

Hamilton Township Board of Supervisors
Reorganization Meeting Minutes
Monday, January 3, 2022

CALL TO ORDER: The meeting was called to order at 6:30 PM with the Pledge of Allegiance by Assistant Secretary Jessica Baim.

Supervisors present were Ronald L. Weidner, Michael A. Strausbaugh, and Jeremy P. Smith. Also present were Ronald T. Tomasko, ESQ, from the firm Tomasko & Koranda, P.C.; Assistant Secretary, Jessica Baim, and Roadmaster, Tom Barrows.

First Order of Business - Year 2022:

Appoint Temporary Secretary: *Ronald L. Weidner made a motion to appoint Jessica Baim as Temporary Secretary with a second made by Michael A. Strausbaugh.* **Motion carried unanimously.**

1. Resolution #2022-01: Appointment of Chairman. *Michael A. Strausbaugh made a motion to appoint Ronald L. Weidner as Chairman of the Board of Supervisors with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

2. Resolution #2022-02: Appointment of Vice-Chairman. *Ronald L. Weidner made a motion to appoint Jeremy P. Smith as Vice-Chairman of the Board of Supervisors with a second made by Michael A. Strausbaugh.* **Motion carried unanimously.**

3. Resolution #2022-03: Appointment of Secretary. *Ronald L. Weidner made a motion to appoint Stephanie A. Egger as Secretary with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

4. Resolution #2022-04: Appointment of Office Manager, Stephanie Egger. *Ronald L. Weidner made a motion to appoint Stephanie A. Egger as Office Manager with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

5. Resolution #2022-05: Appointment of Township Treasurer, Stephanie Egger. *Ronald L. Weidner made a motion to appoint Stephanie A. Egger as Township Treasurer with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

6. Resolution #2022-06: Appointment of Assistant Secretary and Assistant Treasurer Jessica Baim. *Ronald L. Weidner made a motion to appoint Jessica Baim as Assistant Secretary/ Assistant Treasurer with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

7. Resolution #2022-07: Appointment of Assistant Secretary, Hanna Furst. *Ronald L. Weidner made a motion to appoint Hanna Furst as Assistant Secretary with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

8. Resolution #2022-08: Appointment of Road Master – Tom Barrows. *Michael A. Strausbaugh made a motion to appoint Tom Barrows as Road Master with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

APPROVED

9. Resolution # 2022-09: Retroactive appointment of Dustyn Speelman to the Zoning Hearing Board. *Ronald L. Weidner made a motion to appoint Dustyn Speelman to the Zoning Hearing Board with a second made by Jeremy P. Smith. Motion carried unanimously.*

10. Resolution #2022-10: Appointment of Solicitor, Ron Tomasko, ESQ and adoption of the 2022 fee schedule. *Ronald L. Weidner made a motion to appoint Ron Tomasko, Esq. and adopt the 2022 fee schedule with a second made by Jeremy P. Smith. Motion carried unanimously.*

11. Resolution #2022-11: Appointment of Melissa Kelso, ESQ from the firm Kelso Law LLC as the Alternate Solicitor in the absence of the appointed Solicitor and adopt the 2022 rate schedule. *Ronald L. Weidner made a motion to appoint Melissa Kelso, ESQ. from the firm Kelso Law LLC as the Alternate Solicitor in the absence of the appointed Solicitor and adopt the 2022 rate schedule with a second made by Jeremy P. Smith. Motion carried unanimously.*

12. Resolution # 2022-12: Appointment of Township Engineer, C. S. Davidson, Inc., Chad Clabaugh P.E., *Ronald L. Weidner made a motion to appoint Township Engineer, C.S. Davidson Inc, Chad Clabaugh P.E. with a second made by Jeremy P. Smith. Motion carried unanimously.*

13. Resolution #2022-13: Appointment of the Zoning Hearing Board Solicitor, John Baranski, ESQ of the firm BYBR, LLP (Blakey, Yost, Bupp and Rausch). *Ronald L. Weidner made a motion to appoint John Baranski, ESQ of the firm BYBR, LLP for Zoning Hearing Board Solicitor with a second made by Jeremy P. Smith. Motion carried unanimously.*

14. Resolution #2022-14: Appointment of Paul Minnich as the Emergency Management Coordinator for Hamilton Township. *Michael A Strausbaugh made a motion to appoint Paul Minnich as Emergency Management Coordinator with a second made by Ronald L. Weidner. Motion carried unanimously.*

15. Resolution #2022-15 Appointment of: 1st Douglas Fishel, 2nd Tom Barrows and 3rd Timothy Beard as Deputy Emergency Management Coordinators for Hamilton Township. *Ronald L. Weidner made a motion to appoint Deputy Emergency Management Coordinators as Douglas Fishel first, Tom Barrows as second and Timothy Beard third with a second made by Jeremy P. Smith. Motion carried unanimously.*

16. Resolution #2022-16: Appointment of Jeremy P. Smith as the YATB representative and Michael A. Strausbaugh as the alternate representative. *Ronald L. Weidner made a motion to appoint Jeremy P. Smith as YATB representative and Michael A. Strausbaugh as alternate representative with a second made by Michael A. Strausbaugh. Motion carried unanimously.*

17. Resolution #2022-17: Appointment of Stephanie Egger as the township representative to the AC COG and Jessica Baim as the alternate representative. Michal Strausbaugh questions with Ronald L. Weidner if the Township was going to remain in this organization. Ronald L. Weidner informed that it is pending review and this Resolution can be redone if the Township decides to decline being a member AC COG. *Ronald L. Weidner made a motion to appoint Stephanie A. Egger as AC COG representative and Jessica Baim as alternate with a second made by Jeremy P. Smith. Motion carried unanimously.*

18. Resolution #2022-18: Appointment of Michael A. Strausbaugh as the representative to the ACTCC and Jeremy P. Smith as the alternate representative. *Ronald L Weidner made a motion to appoint Michael A. Strausbaugh as representative for ACTCC and Jeremy P. Smith as alternate representative with a second made by Jeremy P. Smith. Motion carried unanimously.*

APPROVED

19. Resolution 2022-19: Appointment of Mel Lebo as the Board of Supervisors Vacancy Chairman for the year 2022. *Ronald L. Weidner made a motion to appoint Mel Lebo as Board of Supervisors Vacancy Chairman for 2022 with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

20. Resolution #2022-20: Appointment of the voting delegate to the PSATS 101st Convention. Approval of staff members to attend the convention. *Ronald L. Weidner made a motion to appoint Michael A. Strausbaugh as Voting Delegate for PSATS 101st Convention and approve of staff attendance with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

21. Resolution #2022-21: Appointment of the Depository for township funds for the year 2022. ACNB and Members 1st Federal Credit Union. *Ronald L. Weidner made a motion to appoint ACNB and Members 1st Federal Credit Union as Depository for the Township funds in 2022 with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

22. Resolution #2022-22: Zoning Hearing Board Appointment—Christopher Newman. *Ronald L. Weidner made a motion to appoint Christopher Newman to the Zoning Hearing Board with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

23. Resolution #2022-23: Appointment of Right to Know Officer, Stephanie Egger and Jessica Baim as the Deputy Right to Know Officer in the absence of the officer. *Ronald L. Weidner made a motion to appoint Stephanie A. Egger as Right to Know Officer with Jessica M. Baim as the Deputy Right to Know Office with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

24. Resolution #2022-24: Appointment of Lela Reichart to a four-year term to the Planning Commission. *Michael A. Strausbaugh made a motion to appoint Lela Reichart to a four-year term on the Planning Commission with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

25. Resolution # 2022-25: Appointment of Stephanie Egger as the PSATS Pension Plan Administrator. *Michael A. Strausbaugh made a motion to appoint Stephanie A. Egger as the PSATS Pension Plan Administrator with the addition of Jessica M. Baim as the Co-Administrator on the PSATS Pension Plan with a second made by Ronald L. Weidner.* **Motion carried unanimously.**

26. Resolution #2022-26: Appointment of Timothy Wargo as the Township SEO and Christopher Hoover of Hoover Engineering as the alternate SEO. *Ronald L. Weidner made a motion to appoint Timothy Wargo as the Township SEO and Christopher Hoover Engineering as the alternate SEO with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

27. Resolution # 2022-27: Establish the Tax Collectors wage for 2022. *Ronald L. Weidner made a motion to establish a wage based on the total taxes collected for 2022 of 5% for Tax Collector Dolores Long with a second made by Jeremy P. Smith.* **Motion carried unanimously.**

28. Resolution # 2022-28: Appointment of PMCA as the Building Codes Inspection Agency and Zoning Officer for Hamilton Township and the fee schedule attached. *Jeremy P. Smith made a motion to appoint PMCA as the Building Codes Inspection Agency and Zoning Officer and the fee schedule for 2022 with a second made by Ronald L. Weidner.* **Motion carried unanimously.**

APPROVED

29. Resolution # 2022-29: Directing the Emergency Succession of Township Officers for continuity of township government in case of disaster.

SUCCESSORS

1. Ronald L Weidner 2. Jeremy Smith 3. Michael A Strausbaugh 4. Tom Barrows 5. Douglas Fishel

SUCCESSORS

1. Jeremy Smith 2. Michael A Strausbaugh 3. Tom Barrows 4. Douglas Fishel 5. Paul Minnich

SUCCESSORS

1. Michael A Strausbaugh 2. Paul Minnich 3. Douglas Fishel 4. Tom Barrows 5. Anthony Long

SUCCESSORS

1. Paul Minnich 2. Douglas Fishel 3. Tom Barrows 4. Anthony Long 5. Scott Weaver

*Ronald L. Weidner made a motion directing the Emergency Succession of Township Officers with a second made by Jeremy P. Smith. **Motion carried unanimously.***

30. Resolution # 2022-30: Schedule of Holidays and Office Closures for 2022.

May 17	Primary Election Day
May 30	Memorial Day
July 4	Fourth of July, Independence Day
September 5	Labor Day
November 8	General Election Day
November 24, 25	Thanksgiving Holiday
December 26, 27	Christmas Holiday
December 31	New Year's Holiday

*Ronald L. Weidner made a motion to accept the 2022 Holiday and Office Closure schedule with a second made by Jeremy P. Smith. **Motion carried unanimously.***

31. Resolution # 2022-31: Meeting Schedules for the 2022 year.

<p>Board of Supervisors (1st Monday) @ 7 PM</p> <ul style="list-style-type: none"> January 3rd February 7th March 7th April 4th May 2nd June 6th July 11th August 1st September 12th October 3rd November 7th December 5th 	<p>Park & Recreation (2nd Tuesday) @ 7 PM</p> <ul style="list-style-type: none"> January 11th February 8th March 8th April 12th May 10th June 14th July 12th August 9th September 13th October 11th November 1st December 13th
<p>Planning Committee (3rd Tuesday-except Holidays) @ 7 PM</p> <ul style="list-style-type: none"> January 18th February 15th March 15th April 19th May 24th June 21st July 19th August 16th September 20th October 18th November 15th December 20th 	<p>Zone Hearing Board (As needed- 4th Thursday, except Holidays) @ 7 PM</p> <ul style="list-style-type: none"> January 27th February 24th March 24th April 28th May 26th June 23rd July 28th August 25th September 29th October 27th November 17th December 15th
<p>Finance & Budget (4th Tuesday April, July, then Monthly) @ 7:00PM</p> <ul style="list-style-type: none"> April 26th July 26th August 23rd September 27th October 25th November 22nd 	<p>Auditors Reorganization @7:00PM</p> <ul style="list-style-type: none"> January 4th <p>** All meeting dates subject to change on unforeseen events**</p>

Michael A. Strausbaugh made a motion to approve the 2022 Meeting Schedules with a second made by Ronald L. Weidner. Motion carried unanimously.

32. Resolution # 2022-32: Establish Tax Rates for the year 2022.

Real Estate Millage	.7345
Per Capita Tax	\$5.00
Local Services Tax	\$52.00
Discount Percentage	2%
Penalty Percentage	10%
Realty Transfer Tax	.50%
Earned Income Tax (EIT)	1.5% Conewago Valley School District
	1.7% Bermudian School District

Ronald L. Weidner made a motion to establish 2022 Tax Rates with a second made by Jeremy P. Smith. Motion carried unanimously.

APPROVED

33. Resolution #2022-33: Appointment of CPA auditors. *Ronald L. Weidner made a motion to appoint the Certified Public Accounts Firm of Smith, Elliot, Kearns, and Company (aka SEK) to complete the 2021 audit of all accounts of Hamilton Township with a second made by Jeremy P. Smith. Motion carried unanimously.*

34. Resolution #2022-34: Fee Schedule: Michael A. Strausbaugh questioned what fees went up and Ronald L. Weidner informed the equipment and manpower went up do to the cost of gas and wages. Michael A Strausbaugh suggested the Board of Supervisors review the event permit fee as he feels should be lower. Ronald L. Weidner informed that can be reviewed and if need be, an updated Resolution will be done. *Michael A. Strausbaugh made a motion to adopt the 2022 fee schedule with a second made by Ronald L. Weidner. Motion carried unanimously.*

PUBLIC COMMENTS: None

Adjournment:

Having nothing further to discuss, Motion to adjourn was made at 7:05 PM by Ronald L. Weidner and second by Jeremy P. Smith. *The vote was unanimous to adjourn.*

Minutes were recorded and transcribed by



Jessica Baim

Assistant Secretary