

Hamilton Township Board of Supervisors
Minutes of August 20, 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, Ronald Yeager, Patricia Clugston, Ginger Powell, Solicitor AJ Benchoff, Coleen Adams, Elizabeth Sitoski, Hannah Grace, Patrick Rist and Phil Pyles.

MINUTES – The Minutes of the August 6, 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.

LETTER OF CONCERN FROM TOWNSHIP RESIDENT – SPRING VIEW FARMS SUBDIVISION - Mrs. Colleen Adams, 1608 Warm Spring Road, submitted a letter of concern to the Township Board of Supervisors regarding pre-construction work for the new Spring View Farms subdivision, located off Warm Spring Road. Mrs. Adams attended the Board meeting along with several neighboring residents, including Elizabeth Sitoski, Hannah Grace, and Patrick Rist, to raise questions and express concerns. The following issues were discussed:

- Fire hazard due to tree debris piles
 - Mrs. Adams expressed concern about piles of tree debris left from land clearing. She reported during the meeting that the debris was in the process of being ground up and was no longer a fire concern.
- Dust control and EPA considerations
 - Residents expressed dissatisfaction with excessive dust affecting their properties and asked whether EPA considerations had been addressed during the subdivision planning process.
 - The Board referred residents to the Franklin County Conservation District, the agency responsible for regulating earth disturbance. The Board also informed residents that the developer has obtained an NPDES Permit addressing environmental considerations, including protection of land areas and waterways.
- Subdivision entrances and additional traffic
 - The Board explained that proposed subdivision entrances meet the requirements of Hamilton Township's Subdivision and Land Development Ordinance and are under review by the Township Engineer for compliance.
 - A traffic study was conducted in December 2021 as part of the subdivision planning process. Traffic studies are valid for five years, and this report identified no safety concerns.

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LETTER OF CONCERN FROM TOWNSHIP RESIDENT – SPRING VIEW FARMS
SUBDIVISION CONTINUED –

- Impact on EMS and Fire Services
 - Residents expressed concerns about the impact of additional housing on local fire and emergency services. The Board explained that fire company standards regarding access, egress, and water supply are reviewed as part of the subdivision planning process. The Board and Solicitor stated they could not comment on the operational impacts of additional housing on the volunteer fire company.

The residents were given the opportunity to review the proposed subdivision plan. The Board explained that the plan is not yet finalized, and that all ordinance requirements, regulations, and financial obligations must be satisfied. In addition, approvals are required from Bear Valley Water Authority, Hamilton Township Municipal Authority, Franklin County Planning Commission, Hamilton Township Planning Commission, and the Board of Supervisors before the subdivision plan may proceed.

UNIFORM CONSTRUCTION CODE FIVE-YEAR AUDIT RESULTS – The Secretary shared correspondence received from the Pennsylvania Department of Labor & Industry, Bureau of Occupational & Industrial Safety, regarding the Uniform Construction Code. A five-year audit was performed on December 12, 2024, to determine whether Hamilton Township was adequately administering and enforcing the accessibility requirements of the Code. Hamilton Township utilizes PA Municipal Code Alliance to ensure compliance with Construction Code regulations. The audit report reviewed three projects selected by the Department. While minor findings were noted, the overall determination concluded that Hamilton Township successfully completed and complied with the five-year audit requirements.

PERSONS TO BE HEARD – POTTERSNECK/CHAMBERS OVERLOOK (LAURICH GEMS SOUTH) – TOP COAT INSTALLATION A representative working with Pottersneck regarding the top coat installation did not attend the meeting as scheduled.

UNFINISHED BUSINESS INCLUDED PAPERWORK & PAYMENT APPROVAL FOR TOWNSHIP DUMP TRUCK PURCHASE – The Township purchased a 2026 International dump truck. The invoice received was \$1,500 higher than the contracted amount, with the vendor stating the increase was due to tariffs. At the August 6, 2025 regular meeting, approval to sign the paperwork and pay the invoice was tabled pending further review. The Supervisors asked the Secretary to contact CoSTARS to determine how other municipalities were handling tariff charges. The Secretary reported speaking with a CoSTARS representative, who explained that because the Township previously had a contract, the vendor should honor the original quoted price and not pass along tariff costs. However, if an agreement could not be reached, the vendor would have the right to cancel the contract and require the Township to resubmit. The CoSTARS representative recommended working with the vendor to resolve the matter and noted that the vendor's proposal to split the tariff costs equally with the Township was a reasonable solution, particularly since the Township has already taken possession of the vehicle. On a Yeager/Troup motion, the Board

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UNFINISHED BUSINESS INCLUDED PAPERWORK & PAYMENT APPROVAL FOR TOWNSHIP DUMP TRUCK PURCHASE CONTINUED– unanimously approved authorizing the Treasurer to pay the invoice and the Secretary to proceed with the necessary paperwork.

DISABLED VETERAN REAL ESTATE TAX EXEMPTION – The Commonwealth of Pennsylvania, Department of Military and Veterans Affairs, issued letters verifying total and permanent disability, as a result of service-connected causes incurred during a period of war or armed conflict, for the following individuals:

- Kurt Schroder, 76 Opal Drive
- Zachariah Friend, 162 Peridot Drive
- Doris Serkedakis, 125 Topaz Drive

The letters further recommended that the above-mentioned individuals be approved for an exemption from all real estate taxes on their property.

On a Troup/Yeager motion, the Board unanimously approved the exemption request for Hamilton Township real estate property tax for Mr. Schroder.

On a Troup/Yeager motion, the Board unanimously approved the exemption request for Hamilton Township real estate property tax for Mr. Friend.

On a Troup/Yeager motion, the Board unanimously approved the exemption request for Hamilton Township real estate property tax for Ms. Serkedakis.

The Secretary was directed to notify each veteran, the Hamilton Township Tax Collector, and the Franklin County Tax Assessment Office.

SUBDIVISION PLAN FOR LOT ADDITION FOR LISA DAVENPORT – A subdivision plan for land on Dorset Court owned by Gosney, Kerry L. & Jose F. Lopez Corea was reviewed. This plan proposes a lot addition, containing 976 sq. ft., to be added to adjacent lands of Lisa L. Davenport. No construction or earthmoving is proposed by this plan. On a motion by Mr. Yeager, second by Mr. Troup, this plan was unanimously approved. The Township Solicitor declared a conflict of interest and refrained from commenting or providing advice on the matter.

LAND DEVELOPMENT PLAN FOR RONALD L. MILLER – Plans were reviewed for Ronald L. and Verna R. Miller, 5360 Fort McCord Road, to construct two poultry buildings for raising chickens. A stormwater management plan has been submitted, and verbal approval was received from the Franklin County Conservation District regarding the NPDES Permit. Mr. Troup made a motion to approve the plans pending the issuance of the NPDES Permit. Mr. Yeager seconded the motion, and the Board unanimously approved the plans contingent upon issuance of the permit.

FRANKLIN COUNTY CONSERVATION DISTRICT REQUEST FOR AFFILIATE MEMBERSHIP DONATION – Since 2006, Hamilton Township has supported the Franklin County Conservation District with an annual \$250 donation to assist with education and outreach. A motion was made by Mr. Yeager and seconded by Mr.

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FRANKLIN COUNTY CONSERVATION DISTRICT REQUEST FOR AFFILIATE MEMBERSHIP DONATION CONTINUED - Rockwell to continue the annual contribution. The Board unanimously approved authorizing the Treasurer to proceed with the \$250 donation.

LETTER OF SUPPORT FOR GRANT APPLICATION FOR THE FRANKLIN FIRE COMPANY – The Township was contacted by the Franklin Fire Company requesting a letter of support to accompany their grant application. The Fire Company is applying for funding through the Harold L. Brake and Dolores K. Blake Legacy Fund. On a Yeager/Troup motion, the Board unanimously agreed to provide the requested support and instructed the Secretary to prepare and issue the letter.

FRANKLIN COUNTY TAX CLAIM BUREAU – ACCEPTANCE OF SERVICE OF JUDICIAL SALE – The Franklin County Tax Claim Bureau submitted an Order of Court for a Judicial Sale on a property located in Hamilton Township. An Acceptance of Service, requiring a Township signature to authorize the Tax Claim Bureau to proceed, was presented for action. On a motion made by Mr. Troup and seconded by Mr. Yeager, the Board approved authorizing Chairman Rockwell to sign the Acceptance of Service. The Township Solicitor declared a conflict of interest and refrained from commenting or providing advice on the matter.

AUTOBODY REPAIR FOR 2024 FORD F-250 – TWO QUOTES OBTAINED – On August 12, 2025, the Township road crew was working on the roadway when a resident backed out of their driveway and struck the Township's 2024 Ford F-250. An insurance claim was filed, and two quotes for the necessary autobody repairs were obtained:

- Chambersburg Auto Body Shop – \$4,229.47
- Crest Collision, Inc. – \$4,246.64

On a Troup/Yeager motion, the Board unanimously approved selecting the lowest quote and awarded the repair work to Chambersburg Auto Body Shop, with instructions to proceed with scheduling the repairs.

ADJOURNMENT – There being no further business this afternoon, the meeting was adjourned at 3:48 PM on a motion by Mr. Troup, second by Mr. Yeager.

Respectfully submitted,

A handwritten signature in blue ink, reading "Patricia L. Clugston". The signature is fluid and cursive, with the first name "Patricia" and last name "Clugston" clearly legible.

Patricia L. Clugston
Secretary