**Hamilton Township Board of Supervisor’s**

**Regular Meeting Minutes**

**Monday, February 1, 2016**

**CALL TO ORDER:**

Meeting was called to order at 7:00 pm by Chairman, Stephanie A. Egger.

Supervisors present were Stephanie A. Egger, Timothy D. Beard III and Ron L. Weidner. Also present were Solicitor, Ronald Tomasko, from the firm of JSDC Law Offices; Township Engineer, Chad Clabaugh, PE from C. S. Davidson, Inc.; Roadmaster, Jay Livingston and Secretary, Deborah Brogan.

**APPROVAL OF MINUTES:**

Stephanie A. Egger asked if the Supervisors had reviewed the minutes from the January 4, 2016 Supervisor’s Reorganizational Meeting. Response was affirmative. Timothy D. Beard III made a **motion** to accept the minutes as submitted. Ron L. Weidner second the motion. Motion carried.

Stephanie A. Egger asked if the Supervisors had reviewed the minutes from the January 4, 2016 Supervisor’s Regular Meeting. Response was affirmative. Ron L. Weidner made a **motion** to accept the minutes as submitted. Timothy D. Beard III second the motion. Motion carried.

**PUBLIC COMMENTS**: Public comments addressing the agenda items, there were none.

**OLD BUSINESS:**

1. SPCA Collection: Stephanie A. Egger stated that we continue to collect items for the Adams County SPCA for the care of the animals at the shelter.

2. Stephanie A. Egger stated that the Township continues to collect glossy paper magazines, the glossy newspaper inserts, etc. for the Ronald McDonald House.

3. NOMA Sewer Transition: Stephanie A. Egger stated that there was nothing to report at this time.

4. Target & Firearms Ordinance discussion: Stephanie A. Egger stated that there has been no progress with the ordinance.

5. PSATS Donations for the Troops: The Chairman stated that the Township is collecting donations of items to send to our Service Men & Women around the world. We will be taking the items collected to PSATS in April. Deadline for donations is Wednesday April 4th. Flyers are on the table, the bulletin board, and on our website.

6. Radio Equipment Subscriber Agreement: The Chairman stated that at the January Board meeting, the Board tabled a decision on this agreement until the Solicitor could review and approve the agreement. Ronald Tomasko stated that he reviewed the document and with only one (1) comment he finds the agreement to be acceptable. Ron L. Weidner made a **motion** to sign the agreement. Timothy D. Beard III second the motion. Motion passed by unanimous vote.

7. Bridge Replacement: Ron L. Weidner stated at the January Board meeting that we need to schedule a meeting with Paradise Township to check on progress and decisions for the Bridge Projects. Stephanie A. Egger stated that she sent an email to them, but has had no response. No further action taken.

**NEW BUSINESS:**

1. State Police: Stephanie A. Egger stated that no report was received.

2. Liberty Fire Co. No. 11: Monthly Rpts for Hamilton Township for January 2016 were read by Stephanie A. Egger. In January there was a total of 15 incidents, none in Hamilton Township.

3. United Hook & Ladder Co. No. 33: Monthly Rpt. for Hamilton Twp. for December 2015 was read by Stephanie A. Egger. There were a total of 37 incidents, 4 were in Hamilton Township.

4. Adams Regional EMS, Inc.: Stephanie A. Egger stated that no report was received.

5. Hampton Fire Co. No. 10: Monthly Report for Hamilton Township during January 2016 was presented by Chief PJ Trimmer. There were a total of 22 incidents, 1 in Hamilton Township.

6. DEP is Urging Residents to Test for Radon in Their Homes. The Chairman state that a notice has been received from DEP informing residents that due to our geology, radon is found everywhere in PA. January is Radon Action Month. Kits for testing cost an average of $15 to $25; please test your home. There is a copy of this notice on the bulletin board and our web-site.

7. Adams County 2016 Election Dates: The Chairman stated that the dates for 2016 Elections have been set as follows: The Primary Election will be held on Tuesday, April 26, 2016. The General Election will be held on Tuesday, November 8, 2016. Municipal Building is the voting location for our registered voters. Please note, that the offices will be closed on these two dates.

8. Adams County Conservation Dist.: Stephanie A. Egger stated that we received notice that Adams County Conservation District is having a Tree Seedling Sale. Ordering deadline is March 24th. Please see the flyer on the bulletin board for further information.

9. Resolution #2016-39: The Chairman stated that action needs to be taken to approve this resolution to appoint Paul Bart as the Alternate Representative to York Adams Tax Bureau for Hamilton Township. Timothy D. Beard III made a **motion** to approve this appointment. Ron L. Weidner second the motion. Motion carried.

10. Resolution #2016-40: The Chairman stated that action needs to be taken to approve this resolution to appoint Jeremy Smith as an alternate to the Finance Committee for the 2016 year. Timothy D. Beard III made a **motion** to approve this appointment. Ron L. Weidner second the motion. Motion carried.

11. Resolution #2016-41: The Chairman stated that action needs to be taken to approve this resolution to adopt the Permit Extension Fee of $50.00 (fifty dollars and no cents). This will be added to our various fees listing. Timothy D. Beard III made a **motion** to approve this resolution. Ron L. Weidner second the motion. Motion carried.

12. Resolution #2016-42: The Chairman stated that action needs to be taken to approve this resolution to approve write-off on sewer account. Ron L. Weidner made a **motion** to approve this action. Timothy D. Beard III second the motion. Motion carried.

13. Resolution #2016-43: The Chairman stated that action needs to be taken to approve this Resolution to exonerate the listed residents from responsibility of payment of unpaid Per Capita, Municipal and County Taxes for the year 2015. Timothy D. Beard III made a **motion** to approve this resolution. Ron L. Weidner second the motion. Motion carried.

14. Resolution #2016-44: The Chairman stated that action needs to be taken to exonerate Joyce Hamm, Tax Collector, from the responsibility of collecting unpaid Per Capita, Municipal and Real Estate taxes for the 2015 year. Ron L. Weidner made a **motion** to approve this action. Timothy D. Beard III second the motion. Motion carried.

15. Recent Storm Comments: Stephanie A. Egger stated that we received two emails that applaud the Team efforts between our Municipal Road Crews and PennDot for the hard work in clearing our roads during this last snow storm. One email was from Dave Sanko, Director of PSATS; the other was from John Eline, Director at Emergency Mgmt. Agency.

16. Parks & Recreation Board: Stephanie A. Egger stated that a letter has been received from the Parks & Recreation Board requesting that the Board of Supervisors approve having Attorney Ronald Tomasko draft an easement agreement to be used for the landowners who are donating land to be used for the Parks & Recreation Rails-to-Trails Project. Jim Dysart, Parks & Recreation Chairman, added that we are still looking for at least two more members to serve on the Board. Ron L. Weidner made a **motion** to have Attorney Ronald Tomasko draft the easement agreement. Timothy D. Beard III second the motion. Motion passed by unanimous vote.

17. State Ethics Forms: The secretary distributed State Ethics Forms to Joyce Hamm, Tax Collector and the members of the Finance Committee. These forms are due back by May 1st. Some members of the Finance Committee stated that they do not have to fill out the form. The secretary asked them to just write across the form “refused to fill out” sign it and return to the office.

**Is there any other business to come before the Board of Supervisors?**

**PLANNING COMMISSION RECOMMENDATIONS AND STATUS OF**

**ACTIVE PLANS:**

1. Myers Estate Minor Subdivision Plan: Stephanie A. Egger stated that a letter has been received from Planning Commission recommending that the Board approve the pulling of 1 ½ acres from the Myers Estate to add to the Getty Property, located at the corner of Rte. 94 and Rte. 30. Chad Clabaugh stated that there were two comments on his letter of 1/14/2016 concerning the signatures and seals on the plan documents. Chris Venarchick, RGS Associates stated that this has been done. Chris Venarchick, RGS Associates also stated that they have signed agreements with the Myers Trust and the Getty Corp. Timothy D. Beard III made a **motion** to approve this subdivision as submitted. Ron L. Weidner second the motion. Motion carried. Wesley Winner will take the signed plans to be recorded.

**COMMITTEE & DEPARTMENT REPORTS:**

1. East Berlin Area Community Center (EBACC) The Chairman stated that no report was received. Stephanie A. Egger stated that we are in need of a volunteer to serve on the EBACC Board. Stephanie A. Egger stated that she went to a meeting at EBACC. EBACC wants to establish a commission to help secure ownership of the building. They are asking the members of the board to approve the formation of this commission. Timothy D. Beard III made a **motion** to let them move forward. Ron L. Weidner second the motion. Motion carried.

2. Abbottstown Paradise Joint Sewer Authority – Kevin Moul was not present.

3. Parks and Recreation Board – Ron L. Weidner stated that they are in the process of meeting with the landowners to secure the land easements. They will be waiting for the easement agreement from the Solicitor.

4. Emergency Management: Timothy D. Beard III stated that they are requesting municipalities to prepare reports of storm data to submit to PEMA if the disaster relief is approved.

5. Tax Committee Report: Timothy D. Beard III stated that Adams County Tax Collection Committee meeting was not held.

6. Road Master’s Report: Jay Livingston, Road Master, stated that the guys have been working really hard on the plowing and clearing the roads from this recent snow storm. Earlier there were signs replaced and they worked on the garage.

7. COG Report – Jay Livingston had no report for the COG.

8. East Berlin Joint Authority Report – Ron L. Weidner stated that their meeting is this week.

9. Finance Committee Report – Brian Campbell stated that the meeting scheduled for January was cancelled due to the storm. They have rescheduled for February 23rd. Ann Harman introduced Jeremy Smith. Stephanie A. Egger stated that the audit went very well SEK was only here one day, they hope to finish and have report ready by end of February.

10. East Berlin Library – The Chairman stated that no report was received and no representative is present.

**Engineer’s Report** – Chad Clabaugh; Township Engineer, from C.S. Davidson, presented his report as follows:

1. Myers Estate Subdivision has already been discussed.

2. Robert Myers Subdivision: The plan was conditionally approved at the 1/4/2016 Board of Supervisors meeting. C. S. Davidson provided emailed comments to the code officer stating that once notarized signatures are provided on the plan and a draft deed which references the Adams Electric Easement is submitted, then supervisors may sign, and the plan can be recorded. The new deed should be recorded with the plan.

3. C&S Wholesale Grocers, Inc.: C. S. Davidson has continued to assist the Solicitor’s office with the creation of the termination agreement for Primrose Lane. A final document is currently being routed for signatures.

**Solicitor’s Report** – Ronald Tomasko, Attorney from the firm of JSDC Law Offices, presented his report as follows:

1. David Lease, 160 Gun Club Road, the Solicitor’s office continues to work on this case.

2. David Lease, 186 Gun Club Road, the Solicitor’s office has been advised by the Township that Mr. Lease has been cited for various building code and zoning violations associated with illegal rental units using the address of 186 Gun Club Road. A hearing on the building code related violations is rescheduled for 2/25/2016 before MDJ Little.

3. Various municipal Liens are being followed.

**Zoning Officer’s Report** – PA Municipal Code Alliance - The Chairman stated that the PA Municipal Code Alliance Zoning Officer’s report was received. Stephanie A. Egger read the report. A total of 4 violation notices were sent out and there were 4 Permits issued.

**MOTION TO PAY THE BILLS:**

Stephanie A. Egger presented the Board with a listing of the January 2016 bills to be approved for: General Fund $31,303.83 and Route 94 Sewer Fund $24,368.52. Ron L. Weidner made a **motion** to approve the bills as submitted. Timothy D. Beard III second the motion. Motion passed by unanimous vote.

**PUBLIC COMMENTS:**

Ken Null, 140 Hamilton Drive, complained that his road was not plowed until Sunday evening.

Brian Campbell, 12 Deer Trail, stated that the Township should have emergency help for plowing. Jack Forbes was mentioned. The Supervisors should put together an emergency plan for a storm like this.

Timothy D. Beard III stated the EMA plan is in effect. The plan needs to be reviewed. Also, insurance issues are a concern.

Brian Campbell, 12 Deer Trail, asked if we can afford to hire sub-contractors.

Timothy D. Beard III stated yes, but there are items that would have to be covered, for example liability insurance.

Brian Campbell stated that he would like to see the Township look into this matter.

Attorney, Ronald Tomasko, stated that this may be something that would have to be bid out.

PJ Trimmer, Hampton Fire Co., asked that when the State of Emergency was issued, doesn’t that free up the Township to use other resources.

Timothy D. Beard III stated that he would have to look at our Emergency Plan to see how that would work, or if it was a possibility.

Stephanie A. Egger asked Ken Null, 140 Hamilton Drive, Doug Fishel, 760 Berlin Road, and Clay Roche, 420 Woods Road, if they wanted to be part of a group to work on the Emergency Plan; to gather names and put together information needed for emergency assistance.

Judy Roche, 420 Woods Road, stated she would volunteer to put together a list of medical personnel that would need to be on a first out basis.

Stacey Yost, 135 Hamilton Drive, stated that our trucks stopped at Foxtown Drive and did not go up to Hamilton Drive. Doug Fishel put out a letter to the Supervisors with this claim, but received no response. Jerry Yost, 135 Hamilton Drive, got very upset at Ron L. Weidner, when Ron stated that this was not our truck and that we did plow up to Hamilton Dr. Words were exchanged.

Ann Harman, 315 700 Road, apologized for Mr. Yost’s comments. (Which are not quoted in these minutes.) Ann Harman suggested that we offer a tax reduction credit for farmers to help with the snow removal. Manheim Township does this. They get a reduction on their property tax.

Joyce Hamm, Tax Collector, 65 Boy Scout Road, stated that she has never heard of such a thing.

Ann Harman stated that she would research this, she knows that Manheim Twp. does this for their extra help.

Attorney, Ronald Tomasko, stated that this system would not work because of state and federal taxes being due. Ronald Tomasko asked how this could be recorded, he does not think this is possible.

Ron L. Weidner stated that he will ask the accountants at SEK. Stephanie A. Egger stated that we could just as well give them a check and they could use it as they wish.

Joyce Hamm stated that taxes cannot be made on partial payment basis, she cannot hold credit amounts for residents.

**SUPERVISOR COMMENTS:**

**Ron:** Thank you for coming.

**Tim:** Thanked everyone for coming. Thanked the Road Crew for a job well done. We are still in need of volunteers for some of our committees and Boards.

**Steph:** Thank you for coming and presenting their comments. If you are willing to serve on committees please let the office know.

**Meeting Announcements:**

**Next Parks & Rec Committee Meeting – is scheduled for February 9th @ 7:00 pm**

**Next Planning Commission Meeting – Tuesday, February 16th @ 7:00 pm**

**Next Finance Committee Meeting – Tuesday, February 23rd 2016 @ 6:30 pm**

**Next Regular Board of Supervisors Meeting March 7th @ 7:00 pm**

**Adjournment**

Having nothing further to discuss, Timothy D. Beard III made a **motion** to adjourn the meeting at 8:25 pm. Ron L. Weidner second the motion. Meeting adjourned at 8:25 pm

Minutes taken and transcribed by:

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Deborah A. Brogan

Secretary Hamilton Township