

**HAMILTON TOWNSHIP  
BOARD OF SUPERVISORS MEETING MINUTES  
December 1, 2025**

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**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Ronald L. Weidner. Supervisors present were Ronald L. Weidner, Jeremy P. Smith, and Ryan M. Groft. Also present were Solicitor Melissa Kelso, Esq., Township Engineer Chad Clabaugh, P.E. (C.S. Davidson, Inc.), and Secretary/Treasurer Megan Carper.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

**APPROVAL OF AGENDA PER ACT 65:** Ronald L. Weidner provided the agenda to the Board of Supervisors. *Jeremy P. Smith made a motion to approve the agenda as presented, seconded by Ryan M. Groft. The motion was unanimously approved.*

**APPROVAL OF MINUTES:** Minutes of the regularly scheduled meeting of November 3, 2025 were presented. *Ronald L. Weidner made a motion to approve the November 3, 2025 Board of Supervisors Meeting Minutes as written, seconded by Jeremy P. Smith. The motion was unanimously approved.*

**PUBLIC COMMENTS (Agenda Items Only):** There were no public comments.

**OLD BUSINESS:**

1. **JW Paving O&M Agreement:** Discussion was held regarding the applicant possibly no longer pursuing the project; however, no formal written withdrawal has been received. The Board discussed the need for written confirmation to formally close out the outstanding applications. *Ronald L. Weidner made a motion to table the JW Paving O&M Agreement, seconded by Ryan M. Groft. The motion was unanimously approved.*

**NEW BUSINESS:**

2. **K-Hill Subdivision – Revised Plan:** A revised plan dated November 17, 2025 was submitted. The Solicitor and Township Engineer advised that the revised plan must follow the standard review process and be returned to the Planning Commission for acceptance and review. *Ronald L. Weidner made a motion to return the revised K-Hill Subdivision Plan to the Zoning Officer for processing and placement on the Planning Commission agenda for acceptance and review, seconded by Jeremy P. Smith. The motion was unanimously approved.*
3. **Adoption of the 2026 Township Budget:** The 2026 Township Budget was presented. *Jeremy P. Smith made a motion to adopt the 2026 Township Budget as advertised, seconded by Ryan M. Groft. The motion was unanimously approved.*
4. **Authorization for Year-End Financial Closeout:** The Board discussed authorization to process and pay final 2025 invoices received after the December meeting, complete necessary year-end budget transfers, authorize the Secretary/Treasurer to close the 2025 books for audit, and write off legacy uncollectible invoices. *Ronald L. Weidner made a motion to authorize the year-end financial closeout actions as presented, seconded by Jeremy P. Smith. The motion was unanimously approved.*
5. **Authorization to Advertise 2026 Meetings:** Dates for the 2026 Reorganization Meeting, Regular January Meeting, and Board of Auditors Reorganization Meetings were discussed. *Jeremy P. Smith made a motion to authorize advertisement of the 2026 meetings as listed, seconded by Ryan M. Groft. The motion was unanimously approved.*
6. **Authorization to Advertise for 2026 Propane Bids:** *Ronald L. Weidner made a motion to authorize advertisement for propane bids for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.*
7. **Resolution 2025-26 – Reinvestment of CD General Funds:** *Ronald L. Weidner made a motion to adopt Resolution 2025-26 authorizing reinvestment of General Fund certificates of deposit, seconded by Jeremy P. Smith. The motion was unanimously approved.*
8. **Resolution 2025-27 – Zoning Hearing Board Alternate Appointment:** *Ryan M. Groft made a motion to adopt Resolution 2025-27 reappointing Jeff Stough as Zoning Hearing Board Alternate, seconded by Jeremy P. Smith. The motion was unanimously approved.*
9. **State Police:** Monthly report is posted on the bulletin board.
10. **Northeast Adams Co. No. 32 Fire:** Monthly report is posted on the bulletin board.

11. United Hook & Ladder Co. No. 33 Fire: Monthly report is posted on the bulletin board.
12. Adams Regional EMS: Monthly report is posted on the bulletin board.
13. Acknowledgments of Donations: Letters of appreciation were received from New Hope Ministries and the SPCA thanking the Township for its 2025 contributions.
14. Holiday Office Closures: The Township office will be closed December 24–25, 2025 and December 29, 2025 through January 1, 2026. Zoning Officer hours may vary and will be posted on the Township website and at the Township building.

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**PLANNING COMMISSION RECOMMENDATIONS FOR ACTION AND/OR STATUS REPORT OF ACTIVE PLANS:**

1. K-Hill Cul-de-sac Plan: The Board discussed the status of the previously conditionally recommended Cul-de-sac plan. *Ronald L. Weidner made a motion to table the K-Hill Cul-de-sac Plan pending further discussion, seconded by Ryan M. Groft. **The motion was unanimously approved.***
2. Esh Final Minor Subdivision Plan: The Board reviewed the Planning Commission’s conditional recommendation and the Township Engineer’s October 21, 2025 review letter. Several conditions remain outstanding, including DEP planning module approval and review of easement and draft deed documents. *Jeremy P. Smith made a motion to table the Esh Final Minor Subdivision Plan, seconded by Ryan M. Groft. **The motion was unanimously approved.***
3. Redding Rentals Athletic Complex – Traffic Impact Assessment: The Board reviewed the Township Engineer’s November 18, 2025 review letter and Planning Commission recommendation. *Ronald L. Weidner made a motion to forward the Township Engineer’s comments to PennDOT for inclusion in their review, seconded by Jeremy P. Smith. **The motion was unanimously approved.***
4. Paradise / Hamilton Township Subdivision (Franklin N. LeCrone III): The Board acknowledged the subdivision plan for the portion located within Hamilton Township. *Ronald L. Weidner made a motion to acknowledge and sign the subdivision plan, seconded by Ryan M. Groft. **The motion was unanimously approved.***

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**COMMITTEES AND MEETING REPORTS:**

1. East Berlin Area Community Center (EBACC): Ryan M. Groft reported on the November 24, 2025 EBACC Board meeting. The meeting included a presentation from GMS regarding the REC grant process. The EBACC Board reviewed the Neil Strategy Group’s activity report and plan, and approved the 2026 budget. It was reported that EBACC received a \$100,000 monetary donation and a \$200,000 stock donation. Retail sales totaled \$8,710.81, kitchen sales totaled \$5,030.82, and 296 volunteers contributed 1,710 hours during October. Upcoming events include the Christmas Bazaar (December 6), Cookie Walk (December 9), and Christmas Festival (December 12). The next EBACC Board meeting is scheduled for January 26, 2026.
2. Abbottstown Paradise Joint Sewer Authority (APJSA): Kevin Moul – No Report.
3. Emergency Management: Paul Minnich – No Report.
4. YATB Tax Board Reports: Jeremy P. Smith – No Report.
5. ACTCC Tax Board Reports: Jeremy P. Smith reported that the ACTCC met on November 5, 2025. The 2026 budget was approved, with no membership dues required for 2026. The 2026 tax collection fee was set at 1.75%, and the tax collector’s bond was set at \$2 million. Officers, committee chairs, and members were elected for 2026.
6. Roadmaster’s Report: Ronald L. Weidner reported that the road crew is prepared for winter weather operations. Several wind-related tree incidents were addressed during the month, and routine road maintenance activities are continuing as scheduled.
7. East Berlin Area Joint Authority: Ronald L. Weidner reported that the Authority continues to evaluate whether to sell the system or maintain in-house operations.
8. Upcoming Zoning Hearing: The following Zoning Hearing Board hearings were announced:
  - 484 Brough Road – Variance request; hearing scheduled for December 2, 2025 at 7:00 PM.
  - Forest Drive – Variance request; hearing scheduled for December 2, 2025, immediately following the Brough Road hearing.

9. **ENGINEER'S REPORT:** Chad Clabaugh, C.S. Davidson, Inc. reported on various projects:
- Esh Subdivision – Dec. 2025 – CSD received status updates on conditions from P.C. meeting on 12-1-2025 and provided an e-mail to the applicant. CSD will review the draft easements and deeds and will provide comments.
  - Cashman Development – Stormwater Management Plan – Dec. 2025 – CSD provided a comment letter dated 11-3-2025. A revised plan, dated 11-17-25, was submitted which increased the building addition from 3,283 sf to 4,228 sf but also removed some concrete sidewalk areas resulting in a net decrease in impervious area. CSD will review the revised plan and provide a review letter.
  - Redding Rentals - Athletic Complex – Dec. 2025 – CSD reviewed the traffic impact assessment dated October 2025 and issued a letter dated 11-18-2025 with 3 comments. The letter was endorsed by the P.C. at their November meeting.
  - K-Hill – N. Pheasant Way Cul-De-Sac – Dec. 2025 – CSD reviewed the revised plan, which added the two 2 acre add on lots and kept the cul-de-sac, submitted on 10-30-2025, and issued a letter dated 11-6-2025 with 11 comments. A revised plan dated 11-12-2025 which removes the cul-de-sac but keeps the two 2 acre add on lots was submitted which is under review. On 11-25-2025 the applicant provided an e-mail requesting approval by the supervisors at the December meeting. CSD will provide input at the 12-1-2025 supervisors meeting.
  - Final Grade Land Development – Dec. 2025 – CSD reviewed the plan last revised 11-3-2025 and issued a letter dated 11-13-2025 with 7 comments. The plan was tabled at the Dec. P.C. meeting.
  - Neffs Properties Stormwater Plan – Dec. 2025 – The plan and O&M agreement were conditionally approved at the September Supervisors meeting. CSD send an e-mail on 11-12-2025 asking for a status update and providing updates to the applicant's contact information.
  - Griffith Stormwater Plan – Dec. 2025 - CSD reviewed the documents reflecting existing impervious and issued a draft letter in an e-mail dated 11-4-2025 recommending a slight reduction in existing impervious area. A response was provided on 11-6-2025 agreeing to the reduction. CSD will provide a final letter.
  - JW Paving Storm Plan – Dec. 2025 – CSD sent a letter in July recommending approval of the small project stormwater plan, conditioned on the recording of the O&M agreement and fixing the building height typo on the plan. CSD sent an e-mail on 11-12-2025 to check on the status of these conditions.

**SOLICITOR'S REPORT:** Solicitor Melissa Kelso, Esq., reported on a recent Pennsylvania Supreme Court decision restoring municipalities' ability to amend agendas under Act 65 when necessary, reversing a prior Commonwealth Court limitation.

**ZONING OFFICER'S REPORT – PMCA:** The Zoning Officer's monthly report was presented, including permits issued for residential construction, fences, renovations, utility work, solar installations, and accessory structures. One new complaint was addressed, and several ongoing enforcement matters remain under review. No stop-work orders were issued during the reporting period. The full report is posted on the Township's bulletin board.

**MOTION TO PAY THE BILLS:** *Ronald L. Weidner made a motion to approve payment of the General Fund bills, seconded by Jeremy P. Smith. The motion was unanimously approved.*

**PUBLIC COMMENTS:**

- Mel Lebo commented regarding traffic impacts along Route 94 and concerns related to the cost of required traffic studies and roadway improvements for small businesses.

Approved 01/05/2026

**COMMENTS FROM THE BOARD OF SUPERVISORS:**

- **Ronald L. Weidner** thanked those in attendance and extended holiday well-wishes to the community.
- **Jeremy P. Smith** thanked Township staff for their assistance throughout the year, including office staff Megan Carper and Hanna Furst, Road Department employees Phil Smith and Tyler Jenkins, and cleaning staff member Gwen Lawrence. He also recognized Chairman Ronald L. Weidner for his years of dedicated service to Hamilton Township. A Service Recognition Certificate from the Pennsylvania Association of Township Supervisors was presented, and a letter from the Executive Director was read aloud.
- **Ryan M. Graft** also thanked Township staff, members of the Board of Supervisors, Planning Commission, Zoning Hearing Board, Township Engineer and Solicitor for their service and contributions to the Township, and expressed appreciation for Chairman Weidner's guidance and dedication.

**MEETING SCHEDULE:**

- Planning Commission – December 16, 2025 at 7:00 p.m.
- Board of Supervisors Reorganization – January 5, 2026 at 6:30 p.m.
- Regular Board of Supervisors Meeting – January 5, 2026 at 7:00 p.m.
- Board of Auditors Reorganization – January 6, 2026 at 7:00 p.m.

**ADJOURNMENT:** *Ronald L. Weidner made a motion to adjourn at 7:59 p.m., seconded by Jeremy P. Smith. The motion was unanimously approved.*

Minutes were recorded by

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Megan Carper  
Secretary/Treasurer