

Hamiltonban Township Board of Supervisors
23 Carrolls Tract Road, Fairfield, PA 17320
Regular Monthly Meeting Minutes
December 4, 2018

Executive Session by Supervisors held prior to meeting to discuss personnel and legal issues.

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced the meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

Supervisors Present: J. Edward Deardorff, Douglas Woerner, LuAnn M. Dille, Robert Gordon and David B. Martin.

Staff: Secretary/Treasurer Nina Garretson, Roadmaster Ray Herr and Tax Collector Pam Wiehagen.

Public: John Messeder of the *Gettysburg Times*, Cliff Frost, and Coleen Reamer

Approval of the Agenda: Board approved with the additions of motion to dispense efforts of new hire and letter to employee regarding obtaining CDL; St. Mary's Cemetery temporary sign application fee, and discussion of color and number of copies of Codification Report of ordinances.

Public Comment: None

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the minutes of the November 7, 2018 Board of Supervisors Meeting; the November 29, 2018 Board of Supervisors Budget Workshop Meeting; and the November 26, 2018 Joint Board of Supervisors and Planning Commission meeting. Supervisor Gordon seconded. Supervisor Dille abstained. The motion carried.

Solicitors Report: Solicitor Battersby reported that after the letters were sent to District 3 property owners who did not have their septic and inspection report completed, six will be sent to the Code Officer to issue citations. Solicitor suggest that the Township contact Adams County Tax Mapping for the correct location addresses of those who live on Mountain Lane but use a Mt. Hope Road address. Then send those names to the Code Officer to follow up to comply with Township Ordinance 2013-05.

Solicitor Battersby said the Board of Supervisors and Sewer Authority members have received and are reviewing copies of the McNees Report. The dissolution of the Sewer Authority will mean that the Township will receive these funds into the general account. Executive session to be held December 19th to discuss legal issues.

Solicitor Battersby said a response was received for the Town Center, 4910 Fairfield Road regarding stormwater complaints. The Township Engineer, Supervisor Deardorff, property owners and their contractor will meet to discuss what needs to be done to correct the issues.

Solicitor Battersby suggested that the Adams Electric Substation Plans be denied since no further information was received and that was the recommendation of the Planning Commission. Supervisor Gordon reported that the release letter has been received by the Township from Specialty Granules for bid products they did not have or Township could not use.

Vice-Chairman Woerner motioned to accept the Solicitor Report. Supervisor Martin seconded. The motion carried unanimously. Solicitor left the meeting at 7:08 pm.

Road Report: Roadmaster Herr's September report was received by the Board in their Board packets. Chairman Deardorff stated the 2018 Mack truck is in for servicing; the Road Department is work on

delineators and preparing for winter storms. Chairman Deardorff thanked the Board for their team work. In review of 2018 he has been honored to serve as Chairman, and said the winter had brought 50" snow to mountains and 25" to valley; excellent snow removal and treating of roads; keeping the cost to \$19.00 per mile; and that this year has produced 81" of rain; road crew cut overhead trees; cut ditches and replaced cross pipes to improve stormwater control; cold patched; double seal coated Scotch trail, lower Bullfrog Road and Maintenance Building entrance; installed high reflectivity signage; completed Hickory Bridge Road Bridge Project jointly with Franklin Township; and repaired flood damage which was unforeseen costs; and also repair to backhoe. The backhoe must go in again for repair. Supervisor Gordon suggested using the power washer to clean backhoe of salt. Roadmaster Herr said they added a rubber guard to help with this. Chairman Deardorff said they will be working to bleed out a spring on Mt. Hope Road so it does not ice over. Trench work to be done in spring on Cold Springs Road. Vice-Chairman Woerner thanked Chairman Deardorff for his work and diligence with the road department.

Vice-Chairman Woerner motion to approve Rails for Trails to place signs, at their expense, along Carrolls Tract or Knox Road, and at Gum Springs Road. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon motioned to suspend seeking to hire a new CDL driver and equipment operator. And, to extend invitation for road crew member Dana Stevens to obtain his Commercial Drivers License (CDL) in six months, no later than June 30, 2019. Chairman Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motion to accept and approve the Roadmaster Report. Seconded by Supervisor Martin. The motion carried unanimously.

Treasurer's Report and Formal Approval of all Expenditures for the Month: Secretary/Treasurer Garretson submitted her formal report prior to the meeting for the Board of Supervisors review along with the November 2018 financial statements for all accounts. Supervisor Dille motioned to approve all expenditures for the month and accept the Treasurer's Report. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to approve \$200.00 to be sent to the Fairfield Fire & EMS for use of their facilities for two meetings. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motion to approve transfer of \$31,000.00 from PLGIT to ACNB General Fund for 4020 loan payment, and splitting of PLGIT General Fund Account with one third (\$82,000 approximately) kept in PLGIT Class and two thirds (\$162,000 approximately) moved to PLGIT Prime to increase interest earned. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Dille motioned to approve purchase of toner cartridges for copier at approximate cost of \$258.00. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary's Report: Secretary/Treasurer Garretson submitted her formal report prior to the meeting. Supervisor Dille stated the new office computer was delivered but a few glitches with software and the new operating system need to be resolved. Supervisor Dille motioned to accept the Secretary's Report. Seconded by Supervisor Gordon. The motion carried unanimously.

New Business: Chairman Deardorff motioned to adopt Resolution 2018-13: A Resolution Adopting the 2019 Hamiltonban Township Budgets with the Real Estate Tax Rate Mills of 1.2359, \$5.00 per Capita Tax, dedicated .25 Mills Fire/EMS Tax, .5% Earned Income Tax, .5% Realty Transfer Tax, 5% Amusement/Admission Tax and the Capital Improvements Plan. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve employee raises of 3% for all staff, except the Roadmaster which will be 5.5% effective with the first payrolls in January 2019. Chairman Deardorff seconded. The motion

carried unanimously. Supervisor Dille motioned to approve \$100.00 bonus for all employees to be added to December 20th payroll. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Dille motioned to accept and approve insurance Liability and Comprehensive Coverage based on Statement of Values submitted by Hockley & O'Donnell and received by the Board of Supervisors packets prior to meeting. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to advertise the Hamiltonban Township Re-organization Meeting to be held January 7, 2019 and Auditors Meeting to be held on January 8, 2019. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Dille motioned to proceed with list to Code Officer for citations on District 3 Septic Pumping who have not complied with Ordinance 2016-02. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to waive sign application fee for St. Mary's Cemetery for a temporary sign for Christmas to be placed at the cemetery since they are non-profit. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to select the color "blue" for the code books, and to request an additional five copies for office, code officer, and other consultants who may need at a cost of \$75.00 each. Supervisor Gordon seconded. The motion carried unanimously.

Planning Commission Report: Supervisor Gordon motioned to deny Adams Electric Mt. Hope Road Substation Subdivision Plans submitted by Sharrah Design group, and as recommend by the Planning Commission at their November 27th meeting. He stated no extension request was received by the Township. Vice-Chairman Woerner seconded. The motion carried unanimously.

Joint Parks and Recreation Commission Report: Supervisor Gordon motioned to reimburse Parks & Recreation Fund \$2,527.00 for 50% cost of added electric service installation and charge to Construction Fund. Seconded by Chairman Deardorff. Supervisor Dille opposed. The motion carried.

EMA Report: Chairman Deardorff motioned to appoint Supervisor Doug Woerner as alternate representative to Fairfield Regional Emergency Management Agency (FREMA) to replace Roadmaster Ray Herr. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Dille motioned to disband the EMA office located at 31 Carrolls Tract Road and to cancel the dedicated phone line. Chairman Deardorff seconded. The motion carried unanimously.

Fire Company Reports: Cashtown, Fairfield and Fountaindale reports received by the Board prior to the meeting.

Zoning Officer's Report and Code Enforcement Officer's Report: Zoning Officer and Code Officer's reports received by the Board prior to the meeting. Supervisor Gordon said two well permits issued in November. Brief discussion on follow up by Code Officer on 1977 Mt. Hope Road property. Chairman Deardorff motioned to renew the contract with Land & Sea Services, LLC and approve the Zoning Officer and Code Officer's reports. Vice-Chairman Woerner seconded. The motion carried unanimously.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon reported the COG meeting was cancelled due to weather, and next meeting this month. The ACATO convention was held in November at SAVES.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): Supervisor Dille attended the November meeting, however since there was not a quorum no business

conducted. The ACTCC will hopefully approve the 2019 ACTCC Proposed Budget, and approve the Article of Agreement for Operation of the York Adams Tax Bureau at the next meeting.

Pennsylvania State Police Report. Supervisor Gordon reported the report show 41 calls in the Township for November, with 14 of those being school checks.


Special Notices: Chairman Deardorff reminded members of a Christmas Dinner event, which each person will pay, to be held at Hoss's on December 7th. They asked the Secretary to arrange again for a covered dish to be held at the office on December 19th, for all commission members, employees, consultants and Board of Supervisors. No Township funds will be used.


Township Meeting Dates: All public meetings are held at the local prevailing time of 7:00 PM at 23 Carrolls Tract Road, Fairfield, PA unless otherwise noted. Rescheduled changes of date or time will be advertised via the *Gettysburg Times*. Cancellations will be via a notice on the office door.

- Parks and Recreation Commission - December 11, 2018.
- Planning Commission - December 18, 2018.
- Board of Supervisors Regular Workshop - December 27, 2018.
- Re-Organization & Regular meeting Board of Supervisors - January 7, 2019.

Public Comment: none.

Adjournment: At 7:41 PM Vice-Chairman Woerner motioned to adjourn the meeting. Supervisor Dille seconded. The motion carried.


Nina Garretson
Secretary/Treasurer


J. Edward Deardorff
Chairman