

Hamilton Township Board of Supervisors
Minutes of March 19, 2025 Meeting

The Hamilton Township Board of Supervisors met in a duly advertised business meeting this evening with Chairman Jeffrey Rockwell calling the meeting to order at 3:00 PM. Members and guests present in addition to Mr. Rockwell were Richard Troup, Ronald Yeager, Deborah Hollenshead, Patricia Clugston, Ginger Powell, Solicitor AJ Benchoff, and Lieutenant Tandy Carey of the Pennsylvania State Police, Chambersburg Barracks.

MINUTES – The Minutes of the March 5, 2025 regular business meeting were approved as presented.

ACCOUNTS PAYABLE LIST – The Accounts Payable List was approved on a motion by Mr. Troup, second by Mr. Yeager.

TREASURER'S REPORT – The Treasurer's Report was received and reviewed without comment.

CUMBERLAND VALLEY ANIMAL SHELTER – The February 2025 animal intake report was received from the Cumberland Valley Animal Shelter. The report indicates that ten stray cats were accepted at the Shelter.

PENNSYLVANIA STATE POLICE – Lieutenant Tandy Carey was present this afternoon for a periodic visit to inquire if the Supervisors have any specific issues that they might need to investigate or address.

HAMILTON TOWNSHIP DRIVEWAY PERMIT STANDARDS – Due to more recent inquiries for widening driveways for additional vehicles and/or campers, the Board of Supervisors reviewed Hamilton Township's Driveway Standards. The matter of driveway widths was briefly discussed, and on a motion by Mr. Troup, second by Mr. Yeager, the maximum width for residential driveway increased to 36 feet and the maximum width for two-way entrances/exits increased to 40 feet.

ANNUAL AUDIT REPORT PERIOD ENDING DECEMBER 31, 2024 – SEK CPAs and Advisors, the firm appointed to prepare the Township's annual audit, has completed the audit and presented the complete report. The report indicates that there were no deficiencies in internal control identified, there were no misstatements identified, no difficulties encountered while conducting the audit, and there were no disagreements with management regarding financial accounting, reporting, or auditing matters. On a Yeager/Troup motion the Annual Audit was accepted.

REPLACEMENT OF OFFICE COPY MACHINE – The current office copier has not been functioning properly for some time. The machine was purchased in 2011 and parts are no longer available. Quotes for three copiers were obtained and provided to the Board for review. After evaluating and comparing, on a motion made by Mr. Rockwell, second by Mr. Yeager, the Secretary was instructed to proceed with the purchase of a Canon Image Class XMF1583c from Colony Business Systems at a price of \$3,129.00.

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EXECUTIVE SESSION – Chairman Rockwell recessed the regular business meeting at 3:35 PM for the purpose of holding an executive session to discuss personnel matters. At 3:54 PM the regular business meeting was reconvened.

OFFICE PERSONNEL APPOINTMENTS AND WAGES – Due to the upcoming retirement of the current Secretary/Treasurer, the Board must make appointments, to fill that position. On a motion by Mr. Troup, second by Mr. Yeager, the Board unanimously appointed Patricia Clugston as Secretary and Ginger Powell as Treasurer, effective May 1, 2025. The Board tabled setting wages for these positions.

ADJOURNMENT – There being no further business this evening, the meeting was adjourned at 3:59 PM on a motion by Mr. Troup, second by Mr. Yeager.

Respectfully submitted,



Patricia L. Clugston
Assistant Secretary