

Hamilton Township Board of Supervisors  
Minutes of September 17, 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, Matt Stare with DRB Group, Mark D. Story from Habitat for Humanity of Franklin County, Scott Bert and Hillary Dunning with HRG and Phil Pyles.

MINUTES – The Minutes of the September 3, 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. Mrs. Powell, Township Treasurer, also provided the Actual vs. Budget Comparison Report for the Third Quarter of 2025. The report indicates that actual revenues exceeded budget projections by \$96,241, primarily due to higher receipts in interest earnings, realty transfer tax, engineering fees, and traffic improvement fees. Expenses were \$471,160 less than budgeted; however, some budgeted expenses have not yet been invoiced, including insurances, remaining year payroll, and the pension transfer. Mrs. Powell also noted that the \$150,000 budgeted for a MS4 Project will be rolled over to 2026.

CUMBERLAND VALLEY ANIMAL SHELTER – The September intake report was received from the Cumberland Valley Animal Shelter. There were 6 cats and one dog accepted, all of which were strays.

PERSONS TO BE HEARD – The Township received an email from Debra Hensil, who resides at 1279 Tallow Hill Road, citing multiple complaints regarding the property at 1293 Tallow Hill Road. Ms. Hensil was unable to attend the meeting but requested her concerns be presented to the Board of Supervisors. Under this agenda item, the Secretary read her letter and presented accompanying photos. The Township Solicitor was present and reviewed the complaint with the Board. After discussion and review of the submitted materials, the Supervisors determined that there was insufficient photographic or observational evidence at this time to support the complaints as violations of the Nuisance Ordinance. On a Yeager/Troup motion, the Board directed the Secretary to compose a letter to Ms. Hensil informing her of their findings.

UNFINISHED BUSINESS – STANDARDS FOR DRIVEWAY ENTRANCES – The Board agreed to adjust the wording in the standards for driveway entrances to clarify that stabilizing materials must be durable and capable of preventing washouts during

September 17, 2025 Meeting Minutes, continued

UNFINISHED BUSINESS – STANDARDS FOR DRIVEWAY ENTRANCES CONTINUED – heavy rain events. On a Troup/Yeager motion, the Board unanimously approved the wording change and directed the Secretary to make the revision.

2025 FRANKLIN COUNTY HAZARD MITIGATION PLAN UPDATE – The Franklin County Department of Emergency Services requested Hamilton Township to review its Hazard Mitigation Plan and update any threat assessment rankings as needed. On a Yeager/Troup motion, the Board unanimously agreed to table this agenda item to allow additional time for review.

DISABLED VETERAN REAL ESTATE TAX EXEMPTION – The Commonwealth of Pennsylvania, Department of Military and Veterans Affairs, issued a letter to Justin Martz of 3020 Edenville Road, verifying that he is totally and permanently disabled as a result of service-connected causes incurred during a period of war or armed conflict. The letter further recommended that Mr. Martz be approved for an exemption from all real estate taxes on his property. Based on the information provided, on a Troup/Yeager motion, the Board unanimously approved the exemption request for Hamilton Township real estate property tax. The Secretary was directed to notify Mr. Martz, the Hamilton Township Tax Collector, and the Franklin County Tax Assessment Office.

SUBDIVISION PARTICIPATION AND RELEASE FORM – Hamilton Township received a request from Franklin County to complete the Subdivision Participation and Release Form. This form allows for participation in settlements and ensures full funding allocation. On a Yeager/Troup motion, the Board unanimously agreed to participate and authorized the Secretary to complete, sign, and return the form to the County.

HAROLD BRECHBILL SUBDIVISION PLANNING WAIVER & NON-BUILDING DEDICATION AND PLAN REVIEW – The Township office received a Planning Waiver & Non-Building Declaration for a subdivision plan for land off Keefer Road owned by Harold Brechbill. On a Rockwell/Yeager motion, the Board directed the Secretary to sign the exemption and forward it to the Pennsylvania Department of Environmental Protection (DEP) for review. In addition, Scott Bert of HRG presented the subdivision plan to the Board of Supervisors. The plan proposes the subdivision of approximately 95 acres into three lots. No construction or earthmoving is proposed. On a Rockwell/Troup motion, the Board unanimously approved the plan pending DEP approval.

EDENVIEW SUBDIVISION AND LAND DEVELOPMENT SEWAGE PLANNING EXEMPTION - the Township office received a sewage planning exemption request for a proposed land development plan from HRG on behalf of its client Habitat for Humanity of Franklin County for approximately 26 acres off Keefer Road. The Borough of Chambersburg has certified that sewage capacity is available, and the Hamilton



September 17, 2025 Meeting Minutes, continued

EDENVIEW SUBDIVISION AND LAND DEVELOPMENT SEWAGE PLANNING EXEMPTION CONTINUED - Township Municipal Authority is in the process of making its determination. On a Rockwell/Yeager motion, the Board directed the Secretary to sign the exemption and forward it to the Pennsylvania Department of Environmental Protection (DEP) for review.

EDENVIEW STORMWATER RUNOFF REQUIREMENT MODIFICATION REQUEST - HRG, on behalf of its client, Habitat for Humanity of Franklin County, submitted a request for a waiver from a section of the Township's Stormwater Management Ordinance No. 2022-174 in connection with the proposed Edenview subdivision. Ms. Hillary Dunning of HRG presented the waiver request, specifically for Section 304.B - Standard for Managing Runoff. The request sought relief from the release rate requirement that reduces the post-development 2-year runoff rate to the pre-development 1-year runoff rate. On a Yeager/Rockwell motion, the Board voted to approve the waiver. Mr. Troup opposed. By majority vote, the modification request was approved.

SPRING VIEW FRAMS - SUBDIVISION AND LAND DEVELOPMENT PLAN REVIEW - Matt Stare with DRB Group, LLC presented the Spring View Farms land development plan to the Board of Supervisors. The plan proposes a subdivision of approximately 45 acres off Warm Spring Road, creating a 70-lot subdivision for single-family dwellings. This represents Phase 1; Lots 60 and 61 are not included in this phase. Township Engineer Bill Rudy and the Hamilton Township Planning Commission confirmed their approval of both the land development and stormwater plans. The Secretary reported that all administrative and bonding requirements had been satisfied. On a Rockwell/Yeager motion, the Board unanimously approved the plan.

2025 BUDGET PREPARATION DISCUSSION - The Township Secretary and Treasurer informed the Board of Supervisors of the upcoming 2026 Budget Preparation Schedule. Discussion included employee pay increases, fire contracts, equipment purchases, upgrades, and potential township projects. No action was taken.

APPLICANT INTERVIEWS FOR ROAD WORKER POSITION - The Township received 148 applications/resumes for the Road Crew Employee position posted on Indeed on September 5, 2025. After reviewing the qualified applicants, the Supervisors selected 15 individuals for interviews and directed the administrative office to schedule evening interviews for September 23 and 24.

ADJOURNMENT - There being no further business this afternoon, the meeting was adjourned at 4:10 PM on a motion by Mr. Rockwell, second by Mr. Yeager.

Respectfully submitted,



Patricia L. Clugston  
Secretary