take the necessary actions required when we receive the new term sheet for the sale of the Orrtanna Treatment plant. Supervisor Rood seconded. The motion carried unanimously.

Zoning Officer's Report: Mr. Wilbur Slothour submitted his formal report for the month of February prior to the meeting. The Board reviewed the reports and noted that four (4) permits were issued. Vice-chairman Reamer motioned to accept the Zoning Officer's report. Supervisor Grinder seconded. The motion carried unanimously.

Code Enforcement Officer's Report: Mr. Bill Gardiner submitted his formal report for the month of February prior to the meeting. Vice-chairman Reamer motioned to accept 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 February 2012 Check Detail reports for all the funds. The Board reviewed the February financial statements. Supervisor Woerner motioned to approve all expenditures for the month of February 2012 and accept the Treasurer's Report. Supervisor Grinder seconded. The motion carried unanimously.

Secretary's Report: Secretary/Treasurer Feiler submitted her formal report prior to the meeting. Supervisor Woerner motioned to accept the Secretary's Report. Vice-chairman Reamer seconded. The motion carried unanimously.

Police Report: Officer Larmer submitted her formal report prior to the meeting. She stated that for the month of February 2012 there were 23 complaints or service calls, 1 arrests and 3 investigations. She traveled 629 miles and used 70 gallons of fuel. Vice-chairman Reamer motioned to accept the Police Report. Supervisor Grinder seconded. The motion carried unanimously.

Old Business: Vice-chairman Reamer asked if someone could take her place on the 150th Civil War Anniversary Committee as her schedule conflicts with the committee meetings. Supervisor Woerner stated that he would attend the committee meetings.

Township Meeting Dates: All public meetings are held at the local prevailing time of 7:00PM 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 – March 14, 2012
- Planning Commission – March 27, 2012
- Board of Supervisors Workshop – March 29, 2012
- Board of Supervisors – April 3, 2012
- Municipal Authority - April 18, 2012

Special Notices: The RPC Easter Egg Hunt will be held at the Hamiltonban Township Educational Campus at 4020 Bullfrog Road on Saturday, March 31, 2012. In case of rain the event will be held inside the maintenance facility.

The 2012 American Odyssey Relay Race is scheduled for Friday, April 27, 2012. Runners will be running through Hamiltonban Township that day.

Adjournment: At 9:56 PM Vice-chairman Reamer motioned to adjourn the meeting. Supervisor Woerner seconded. The motion carried unanimously. At this time the Board entered into an executive session to discuss a personnel matter.

Deborah K. Feiler

Robert L. Gordon