

Hamilton Township Board of Supervisors

Regular Meeting Minutes
Monday, February 7, 2022

CALL TO ORDER: The meeting was called to order at 7:00 PM with the Pledge of Allegiance by Parliamentarian Stephanie A. Egger.

Supervisors present were Ronald L. Weidner, Jeremy P. Smith, and Michael A. Strausbaugh. Also present were Ronald T. Tomasko, ESQ, from the firm Tomasko & Koranda, P.C.; Chad Clabaugh, P.E. from the firm C.S. Davidson, Inc., Parliamentarian Stephanie A. Egger, Assistant Secretary Jessica Baim, and Roadmaster Tom Barrows.

APPROVAL OF AGENDA PER ACT 65: Stephanie Egger provided the agenda to the Board of Supervisors. *A motion was made by Ronald L. Weidner to approve the agenda as presented with a second made by Jeremy P. Smith. Motion was unanimously approved.*

APPROVAL OF MINUTES:

Reorganization meeting, January 3, 2022

Upon review of the minutes of the January 3, 2022, reorganization meeting, a motion was made by Ronald L. Weidner with a second made by Jeremy P. Smith. Motion was approved unanimously.

Regular Scheduled Meeting, January 3, 2022

Upon review of the minutes of the January 3, 2022, regular meeting, a motion was made by Jeremy P. Smith with a second made by Ronald L. Weidner. Motion was approved unanimously.

PUBLIC COMMENTS: None

OLD BUSINESS:

1. **SPCA Collection:** We continue to collect items for the Adams County SPCA for the care of the animals at the shelter. They need towels, blankets, toys, etc. in good condition. Jessica Baim expressed that any collected items are hand delivered by the Township to the SPCA.
2. **BEAVER CREEK ROAD BRIDGE Rehabilitation update:** No update. *A motion to table was made by Ronald L. Weidner with a second made by Michael A. Strausbaugh. Motion was approved unanimously.*
3. **Discussion regarding the Home Road and Protectory Road Bridges:** Both Bridges are closed. Chad Clabaugh P.E., of C.S. Davidson reviewed both Townships have authorized C.S. Davidson to put out for bidding. C.S. Davidson is doing this with the understanding that FEMA is still funding the bridges 100%. Chad Clabaugh P.E., of C.S. Davidson received an email that a representative has been assigned to our project. He also received the answer that this should be bid with PA prevailing wages since an inspection was done on the bridges. C.S. Davidson is pushing forward with the bidding process and did provide a schedule. Everything is being invoiced through Paradise Township and using their official dates for meetings to obtain authorization and approval for advertising. Once this is awarded there is a waiting list four to six months to obtain the boxes. With the schedule showing both bridges done by end of October 2022. Chad Clabaugh P.E., of C.S. Davidson asked Ronald L. Weidner about attending the Paradise meeting March 14 at 7pm with opening the bids on March 10, 2022. Chad Clabaugh P.E., of C.S. Davidson informed the bids are done electronical and are reviewed by C.S. Davidson and then the Townships are provided C.S. Davidson's recommendations. Stephanie Egger informed that she has advertised since the meeting is in the evening at least two supervisors could attend. Chad Clabaugh P.E., of C.S.

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Davidson asked if LTAP had been contacted about performing the sight distance research? LTAP will provide a report with suggestions on how to fix the issue with Protectory Road. Ronald L. Weidner informed he would like to bid the Hamilton Township side of Protectory Road separate from the joint bidding process.

NEW BUSINESS:

1. State Police: Stephanie Egger read the reports for the months of December 2021 and January 2022. For the month of December there was a total of 37 incidents with three criminal, four crash, 29 service and one no responses. For the month of January there was a total of 22 incidents with four criminal, four crash, 12 service and two no response.
2. Northeast Adams Fire Co. #32-EMS: Stephanie Egger read the report for the year of 2021 there was a total of 435 incidents with a total in Hamilton Township of 22 incidents. Stephanie Egger read the reports for December 2021 and January 2022. For the month of December there was a total of 49 incidents with five in Hamilton Township. For the month of January there was a total of 41 incidents with two in Hamilton Township.
3. Northeast Adams Co. #32-Fire: No report.
4. United Hook & Ladder Co. No. 33: Stephanie Egger read the report for the year of 2021. For the year there was a total of 724. Stephanie Egger read the report for January there was a total of 56 incidents with three in Hamilton Township.
5. Adams Regional EMS, Inc.: Stephanie Egger read the report for the year of 2021. For the year there was a total of 8,657 incidents with 127 incidents in Hamilton Township. Stephanie Egger read the reports for December 2021 and January 2022. For the month of December there was a total of 821 incidents with seven in Hamilton Township. For the month of January there was a total of 775 incidents with 15 in Hamilton Township.
6. Approval of Resolution No. 2022-36 Transfer of Funds: Stephanie Egger read Resolution No. 2022-36, a CD No. 900043218314 with ACNB in the amount of \$90,120.88 has matured and deposited into the General Fund Checking Account. To reinvest these funds with the purchase of a CD from Members 1st Federal Credit Union in the amount of \$90,120.88 earmarked for Capital Expense. *A motion to approve was made by Ronald L. Weidner with a second made by Michael A. Strausbaugh.* **Motion was approved unanimously.**
7. Approval of Resolution No. 2022-45 Reimburse Pension Plan for 2018: Stephanie Egger read Resolution No. 2022-45, to deposit to the Non-Uniformed Pension Plan the total sum of Nine Hundred Twenty-Seven Dollars (\$927.00) for the 2018 year. This balance is to reimburse the Pension Fund monies deposited to Hamilton Township in the year 2018. *A motion to approve was made by Ronald L. Weidner with a second made by Jeremy P. Smith.* **Motion was approved unanimously.**
8. Approval of Resolution No. 2022-37. Approval of Public Security, Pine Run Community Phase III: Stephanie Egger read Resolution No. 2022-37, to accept the Public Improvements Security Estimate for Pine Run Community Management Phase III. Pursuant to the Pennsylvania Municipal Planning Code Section 509, (a), (b), (c), (d), (e), (f), (g) and (h): The Board of Supervisors of Hamilton Township accept and approve the Public Improvement Security for Pine Run Community Phase III as submitted by Hanover Land Service and recommended by the Township Engineer, Chad M. Clabaugh, P.E. of C. S. Davidson, Inc. in the amount of One Million Four Hundred Forty- Four Thousand Four Hundred Ninety- Five Dollars and Eighty Cents (\$1,444,495.80). The Security is acceptable by either Irrevocable Letter of Credit or Bond. *A motion to approve was made by Ronald L. Weidner with second made by Jeremy P. Smith.* **Motion was approved unanimously.**

9. Approval of Resolution No. 2022-38. Restatement of Qualified Retirement Plan: Stephanie Egger read Resolution No. 2022-38, the Employer has maintained the Hamilton Township, Adams County Non-Police Pension Plan ("Plan") since 1-1-1998 for the benefit of eligible employees. The Employer has decided to restate the above-referenced Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earning Assistance and Relief Tax Act of 2008 (Heart Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRENA) and other applicable guidance. The Employer wishes to appoint Board of Trustees of the Pennsylvania Municipalities Pension Trust, as Trustee(s) of the Plan Hamilton Township, Adams County Non-Police Pension Plan as a complete restatement of the prior Plan, to be effective on 1-1-2019. That the Employer is authorized to execute the restated Plan document and perform any other actions necessary to implement the adoption of the Plan restatement. The Employer may designate any other authorized person to perform the actions necessary to adopt the Plan restatement. A copy of the Plan shall be retained in the business office of the Employer. The Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan the Employer may designate any other person or persons to perform the actions necessary to administer the Plan. *A motion to approve was made by Ronald L. Weidner with a second made by Jeremy P. Smith.* **Motion was approved unanimously.**
10. Approval of Resolution No. 2022-39. Establish Review policy and procedure: Stephanie Egger read Resolution No. 2022-39, to establish a policy and procedure for the weekly review packet for Supervisors. The review folders system was established in 2007 and has been used since that time. The system was initiated to assure that each Supervisor had the opportunity to review the weekly information received. Some items require a timely response. Signature and date are both required as they verify that staff provided the information in a timely manner to allow for response prior to deadlines. This procedure has been successful in the past and will remain in use. *A motion to approve was made by Ronald L. Weidner with second made by Jeremy P. Smith. Michael A. Strausbaugh no vote.* **Motion was not unanimous.**
11. Approval of Resolution No. 2022-40. Exonerate Tax Collector for year 2021 taxes: Stephanie Egger read Resolution No. 2022-40, to exonerate Dolores (Dorry) Long, Hamilton Township Tax Collector, from the responsibility of collection of unpaid Per Capita, Municipal & Real Estate taxes due for the year 2021 having sent the information for uncollected taxes to J. P. Harris Collection Agency. *A motion to approve was made by Ronald L. Weidner with a second made by Jeremy P. Smith.* **Motion was approved unanimously.**
12. Stephanie Egger reviewed with the audience that United Hook & Ladder Co. #33 is reaching out for volunteers.
13. Approval of Resolution No. 2022-42. Pension MMO for 2022: Stephanie Egger read Resolution No. 2022-42, to acknowledge receipt and accept the Minimum Municipal Obligation (MMO) of -0- No Funding Required as the Plan assets are greater than the present value of future benefits for the Trustees of Pennsylvania Municipalities Retirement Plan through Pennsylvania State Association of Township Supervisors (PSATS). This total is for the calendar year 2022. *A motion to approve was made by Ronald L. Weidner with a second made by Michael A. Strausbaugh.* **Motion was approved unanimously.**
14. Approval of Resolution No. 2022-43. Approval of Pension Plan Administrator: Stephanie Egger read Resolution No. 2022-43, the Office Manager is hereby appointed as the PSATS Pension Plan Administrator for Hamilton Township as set by the Board of Supervisors, Hamilton Township, Adams County, Pennsylvania. This Resolution voids Resolution No. 2022-25. *A motion to approve was made by Ronald L. Weidner with a second by Jeremy P. Smith.* **Motion was approved unanimously.**
15. Approval of Resolution No. 2022-44. Adopting the Pension Disclosure Statement for 2021: (The full disclosure statement is available on the back bulletin board and on the website.) Stephanie Egger read Resolution No. 2022-44, to adopt as required by Chapter 7-A of Act 44 of 2009, the Municipal Pension

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Plan Funding Standard and Recovery Act the Disclosure Statement for 2021. The Disclosure Statement covers the administrative, actuarial, investment and advisory services which are provided to our pension/retirement plan through the Pennsylvania State Association of Township Supervisors (also known as PSATS), Summit Financial Corporation and Nationwide. *A motion to approve was made by Ronald L. Weidner with a second made by Jeremy P. Smith. Motion was approved unanimously.*

16. Request for stone bids in the event vendors do not participate with Co-Stars: *A motion to prepare advertisement for bid if York Building Materials is not a costar participant was made by Ronald L. Weidner with a second made by Michael A. Strausbaugh. Motion was approved unanimously.*
17. Approval of updated Comp Time/Over Time Policy: Will be distributed to all employees and placed in future handbooks. Comp Time Policy February 7, 2022. Stephanie Egger read the comp time/overtime policy. Michael Strausbaugh does not feel that comp time should be paid at time and half, Comp time is a privilege and should be paid out as normal time. *A motion to approve was made by Jeremy P. Smith with a second made by Ronald L. Weidner Michael A. Strausbaugh no vote. Motion was not unanimous.*
18. Approval of Resolution No.2022-46. Provision for MS-4: Stephanie Egger read Resolution No. 2022-46, to be proactive in establishing funds for the anticipated regulatory requirement of the US-EPA (United States Environmental Protection Agency) for implementation of MS-4 within the township. There are Municipal Separate Storm Sewer Systems (MS-4) including large and small MS-4s that exist nationwide, operating under a National Pollutant Discharge Elimination System (NPDES) MS-4 permit. The NPDES permit requires, permittees to develop and implement a comprehensive Storm Water Management Program (SWMP) that must include pollution prevention measures, treatment or removal techniques, monitoring, use of legal authority, and other appropriate measures to control the quality of storm water discharged to the storm drains and thence to waters of the United States. To set aside funds in the amount of Twenty-Five Thousand Dollars (\$25,000) for the purpose of implementation of MS-4. The purchase of a CD (Certificate of Deposit) at Members 1st Federal Credit Union shall be set aside for the implementation of MS-4. *A motion to approve was made by Ronald L. Weidner with a second made by Jeremy P. Smith. Motion was approved unanimously.*
19. Approval of Resolution No. 2022-41: Stephanie Egger read Resolution No. 2022-41, to exonerate the attached list of residents from the responsibility of payment of unpaid Per Capita Municipal taxes due for the year 2021. *A motion to approve was made by Ronald L. Weidner with a second made by Jeremy P. Smith. Motion was approved unanimously.*

Planning Commission recommendations and status of active plans:

January meeting was cancelled.

Is there any other business to come before the Board of Supervisors? None

COMMITTEE & DEPARTMENT REPORTS:

1. East Berlin Area Community Center (EBACC): Cyndi Bisacre informed EBACC is diligently working with the lawyer to review the purchase of a tract of land known as "The Adams County Fairground", they are in discussion now. EBACC has ninety days to review the requirements, one of which is the down deposit, if EBACC would back out, EBACC would lose the down deposit. The Blood Drive for February has been cancelled. Hamilton Township is looking for another resident to be part of the EBACC Board. EBACC received 900 newsletters back from the USPS due to a postal error. Please check the website for all the updated classes and new classes. There will be Hog maw platters available, the order deadline is February 18, 2022, and pick up February 24, 2022. There is a new personal trainer with several classes available.

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2. Abbottstown Paradise Joint Sewer Authority: Kevin Moul informed they are moving forward on bidding a 1.2-million-dollar upgrade project. For Hamilton Township this would include Route 194 and Cherry Lane hoping to be done by end of year. The Abbottstown Paradise Joint Sewer Authority is going through York Traditions Bank for the loans. Any donations from the ARPA funds are always welcome and Amy will be sending out notices about this.
3. Parks and Recreation Committee: No report. No meeting.
4. Emergency Management: Paul Minnich informed no report.
5. YATB Tax Board Report: Jeremy Smith informed the meeting was held on 1/31/2022, the reorganization occurred. The unaudited reports from 2021 were gone over. There was a net income of \$915,000 for 2021. Collections were above for 2021 from 2020 due to recovering from the COVID year. They are looking to add offices for more privacy. They are consolidating three deeds at the York property which is needed for a PennDOT temporary easement for the I83 project.
6. ACTCC Tax Board Report: Michael A. Strausbaugh informed waiting for meeting details. No report.
7. Road Master's Report: Public Works plowed and cindered three times, prepared equipment for the cold weather.
8. COG: No report. No meeting attendance.
9. East Berlin Area Joint Authority: Ronald L. Weidner no meeting due to no quorum. East Berlin Area Joint Authority did approve to put a fence around updated water tank in East Berlin.

Engineer's Report: Stephanie Egger reviewed the February report.

1. SUBDIVISION, LAND DEVELOPMENT, and STORMWATER PLAN REVIEWS:

Pine Run Park Phase III: C.S. Davidson provided a security estimate and letter dated 1/17/2022. C.S. Davidson reviewed the stormwater agreement and provided comments dated 1/14/2022. Revisions were made that same day and resubmitted to the Township. C.S. Davidson reviewed the revised detour plan submitted on 1/20/2022 and responded with one comment in an e-mail dated 1/20/2022.

2. OTHER PROJECTS:

Home and Protectory Bridges: C.S. Davidson provided the Townships with an updated proposal for the next steps including bidding, right-of-way, utility coordination, and construction phases. C.S. Davidson was given the green light to proceed from both townships. Due to the concern with the precast box lead time C.S. Davidson has expedited the bidding schedule. A Schedule is attached. C.S. Davidson has been keeping both municipalities updated in many e-mail correspondences over the past month. Plans and specifications have been drafted and are currently undergoing quality assurance reviews at C.S. Davidson.

Project Schedule

- Specifications February 2, 2022 – February 10, 2022
- In-house CSD Peer Review February 10, 2022– February 14, 2022
- Townships Review Thursday, February 10, 2022
- Township Authorizes Ad. Monday, February 14, 2022
- Advertise for Bid Thursday, February 17, 2022
- 2nd Advertise for Bid Monday, February 21, 2022
- Open Bids Thursday, March 10, 2022, 10:00 am
- Prepare Bid Tab and Recommendation Thursday, March 10, 2022
- Township Awards Contract (@ meeting) Monday, March 14, 2022
- Notice of Apparent Low Bidder Tuesday, March 15, 2022

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- Contracts Due from Contractor Wednesday, March 30, 2022
- Township Executes Contract Thursday, March 31, 2022
- Notice to Proceed Monday, April 4, 2022
- 210-Day Construction Period Monday, April 4, 2022 – Monday, October 31, 2022 (4-month culvert lead time)

Solicitor's Report: Attorney Tomasko presented his January report which included preparing correspondence to Adams County Law Library regarding recently enacted ordinance amendments/revisions to Zoning and SALDO, Update Township Code with 2020 and 2021 enactments, attention to Royal Farms liquor license transfer application and telephone conference with Stephanie Egger regarding multiple legal issues/questions.

Scott Weaver, Zoning Officer's Report: Stephanie Egger read the report for the month of January. There were a total of four zoning permits one for hoop barn, did not require a UCC permit (Ag Exempt); one for pole barn, did require a UCC permit; One for a HOP, did not require a UCC permit; and one for a bathroom addition, did require a UCC permit.

MOTION TO PAY THE BILLS:

Motion to pay the bills for the General Fund was made by Ronald L. Weidner with a second made by Jeremy P. Smith. The motion was approved unanimously.

PUBLIC COMMENTS: None

SUPERVISOR COMMENTS:

Ron: Please be aware of the horse and buggy when driving around the Township. Resident lives on Berlin Road. Thanks everyone for coming to the meeting.

Jeremy: Thanks everyone for coming to the meeting. Happy Valentine's Day.

Mike: Thanks everyone for coming to the meeting. Stay safe out there.

Meeting Announcements:

Board of Supervisors: Monday, March 7, 2022 @ 7 PM.

Parks and Recreation Board: Meetings are cancelled indefinitely until activity resumes.

Planning Commission: Tuesday, February 15, 2022 @ 7 PM.

Adjournment:

Having nothing further to discuss, Motion to adjourn was made at 7:58 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