

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Reorganization and Regular Monthly Meeting Minutes

January 2, 2018

At 7:00 PM Supervisor Gordon called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced that Hamiltonban Township is a Township of the Second Class and by State regulation must reorganize tonight. The meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

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

Staff: Solicitor Matthew Battersby, and Secretary/Treasurer Nina Garretson.

Public: Ed Fitzgerald; and John Messeder of the *Gettysburg Times*.

Public Comment: None.

Supervisor Woerner motioned to appoint Robert L. Gordon as temporary Chairman and Nina Garretson as temporary Secretary. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Dille motioned to appoint J. Edward Deardorff as Chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Woerner seconded. The motion carried unanimously.

Supervisor Woerner motioned to reappoint Nina Garretson as Secretary/Treasurer with a treasurer's bond of \$500,000. Supervisor Dille seconded. The motion carried unanimously.

Supervisor Dille motioned to appoint Doug Woerner as Vice-chairman of the Hamiltonban Township's Board of Supervisors. Supervisor Deardorff seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to reappoint J. Edward Deardorff as Road Coordinator. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to reappoint LuAnn M. Dille as Office Coordinator. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to appoint Nina Garretson as the CDL Coordinator. Supervisor Deardorff seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to appoint Robert Gordon as the Safety Coordinator. Supervisor Deardorff seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to reappoint Nina Garretson as Right-to-Know Officer. Supervisor Dille seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to retain Ray Herr as Roadmaster; James Eyler and Dana Stevens as full-time road crew employees; and Richard Wivell as on-call, part-time road crew employee; Richard (Sam) Ginn as Emergency Management Coordinator, and David Millstein as the new Deputy Emergency Management Coordinator. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Dille motioned to reappoint the following Township consultants: Matthew Battersby of Battersby Law Office as the Solicitor; Fred Heerbrandt of Wm. F. Hill & Assoc, Inc. as the Sewer Engineer; Gil Picarelli of KPI Technology as the Sewage Enforcement Officer; Jodie Evans of McMahan Transportation Engineers and Planners as the Traffic Engineer; Wilbur Slothour of Land and Sea Services, LLC as the Zoning Officer and Floodplain Manager; Tim McCauslin of Land and Sea Services, LLC as the Code Enforcement Officer; and Natural Lands Trust and Rob Thaeler of the Adams County Office of Planning and Development as the Planning Consultants; Wm. F. Hill & Assoc. as Township Engineering Firm; Harold Eastman with Puhl, Eastman & Thrasher Attorneys at Law as Zoning Hearing Board Solicitor; and Wilbur Slothour of Land and Sea Services, LLC as the Building and UCC Inspections Officer . Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Dille motioned to adopt Resolution 2018-01: Appointing Musselman and Creager, LLP to prepare the 2017 audit for all of the Township's funds. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Deardorff motioned to adopt Resolution 2018-02: Review and Report Fees for Subdivision and Land Development. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Deardorff motioned to adopt Resolution 2018-03: Hamiltonban Township Fee Schedule for 2018. Vice-chairman Woerner seconded. The motion carried unanimously. Solicitor Battersby requested that the fee schedule be posted on the website at another location other than Resolutions.

Vice-chairman Woerner motioned to adopt Resolution 2018-04: Appointing members to the Zoning Hearing Board. Supervisor Deardorff seconded. The motion carried unanimously. The members are Cynthia McNulty as alternate, John Luntz, Jim Izer, and to reappoint Gene Wiehagen to the Zoning Hearing Board (3 year term). Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Deardorff motioned to reappoint Dale J. Premo as the Vacancy Board Chairman (one year term); Vickie Gourley on the Municipal Authority Board (five year term) and we currently have another vacancy; Teresa Scripture and Dean Thomas on the Joint Parks & Recreation Commission (five year term); John Iaea and Gene Starbuck on the Planning Commission (four year terms); Joshua Donaldson to the Ag Security Council (seven year term). Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to appoint as Delegate Robert Gordon as Delegate to the Adams County Council of Governments. Supervisor Deardorff seconded. The motion carried unanimously.

Supervisor Deardorff motioned to reappoint LuAnn Dille as Delegate and appoint Robert Gordon as Alternate Delegate to the Adams County Tax Collection Committee and York/Adams Tax Bureau. Vice-chairman Woerner seconded. The motion carried unanimously.

Supervisor Deardorff motioned to reappoint Coleen Reamer as the Delegate to the Adams County Bicycle and Pedestrian Plan Committee. Vice-chairman Woerner seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to appoint Robert Gordon as the Delegate to the Joint Parks & Recreation Commission. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to retain ACNB Adams County Bank, Pennsylvania Local Governments Investment Trust (PLGIT), and F & M Trust as the Township's depository banks. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to establish the Township meeting dates. Supervisor Martin seconded. The motion carried unanimously. The meeting dates are as follows:

All public meetings are held at the local prevailing time of 7:00 PM at the Township Office located at 23 Carrolls Tract Road, Fairfield, PA.

Auditors:	January 3, 2018.
Board of Supervisors:	First Tuesday of each month except for November, when the meeting will be on Wednesday, November 7, due to Election Day.
BOS Workshop:	Last Thursday of each month.
Planning Commission:	Fourth Tuesday of each month except for December when the meeting will be on December 18, 2018.
Parks & Recreation Commission:	Second Tuesday of each month.
Municipal Authority:	April 18, 2018 and October 17, 2018.

Vice-chairman Woerner motioned to determine the Township's observed Holidays as being New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Deardorff motioned to certify that Robert Gordon will be the Pennsylvania State Association of Township Supervisors (PSATS) Convention Voting Delegate. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to have the Township follow the Federal mileage allowance which is \$0.545 for 2018. Supervisor Martin seconded. The motion carried unanimously.

At 7:21 PM Vice-chairman Woerner motioned to adjourn the Reorganization meeting. Supervisor Martin seconded. The motion carried unanimously.

Board Meeting: At 7:22 PM Chairman Deardorff called the January Board of Supervisors meeting to order.

Approval of the Agenda: The Board unanimously approved the Agenda.

Public Comment: None.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the December 5, 2017 Casino Hearing and Board of Supervisors Meeting Minutes; December 28, 2017 Special Meeting with Franklin Township and the December 28, 2017 Board of Supervisors Workshop Meeting Minutes. Supervisor Dille seconded. The motion carried.

Solicitor's Report: Solicitor Battersby presented his formal report at the meeting. He stated he has instructed Land and Sea Services to issue citations of violation of the Septic Pumping and Inspection Ordinance for four (4) land owners in Districts 1 and 2. He has also provided District Magistrate Beauchant with copies of our Ordinance. The Solicitor has been in contact with Franklin Township Solicitor Yannetti regarding agreement for the Hickory Bridge Road Bridge Project. He noted there was one (1) tax sale property in Hamiltonban Township which was on Iron Springs Road.

Discussion proceeded on code violations and complaints from property owners regarding junk. Secretary Garretson was instructed to notify Code Enforcement Officer to issue citations for two complaints received, on Mountain Lane and Bullfrog Road. The Solicitor explained that the citations are fines that must be paid. Chairman Deardorff said that if enforcement is not done neighboring land owners may file suit against the Township.

Vice-Chairman Woerner motioned to accept the Solicitors Report. Supervisor Martin seconded. The motion carried. Solicitor Battersby left the meeting at 7:29 PM.

Road Report and Sewer Report: Roadmaster Herr's report was received by the Board in their Board packets prior to the meeting. The next meeting for the Sewer Authority is scheduled for Executive Session with the Board of Supervisors on February 6, 2018 at 6:00 pm.

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 December 2017 financial statements for all accounts. Vice-Chairman Woerner motioned to approve all expenditures for the month of December and accept the Treasurer's Report. Supervisor Dille seconded. The motion carried unanimously.

Vice-chairman Woerner motioned to approve transfer from Capital Reserve Fund \$65,000 for the Mack truck upfit per the 2018 Budget. Supervisor Dille seconded. The motion carried unanimously.

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

New Business: Vice-chairman Woerner motioned to approve Supervisor Gordon, Supervisor Martin, and Roadmaster Herr to attend the Annual PSATS Educational Conference and Trade Show, April 22-25, 2018. Supervisor Dille seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to accept the resignation of Deputy EMA Coordinator, Sarah Ginn and to send letter thanks for her service. Supervisor Gordon seconded. The motion carried unanimously.

Planning Commission Report: Draft Planning Commission minutes for December were distributed to the Board prior to the meeting. No further discussion.

Joint Parks and Recreation Commission Report: Draft Joint Parks and Recreation Commission minutes for December were distributed to the Board prior to the meeting. No further discussion.

EMA Report: None

Fire Company Reports: Cashtown Fire Company and South Mountain Fire Company reports received by the Board prior to the meeting. No further discussion.

Zoning Officer's Report and Code Enforcement Officer's Report: Mr. Wilbur Slothour submitted his formal report for the month of December prior to the meeting, and included the Code Enforcement Officer's report. Vice-Chairman Woerner motioned to accept the Zoning Officer's and Code Officer's reports. Supervisor Dille seconded. The motion carried unanimously.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): None

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): None. Supervisor Dille said there are upcoming meetings scheduled.

Pennsylvania State Police Report. None.


Special Notices: None.

Chairman Deardorff thanked everyone for their service and stated he looks to a positive path going forward. That the Board of Supervisors will continue their diligence in fiscal management for the residents of Hamiltonban Township. And, that the Board continues to work as a team.


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 via a notice on the office door.

- Elected Auditors Meeting - January 3, 2018
- Parks and Recreation Commission - January 9, 2018.
- Joint Board of Supervisors & Planning Commission Workshop - January 22, 2018
- Planning Commission - January 23, 2018.
- Board of Supervisors Workshop - January 25, 2018.
- Board of Supervisors Meeting - February 6, 2018

Adjournment: At 7:40 PM Vice-Chairman Woerner motioned to adjourn the meeting. Supervisor Martin seconded. The motion carried unanimously.



Nina Garretson
Secretary/Treasurer



J. Edward Deardoff
Chairman