

Hamilton Township
Re-organizational Meeting Agenda
Monday, January 6, 2025

CALL TO ORDER: The meeting was called to order at 6:30 PM with the Pledge of Allegiance by the Board of Supervisor Chairman, Ronald L. Weidner.

Pledge of Allegiance: The meeting opened with the Pledge of Allegiance to the Flag of the United States of America.

Supervisors present were Ronald L. Weidner, Jeremy P. Smith, and Ryan M. Groft.

Also present was Megan Carper, Secretary/Treasurer

First Order of Business - Year 2025:

1. Appointment of Temporary Secretary: *Ronald L. Weidner made a motion to appoint Megan Carper as Temporary Secretary, seconded by Jeremy P. Smith. **Motion carried unanimously.***
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Second Order of Business – Year 2025:

1. Appointment of Chairman: *Jeremy P. Smith made a motion to appoint Ronald L. Weidner as Chairman, seconded by Ryan M. Groft. **Motion carried unanimously.***
2. Appointment of Vice-Chairman: *Ronald L. Weidner made a motion to appoint Jeremy P. Smith as Vice-Chairman, seconded by Ryan M. Groft. **Motion carried unanimously.***
3. Appointment of Secretary/Treasurer: *Jeremy P. Smith made a motion to appoint Megan Carper as Secretary/Treasurer, seconded by Ronald L. Weidner. **Motion carried unanimously.***
4. Appointment of Assistant Secretary and Assistant Treasurer: *Ronald L. Weidner made a motion to appoint Hanna Furst as Assistant Secretary and Assistant Treasurer, seconded by Jeremy P. Smith. **Motion carried unanimously.***
5. Appointment of Road Master: *Ryan M. Groft made a motion to appoint Donald Blackburn as Road Master, seconded by Jeremy P. Smith. **Motion carried unanimously.***
6. Appointment of Solicitor and Adoption of 2025 Solicitor Fee Schedule: *Ronald L. Weidner made a motion to appoint Melissa Kelso, Esq., as Solicitor and adopt the 2025 Solicitor Fee Schedule, seconded by Jeremy P. Smith. **Motion carried unanimously.***
7. Appointment of Alternate Solicitor: *Jeremy P. Smith made a motion to appoint Kara Haggerty, Esq., from the Law Offices of Peter J. Russo, P.C., as Alternate Solicitor, seconded by Ryan M. Groft. **Motion carried unanimously.***
8. Appointment of Township Engineer: *Ronald L. Weidner made a motion to appoint C.S. Davidson, Inc. (Chad Clabaugh, P.E.) as Township Engineer, seconded by Jeremy P. Smith. **Motion carried unanimously.***
9. Appointment of Zoning Hearing Board Solicitor: *Jeremy P. Smith made a motion to appoint John Baranski, Esq., from MPL Law Firm LLP as Zoning Hearing Board Solicitor, seconded by Ryan M. Groft. **Motion carried unanimously.***
10. Appointment of Township SEO, Alternate SEO, and SEO Fee Schedule: *Ronald L. Weidner made a motion to appoint Timothy Wargo as Township SEO and Christopher Hoover of Hoover Engineering as Alternate SEO and adopt the SEO Fee Schedule, seconded by Jeremy P. Smith. **Motion carried unanimously.***

11. Appointment of Building Codes Inspection Agency & Fee Schedule Adoption: *Jeremy P. Smith made a motion to appoint PMCA as the Building Codes Inspection Agency and adopt the fee schedule, seconded by Ryan M. Groft. **Motion carried unanimously.***
12. Appointment of Auditor/CPA Firm for 2024 Audit: *Ronald L. Weidner made a motion to appoint SEK CPAs and Advisors as the township auditor, seconded by Jeremy P. Smith. **Motion carried unanimously.***
13. Appointment of Emergency Management Coordinator: *Ronald L. Weidner made a motion to appoint Paul Minnich as Emergency Management Coordinator, seconded by Jeremy P. Smith. **Motion carried unanimously.***
14. Appointment of Deputy Emergency Management Coordinators: *Ryan M. Groft made a motion to appoint Donald Blackburn and Douglas Fishel as Deputy Emergency Management Coordinators, seconded by Ronald L. Weidner. **Motion carried unanimously.***
15. Appointment of YATB Representative and Alternate: *Ronald L. Weidner made a motion to appoint Jeremy P. Smith as the YATB Representative and Ryan M. Groft as the Alternate, seconded by Ryan M. Groft. **Motion carried unanimously.***
16. Appointment of ACTCC Representative and Alternate: *Ronald L. Weidner made a motion to appoint Jeremy P. Smith as the ACTCC Representative and Ryan M. Groft as the Alternate, seconded by Ryan M. Groft. **Motion carried unanimously.***
17. Appointment of Board of Supervisors Vacancy Chairman: *Ronald L. Weidner made a motion to appoint Mel Lebo as the Vacancy Chairman, seconded by Jeremy P. Smith. **Motion carried unanimously.***
18. Appointment of Representative for EBACC: *Jeremy P. Smith made a motion to appoint Ryan M. Groft as the EBACC Representative, seconded by Ronald L. Weidner. **Motion carried unanimously.***
19. Appointment of PSATS Voting Delegate and Conference Attendees: *Ronald L. Weidner made a motion to appoint Megan Carper as the voting delegate and approve staff attendance at the 2025 PSATS Annual Conference, seconded by Jeremy P. Smith. **Motion carried unanimously.***
20. Resolution #2025-01: Appointment of the Depository for Township Funds for the year 2025 (Members 1st Federal Credit Union and ACNB): *Ronald L. Weidner made a motion to accept Resolution 2025-01 designating Members 1st Federal Credit Union and ACNB as the official depository for all township funds, ensuring proper handling of municipal finances, seconded by Jeremy P. Smith. **Motion carried unanimously.***
21. Resolution #2025-02: Planning Commission, Alternate Appointment: *Ronald L. Weidner made a motion to appoint Susie Kaiser as an alternate member of the Planning Commission, seconded by Ryan M. Groft. **Motion carried unanimously.***
22. Resolution #2025-03: Zoning Hearing Board Appointment: *Ronald L. Weidner made a motion to appoint Christopher Newman to the Zoning Hearing Board, seconded by Jeremy P. Smith. **Motion carried unanimously.***
23. Appointment of Right to Know Officer and Deputy Right to Know Officer: *Jeremy P. Smith made a motion to appoint Megan Carper as the Right to Know Officer and Hannelore Furst as the Deputy Right to Know Officer, seconded by Ryan M. Groft. **Motion carried unanimously.***
24. Appointment of the PSATS Pension Plan Administrator: *Ronald L. Weidner made a motion to appoint Megan Carper as the PSATS Pension Plan Administrator, seconded by Jeremy P. Smith. **Motion carried unanimously.***
25. Resolution #2025-04: Establish the Tax Collector's wage for 2025: *Ronald L. Weidner made a motion to approve Resolution 2025-04 establishing tax collectors' wage at 5% of the total taxes collected, seconded by Jeremy P. Smith. **Motion carried unanimously.***

26. Resolution #2025-05: Directing the Emergency Succession of Township Officers for continuity of township government in case of disaster: *Ronald L. Weidner made a motion to accept the Directing the Emergency Succession of Township Officers, seconded by Ryan M. Groft. **Motion carried unanimously.***
27. Schedule of Holidays and Office Closures for 2025: *Ronald L. Weidner made a motion to approve the schedule of Holidays and Office Closures for 2025, seconded by Jeremy P. Smith. **Motion carried unanimously.***
28. Resolution #2025-06: Establish the Tax Rates for the year 2025: Ronald L. Weidner read Resolution # 2025-06 to set tax rates for the township as follows:
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| 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 |
- Jeremy P. Smith made a motion to approve Resolution # 2025-06, seconded by Ryan M. Groft. **Motion carried unanimously.***
29. Resolution #2025-07: Fee Schedule for the year 2025. *Ronald L. Weidner made a motion to adopt Resolution #2025-07 fee schedule for the 2025 year, seconded by Jeremy P. Smith. **Motion carried unanimously.***

Public Comments: Heidi Hartlaub inquired about the emergency succession plan listed as item 25 on the agenda, specifically whether all individuals named in the plan take an oath of office. There was discussion regarding elected vs appointed officials.

Adjournment: *A motion to adjourn was made at 6:50 PM by Ronald L. Weidner, seconded by Jeremy P. Smith. **The vote was unanimous to adjourn.***

Minutes were recorded and transcribed by

Megan Carper
Secretary/Treasurer