

Hamilton Township Board of Supervisors
Minutes of June 18, 2025 Meeting

The Hamilton Township Board of Supervisors met in a duly advertised business meeting this afternoon 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, Patricia Clugston, Ginger Powell, Michael Runyon with Byers and Runyon Surveying, Justin Clark with DRB Group, and Scott Longstreth with Sharrah Design Group.

MINUTES – The Minutes of the June 4, 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. Rockwell.

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

PENNDOT RESPONSE TO TOWNSHIP INTERSECTION CONCERN - At the April 2, 2025 township meeting, Mr. Kenneth Heckman presented the Hamilton Township Board of Supervisors with a request to install a stop sign in the west bound lane of Edenville Road at the intersection to Fort McCord Road. The Township Supervisors instructed the Secretary to compose a letter of concern. Since these roads are maintained by the State, the letter was sent to the Pennsylvania Department of Transportation. A response letter was received on June 16, 2025. Based upon the results of a Multi-Way Stop Study that was conducted, it was determined that PennDOT will install Single-Line Advance Street Name Plaques and 40 MPH Advisory Speed Plaques to supplement the current Side Road Signs eastbound and westbound on Edenville Road. This response was shared with Mr. Heckman.

AFLAC INSURANCE PRESENTATION – Mr. Danny Mara, representing AFLAC Insurance, was on the agenda to make a presentation to the Board. Mr. Mara called and canceled prior to meeting.

OLDE TYME MEATS LAND DEVELOPMENT PLAN – Mr. Michael Runyon with Byers and Runyon Surveying presented the Board with a Land Development Plan for Olde Tyme Meats to construct a modular building for poultry processing at 1711 Gabler Road, Chambersburg, PA. After reviewing the plan and a brief discussion, on a Troup/Rockwell motion, the plan was approved subject to Hamilton Township Planning Commission signature and receipt of bonding.

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LETTER OF REQUEST FROM DRB – Mr. Justin Clark with DRB Group asked the Board of Supervisor to grant them approval to begin grubbing and clearing and erosion & sediment control work prior to final plan approval at Spring View Farms Development located off Warm Spring Road. Preliminary land development plan was previously approved, September 2022. After some consideration, Mr. Rockwell made a motion to approve this request, second by Mr. Troup. The Board agreed to allow DRB to begin grubbing and clearing along with E&S control work only. This allowance does not grant approval for DRB to begin any infrastructure installation or home construction.

SHARRAH DESIGN GROUP WAIVER REQUEST FOR TERRACES AT GROVES LANDING – Mr. Scott Longstreth with Sharrah Design Group presented to the Board, a request for waiver for Terraces at Groves Landing off Frank Road. Mr. Longstreth requested exception to Article VI, Design Standards, Section 600.C.2 intersection streets in our Subdivision and Land Development Ordinance which states, *intersection streets shall not enter int the same side of collector of major streets at intervals of less than eight hundred feet (800')*. Supervisor Rockwell wanted the opportunity to have a discussion on this matter with the Township Engineer, Mr. William Rudy with Pennoni Associates, before making any decision. Mr. Troup agreed. On a motion made by Mr. Rockwell and second by Mr. Troup this agenda item was tabled until the July 2, 2025 Township Meeting.

DISABLED VETERAN REAL ESTATE TAX EXEMPTION RENEWAL – Our office has received a copy of a letter from the Commonwealth of PA, Department of Military and Veteran's Affairs, approving an exemption of real estate tax for Harry Green at 120 Diopside Drive, Chambersburg, PA. Mr. Green has met the eligibility requirements for this exemption. Based on that approval, on a motion by Mr. Troup, second by Mr. Rockwell, the Board approved this exemption of real estate property tax. The Secretary was directed to notify Mr. Green, as well as the Hamilton Township Tax Collector and Franklin County Tax Office.

2025 BULKY COLLECTION ANALYSIS – The Treasurer provided an analysis on this Spring's Bulky Collection. A total of 41.20 tons (14 loads) of material was collected and disposed of, which was 17.73 tons less than in 2024. The total amount of recyclable material collected was 56,040 pounds, which was 6,480 pounds more than in 2024. Overall, net expenses to provide this service were \$14,367.20, \$579.72 more than last year.

INDEPENDENT CONTRACTOR AGREEMENT – At the June 4, 2025 Township Meeting, the Secretary asked the Board of Supervisors to the consider creating an independent consultant agreement with Deborah Hollenshead, to assist with some of the more complex administrative tasks. With the assistance of our Township Solicitor, an independent contractor agreement was created and presented to Mrs. Hollenshead. Mrs. Hollenshead signed the agreement, the Secretary asked the Board of Supervisors

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INDEPENDENT CONTRACTOR AGREEMENT CONTINUED - to make a motion to authorize her to countersign. A motion by Mr. Rockwell and second by Mr. Troup, authorization was given to the Township Secretary to sign the agreement.

APPOINTMENT OF TOWNSHIP ROADMASTER – Because the Township's current Roadmaster, Mr. Jeffrey Hollenshead, will be retiring at the beginning of July 2025, the Board of Supervisors need to appoint a new Hamilton Township Roadmaster. The new Roadmaster position will be effective July 5, 2025. Since not all members of the Board of Supervisors were present, the appointment of Roadmaster was tabled on a Troup/Rockwell motion.

REVIEW ROAD CREW WORKER APPLICATIONS – We received 20 resumes from Indeed for the open position for Road Crew Worker. The Supervisors reviewed all resumes and select 8 potential candidates to be interviewed. These candidates will be contacted and interview appointments will be scheduled accordingly.

ADJOURNMENT – There being no further business this afternoon, the meeting was adjourned at 3:52 PM on a motion by Mr. Rockwell, second by Mr. Troup.

Respectfully submitted,



Patricia L. Clugston
Secretary