

Approved 6/1/26

**HAMILTON TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
May 4, 2026**

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Jeremy P. Smith.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

ROLL CALL: Supervisors present were Jeremy P. Smith, Ryan M. Groft, and Ryan A. Fox. Also present were Township Engineer Chad Clabaugh, P.E. (C.S. Davidson, Inc.); Solicitor Melissa Kelso, Esq. (Kelso Law LLC); and Secretary/Treasurer Megan Carper.

APPROVAL OF AGENDA: Ryan M. Groft made a motion to approve the May 4, 2026 Board of Supervisors meeting agenda as amended to add "Property & Liability Insurance Renewal (2026–2027)" under New Business, seconded by Ryan A. Fox. The motion was unanimously approved.

APPROVAL OF MINUTES: Jeremy P. Smith made a motion to approve the April 6, 2026 Regular Meeting Minutes as presented, seconded by Ryan M. Groft. The motion was unanimously approved.

PUBLIC COMMENT (AGENDA ITEMS ONLY): There were no public comments.

OLD BUSINESS: None.

NEW BUSINESS

- **2026 Box Alarm Cards and Municipal Review Form:** Jeremy P. Smith made a motion to approve the 2026 Box Alarm Cards and associated maps, as submitted by the Fire Chief, and to authorize the appropriate municipal officials to execute and submit the Municipal Box Alarm Card Review Form to the Adams County Department of Emergency Services, seconded by Ryan M. Groft. The motion was unanimously approved.
- **ZHB Solicitor:** Discussion was held regarding a letter of interest submitted by Todd A. King, Esq. to serve as Solicitor for the Hamilton Township Zoning Hearing Board. Jeremy P. Smith made a motion to accept the proposal from Todd A. King, Esq., seconded by Ryan M. Groft. The motion was unanimously approved.
- **Property & Liability Insurance Renewal (2026–2027):** Discussion was held regarding the Township's 2026–2027 property and liability insurance renewal quotes. Ryan A. Fox made a motion to table the Property & Liability Insurance Renewal pending additional information, seconded by Ryan M. Groft. The motion was unanimously approved.

PLANNING COMMISSION RECOMMENDATIONS:

- **H&H General Excavation – Final Minor Reverse Subdivision Plan:** Jeremy P. Smith made a motion to grant conditional approval of the H&H General Excavation Final Minor Reverse Subdivision Plan, as recommended by the Planning Commission, subject to satisfaction of the Township Engineer's review comments and completion of all required signatures, seals, and recording requirements, seconded by Ryan M. Groft. Township Engineer Chad Clabaugh stated the only remaining engineer comment involved revisions to the draft deed language associated with a PennDOT right-of-way issue. The motion was unanimously approved.

MONTHLY REPORTS: The following reports were acknowledged as posted on the Township bulletin board: State Police; Northeast Adams Co. No. 32 Fire Department; United Hook & Ladder Co. No. 33 Fire Department; Adams Regional EMS.

COMMITTEE & MEETING REPORTS

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- **EBACC:** Ryan M. Groft reported on the April 27, 2026 EBACC Board meeting. Discussion included committee reports, building maintenance expenses, and monthly financial reports. Retail sales totaled \$11,829.38, rentals generated \$3,455.00, and kitchen revenue totaled \$1,295.00. A total of 221 volunteers donated 1,507.75 hours during March. Upcoming events include the Mother's Day Sale, Spring Plant Sale, and Shred Event on May 9; the Indoor Clearance Sale from May 13–15; and the Touch A Truck event on May 16. The next Board meeting is scheduled for May 18, 2026.
- **APJSA:** No report.
- **Emergency Management:** No report.
- **YATB:** Jeremy P. Smith reported on the April 27, 2026 YATB meeting. First quarter 2026 income totaled approximately \$2.075 million, with expenses of approximately \$1.481 million, resulting in net income of \$594,339.01. The Board approved the 2025 YATB and TCC audits, the 2025 operating fund excess refund, destruction of records prior to 2019, waiver of penalty and interest policies for certain delinquent taxes, electronic filing requirements for employers, and the 2026 member share of bureau ownership. Hamilton Township's refund amount will be \$3,240.73. The next meeting is scheduled for July 27, 2026.
- **ACTCC:** Jeremy P. Smith reported the next scheduled ACTCC meeting is in November unless a meeting is needed sooner.
- **ACCOG:** Ryan A. Fox reported on the April 23, 2026 Adams County Council of Governments meeting held at the Adams County EMS building. Representative Dan Moul was the featured speaker and discussed PA budget updates, PIAA playoff ticketing concerns, housing regulations, and concerns regarding food processing residuals being spread on farm fields. The next meeting is scheduled for May 28, 2026 at 8:30 a.m.
- **CVSD Municipal Committee:** Ryan A. Fox reported there was no meeting held. He also noted the retirement of Director of Safety Matt Muller. Tonight's school board meeting includes a proposed budget with an approximate 2.5% tax increase.
- **Cross Keys Community Park:** Athletic fields are being considered at Cross Keys Park.
- **Public Works:** Ronald L. Weidner reported the Township recently hired Brandon Keller as General Laborer. The Township continues evaluating mower and truck replacement options. No major issues were reported.
- **East Berlin Area Joint Authority:** Ronald L. Weidner reported the Authority voted to move forward with the sale of the water system. York Water and American Water have expressed interest. He further reported one well currently exceeds DEP PFAS limits.

ENGINEER'S REPORT: Township Engineer Chad Clabaugh provided updates regarding the Esh Property subdivision and stormwater management matters, noting several permitting and conveyance issues remain under review. Chad also provided updates regarding the Pennwood Products development, including ongoing discussions related to proposed roundabouts and traffic circulation concepts. Chad reported he is working with a traffic engineer to prepare correspondence regarding Township concerns and recommendations. Chad also reported that proposed land development definition ordinance revisions have completed Planning Commission review and are anticipated for Board consideration at the June meeting. He further reported that a review of the Township highway classification map is underway and a meeting has been scheduled with Township staff to review roadway classifications and related ordinance implications.

SOLICITOR'S REPORT: Solicitor Melissa Kelso discussed transition procedures associated with the appointment of the new Zoning Hearing Board Solicitor.

ZONING OFFICER'S REPORT: Jeremy P. Smith reviewed the Zoning Officer's April report, noting that there were eight (8) permits issued, zero (0) stop work orders, one (1) complaint received, and eight (8) pending violations. The full report is located on the Township's bulletin board.

ESCROW RELEASE – 6 Cottage Drive Fire Escrow: Demolition work has been completed and the fire escrow has been released. No Board action was required.

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MOTION TO PAY THE BILLS: Ryan M. Groft made a motion to pay the General Fund bills as presented, seconded by Ryan A. Fox. The motion was unanimously approved.

PUBLIC COMMENT: Residents expressed concerns regarding multiple accidents occurring at the Brough Road / Pine Run Road / Peepytown Road intersection. Discussion included concerns regarding motorists failing to stop at the intersection, possible roadway safety improvements, and potential LTAP assistance for an intersection review and recommendations.

SUPERVISOR COMMENTS

- **Jeremy P. Smith:** “Thanks everybody for coming out and have a happy Memorial Day.”
- **Ryan M. Groft:** “Thanks for coming out. Happy Mother’s Day, and please keep an eye out for Township mowing crews and employees working along Township roads.”
- **Ryan A. Fox:** “Thank you for coming out. I think the only other holiday I can offer well wishes is Cinco de Mayo.”

UPCOMING MEETINGS

- Planning Commission – May 18, 2026 – 7:00 PM
- Election Day – May 19, 2026 (Township Office Closed)
- Board of Supervisors Workshop – May 27, 2026 – 4:00 PM
- Board of Supervisors Meeting – June 1, 2026 – 7:00 PM

ADJOURNMENT: Jeremy P. Smith made a motion to adjourn the meeting, seconded by Ryan M. Groft. The motion was unanimously approved. The meeting adjourned at 7:40 p.m.

An executive session was held immediately following adjournment to discuss legal and personnel matters. No action was taken.

Respectfully submitted,

Megan Carper
Secretary/Treasurer