

**Hamiltonban Township Board of Supervisors**  
23 Carrolls Tract Road, Fairfield, PA 17320  
Regular Meeting Minutes  
January 17, 2022

**Board Meeting:** At 7:00 PM Chairman Deardorff called the Board of Supervisors meeting to order. He announced the meeting was being recorded only for purpose of minutes. The pledge of allegiance was recited.

**Supervisors Present:** J. Edward Deardorff, Robert Gordon, Douglas Woerner and Coleen Reamer. David Martin absent.

**Staff/Consultants:** Secretary/Treasurer Nina Garretson, Roadmaster Ray Herr, Solicitor Matthew Battersby, and Tax Collector Pam Wiehagen.

**Public:** None.

**Approval of the Agenda:** Vice-Chairman Woerner motioned to add 5b Executive Session; 6e Zoo Road; and 7c CDL randoms and approve the amended agenda. Supervisor Reamer seconded. The motion carried unanimously.

**Public Comment:** Tax Collector Pam Wiehagen presented a letter of resignation to the Board of Supervisors effective February 28, 2023. She said she has contacted Adams County Tax Services and will follow-up with school district and others with letters as instructed. She said her deputy tax collector, Tracy Paul, is willing to assist for April, but the Board needs to act as soon as possible for a replacement.

Supervisor Reamer instructed Secretary to contact elected auditors to see if any interest in serving. Supervisor Gordon said to post on sign. Secretary Garretson instructed to have position added to the May primary. Supervisor Gordon motioned to accept the resignation with regrets of Tax Collector Pam Wiehagen effective February 28, 2023. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon motioned to appoint Tracy Paul to serve temporarily as Tax Collector through April. Vice-Chairman Woerner seconded. The motion carried unanimously. Mrs. Wiehagen left the meeting at 7:12 PM.

**Approval of the Minutes:** Vice-Chairman Woerner motioned to approve the January 3, 2023 Reorganization and regular Board of Supervisors Meeting minutes. Supervisor Gordon seconded. Supervisor Reamer abstained. The motion carried.

**Solicitor's Report:** Solicitor Battersby said copies of Notice of Appeal by Watershed Alliance of Adams County regarding 335 Swamp Creek - Petrus Holdings received.

**Executive Session:** Board members and Solicitor in executive session at 7:13 PM and returned at 7:21 PM regarding legal matter.

Vice-Chairman Woerner motioned to approve Solicitor report. Supervisor Gordon seconded. The motion carried unanimously. Solicitor Battersby left the meeting at 7:25 PM.

**Road Report:** Roadmaster Herr said bid documents prepared for Mount Hope Road Culvert with opening scheduled for February 15, 2023. Supervisor Gordon motioned to approve advertising for bids for Mount Hope Road Culvert. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion of current salt contract. Roadmaster Herr said after next two storms we should be able to order enough to cover mandatory minimum. Supervisor Gordon motioned to submit bid for salt contract for next year using current totals. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer reported she contacted the Township Engineer but, the Township will not be eligible for the Raise Grant due to requirements.

Discussion of 645 Mount Hope Road driveway. Roadmaster Herr has met with him, along with Township Engineer and Chairman Deardorff, and has completed his application for permit.

Roadmaster Herr reported he has met with Township Engineer regarding Zoo Road intersection. He said will need PennDOT approval and raise the grade up. He said there is no drainage and will cut the corner off.

Roadmaster said sump pumps in Beechwood create problems on the road with icing. Chairman Deardorff said that the plans were approved as built. Roadmaster Herr asked Township Engineer to investigate what can be done. He said there are seven or eight coming out on the roads. Supervisor Reamer said the Homeowners Association takes care of the retention pond only.

Discussion of driveway permits temporary permits are only good for 60 calendar days per Ordinance. Vice-Chairman Woerner motioned to approve Roadmaster report. Supervisor Gordon seconded. The motion carried unanimously.

**Secretary/Treasurer's Report:** Secretary Garretson provided P&L financial reports to the Board prior to the meeting. She stated as of January 13, 2023 the General Fund shows income of \$15,159.81, expenses of \$56,702.18, and net after transfers -\$41,542.22. She reported that the final end of year reports for 2022 for all accounts in Board packets. She distributed Financial Statements which must be returned by May 1, 2023 for prior year.

Discussion of amortization schedule for 2023 Mack Truck. Supervisor Gordon motioned to utilize 9-month interest only schedule. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson gave copies of tax delinquents for 2022. She said Adams County will collect delinquent real estate taxes of \$11,006.85. Supervisor Gordon motioned to have York Adams Tax Bureau collect the delinquent per capita taxes for 2022 of \$1,776.50. Vice-Chairman Woerner seconded. The motioned carried unanimously.

Secretary Garretson said PSATS uses eScreen for CDL randoms and Wellspan is not part of eScreen. PSATS said two closest facilities are First Lab in Waynesboro and Med Express in Chambersburg. There is nothing available in Adams County. Board said to use First Lab when necessary.

Supervisor Gordon motioned to approve Secretary/Treasurer's report. Vice-Chairman Woerner seconded. The motion carried unanimously.

**Old/New Business:** Supervisor Gordon motioned to adopt Ordinance 2023-02 General Obligation note, utilizing 9-month interest only amortization schedule. Vice-Chairman Woerner seconded. Roll call vote taken. The motion carried unanimously.

Supervisor Gordon motioned to approve 90-day extension request for 209 Zoo Road - Weisharr subdivision. Vice-Chairman Woerner seconded. The motion carried unanimously.

Tax Collector – see public comment above.

Vice-Chairman Woerner motioned to approve 3910 Bullfrog Road – Reinke Home Occupation Application as recommended by Zoning Officer. Supervisor Reamer seconded. The motion carried unanimously.

**Discussion items:** Secretary Garretson said Adams County Planning is looking for meeting dates to discuss preparing an update to the County Comprehensive Plan. Board suggested inviting to Planning and Zoning Commission in February or March.

**Special Notices:** None

**Public Comment:** None

**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 posted via a notice on the office door.

- Planning Commission January 24, 2023
- Board of Supervisors Meeting – February 7, 2023
- Parks and Recreation Commission – February 14, 2023

**Adjournment:** Supervisor Reamer motioned to adjourn at 7:58 PM. Seconded by Supervisor Reamer. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman