

Hamiltonban Township Board of Supervisors
23 Carrolls Tract Road, Fairfield, PA 17320
Regular Board of Supervisors Meeting Minutes
March 3, 2009

Supervisors Present: Chairman Robert L. Gordon, Vice-chairman James E. Grinder, Police Coordinator Coleen N. Reamer, Supervisor James E. Benner, and Supervisor Dale J. Premo

Planning Commission Members Present: Secretary Doreen Premo and Chairman Pamela Wiehagen

Staff: Solicitor Matthew Battersby, Secretary/Treasurer LuAnn Dille, Hamiltonban Township's Sewer Enforcement Officer Gilbert Picarelli from KPI, Inc., Orrtanna Treatment Plant engineer Fred Heerbrandt from William F. Hill, Inc., Road Master John Harbaugh, Jr., Police Officer Juanita Larmer, EMA Deputy Coordinator Larry Schneider, EMA Coordinator Donald Wills, Jr.

Public: Dale Gettel from Commonwealth Code Inspection Service, Inc., Jeffery Hardman, Strawberry Hill's Director Charles Reid, Harry Rood, Douglas Woerner, and Rick Fulton from the Gettysburg Times

At 7:30 PM Chairman Gordon called the meeting to order and welcomed the public to the meeting. Those present recited the Pledge of Allegiance.

Due to the recent changes in the Right-to-Know Laws Secretary/Treasurer Dille will not be using a tape recorder tonight nor in the future.

Approval of the Minutes

Vice-chairman Grinder made a motion to approve the February 3, 2009 Board of Supervisors regular meeting minutes and the February 26, 2009 Board of Supervisors workshop meeting minutes, seconded by Supervisor Premo. The Board unanimously approved this motion.

Public Comment

Mr. Hardman of 2865 Cold Springs Road, Orrtanna, PA complained about the poor condition of Cold Spring Road in front to his house and in general. Chairman Gordon stated that the Board of Supervisors was aware of the poor condition of that section of Cold Springs Road and in general. The Board of Supervisors will be conducting their annual Spring Road Inspection soon. Unfortunately there is not sufficient funding to complete all the necessary road repairs in Hamiltonban Township. The Board of Supervisors will need to prioritize the worst roads for repairs. The cost of materials has increased drastically plus the township must pay prevailing wages to contractors.

Mr. Heerbrandt gave a quick review of the annual DEP Chapter 94 Report for the Orrtanna Treatment Plant. The plant is doing well according to Mr. Heerbrandt. Over the next few years he suggested budgeting funding to inspect the sewer lines using a video camera.

Planning Commission

Supervisor Benner made a motion to approve granting Liberty Worship Center's request for a 90 day extension, until July 3, 2009, for their land development plan review, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Hamiltonban Township's Planning Commission recommended that the Fairfield Market Subdivision and Land Development Plan be denied because the plan is incomplete. There are several major issues that need to be resolved including lack of sewer availability, traffic concerns, and inadequate water for firefighting purposes. Upon recommendation from Solicitor Battersby, Supervisor Benner made a motion to grant one final 30 day extension, until April 7, 2009, for the Fairfield Market Subdivision and Land Development Plan Review with all the recommendations from Martin and Martin, Inc. and the Hamiltonban Township's Planning Commission be completed in good faith, seconded by Supervisor Premo. The Board unanimously approved this motion. Hamiltonban Township will be sending a letter by certified mail to inform the applicant's attorneys, Mette, Evans & Woodside, and David Sites attorney, Attorney Henry O. Heiser, III, of the Hamiltonban Township's Board of Supervisors decision.

Planning Commission Secretary Premo stated that the Planning Commission will be reviewing the proposed sign ordinance and forwarding it to the Board in the near future.

Solicitor Battersby's Report

Chairman Gordon made a motion to adopt Ordinance 2009-02 Adams County Green Space Ordinance and Adams County Green Space Agreement, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Vice-chairman Grinder made a motion to enter into a contract with Commonwealth Code Inspection Service, Inc. for code enforcement with monthly reports supplied to the Township, seconded by Supervisor Premo. The Board unanimously approved this motion. Police Coordinator Reamer cautioned the Board about the cost involved with multiple visits with no reimbursement. Mr. Gettel from Commonwealth Code Inspection Services, Inc. stated the normal procedure to resolve a code violation would be a letter stating the code violation, a follow-up telephone call, a visit and then legal action if the matter were not resolved. The main objective is to remove the code violation.

Solicitor Battersby reported on the Knouse Foods real estate tax assessment appeal on property in Hamiltonban Township as well as their other plants. Police Coordinator Reamer made a motion that Hamiltonban Township, along with Fairfield Area School District and Adams County proceed with the process of an appraisal for the Knouse Foods property in Hamiltonban Township and approve sharing the cost according to the percentage of taxes received, seconded by Supervisor Premo. The Board unanimously approved this motion.

Mr. Reid of Strawberry Hill Nature Center spoke next and explained that before a formal conservation easement for Strawberry Hill Preservation property can be funded through DCNR an appraisal must be completed on the property. Mr. Reid requested that Hamiltonban Township and Strawberry Hill share the cost of the appraisal. No action was taken at this meeting. Hopefully by the April 7, 2009 Board of Supervisors meeting

there will be a resolution outlining the specifics of this easement and the cost of the appraisal.

Police Coordinator Reamer asked Solicitor Battersby the following question “If the Township accepts a hauling bid as a whole from two different plants can an independent hauler deliver the items? The answer was no. In another matter Police Coordinator Reamer believes Officer Larmer is trying to resolve a problem that should be resolved by the zoning officer. Police Coordinator Reamer stated that there may be a property owner who has created an apartment rental unit where not allowed per the zoning district ordinance. Solicitor Battersby agreed this is an issue for the zoning officer and the Hamiltonban Township’s Sewer Enforcement Officer to resolve.

Mr. Picarelli distributed copies of the reimbursement list which is a part of the DEP Act 537 Report to the Board of Supervisors. The DEP Act 537 Report was completed by KPI, Inc. and the Township mailed the form to DEP on February 18, 2009. Chairman Gordon and Secretary/Treasurer Dille thanked Mr. Picarelli for always responding to their requests quickly and completely.

Police Coordinator Reamer asked if a certain property owner had completed a permit for a holding tank. Mr. Picarelli stated that he had mailed the property owner all the necessary forms but to date, no application has been submitted to his office. Police Coordinator Reamer made a motion to have Chairman Gordon follow up on this situation either with a letter or a site inspection, seconded by Supervisor Premo. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion that the Township waive the \$5.00 sign permit fees for the Monterey Pass Battlefield Association’s new historical interpretive sign in Fountaindale as long as they complete the proper permit process and comply with all the requirements, seconded by Supervisor Premo. The Board unanimously approved this motion.

Road Report

Chairman Gordon made a motion to send a Nunc Pro Tunc letter of support for the southwestern fueling station to the area’s congressman, seconded by Police Coordinator Reamer. The Board unanimously approved this motion. The Township has not committed to any obligations. The Board definitely will only support this fueling station if it is constructed in a regionally central location. An inter-municipal agreement will be needed before any formal action is approved.

Chairman Gordon made a motion to appoint CDL Coordinator Grinder as the Hamiltonban Township’s Safety Officer, seconded by Supervisor Premo. The Board unanimously approved this motion. CDL Coordinator/Safety Officer Grinder’s responsibilities would include ensuring that the first aid kits are updated, the AED machines are charged and properly maintained, fire extinguishers are current, and employee safety training is kept up-to-date.

Chairman Gordon made a motion to adopt Resolution 2009-10 approving the use of dotgrants on-line reporting system to file forms with the Pennsylvania Department of

Transportation, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Road Master Harbaugh gave the following February 2009 Road Report. Road Master Harbaugh spoke with a landowner on lower Cold Springs Road about cutting dead trees along the roadway. The landowner consented to the township cutting the trees, but requested that Hamiltonban Township be careful not to damage any live trees if possible. The road crew did cut the dead trees and pushed them off the road.

1. The road crew used the Bobcat with the discharge broom attachment to sweep the following intersections: Mount Hope Road at Carrolls Tract Road, all three Bullfrog Road intersections, Baker Road at Newman Road, the following intersections on Cold Springs Road at Newman Road, at Mount Carmel Road and Moritz Road. The office parking lot was swept as well.
2. All potholes were cold patched on all township roads.
3. The potholes were filled on Knox Road with 2A aggregate.
4. Several more tires were collected on Mount Hope Road near the Gum Springs Road intersection.
5. Road Master Harbaugh spoke with CSX Road Master concerning the Hickory Bridge Road (Jack Road) crossing. It was cold patched on 2-26-09, as a temporary fix by CSX. The crossing is scheduled for a complete rebuild sometime in June 2009.
6. Road Master Harbaugh spoke with a resident at the end of Bullfrog Road and Route 116 intersections after the resident filed a complaint concerning people driving into his yard. Road Master Harbaugh suggested he contact Penn-Dot to discuss options with Penn-Dot.
7. On February 13, 2009 Road Master Harbaugh was called in early for a tree down on Gum Springs Road. All other township roads were checked due to windy conditions overnight.
8. Road Master Harbaugh was certified for CPR, AED and 1st Aid at classes on February 23, 2009 along with several other township employees.
9. Road Master Harbaugh met with the Carroll Valley Road Master to discuss joint bids for materials.
10. Road Crew Kuykendall began getting our roadway footages to be sure the measurements are the same as Penn-Dot has recorded.
11. Road Master Harbaugh contacted the owner of a trailer that the township sold several years back that had to file for a lost title. It was sent to the township as it was still in the township's name. The purchaser was instructed to go to Lockwood Business Support Services to correct the problem and the township will receive a copy of the signed registration confirming the transfer.
12. Road Master Harbaugh gathered up a "Stop Ahead" sign at the end of Newman Road. It can be reused and will be reinstalled when weather permits.
13. The road crew trimmed a pine tree partially blocking the flashing lights at the Mount Hope Road railroad crossing.
14. The road crew got pole numbers for the secretary to report a low cable line on Iron Springs Road.
15. Road Master Harbaugh spoke with the Hillside Rest Home's owner about damages done to the ditch in front of their facility by a trash truck on

- March 2, 2009.
16. Road Master Harbaugh was contacted by Valley Quarries requesting permission to take water samples from our maintenance facility well. They occasionally request this from area neighbors.
 17. Road Master Harbaugh issued a driveway permit for 2251 Cold Springs Road, Orrtanna, PA.
 18. Road Master Harbaugh contacted B.F.P.E. International to get a price for hands on fire extinguisher training.
 19. The 1997 police cruiser speaker is going to be repaired, as it is not working.
 20. The 2000 police cruiser had the oil and filter changed, a bulb replaced and a whine filter installed on the radio. The battery was discharging after this was done and the radio company fixed this problem. They will be coming back this week as the repeater now has been tripping. The car is scheduled for PA inspection this week as well.
 21. The 2005 Peterbilt had the 2-way radio installed, the decals removed and a new cutting edge on the plow. Road Master Harbaugh contacted the plow manufacturer about a pin that bent. The township received two new ones. After installing one, the pin bent again and one of the skid shoes is badly worn. A call has been made to Volk Manufacturing to see how we can resolve this problem.
 22. The 2006 Peterbilt had a spinner motor replaced and the cutting edges rotated to even out the wear. The truck was washed and detailed.
 23. The 2007 F350 had the solenoid on the anti-skid spreader insert was replaced with the used one and now the starter engages properly. The idle control sensor was replaced under warranty and the township was given a free rental car until it was returned the next day. Extended warranty prices from Keystone Ford in Chambersburg was obtained and given to the supervisors.
 24. Road Master Harbaugh met with the purchaser of the 1982 International at Lockwood Business Support Services on February 7, 2009 to complete transfer on his own time.
 25. The 6 ton Lowboy type trailer needs the lights checked.
 26. The Bobcat skid steer needs a handle control replaced as a switch went bad.
 27. The township's salt contract was placed today with Costars for the 2009-2010 season.

Following are upcoming projects:

1. Replace "Village of Virginia Mills" signs as weather permits.
2. Road Master Harbaugh and Supervisors Premo and Police Coordinator Reamer are to attend a posting and bonding of local roads course on March 11, 2009.
3. The road crew noticed more dead trees throughout the township that should be addressed as time permits.
4. Take pictures and measurements of areas for the new township logos on all of our trucks.
5. Road Master Harbaugh will be contacting the new facility property's neighbors and the farmer leasing some of the property to discuss work to begin soon to put in the shared driveway from Carrolls Tract Road.
6. Road Master Harbaugh and the supervisors will be doing a road inspection of all township roads on March 31, 2009.

Carroll Valley's Road Master Weikert has spoken with the surrounding municipalities to see if there is any interest in a joint bid for a better price on a wide variety of materials including aggregate, anti-skid, fuels, highway line painting. A joint materials list with amounts has been drafted. Vice-chairman Grinder made a motion that Chairman Gordon and Police Coordinator Reamer have a consultation meeting with Carrolls Valley to discuss delivery locations, order procedures, cost saving if any, details of an inter-municipal agreement, and any other concerns about the joint bidding process, seconded by Supervisor Benner. The Board unanimously approved this motion.

Supervisor Premo made a motion to approve the February 2009 Road Master's Report, seconded by Supervisor Benner. The Board unanimously approved this motion. Police Coordinator Reamer made a motion to approve fire extinguisher training for a cost not to exceed \$120, seconded by Supervisor Premo. The Board unanimously approved this motion.

Sewer Report

Road Master Harbaugh gave the following February 2009 Orrtanna Treatment Plant (OTP) Report.

1. The road crew's old time clock was installed at the OTP to track the road crew's time at the plant.
2. The road crew took the quarterly well samples along with influent and effluent water samples on March 3, 2009.
3. William Shriner is getting the plant numbers until Howard Kessel returns to work after his surgery.
4. Road Master Harbaugh received a quote to put an economical fix on the heating problem in the dry well from Ketterman Electric.
5. Ketterman Electric is also checking prices to see if it would be cost effective to install a capacitor bank to save electric.
6. Road Master Harbaugh went over the sewer main lines for the plant on the PA One Call website. The township has not had any changes in the lines but was required to check and confirm the information for the updated PA One Call website.
7. The oil and filter was changed on the generator.

Hamiltonban Township's engineer Heerbrandt has also been consulted on the heating problem in the dry well area. Mr. Heerbrandt is suggesting a three phase heater to maintain a constant temperature of 40 degrees. This heating issue and insuring cost can be deferred until Fall when hopefully there will be funding available.

Police Coordinator Reamer and Secretary/Treasurer Dille have information on confined space training for the employees that work at the OTP. A piece of equipment called the sniffer needs to be calibrated and an oxygen sensor replaced. The repair company will be called to repair this.

Supervisor Premo made a motion to approve the February 2009 Sewer Report, seconded by Supervisor Benner. The Board unanimously approved this motion.

Treasurer's Report

Chairman Gordon made a motion to approve renewing the Certificate of Deposit that is due March 9, 2009 for another 90 days, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

Supervisor Benner made a motion to approve the February 2009 Treasurer's Report, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

	Income	Expenses	Transfers	Balances
ACNB Checking				
ACNB Checking	20,141.52	31,679.71	15,000	8,606.70
ACNB Saving				
ACNB Saving	2.41			20,952.57
PLGIT General				
PLGIT General	145.85		15,000	121,064.53
PLGIT CD				
PLGIT CD				98,000.00
PLGIT CD Reserve Fund				
PLGIT CD Reserve Fund				98,000.00
Capital Reserve Fund				
Capital Reserve Fund	28.87			<u>44,068.27</u>
Total Capital Reserve				<u>142,068.27</u>
Total Current Assets				<u>390,692.07</u>
Sewer Account				
ACNB Checking				
ACNB Checking	553.12	5,987.82	4,100	25.63
ACNB Saving				
ACNB Saving	0.72			6,258.70
PLGIT				
PLGIT	3.30		4,100	<u>10,953.56</u>
Total Current Assets				17,237.89
State Liquid Fuels				
PLGIT				
PLGIT	37.76			<u>21,471.14</u>
Total Current Assets				21,471.14

Expense Report

Chairman Gordon made a motion to approve joining the Adams County Association of Township Officials with an annual fee of \$50, seconded by Supervisor Premo. The Board unanimously approved this motion.

Supervisor Benner made a motion to approve the February 2009 Expenses, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

Supervisor Premo made a motion to approve Chairman Gordon, Tax Collector Wiehagen, Officer Larmer, Doreen Premo and himself to attend the Adams County Borough Association dinner meeting with of the cost of \$10 each, seconded by Chairman Gordon. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to approve four Recreation and Parks Commission members to attend a basic training for \$30 each in Enola, PA, seconded by Supervisor Premo. The Board unanimously approved this motion.

Secretary's Report

Supervisor Premo made a motion that the township use the P-card for all possible expenses to include reoccurring expenses, seconded by Supervisor Benner. The Board unanimously approved this motion. The P-card is per person not per department. The Township earns credit on each purchase. The Township will need to adopt a P-card policy at the April 2009 meeting.

Supervisor Premo made a motion to approve the February 2009 Secretary's Report, seconded by Supervisor Benner. The Board unanimously approved this motion.

Police Report

Officer Larmer gave the following February 2009 Police Report. She had 13 service calls, and one investigation. She traveled 295 miles and used 23.5 gallons of fuel. Supervisor Premo made a motion to approve the February 2009 Police Report, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

EMA Report

EMA Coordinator Wills gave a report of the incident on February 12, 2009 when a truck containing apple juice parked over night at Randy's Used Cars on Fairfield Road sank into the parking lot, and overturned, spilling the content onto the ground. The incident was cleaned up by the trucking company.

EMA Coordinator Wills attended the Safe Schools Initiative program and First Aid/CPR/AED training. He received the annual update of Hillside Rest Home on Old Waynesboro Road, Fairfield. He will consult with Comfort Care on Franklin Street for the same information.

Supervisor Premo made a motion to approve the February 2009 EMA Report, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

Old Business

The 4th Annual Hamiltonban Township Highway Clean Up date is April 18, 2009. The rain date is April 25, 2009. Earth Day is April 22, 2009

New Business

Chairman Gordon has communicated with the Adams County Office of Retired and Senior Volunteer Program of the Capital Region, Inc. He stated that Hamiltonban Township is interested in having volunteers to assist the township with numerous tasks.

The American Odyssey Relay Race Adventure dates are April 24-25, 2009. It is a team relay race that will start in Gettysburg, going through Hamiltonban Township and ending in Washington, DC. The tour will not run on any private lanes.

The pension audit is continuing.

The Recreation and Parks Commission has submitted the 2008 Annual Report to the Board of Supervisors.

Supervisor Premo presented the Board members with draft color copies of the new proposed Hamiltonban Township logo for the vehicles. Research determined that Hamiltonban Township's official founding date is 1749 for inclusion on the logo.

Meeting Dates

The next regular Hamiltonban Township Recreation and Parks Commission meeting will be March 11, 2009, at the prevailing time of 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

The next regular Planning Commission meeting will be March 24, 2009, at the prevailing time of 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

The next regular Board of Supervisors Workshop meeting will be March 26, 2009, at the prevailing time of 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

The next regular Board of Supervisors meeting will be April 7, 2009, at the prevailing time of 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

The semi-annual Hamiltonban Township Municipal Authority Meeting will be April 15, 2009, at the prevailing time of 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320. This will be their re-organization meeting.

Adjournment

At 9:52 PM Vice-chairman Grinder made a motion to adjourn the meeting, seconded by Supervisor Benner. The Board unanimously approved this motion.

LuAnn M. Dille
Secretary/Treasurer

Robert L. Gordon
Chairman