

**HAMILTON TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING MINUTES
January 5, 2026 – 6:30 p.m.**

The Reorganizational Meeting of the Hamilton Township Board of Supervisors was called to order at 6:30 p.m. 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. The Pledge of Allegiance was recited.

- 1. Appointment of Temporary Chair:** Ryan M. Groft made a motion to appoint Jeremy P. Smith as Temporary Chair for purposes of the Reorganizational Meeting, seconded by Ryan A. Fox. The motion was unanimously approved.
- 2. Appointment of Chairman:** Ryan M. Groft made a motion to appoint Jeremy P. Smith as Chairman of the Board of Supervisors for 2026, seconded by Ryan A. Fox. The motion was unanimously approved.
- 3. Appointment of Vice-Chairman:** Ryan A. Fox made a motion to appoint Ryan M. Groft as Vice-Chairman of the Board of Supervisors for 2026, seconded by Jeremy P. Smith. The motion was unanimously approved.
- 4. Appointment of Secretary/Treasurer:** Jeremy P. Smith made a motion to appoint Megan Carper as Secretary/Treasurer for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.
- 5. Appointment of Assistant Secretary / Assistant Treasurer:** Jeremy P. Smith made a motion to appoint Hannelore Furst as Assistant Secretary/Assistant Treasurer for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.
- 6. Public Comment:** There was no public comment.
- 7. Appointment of Vacancy Board Chairman:** Jeremy P. Smith made a motion to appoint Mel Lebo as Vacancy Board Chairman for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.
- 8. Establish Treasurer's and Assistant Treasurer's Bonds:** Jeremy P. Smith made a motion to establish the Treasurer's and Assistant Treasurer's bond in the amount currently required by Township policy, seconded by Ryan M. Groft. The motion was unanimously approved.
- 9. Resolution 2026-01 – Appointment of Depositories for Township Funds:** Ryan M. Groft made a motion to adopt Resolution 2026-01 appointing the depositories for Township funds, seconded by Jeremy P. Smith. The motion was unanimously approved.
- 10. Reappointment of Working Supervisors:** Ryan M. Groft made a motion to reappoint the Jeremy P. Smith as Working Supervisors for 2026, seconded by Ryan A. Fox. The motion was unanimously approved.
- 11. Appointment of Township Solicitor and Alternate:** Jeremy P. Smith made a motion to appoint Melissa Kelso, Esq. of Kelso Law LLC as Township Solicitor and Katie James, Esq. of Kelso Law LLC as Alternate Solicitor for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.

Approved 2/2/2026

12. Appointment of Zoning Hearing Board Solicitor: Ryan A. Fox made a motion to appoint Attorney John J. Baranski, Jr., MPL Law Firm, LLP as Zoning Hearing Board Solicitor for 2026, seconded by Jeremy P. Smith. The motion was unanimously approved.

13. Appointment of Township Engineer: Jeremy P. Smith made a motion to appoint Chad Clabaugh, P.E. of C.S. Davidson, Inc. as Township Engineer for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.

14. Set Mileage Rate for Use of Personal Vehicles: Jeremy P. Smith made a motion to set the mileage reimbursement rate at the current IRS rate, seconded by Ryan M. Groft. The motion was unanimously approved.

15. Appointment of Auditor: Jeremy P. Smith made a motion to appoint SEK, CPAs & Advisors as the Township Auditor for the 2025 audit conducted in fiscal year 2026, seconded by Ryan A. Fox. The motion was unanimously approved.

16. Appointment of Right-to-Know Officer and Alternate: Jeremy P. Smith made a motion to appoint Megan Carper as Right-to-Know Officer and Hannelore Furst as Alternate Right-to-Know Officer, seconded by Ryan M. Groft. The motion was unanimously approved.

17. Appointment of Township SEO: Jeremy P. Smith made a motion to appoint Timothy Wargo of Hoover Engineering as the Township Sewage Enforcement Officer for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.

18. Appointment of Emergency Management Coordinator: Jeremy P. Smith made a motion to table appointment of the Emergency Management Coordinator for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.

19. Appointment of Floodplain Administrator: Ryan M. Groft made a motion to appoint Jeremy P. Smith as Floodplain Administrator on an interim basis for 2026 until a permanent appointment is made, seconded by Ryan A. Fox. The motion was unanimously approved.

20. Appointment of Deputy Emergency Management Coordinators: Ryan M. Groft made a motion to appoint Ronald L. Weidner and Douglas Fishel the Deputy Emergency Management Coordinators for 2026, seconded by Ryan A. Fox. The motion was unanimously approved.

21. Approval of the 2026 Meeting Schedule and Authorization to Advertise: Ryan M. Groft made a motion to approve the 2026 meeting schedule and authorize advertisement, seconded by Jeremy P. Smith. The motion was unanimously approved.

22. Approval of the 2026 Holiday Schedule and Office Closures: Jeremy P. Smith made a motion to approve the 2026 holiday schedule and office closures, seconded by Ryan M. Groft. The motion was unanimously approved.

23. Appointment of PSATS 2026 Conference Voting Delegate and Staff Attendance: Jeremy P. Smith made a motion to appoint the PSATS 2026 Conference Voting Delegate and approve staff attendance for the May 4–7, 2026 conference as listed, seconded by Ryan M. Groft. The motion was unanimously approved.

Approved 2/2/2026

24. Resolution 2026-02 – Planning Commission Appointments: Ryan A. Fox made a motion to adopt Resolution 2026-02 appointing Ira Bitner and Lela Reichart as members of the Planning Commission, seconded by Ryan M. Groft. The motion was unanimously approved.

25. Resolution 2026-03 – Zoning Hearing Board Appointments: Jeremy P. Smith made a motion to adopt Resolution 2026-03 appointing Jeffrey Stough as a member of the Zoning Hearing Board, seconded by Ryan M. Groft. The motion was unanimously approved.

26. Appointment of YATB Representative and Alternate: Ryan M. Groft made a motion to appoint the Jeremy P. Smith as YATB Representative and Ryan M. Groft as Alternate for 2026, seconded by Ryan A. Fox. The motion was unanimously approved.

27. Appointment of ACTCC Representative and Alternate: Ryan M. Groft made a motion to appoint Jeremy P. Smith as ACTCC Representative and Ryan M. Groft as Alternate for 2026 as listed on the agenda, seconded by Ryan A. Fox. The motion was unanimously approved.

28. Appointment of EBACC Representative: Jeremy P. Smith made a motion to appoint Ryan M. Groft as the EBACC Representative for 2026, seconded by Ryan A. Fox. The motion was unanimously approved.

29. Appointment of Conewago Valley School District Municipal Committee Representative: Ryan M. Groft made a motion to appoint Ryan A. Fox as the CVSD Municipal Committee Representative for 2026, seconded by Jeremy P. Smith. The motion was unanimously approved.

30. Appointment of Road Superintendent: Jeremy P. Smith made a motion to appoint Ronald L. Weidner as Road Superintendent for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.

31. Appointment of Roadmaster: Ryan M. Groft made a motion to appoint Phillip Smith as the Roadmaster for 2026, seconded by Ryan A. Fox. The motion was unanimously approved.

32. Appointment of Building Codes Inspection Agency and Adoption of the UCC Fee Schedule: Jeremy P. Smith made a motion to appoint PMCA as the Building Codes Inspection Agency and adopt the UCC fee schedule for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.

33. Appointment of PSATS Pension Plan Administrator: Jeremy P. Smith made a motion to appoint Megan Carper as the PSATS Pension Plan Administrator for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.

34. Resolution 2026-04 – Establish the Tax Collector’s Wage for 2026: Jeremy P. Smith made a motion to adopt Resolution 2026-04 establishing the Tax Collector’s wage for 2026, seconded by Ryan A. Fox. The motion was unanimously approved.

35. Resolution 2026-05 – Emergency Succession Plan: Ryan M. Groft made a motion to adopt Resolution 2026-05 establishing the Emergency Succession Plan for continuity of Township government, seconded by Ryan A. Fox. The motion was unanimously approved.

36. Resolution 2026-06 – Establish the Tax Rates for 2026: Jeremy P. Smith made a motion to adopt Resolution 2026-06 establishing the tax rates for 2026, seconded by Ryan M. Groft. The motion was unanimously approved.

Approved 2/2/2026

37. Resolution 2026-07 – Adoption of the 2026 Fee Schedule: Ryan A. Fox made a motion to adopt Resolution 2026-07 adopting the 2026 fee schedule, seconded by Jeremy P. Smith. The motion was unanimously approved.

38. Resolution 2026-08 – Authorization of Certain Operating Disbursements: Jeremy P. Smith made a motion to adopt Resolution 2026-08 authorizing certain operating disbursements by the Secretary/Treasurer and Assistant Secretary/Treasurer, seconded by Ryan M. Groft. The motion was unanimously approved.

39. Adjournment: Jeremy P. Smith made a motion to adjourn the Reorganizational Meeting at 6:58 p.m., seconded by Ryan A. Fox. The motion was unanimously approved.

Minutes were recorded by

Megan Carper

Secretary/Treasurer