**Hamilton Township Board of Supervisor’s**

**Regular Meeting Minutes**

**Monday, March 7, 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 February 1, 2016 Supervisor’s 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.

**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. Berwick Township is continuing to do a survey of their association with Hamilton Township. We have had no response from Berwick.

4. Target & Firearms Ordinance discussion: Stephanie A. Egger stated that a draft has been issued and Zoning/Code Enforcement Officer, Wesley Winner is now reviewing. It will then go to the Attorney, Ronald Tomasko.

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. Adams County Council of Governments (COG): Stephanie A. Egger stated that at the January meeting we tabled a decision concerning a request from the COG to send a payment of $500 towards the recycling of electronics at Adams Rescue Mission. Stephanie A. Egger said that Cindy at the Ag Center was to send further information, but has not replied. Jay Livingston stated that the COG said at the last meeting that we should hold our payment. ARMS has not yet found a place to send the recycled electronics, etc. Ron L. Weidner made a **motion** to table our decision. Timothy D. Beard III second the motion. Motion carried.

**NEW BUSINESS:**

1. State Police: Stats for service in Hamilton Twp. for February 2016 were read by Stephanie A. Egger. There were a total of 27 incidents: 10 Crime, 5 Collisions, and 12 Service calls for Hamilton Township.

2. Liberty Fire Co. No. 11: Monthly Rpts for Hamilton Township for January and February 2016 were read by Stephanie A. Egger. In January there was a total of 35 incidents, 3 in Hamilton Township. In February there was a total of 28 incidents, 3 in Hamilton Township.

3. United Hook & Ladder Co. No. 33: Monthly Rpt. for Hamilton Twp. for January and February 2016 was read by Stephanie A. Egger. In January there was a total of 56 incidents, 4 in Hamilton Township. In February there was a total of 59 incidents, 5 in Hamilton Township.

4. Adams Regional EMS, Inc.: Stephanie A. Egger stated that we received a report from Adams Regional for the month of January 2016. They had a total of 437 calls, 7 were in Hamilton Township. We also received a letter from Adams Regional giving an update of services and box card changes.

5. Hampton Fire Co. No. 10: Monthly Report for Hamilton Township during February 2016 was presented by Chief PJ Trimmer. There were a total of 28 incidents, 3 in Hamilton Township.

6. Resolution #2016-45: Stephanie A. Egger stated that action needs to be taken to approve the transfer of funds from the Parks & Recreation Grant account to the ACNB Parks & Recreation General account. After brief discussion, Timothy D. Beard III made a **motion** to approve the transfer. Ron L. Weidner second the motion. Motion carried.

7. Mr. Tony Kuhn, 40 Pine Run Road, was recognized and he addressed the culvert on Pine Run Road. It is located between his property and property owned by Ellery Stonemetz. Runoff from this culvert has caused flooding on his property. He has called and spoke to Rep. Tallman and he is trying to assist Mr. Kuhn. Ron L. Weidner stated that because it is a state road, the Township cannot do much, but he will go over and ask Ellery Stonemetz if he will let them go on his property. If so, they could inspect the culvert and if they see anything they will talk to the state.

8. COG Membership: Stephanie A. Egger stated that action needs to be taken to approve payment of the Membership dues for the Council of Government (COG) for the 2016 year. Amount due $100.00. Timothy D. Beard III stated that this is in the budget, he made a **motion** to approve payment. Ron L. Weidner second the motion. Motion passed by unanimous vote.

9. New Oxford Chamber of Commerce: Stephanie A. Egger stated that action needs to be taken to approve membership ($75.00) in the New Oxford Chamber of Commerce for the 2016 year. After discussion of the benefits of membership, Timothy D. Beard III made a **motion** not to join this year. Ron L. Weidner second the motion. Motion passed by unanimous vote.

10. Resolution #2016-46: The Chairman stated that action needs to be taken to approve this Resolution #2016-46 to release the Letter of Credit for Fulton Bank/Nell’s Family Market LLC located at 30 Primrose Lane, East Berlin, PA 17316. Balance of Security is $149, 537.40. The Chairman stated that we have a letter of satisfaction from C. S. Davidson. A recordable agreement was signed, they will keep Primrose Lane. An issue with the sidewalk was discussed. Attorney, Ronald Tomasko stated that this is a separate issue. Timothy D. Beard III made a motion to release the LOC. Ron L. Weidner second the motion. Motion carried.

11. Resolution #2016-47Mailbox Policy: Stephanie A. Egger read the resolution.

Because the post office has certain placement requirements regarding the location of mailboxes, the Township does not prohibit property owners from placing mailboxes within the limits of the legal right-of-way. Since these mailboxes are not placed under permit regulations, technically they are encroachments, and remain at the risk of the property owner. Therefore, the Township is not liable for damages to mailboxes caused by snow removal when they are located within the limits of the legal right-of-way.

Homeowners who have had difficulties in the past may want to consider installing a cantilevered mailbox supportthat will swing a mailbox out of harm’s way.

Timothy D. Beard III asked if this resolution was modeled after the State regulations. Stephanie A. Egger stated affirmative. Ron L. Weidner made a **motion** to approve this resolution as submitted. Timothy D. Beard III second the motion. Motion passed by unanimous vote.

**PLANNING COMMISSION RECOMMENDATIONS AND STATUS OF**

**ACTIVE PLANS:**

1. Chuck Harman Septic Issue: Stephanie A. Egger stated that we received a letter of recommendation from the Planning Commission requesting that the Board of Supervisors approve sending a certified letter to Mr. Harman stating that “…it is not possible for Hamilton Township to provide estimated costs for plan reviews and inspections…” that are submitted to the Board or Planning Commission. Timothy D. Beard III made a **motion** to send the letter as requested. Ron L. Weidner second the motion. Motion carried.

2. Robert & Mary Myers: Stephanie A. Egger stated that at the 1/4/2016 Board meeting, the Board approved this plan with certain changes. We have received a letter, dated 2/15/2016, from Chad Clabaugh stating that the draft Deed for this project has been received and found to be acceptable. Zoning & Code Enforcement Officer, Wesley Winner has also stated that all necessary signatures have been applied. Plan now needs to be approved and recorded. Ron L. Weidner made a **motion** to approve the plan and have it recorded. Timothy D. Beard III second the motion. Motion passed by unanimous vote.

**COMMITTEE & DEPARTMENT REPORTS:**

1. East Berlin Area Community Center (EBACC) Stephanie A. Egger stated that she attended a meeting last week. They want the township support to form a commission to pick up the functions of the Board.

2. Abbottstown Paradise Joint Sewer Authority – Kevin Moul stated that he has no report. Their meeting is coming up.

3. Parks and Recreation Board – Ron L. Weidner stated that they have their next meeting tomorrow.

4. Emergency Management: Timothy D. Beard III stated that he is trying to put together lists of the following: Doctors and Nurses in the township, Commercial Contractors, Farmers, CDL: drivers, and those with 4-wheelers or snowmobiles. This will be valuable information if we need assistance during a snow storm or other emergency. Timothy D. Beard III went over some of the procedures we will follow. New office policy: When the township plows are out the office will be staffed to receive calls. If you have an emergency call 911 and then call the office.

5. YATB Tax Board Report: Timothy D. Beard III stated that they did not have a meeting last month. The next meeting is in April.

6. Road Master’s Report – Jay Livingston, Road Master, submitted his request for Road bids and for Stone bids. Ron L. Weidner made a **motion** to approve the bid for road work. Timothy D. Beard III second the motion. Motion carried. Ron L. Weidner made a **motion** to approve the bid for stone. Timothy D. Beard III second the motion. Motion carried.

7. COG Report – Jay Livingston presented his report from the COG Meeting. Jay stated that they talked about the recycling as stated earlier. They also discussed the new radio system and how it is working.

8. East Berlin Joint Authority Report – Ron L. Weidner stated that everything is working fine. They have one sewer line to repair because it froze. They are still considering leasing the sewer plant, a consultant has been hired.

9. Finance Committee Report – Annette Boyer stated that they looked over the final 2015 figures and everything looked good. They discussed the bridges project. The next meeting will be held in April.

10. East Berlin Library – Stephanie A. Egger presented the report from the East Berlin Library. Also included the Director’s Report for January. There were 2,829 visits; 172 computer users; and 142.5 volunteer hours.

Kevin Moul asked to be heard. Kevin Moul presented a new Box Card list that was put into effect since ALS changes. Adams Regional ALS is now in New Oxford. Kevin Moul left the box card listing for review and signature.

**Engineer’s Report:**

1. Sheetz: C. S. Davidson attended a meeting on 2/10/2016 at the Oxford Twp. office and have provided comments to the minutes prepared by Oxford Twp. C. S. Davidson reviewed the Traffic Impact Scoping document prepared by TPD and drafted a response on behalf of the Townships and are currently awaiting a response from Berwick Twp. prior to sending it to Sheetz.

2. D.J. Homes: C. S. Davidson reviewed an application to FEMA to change the flood mapping in this development. C. S. Davidson prepared review letter dated 2/24/2016 which states that we concur with the proposal.

3. Chad Clabaugh continues to work on the SALDO. Chad is in contact with Andrew Merkel, from Adams County Planning & Development, to assist with these changes.

Solicitor’s Report:

1. The Solicitor’s office is working with the Township and counsel for Nell’s and Fulton Bank regarding releasing the remainder of the Letter of Credit for the project (This was discussed and released during this meeting).

2. The Solicitor’s office is working with the Township to ascertain any easement-related issues with the Parks & Recreation Rails-to-Trails project.

3. He continues to work on revisions to sewer use Ordinance.

Attorney, Ronald Tomasko gave an up-date of the David Lease case. We are awaiting a judgment from Judge George on the final fees for David Lease.

 **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 2 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 February 2016 bills to be approved for: General Fund $63,849.19 and Route 94 Sewer Fund $18,394.05. 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:** There were none.

**SUPERVISOR COMMENTS:**

**Ron:** Stated, anytime we have an emergency like the snow storm, Staff will be in the office. If you have to call 911 for an emergency, call them first and then call the office. This way we can respond by plowing, etc. This policy will be on the web-site. We are having a meeting tomorrow morning with Paradise Twp. concerning the bridges. Thank you for coming.

**Tim:** Thanked everyone for coming. Confirmed everything that Ron L. Weidner just stated. Don’t forget to set your clocks ahead this weekend.

**Steph:** Thank you for coming and presenting their comments. Please have a Happy Spring and a Happy Easter.

**Meeting Announcements:**

**Next Parks & Rec Committee Meeting – is scheduled for Tuesday, March 8th @ 7:00 pm**

**Next Planning Commission Meeting – Tuesday, March 15th @ 7:00 pm**

**Next Finance Committee Meeting – Tuesday, April 26th @ 6:30 pm**

**Next Regular Board of Supervisors Meeting Monday, April 4th @ 7:00 pm**

**Adjournment**

Having nothing further to discuss, Ron L. Weidner made a **motion** to adjourn the meeting at 8:20 pm. Timothy D. Beard III second the motion. Meeting adjourned at 8:20 pm

Minutes taken and transcribed by:

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Deborah A. Brogan

Secretary Hamilton Township

A brief executive meeting was called for at 8:20 pm to discuss legal matters.