

Hamilton Township  
Re-organizational Meeting Minutes  
January 2, 2018

**Call to Order:** Stephanie Egger called the meeting to order at 6:30 pm

Stephanie Egger led the meeting in the Pledge to the Flag.

**Present are:** Supervisors, Timothy D. Beard, III, Ron L. Weidner; and Michael A Strausbaugh, Solicitor, Ronald Tomasko, Attorney at Law, from the firm of Tomasko and Koranda, P.C ; Chad Clabaugh, Engineer from C. S. Davidson; Scott Weaver, Zoning Officer from Pennsylvania Municipal Code Alliance, Inc.; Parliamentarian, Stephanie Egger and Secretary, Shelby Jenkins.

**First Order of Business - Appointment of Positions – Year 2018:**

**Resolution #2018-01:** Appointment of Chairman: Timothy D. Beard III made a **motion** to appoint Ron L. Weidner as Chairman of the Board of Supervisors. Michael A Strausbaugh second the motion. Motion carried.

**Resolution #2018-02:** Appointment of Vice-Chairman: Ron L. Weidner made a **motion** to appoint Timothy D. Beard, III as Vice Chairman of the Board of Supervisors. Michael A Strausbaugh second the motion. Motion carried.

**Resolution #2018-03:** Appointment of Secretary: Michael A Strausbaugh made a **motion** to appoint Shelby Jenkins as Secretary for two years. Timothy D. Beard, III second the motion. Motion Carried.

**Resolution #2018-04:** Appointment of Office Manager: Timothy D. Beard, III made a **motion** to appoint Stephanie Egger as the Township Office Manager for two years. Ron L. Weidner second the motion. Motion carried.

**Resolution #2018-05:** Appointment of Treasurer: Ronald L. Weidner made a **motion** to appoint Stephanie Egger as Treasurer for the Township for two years. Timothy D. Beard III second the motion. Motion carried.

**Resolution #2018-06:** Appointment of Roadmaster: Timothy D. Beard III made a **motion** to appoint Jay Livingston as the Township Roadmaster for two years. Ron L. Weidner second the motion. Motion Carried

**Resolution #2018-07:** Appointment of Road Superintendent: Timothy D. Beard, III

made a **motion** to appoint Ron Weidner as the Township Road Superintendent for two years. Michael A Strausbaugh second the motion. Motion carried.

**Resolution #2018-08:** Appointment of Township Solicitor: Ronald L Weidner made a **motion** to appoint Ronald Tomasko, ESQ of Tomasko & Koranda, P.C., as Hamilton Township Solicitor and accept the submitted fee schedule. Timothy D. Beard III second the motion. Motion Carried.

**Resolution #2018-09:** Appointment of Township Engineer: Michael A Strausbaugh made a **motion** to appoint Chad Clabaugh, P.E. of C. S. Davidson, Inc. as the township Engineer and to accept the submitted fee schedule. Timothy D. Beard III second the motion. Motion Carried.

**Resolution #2018-10:** Appointment of Vacancy Chairman: Ron L. Weidner made a **motion** to appoint Mel Lebo as the Township Vacancy Chairman. Michael A Strausbaugh second the motion. Motion Carried.

**Resolution #2018-11:** Appointment of Attorney John Baranski, from the firm of Blakey, Yost, Bupp & Rausch, LLP, as Solicitor to the Zoning Hearing Board and approval of the submitted fee schedule: Timothy D. Beard III made a **motion** to appoint Attorney Baranski as the Zoning Hearing Board Solicitor and to accept the submitted fee schedule. Ronald L. Weidner second the motion. Motion Carried.

**Resolution #2018-12:** Appointment of Emergency Management Coordinator: Ron L. Weidner made a **motion** to appoint Timothy D. Beard, III as the EM Coordinator for Hamilton Township. Michael A Strausbaugh second the motion. Motion carried.

**Resolution #2018-13:** Appointment of Deputy EM Coordinator: Timothy D. Beard, III made a **motion** to appoint Doug Fishel and Tom Barrows as the Deputy EM Coordinators. Ron L. Weidner second the motion. Motion Carried by unanimous vote.

**Resolution #2018-14:** Appointment of York Adams Tax Bureau (YATB) Representative: Ronald L. Weidner made a **motion** to appoint Timothy D. Beard, III as the Township Representative to the YATB for the 2017 year and Michael A Strausbaugh as the Alternate. Timothy D Beard III second the motion.

**Resolution #2018-15:** Appointment of Attorney: Timothy D Beard III made a **motion** to appoint Attorney James Young, ESQ as the alternate Solicitor and to accept the submitted fee schedule. Ronald L. Weidner second the motion. Motion carried.

**Resolution #2018-16:** Appointment of the Township Representative to Adams County Council of Government for Adams County Municipalities and School Districts (COG): Ronald L. Weidner made a **motion** to appoint Jay Livingston as the Township Representative to the COG for Adams County Municipalities and School Districts. Timothy D. Beard III second the motion. Motion Carried. Ronald L. Weidner made a **motion** to appoint Tom Barrows to serve as an alternate representative to the COG. Timothy D. Beard III second the motion. Motion Carried.

**Resolution #2018-17:** Appointment of the Township Representative to Adams County Tax Claim Committee. Ronald L Weidner made a **motion** to appoint Timothy D. Beard III as the Township Representative to the ACTCC. Timothy D Beard III second the motion. *Motion carried.* Ronald L Weidner made a **motion** to appoint Michael Strausbaugh as the Township alternate to the ACTCC. Timothy D. Beard III second the motion. Motion carried. Ron L. Weidner

**Resolution #2018-18:** Appointment of PSATS 2017 Convention Voting Delegate: Timothy D Beard III made a **motion** to appoint Shelby Jenkins as the Township Voting Delegate. Michael A Strausbaugh second the motion. Motion carried.

**Resolution #2018-19:** Appointment of Financial Institution as the Depository for Township Funds: Ron L. Weidner made a **motion** to appoint Adams County National Bank (ACNB) as the Township Depository. Timothy D. Beard III second the motion. Motion Carried.

**Resolution #2018-20:** Approval to set Tax Rates for Hamilton Township: Stephanie Egger read the rates as follows: Real Estate Millage .7345; Per Capita Tax \$5.00; Local Services Tax \$52.00; Discount Percentage 2%; Penalty Percentage 10%; Realty Transfer Tax .50%; EIT 1.5% Conewago School District & 1.7% for Bermudian Springs School District. All rates remain unchanged from the previous year. Timothy D. Beard III made a **motion** to approve the unchanged rates as submitted. Ronald L. Weidner second the motion. Motion Carried.

**Resolution #2018-21:** Appointment of members to the AG Security Committee (Appointed Yearly). Ron L. Weidner made a **motion** to appoint the following members: Robert Trimmer, Jimmy Linebaugh and Doug Miller. Timothy D. Beard III second the motion. Motion Carried.

**Resolution #2018-22:** Appointment of Stephanie A. Egger as the Township Right-to-Know Officer for Hamilton Township and Shelby Jenkins as the Deputy Right-to-Know Officer for two years. Ron L. Weidner made a **motion** to appoint Stephanie A. Egger and Shelby Jenkins as submitted. Timothy D. Beard III second the motion. Motion carried.

**Resolution #2018-23:** Appointment of Ira Bitner and Lela Reichart as a Hamilton Township representative to the Planning Commission. Term is for four (4) years. Ronald L Weidner made a **motion** to appoint Ira Bitner and Lela Reichart to this position. Timothy D. Beard III second the motion. Motion Carried.

**Resolution #2018-24:** Appointment of Shelby Jenkins as the Assistant Treasurer for the Township for two years. Michael A Strausbaugh made a **motion** to approve Shelby Jenkins as Asst. Treasurer. Ronald L Weidner second the motion. Motion Carried.

**Resolution #2018-25:** Appointment of Stephanie A. Egger as PSATS Pension Plan Administrator for two years: Ronald L. Weidner made a **motion** to appoint Stephanie A. Egger as Plan Administrator. Timothy D. Beard III second the motion. Motion carried.

**Resolution #2018-26:** Appointment of Sewer Enforcement Officer (SEO) and Alternate SEO: Timothy D. Beard III made a **motion** to appoint Timothy J. Wargo, of Hoover Engineering, Inc., as the Township SEO and Chris A. Hoover, of Hoover Engineering, Inc., as the Township Alternate SEO, along with the submitted fee schedule. Ronald L. Weidner second the motion. Motion Carried.

**Resolution #2018-27:** To set the wage percentage for the collection of taxes by the Tax Collector, at 5% of the total taxes collected. This is for the 2018 year. Michael A Strausbaugh made a **motion** to approve this percentage. Timothy D. Beard III second the motion. Motion Carried.

**Resolution #2018-28:** Appoint of Pennsylvania Municipal Code Alliance (PMCA)) as the official Zoning and Code Enforcement and Building Codes Inspection Service for Hamilton Township and approval of the attached 2018 fee schedule. Ron L. Weidner made a **motion** to appoint PMCA and accept the fee schedule provided. Timothy D. Beard III second the motion. Motion Carried.

**Resolution #2018-29:** Appointment of Township Auditor: Joyce Hamm as the Hamilton Township Auditor for the remaining term till the next Municipal election. Michael A Strausbaugh made a **motion** to appoint Joyce Hamm as Township Auditor. Ron L. Weidner second the motion. Motion carried.

**Resolution #2018-30:** Appointment of Smith, Elliott, Kearns & Co. as the auditors for Hamilton Township and as professional assistant to the Treasurer for the 2018 year; and approval of the submitted fee schedule. Timothy D Beard III made a **motion** to appoint SEK as the Township auditors and accept the submitted fee schedule. Ronald L Weidner second the motion. Motion Carried.

**Resolution #2018-31:** Appointment of Christopher Newman as the Hamilton Township representative to the Zoning Hearing Board for a term of four (4) years. Ronald L. Weidner, made a **motion** to appoint. Christopher Newman. Stephanie A. Egger second the motion. Motion carried.

**Resolution #2018-32** Approval of the Order of Succession for Continuity of Township Government in case of disaster. Timothy D. Beard III made a **motion** to approve and appoint the succession as follows: 1<sup>st</sup> rotation Ron L. Weidner, Timothy D. Beard, III, Michael A Strausbaugh, Jay Livingston, and Tom Barrows. 2nd rotation Timothy D. Beard, III, Michael A Strausbaugh, Jay Livingston, Tom Barrows and Doug Fishel. 3<sup>rd</sup> rotation Michael A Strausbaugh, Jay Livingston Tom Barrows, Doug Fishel and Anthony Long. 4<sup>th</sup> rotation Jay Livingston Tom Barrows, Doug Fishel Antony Long and Scott Weaver. Ronald L. Weidner second the motion. Motion Carried.

**Resolution #2018-33:** Approval of the Minimum Municipal Obligation (MMO) of \$12,978.00 for the Trustees of Pennsylvania Municipalities Retirement Plan through Pennsylvania State Association of Township Supervisors (PSATS). This will be for the year 2018. Ronald L Weidner made a **motion** to approve the MMO as submitted. Timothy D Beard III second the motion. Motion Carried

**PUBLIC COMMENTS:** None

**ADJOURNMENT:**

Having nothing further to discuss, Ron L. Weidner made a **motion** to adjourn at 6:55 pm. Michael A Strausbaugh second the motion. Motion carried. Meeting adjourned.

Minutes taken and transcribed by:

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Shelby Jenkins  
Secretary Hamilton Township