Approved 4/6/26

HAMILTON TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
March 2, 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 Solicitor Melissa Kelso, Esq. (Kelso Law LLC); and Secretary/Treasurer Megan Carper.

APPROVAL OF AGENDA: Ryan M. Groft made a motion to approve the March 2, 2026 meeting agenda as presented, seconded by Ryan A. Fox. The motion was unanimously approved.

APPROVAL OF MINUTES: Ryan M. Groft made a motion to approve the February 2, 2026 Regular Meeting Minutes as presented, seconded by Ryan A. Fox. The motion was unanimously approved.

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

OLD BUSINESS: None.

NEW BUSINESS

- **AREMS Capital Campaign Contribution:** Jeremy P. Smith made a motion to approve a contribution of $1,000 to Adams Regional EMS toward its Capital Campaign in 2026 and to include an additional $4,000 contribution in the proposed 2027 Township budget, for a total intended contribution of $5,000, seconded by Ryan M. Groft. The motion was unanimously approved.
- **Board Meeting Technology – Tablets:** Jeremy P. Smith made a motion to approve the purchase of three Lenovo tablets with setup and configuration services from Total Tech Solutions in the quoted amount $1,080 (pending final invoice), seconded by Ryan M. Groft. The motion was unanimously approved.
- **Assistant Compliance Officer & Road Superintendent Position:** Jeremy P. Smith made a motion to approve the revised job description for the position of Assistant Compliance Officer and Road Superintendent, amending the existing Road Superintendent role to include additional compliance and floodplain administration duties, seconded by Ryan M. Groft. The motion was unanimously approved.
- **Appointment – Assistant Compliance Officer & Road Superintendent:** Jeremy P. Smith made a motion to appoint Ronald L. Weidner to the position of Assistant Compliance Officer and Road Superintendent, seconded by Ryan M. Groft. The motion was unanimously approved.
- **Resolution 2026-11 – Mobile Deposit Authorization:** Jeremy P. Smith made a motion to adopt Resolution 2026-11 authorizing mobile deposit banking services with Members 1st Federal Credit Union, seconded by Ryan M. Groft. The motion was unanimously approved.
- **Resolution 2026-12 – Participation in PLGIT:** Jeremy P. Smith made a motion to adopt Resolution 2026-12 authorizing Hamilton Township to join the Pennsylvania Local Government Investment Trust (PLGIT), seconded by Ryan M. Groft. The motion was unanimously approved.
- **Resolution 2026-13 – Investment of Excess Township Funds:** Jeremy P. Smith made a motion to adopt Resolution 2026-13 authorizing the investment of excess Township funds into PLGIT, seconded by Ryan M. Groft. The motion was unanimously approved. Discussion was held regarding allocation of Township funds among various accounts.
- **Stone and Aggregate Bids:** Jeremy P. Smith made a motion to authorize the advertisement for stone and aggregate bids in the event vendors do not participate with the CoStars program, for a contract period commencing April 6, 2026 and expiring March 1, 2027, seconded by Ryan M. Groft. The motion was unanimously approved.

RECESS FOR PUBLIC HEARING: The Board recessed the regular meeting at 7:15 p.m.

PUBLIC HEARING – Proposed Zoning Ordinance Amendment (Parking Lots – §150-118.E): A public hearing was held to consider a proposed amendment to Hamilton Township Code §150-118.E relating to parking lot circulation and pedestrian safety standards. The amendment updates requirements for internal traffic circulation, aisle drive widths, pedestrian walkways and crosswalks, and related safety features. Public comment was invited; none was offered.

Roll Call Vote: Jeremy P. Smith – Yes; Ryan M. Groft – Yes; Ryan A. Fox – Yes. The motion was unanimously approved.

The public hearing was adjourned at 7:17 p.m.

RECONVENE REGULAR MEETING: The regular meeting reconvened at 7:17 p.m.

PLANNING COMMISSION RECOMMENDATIONS

- **Pennwood Products – Preliminary Subdivision & Land Development Plan:** Jeremy P. Smith made a motion to remand the Pennwood Products Preliminary Subdivision and Land Development Plan to the Planning Commission for continued review until it is ready for final Board consideration, seconded by Ryan M. Groft. 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

- **EBACC:** Ryan M. Groft reported on the February 23 EBACC Board meeting. Discussion included the “Reach for the Stars” brochure and review of the monthly financial and meal strategy report. The Board made the decision to discontinue the before and after childcare program due to low enrollment. Financially, retail sales totaled $15,570.92, rentals generated $2,817.00, and kitchen revenue totaled $1,907.00. A total of 243 volunteers contributed 1,535.5 hours during the month of January. The capital campaign is beginning to gain momentum, with initial donations of $100,000 and $200,000 reported. Upcoming events include an indoor clearance sale from March 18 through March 21, a Women’s Conference on March 28, and a Red Cross Blood Drive on March 31.
- **APJSA:** No report.
- **Emergency Management:** No report.
- **YATB:** Jeremy P. Smith reported recent meetings were canceled due to weather. Rescheduled meeting is tonight March 2nd. Next meeting is scheduled for April.
- **ACTCC:** Next meeting scheduled for April.
- **CVSD Municipal Committee:** Ryan A. Fox reported he will attend his first meeting in the coming weeks.
- **Cross Keys Community Park:** Ryan A. Fox reported the committee is moving forward with a property survey and future fundraising efforts.
- **Public Works:** No report.
- **East Berlin Area Joint Authority:** No report.
- **Special Election Day:** The Township Office will be closed on March 17, 2026 as the building will be used as a polling location.

ENGINEER’S REPORT: Jeremy P. Smith provided an update on the Engineer’s Report. The Leib stormwater management plan was reviewed by the Township Engineer, C.S. Davidson, with a review letter issued on February 27, 2026. The Kaiser and Summers Add-On Lot Plan, which had previously received conditional approval, has since had its deeds reviewed and approved, and the plan is now fully executed and ready for recording. With respect to the Pennwood Products development, responses to the traffic study were received from PennDOT on February 26, 2026 and are currently under review.

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SOLICITOR'S REPORT: Solicitor Kelso requested an executive session at the conclusion of the meeting to discuss a matter of potential litigation. No action was expected.

ZONING OFFICER'S REPORT: The Zoning Officer reported that during February there were ten (10) permits issued, zero (0) stop work orders, two (2) complaints received, eight (8) pending violations, and one (1) subdivision plan submitted.

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: Donna Vacek noted the upcoming special election for the 193rd Legislative District seat (Torren Ecker's position) and encouraged residents to participate.

SUPERVISOR COMMENTS
- Jeremy P. Smith: "Thank everybody for coming out. Stay safe tomorrow with the weather."
- Ryan M. Groft: "Thanks for coming out and keep our military in your thoughts and everybody else involved with that."
- Ryan A. Fox: "I echo those thoughts and Happy St. Patrick's Day."

UPCOMING MEETINGS
- Planning Commission – March 16, 2026 – 7:00 PM
- Board of Supervisors Workshop – March 25, 2026 – 4:00 PM
- Board of Supervisors – April 6, 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 7:28 p.m.

An executive session was held immediately following adjournment to discuss a matter of potential litigation. No action was taken.

Respectfully submitted,

Megan Carper
Secretary/Treasurer