

**HAMILTON TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
January 5, 2026**

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

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

1. **APPROVAL OF AGENDA PER ACT 65:** Jeremy P. Smith provided the agenda to the Board of Supervisors. Ryan M. Groft made a motion to approve the agenda as presented, seconded by Ryan A. Fox. The motion was unanimously approved.
2. **APPROVAL OF MINUTES:** Minutes of the December 1, 2025 Regular Meeting were presented. Jeremy P. Smith made a motion to approve the December 1, 2025 Board of Supervisors Meeting Minutes as written, seconded by Ryan A. Fox. The motion was unanimously approved.
3. **PUBLIC COMMENTS (Agenda Items Only):** There were no public comments.
4. **OLD BUSINESS**
 - **JW Paving O&M Agreement:** No updates had been received from JW Paving at this time. Jeremy P. Smith made a motion to table the JW Paving Operations and Maintenance Agreement pending receipt of formal written withdrawal from the applicant, seconded by Ryan M. Groft. The motion was unanimously approved.
 - **Opening, Review, and Acceptance of 2026 Propane Bids:** The Board opened and reviewed the propane bids received for the 2026 contract term. Jeremy P. Smith made a motion to award the 2026 propane contract to Aero Energy, the lowest responsible bidder, seconded by Ryan A. Fox. The motion was unanimously approved.
5. **NEW BUSINESS**
 - **Discussion / Information Items**
 - **Escrow Refund – Sheely Zoning Hearing Board:** The Board was advised that the escrow refund related to the Sheely Zoning Hearing Board matter had been released in accordance with Township procedures. No action was taken.
 - **PLGIT Banking:** An informational discussion was held regarding PLGIT banking. No action was taken.
 - **Pennsylvania State Police Coordination:** Discussion was held regarding coordination with the Pennsylvania State Police. No action was taken.
 - **Cross Keys Community Park:** Discussion was held regarding Cross Keys Community Park. No action was taken.
6. **PLANNING COMMISSION RECOMMENDATIONS FOR ACTION AND/OR STATUS REPORT OF ACTIVE PLANS**
 - **K-Hill Cul-de-sac Plan:** The Board discussed the status of a previously submitted K-Hill Cul-de-sac Plan. It was noted that a new plan has since been submitted. Jeremy P. Smith made a motion to table the previously submitted K-Hill Cul-de-sac Plan, seconded by Ryan M. Groft. The motion was unanimously approved.

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- **Esh Final Minor Subdivision Plan:** The Board reviewed the Planning Commission's recommendation for conditional approval pending satisfaction of items outlined in the Township Engineer's October 21, 2025 review letter. Jeremy P. Smith made a motion to conditionally approve the Esh Final Minor Subdivision Plan pending satisfaction of the Township Engineer's October 21, 2025 review letter, seconded by Ryan M. Groft. The motion was unanimously approved.
 - **Cashman Development – Operations and Maintenance Agreement:** The Board discussed the Stormwater Management O&M Agreement for the Cashman Development. Jeremy P. Smith made a motion to authorize execution of the Stormwater Management Operations & Maintenance Agreement for the Cashman Development, seconded by Ryan A. Fox. The motion was unanimously approved.
 - **Cashman Development – Financial Security:** The Board reviewed the required financial security for the Cashman Development in the amount recommended by the Township Engineer. Jeremy P. Smith made a motion to approve and accept the required financial security for the Cashman Development as recommended by the Township Engineer, seconded by Ryan M. Groft. The motion was unanimously approved.
 - **Cashman Development – Final Plan Approval:** The Board discussed final approval of the Stormwater Management Plan for the Cashman Development. Ryan M. Groft made a motion to grant conditional approval of the Stormwater Management Plan for the Cashman Development pending satisfaction of all remaining conditions, as verified by the Township Engineer, seconded by Ryan A. Fox. The motion was unanimously approved.
 - **Parking Lots – Township Code §150-118.E Amendment:** The Board reviewed the Planning Commission recommendation regarding a proposed amendment to Township Code §150-118.E (Parking Lots). Jeremy P. Smith made a motion to authorize advertisement of the proposed amendment to Township Code §150-118.E (Parking Lots), seconded by Ryan M. Groft. The motion was unanimously approved.
7. **MONTHLY REPORTS:** The following monthly reports were acknowledged as posted on the Township bulletin board: Pennsylvania State Police; Northeast Adams Co. No. 32 Fire Department; United Hook & Ladder Co. No. 33 Fire Department; Adams Regional EMS.
8. **COMMITTEES AND MEETING REPORTS**
- **East Berlin Area Community Center (EBACC):** Ryan M. Groft – No Report. Next meeting will be held Jan 26, 2026.
 - **Abbottstown Paradise Joint Sewer Authority (APJSA):** Kevin Moul – No Report.
 - **Emergency Management:** No Report.
 - **YATB Tax Board:** Jeremy P. Smith – No Report. Next meeting will be held at the end of month.
 - **ACTCC Tax Board:** Jeremy P. Smith – No Report. Next meeting will be held at the end of month.
 - **Roadmaster's Report:** Ronald L. Weidner provided a Roadmaster's report regarding equipment readiness and preparation for winter weather operations.
 - **East Berlin Area Joint Authority:** Ronald L. Weidner – No Report. Next meeting will be held on Thursday night.
9. **ENGINEER'S REPORT:** Chad Clabaugh, P.E., Township Engineer, reported on several active development and stormwater management matters, including the status of the previously submitted K-Hill Cul-de-sac Plan and the submission of a new plan, outstanding review items related to the Esh Final Minor Subdivision Plan, and review of the Stormwater Management Plan, Operations and Maintenance

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Agreement, and financial security for the Cashman Development. He also provided input related to Township Code §150-118.E (Parking Lots).

10. **SOLICITOR'S REPORT:** Solicitor Melissa Kelso, Esq., reported that she had received the current draft of the Land Development definition and will be completing her review.

11. **ZONING OFFICER'S REPORT – PMCA:** The Zoning Officer's monthly report was presented and is posted on the Township bulletin board.

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

13. **PUBLIC COMMENTS:** There were no public comments.

14. COMMENTS FROM THE BOARD OF SUPERVISORS

- **Jeremy P. Smith:** Chairman Smith thanked those in attendance and hope everyone had a very Merry Christmas and Happy New Year.
- **Ryan M. Groft:** Supervisor Groft thanked those in attendance and commented that the Board looked forward to seeing everyone again next month.
- **Ryan A. Fox:** Supervisor Fox thanked Township staff and thanked everyone for coming out and assisting in helping the meeting run smoothly.

15. MEETING SCHEDULE

- Auditors Reorganization – January 6, 2026 at 7:00 p.m.
- Planning Commission – January 20, 2026 at 7:00 p.m.
- Board of Supervisors – February 2, 2026 at 7:00 p.m.

16. **ADJOURNMENT:** Jeremy P. Smith made a motion to adjourn at 7:29 p.m., seconded by Ryan M. Groft. The motion was unanimously approved.

Minutes were recorded by

Megan Carper
Secretary/Treasurer