

Hamiltonban Township Board of Supervisors  
23 Carrolls Tract Road, Fairfield, Pa 17320  
Reorganization and Regular Meeting Minutes  
January 7, 2008

**Supervisors Present:** James E. Benner, Jay Edward Deardorff, James E. Grinder, Robert L. Gordon, and Coleen N. Reamer

**Others Present:** Attorney Matthew B. Battersby, LuAnn M. Dille, Police Officer Juanita K. Larmer, Zoning Officer Milton Nicks, EMA Coordinator Donald Wills Jr.

**Public Attendees:** Jane Deardorff, Tammy Deardorff, Charlene Grinder, Robbie Kauffman, Barbara Nicks, Dale and Doreen Premo, Terry Reamer, Joyce Rose, Richard Sharrah, and Douglas Woerner

At 7:30 PM Chairman Benner called the meeting to order and those present recited the Pledge of Allegiance.

Chairman Benner welcomed the public to the reorganization meeting.  
Chairman Benner welcomed newly elected Supervisor James E. Grinder.

Supervisor Benner appointed Supervisor Gordon as temporary chairman.

Supervisor Deardorff made a motion to appoint LuAnn M. Dille as temporary secretary, seconded by Supervisor Benner. The Board unanimously approved this motion.

Supervisor Deardorff made a motion to appoint Temporary Chairman Gordon as Chairman of the Board of Supervisors, seconded by Supervisor Benner. The Board approved this motion with Supervisor Gordon abstaining.

Chairman Gordon thanked past Chairman Benner for his years of service as chairman. Supervisor Benner stated it was a pleasure to serve. The Board thanked past Vice-chairman William E. Eckert, Sr. for his years of service.

Supervisor Benner made a motion to appoint LuAnn M. Dille as Secretary/Treasurer with an hourly rate of \$13.69 with a \$250,000 treasurer's bond, seconded by Supervisor Deardorff. The Board unanimously approved this motion.

All elected officials oaths of offices are on file in the business office.

Supervisor Reamer made a motion to appoint Supervisor Grinder as Vice-chairman, seconded by Supervisor Deardorff. The Board unanimously approved this motion.

Chairman Gordon made a motion to appointed Supervisor Deardorff as Road Master, seconded by Supervisor Benner. The Board approved this motion with Supervisor Deardorff abstaining.

Road Master Deardorff made a motion to appoint Supervisor Reamer as Police Coordinator, seconded by Supervisor Benner. The Board unanimously approved this motion.

Chairman Gordon made a motion to appoint Vice-chairman Grinder as CDL Drug and Alcohol Coordinator and to continue the contract with Omy, Inc. as the testing agency, seconded by Police Coordinator Reamer. The Board unanimously approved this motion. Road Master Deardorff stated that Vice-chairman Grinder will need to attend the annual Omy, Inc. one-day training session.

Supervisor Benner made a motion to appoint Matthew B. Battersby the Township's Solicitor with an hourly rate of \$100, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Chairman Gordon made a motion to reappoint Robbie Kauffman as a full-time road crew employee with an hourly rate of \$14.95, John Harbaugh as a full-time road crew employee with an hourly rate of \$13.91, Harold Kessel as part-time Orrtanna Treatment Plant Sewer Operator with an hourly rate of \$16.88, and David Mickley as a part-time road crew employee with an hourly rate of \$11.33 per hour, seconded by Supervisor Benner. The Board unanimously approved this motion.

The Board suggested no change in the Working Supervisor's hourly rate of \$11.33 and Road Master's hourly rate of \$14.16. The Hamiltonban Township's Elected Auditor will determine these rates at the January 8, 2008 meeting.

Road Master Deardorff made a motion to reappoint Milton Nicks as zoning officer with an hourly rate of \$13.79, seconded by Supervisor Benner. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to continue the police contract with Officer Juanita K. Larmer with an hourly rate of \$15.21, seconded by Road Master Deardorff. The Board unanimously approved this motion.

Supervisor Benner made a motion to reappoint Carol Mattingly as police clerical staff with an hourly rate of \$10.30, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Road Master Deardorff made a motion to reappoint Donald Wills Jr. as the EMA Coordinator with an hourly rate of \$11.60, seconded by Chairman Gordon. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to reappoint Larry Schneider as the EMA Deputy Coordinator with an hourly rate of \$11.60, seconded by Supervisor Benner. The Board unanimously approved this motion.

The Supervisors salaries will remain the same at \$150 per month.

The following is a complete list of paid holidays for the Township's non-uniform hourly employees: New Years Day, Spring Election Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Fall Election Day, Thanksgiving Day and Christmas Day.

The Board of Supervisors will continue the regular monthly Board of Supervisors meetings on the first Tuesday of each month, except November, when the Board will meet one day late on Wednesday, November 5, 2008. The National Election Day is November 4, 2008. Prevailing meeting starting time is 7:30 PM, and meetings are held at 23 Carrolls Tract Road, Fairfield, PA17320.

The Board of Supervisors will continue the regular workshop meetings on the last Thursday of each month, except the November and December meetings which will be one week early because of Thanksgiving and Christmas holidays. Prevailing meeting starting time is 7:30 PM and meetings are held at 23 Carrolls Tract Road, Fairfield, PA 17320.

The Hamiltonban Township's Planning Commission will continue to meet on the fourth Tuesday of each month, except April, which will be Wednesday, April 23, 2008. Primary Election Day is April 22, 2008. The December meeting will be held one week late because of Christmas. Prevailing meeting starting time is 7:30 PM, and meetings are held at 23 Carrolls Tract Road, Fairfield, PA 17320.

The Hamiltonban Township's Recreation and Park Commission will continue to meet on the second Wednesday of each month, prevailing time 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

Police Coordinator Reamer stated that the Hamiltonban Township's Municipal Authority would like to meet semi-annually and suggested the months of April and October.

Police Coordinator Reamer made a motion to follow the flexible 2008 Federal Mileage Allowance Rate, which is currently \$.505 per mile, seconded by Supervisor Benner. The Board unanimously approved this motion.

Road Master Deardorff made a motion to appoint Police Coordinator Reamer as the Hamiltonban Township's voting delegate to the PSATS Annual Educational Conference and Trade Show, seconded by Supervisor Benner. The Board unanimously approved this motion. Chairman Gordon will also attend the State Convention.

Supervisor Benner made a motion to continue using York Adams Tax Bureau to collect earned income tax, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to appoint Supervisor Benner as the Hamiltonban Township's York Adams Tax Bureau representative. Supervisor Benner declined the nomination. Police Coordinator Reamer made a motion to appoint Vice-chairman Grinder as the York Adams Tax Bureau Representative, seconded by Chairman Gordon. The Board unanimously approved this motion.

Road Master Deardorff made a motion to appoint Chairman Gordon as the Hamiltonban Township's York Adams Tax Bureau Alternate, seconded by Supervisor Benner. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to appoint Charlene Grinder to the Hamiltonban Township's Planning Commission for a four-year term of office, seconded by Chairman Gordon. The Board approved this motion with Supervisor Benner not voting on this appointment.

Chairman Gordon made a motion to reappoint Dale Premo to the Zoning Hearing Board for a three-year term of office, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Supervisor Benner made a motion to reappoint William Shriner, Jr. to the Hamiltonban Township's Municipal Sewer Authority for a five-year term of office, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

There are two vacancies on the Hamiltonban Township's Recreation and Park Commission. No recommendations were made for these vacancies at this time.

Chairman Benner made a motion to reappoint Stephen Jacobs to the Hamiltonban Township's Agricultural Security Council for a seven-year term of office, seconded by Supervisor Benner. The Board unanimously approved this motion.

Supervisor Benner made a motion to appoint Joyce Rose as an Elected Auditor to complete the remaining two-year term of office for Robert Gordon, who was required to resign upon being elected to the Board of Supervisors, seconded by Road Master Deardorff. Supervisor Benner and Road Master Deardorff voted to appoint Mrs. Rose. Chairman Gordon, Police Coordinator Reamer and Vice-chairman Grinder voted no. Police Coordinator Reamer made a motion to appoint Douglas Woerner to the Elected Auditor's open position, seconded by Vice-chairman Grinder. The Board approved this motion with Supervisor Benner voting no.

Police Coordinator Reamer made a motion to reappoint Milton Nicks as the Chairman of the Vacancy Board, seconded by Road Master Deardorff. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to continue using Adams County National Bank and Pennsylvania Local Government Investment Trust (PLGIT) as

depositors, seconded by Road Master Deardorff. The Board unanimously approved this motion.

Supervisor Benner made a motion to appoint Lockwood Business Support Services to audit all of the Hamiltonban Township's accounts, seconded by Road Master Deardorff. The Board unanimously approved this motion.

Road Master Deardorff made a motion to appoint Musselman and Creager, CPA. to audit the Hamiltonban Township's Sewer Authority's loan, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Supervisor Benner made a motion to reappoint Attorney Walton Davis as the Zoning Hearing Board Solicitor, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to reappoint Martin and Martin, Inc. as the Township's engineering firm at \$84 per hour, seconded by Road Master Deardorff. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to appoint Natural Lands Trust as a planning consultant for \$120 per hour, seconded by Road Master Deardorff. The Board unanimously approved this motion.

Road Master Deardorff made a motion to reappoint William F. Hill, Inc. as the Township's engineer for the Orrtanna Treatment Plant at \$75 per hour, seconded by Supervisor Benner. The Board unanimously approved this motion.

Road Master Deardorff made a motion to reappoint KPI, Inc. as the Township's sewer enforcement officer at a rate of \$56 per hour, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

Vice-chairman Grinder made a motion to reappoint Hockley and O'Donnell as the Township's insurance carrier, seconded by Road Master Deardorff. The Board unanimously approved this motion.

Chairman Gordon made a motion to reappoint Capital Blue Cross as the Township's health insurance carrier, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

At 7:53 PM Supervisor Benner made a motion to adjourn the Reorganization Meeting, seconded by Road Master Deardorff. The Board unanimously approved this motion.

### **Regular Board of Supervisors Meeting**

Chairman Gordon immediately called the regular January 8, 2008 monthly Board of Supervisors meeting to order.

### **Approval of the Minutes**

Police Coordinator Reamer made a motion to approve the December 4, 2007 regular Board of Supervisors meeting minutes, seconded by Supervisor Benner. The Board unanimously approved this motion. Police Coordinator Reamer made a motion to approve the Board of Supervisors December 27, 2007 Workshop Minutes with two typo corrections, seconded by Road Master Deardorff. The Board unanimously approved this motion.

### **Public Comment**

William F. Hill, Inc. Fred Heerbrandt thanked the Board for the reappointment. He will be completing the Annual Chapter 94 Operation Report for the Orrtanna Treatment Plant. This report is due in March.

### **Planning Commission**

Planning Commission Chairman Musselman announced there is a scheduled joint workshop meeting of Planning Commission and the Board of Supervisors to discuss the Greater Ortanna Investment Group Subdivision off Knox Road on January 17, 2008, starting at 7:00 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320. Chairman Musselman stated that this will be an informational meeting to discuss the status of the plan and to work through the first Growing Greener: Conservation By Design (GG: CBD) subdivision plan. Everyone should work together and nothing has been done to hide anything. Let us not make fights out of this. Everyone has worked for a year to create the ordinances; Martin and Martin, Inc. are good consultants. Road Master Deardorff suggested that GOIG change the name from Old Orchard Farm to something else to prevent confusion. There is another subdivision on Mount Hope Road called Orchard Estates.

### **Solicitor's Report**

Solicitor Battersby being newly appointed does not have a report at this time. Solicitor Battersby will consult with Hamiltonban Township's Past Solicitor Heiser. Supervisor Benner stated that as of December 27, 2007 the land swap between Hamiltonban Township and Valley Quarries, Inc. was completed.

Supervisor Benner made a motion to adopt Resolution 01-2008 resolving to establish a Hamiltonban Township and Fairfield Borough Joint Recreation Plan, seconded by Road Master Deardorff. The Board unanimously approved this motion.

### **Zoning Officer's Report**

Zoning Officer Nicks gave the following December 2007 Report. He issued seven permits. One permit for each of the following: a well, demolition and an extension. He issued two permits for new houses and two Uses and Occupancy Permits. He attended the Board of Supervisors and Planning Commission public meetings. He met with the Grimm's to discuss their futures plans and a possible need for a Customary Home Occupation Permit.

Zoning Officer Nicks stated that Land and Sea, Wilbur Slothour, corresponded with the Fairfield Area School District (FASD) concerning their property with the abandoned buildings, which are in disrepair. The Uniform Construction Code allows FASD 60 days till February 23, 2008 to correct the dangerous conditions of the buildings. The Township has not received any formal communication from FASD to date. The FASD is obtaining an extension for their NPDES Permits.

Zoning Officer Nicks completed three inspections. There was a complaint about the Wilt's junk cars. They are in the process of getting rid of the vehicles. The Krape's do not have a travel trailer parked on their property. Mr. Fletcher does not have a renter in his second house but his son uses the house for band practice.

He corresponded twice concerning the shopping center at Iron Spring Road and Route 116

Zoning Officer Nicks worked 31.50 hours, traveled 126 miles, had 27 telephone calls and long distance charges of \$12.49. Road Master Deardorff made a motion to

approve the December 2007 Zoning Officer's Report, seconded by Supervisor Benner. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion to approve the 2007 Zoning Officer's Yearly Report, seconded by Supervisor Benner. The Board unanimously approved this motion. The Hamiltonban Township's total permitted construction costs were \$3,035,200, permit fees collected were \$6,036.86, Well Permit Fees collected were \$900 and UCC Administrative Fees collected were \$1,550. There were 54 permits issued in 2007. The Board of Supervisors will review the permit fees and may consider increasing the permit fees at a later date.

### **Treasurer's Report**

Because of a last minute building permit being issued, fees being collected and deposited, there is an additional deposit of \$50 into General Account 362.410 Building Permits and then \$8.65 into General Account 331.110 County Court Fines. Supervisor Benner made a motion to approve the Updated December 2007 Treasurer's Report, seconded by Road Master Deardorff. The Board unanimously approved this motion.

January 2008	Income	Expenses	Transfer	Balance
<b>General Account</b>				
ACNB Checking	59,586.75	61,578.42	40,000	10,879.23
ACNB Savings	7.23	30.00		20,925.63
PLGIT			40,000	155,488.23
PLGIT Term				<u>100,000.00</u>
Total Current Assets				287,293.09
<b>Sewer Account</b>				
ACNB Checking	9,143.17	2,920.02	6,000	319.61
ACNB Saving	2.14			6,210.30
PLGIT			6,000	<u>6,466.13</u>
Total Current Assets				12,996.04
<b>State Liquid Fuels</b>				
PLGIT				2,038.69
PLGIT Emergency				<u>5,232.00</u>
Total Current Assets				7,270.69

### **Approval of the Expenditures**

Police Coordinator Reamer made a motion to approve the December 2007 Expenditures Report, seconded by Supervisor Benner. The Board unanimously approved this motion.

### **Secretary's Report**

The Board will be obtaining bids for the replacement of the central air conditioning system at 23 Carrolls Tract Road, Fairfield, PA 17320.

### **Police Report**

Officer Larmer gave the following December 2007 Police Report. She had 27 service/incident calls, used 71.5 gallons of fuel and traveled 882 miles. On January 24 and 25 she will be attending legal update training at the Adams County 911 Center. Supervisor Benner made a motion to approve the December 2007 Police Report, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

Supervisor Benner made a motion to approve the 2007 Yearly Police Report, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

She has completed the yearly inventory. She explained a new form she created to help to track citations that have been issued. She will be running speed control at several new locations in 2008.

The Adams County Radio Agreement is on hold until decisions are made concerning the coverage. With the proposed new radio system there will be several areas in Hamiltonban Township without police radio coverage. This is unacceptable for all emergency services in the Township.

Thomas Brown praised Officer Larmer for a job well done. She is the only officer and handles all the calls. She stays within her budget not like the former police chief. He was always purchasing items and going over budget. Officer Larmer does a good job.

### **EMA Report**

EMA Coordinator Wills reported that on December 17, 2007 there was an ice storm in the higher elevations of the Township. The Greenstone area/Iron Springs Road and BB Section were without power for 62.5 hours. He completed inspections in the BB Section most homes had generators or wood stoves. He also inspected the South Mountain areas on December 17, 2007. All roads were open. People were able to get out and get supplies as needed. Allegheny Power restored electricity to these areas on December 18, 2007 at 2:30 PM.

He will be attending the Adams County EMA meeting on January 24, 2008 at 3:00 PM, at the Adams County 911 Center, Gettysburg, PA. He is updating the Hamiltonban Township's Emergency Plans. The EMA Committee is continuing to update and create the Township's Disaster Plans. Mrs. Premo is a very valuable member of the committee and has done tremendous amount of work on updating the disaster plan.

EMA Coordinator Wills has been involved with emergency management for 15 years this December. The Board thanked him for his many years of service. Police Coordinator Reamer made a motion to approve the December 2007 EMA Report, seconded by Chairman Gordon. The Board unanimously approved this motion.

### **Road Report**

Road Master Deardorff made a motion to approve the purchasing of a Bobcat grader attachment through State contract for a cost of \$4,959.59 from Finch Services at Hanover, PA, seconded by Chairman Gordon. The Board unanimously approved this motion.

Road Master Deardorff gave the following December 2007 Road Report:

1. Signs were taken from several locations in the BB Section. Replacement signs were ordered, received and will be installed before the end of the week. A police report was file on this incident.
2. All supplies have been restocked for winter weather ahead. Winter weather will slowly return next week. There is a southern storm below Pennsylvania that could affect this area possibly Sunday/Monday time frame. This area will start back towards normal winter weather in the next couple weeks according to extended forecast.
3. All snow removal cost charts are on file with expenses itemized per storm.
4. The 2007 Year-end Reports of Work Completion were presented in November 2007 and were included in the 2007 Budget Message.

5. Currently the Road Crew is cleaning ditches and waterway construction on Cold Springs Road. The Road Crew is also improving site distance for visibility on turns. Stabilization will immediately follow.
  6. The Road Crew is removing dead/ice prone trees and brush throughout the Township. This will help eliminate problems with future ice storms.
  7. Road Master Deardorff received a request from Clyde McClain of 15 Zoo Road, Fairfield, PA 17320. The McClain's need to install a drain to remove water from their basement and wants to install the drain under Zoo Road. They own the land on the other side of Zoo Road from their house. Road Master Deardorff will consult with Martin and Martin, Inc. Tim Cormany. The McClain's will need to have a signed legal agreement and a bond agreement with the Township to cut Zoo Road and repair the road to pre-existing condition.
  8. The Road Department Inventory will be taken within the next month.
- Police Coordinator Reamer made a motion to approve the December 2007 Road Report, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

### **Sewer Plant Report**

- Road Master Deardorff gave the following December 2007 Sewer Plant Report:
1. There are no operational problems at this time. The plant is in good operational shape for now.
  2. The 2007 Orrtanna Treatment Plant repair costs were approximately \$29,608. All repairs were on 12 to 15 year old equipment.
  3. The lagoon yearly pumping costs are approximately \$6,000.
  4. The spray fields are fine.
  5. Road Master Deardorff is alerted when there are any problems at the Orrtanna Treatment Plant by Sewer Operator Kessel or the Road Crew. As soon as problems occur, repairs are made to prevent additional problems.

Supervisor Benner made a motion to approve the December 2007 Sewer Plant Report, seconded by Vice-chairman Grinder. The Board unanimously approved this motion.

### **New Business**

Police Coordinator Reamer made a motion to adopt Resolution 02-2008 regarding the review and report fees for subdivision and land development, seconded by Supervisor Benner. The Board unanimously approved this motion.

Police Coordinator Reamer made a motion for Chairman Gordon, Vice-chairman Grinder, and Secretary/Treasurer Dille to attend the training "Newly Elected Township Officials: What Every Township Supervisor Needs to Know" on January 19 and January 25 at PSAT's Training Center in Cumberland County. The cost of the two day training session is \$135 per person. This motion was seconded by Supervisor Benner. The Board unanimously approved this motion.

### **Communication**

There are some training sessions being offered by Shippensburg University at no cost. If anyone wants to attend the training sessions they can contact Shippensburg University directly. Communications are available upon request.

### **Old Business**

There will be a meeting of the pension committee on January 9, 2008 to discuss the transition from R.J. Hall/Principal pension plans to PMRS pension plans.



Douglas Woerner will need to take the oath of office before the Elected Auditor's Meeting on January 9, 2008.

**Meeting Dates**

The next regular Hamiltonban Township Recreation and Park Commission meeting will be January 9, 2008, prevailing time 7:30 PM at 23 Carrolls Tract Road, Fairfield, PA 17320.

The Annual Elected Auditor's meeting will be January 8, 2008, at 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

There will be a Joint Board of Supervisors and Planning Commission meeting to discuss the Greater Ortanna Investment Group/Old Orchard Farm Subdivision off Knox Road on January 17, 2008 starting at 7:00 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

Next regular Planning Commission meeting will be January 22, 2008, prevailing time 7:30 PM at 23 Carrolls Tract Road, Fairfield, PA 17320.

Next regular scheduled Supervisors Workshop January 31, 2008, prevailing time 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17230.

Next regular Board of Supervisors Meeting will be February 5, 2008, prevailing time 7:30 PM, at 23 Carrolls Tract Road, Fairfield, PA 17320.

**Adjournment**

At 8:56 PM Supervisor Benner made a motion to adjourn the meeting, seconded by Police Coordinator Reamer. The Board unanimously approved this motion.

---

LuAnn M. Dille  
Secretary/Treasurer

---

Robert L. Gordon  
Chairman