

Hamiltonban Township Board of Supervisors  
23 Carrolls Tract Road, Fairfield, Pa 17320  
Workshop Meeting Minutes  
January 31, 2008

**Supervisors Present:** Chairman Robert L. Gordon, Vice-chairman James E. Grinder, Road Master Jay Edward Deardorff, Police Coordinator Coleen N. Reamer, and James E. Benner

**Others Present:** Secretary/Treasurer LuAnn M. Dille

**Public Attendees:** Pastor Robert Costello, Richard Fulton from the Gettysburg Times, Dale and Doreen Premo, James Watson, and Douglas Woerner

At 7:30 PM Chairman Gordon called the meeting to order. The following topics were discussed:

1. When Liberty Worship Center builds their church and the Township builds the new facility there may be a possibility of sharing the construction, maintenance cost and Penn-DOT driveway permit for the entrance off Carrolls Tract Road, Fairfield. The driveway could be on the Township's property. Legal agreements would be needed. Also it may be possible to share water and sewer lines extension costs.
2. Road Master Deardorff will ask Valley Quarries, Inc. if they are still interested in leasing the remaining Valley Quarries, Inc. property behind the current office building to the Township for a park in the next five years.

At 7:44 PM the Board of Supervisors held an Executive Session for a sewer legal problem. The Board of Supervisors returned at 7:49 PM.

3. Hamiltonban Township's Municipal Authority Board Chairman Guy Donaldson resigned as of January 14, 2008. A new member should be appointed at the February regular Board of Supervisors meeting.
4. The Board would like to have a meeting with Hickory Bridge Farm Restaurant owner Mary Lynn Martin to explain the rate and EDU increases. Mrs. Martin would prefer a morning or early afternoon meeting. Secretary/Treasurer Dille will contact Donna Walker and Richard Sharrah of the Municipal Authority to see if they are available to attend the meeting. Road Master Deardorff and Police Coordinator Reamer will represent the Board of Supervisors at the meeting.
5. The Hamiltonban Township's solicitor is usually the Hamiltonban Township's Municipal Authority attorney. Solicitor Battersby should be appointed as the Hamiltonban Township's Municipal attorney at the Board of Supervisors February 5, 2008 meeting.
6. The Township will be receiving air conditioning bids for 23 Carrolls Tract Road facility until February 28, 2008.
7. The Township will be receiving telephone quotes for seeding and stabilization in select areas of the Township.
8. Recreation and Park Commission members Ellen Newlin and Betty Clark have resigned.
9. Planning Commission appointed Charlene Grinder as the Planning Commission Secretary. She is willing to monitor the subdivision plans but would like someone else to transcript the meeting minutes. Amy Harbaugh was suggested to transcript the minutes at a rate of \$30 per meeting.
10. Vice-chairman Grinder has researched surrounding municipalities' fee schedules. He suggested several increases. Building permits costs could be determined by footage instead of total dollar cost. He suggested a logging entrance permit and fee. A grading permit was discussed. This discussion will continue in future months. Ordinances and resolutions will need to be drafted and adopted.

11. Road Master Deardorff presented several forms he is using to chart the Road Crew activities-Shop Work Form, Snowplowing Form, Cost Per Storm Report, and Daily Road Work Report.
12. Vice-chairman and CDL Drug and Alcohol Coordinator Grinder has researched CDL requirements. He believes that the Township should be using CDL pre-trip inspections form.
13. The law has changed and the elected auditor cannot be paid a flat \$30 per meeting. The new law stated rate is \$10 per hour for meeting time and time preparing for the meeting. Secretary/Treasurer Dille will ask the elected auditors to complete a payroll time sheet.
14. It was suggested that in July of 2008 the Township receive quotes for a CPA to audit all accounts. The Township's income and expenses are increasing.
15. Re-occurring expenses may be paid during the month but the other expenses should be paid after the Board of Supervisors approves the expenses at a meeting.
16. Chairman Gordon and EMA Coordinator Wills attended an EMA meeting at the Adams County 911 Center, Gettysburg. There was a discussion on how the 911 Center handled the ice emergency in Hamiltonban Township. The BB Section was out of electrical power for 62 hours.
17. Solicitor Battersby may be attending the entire Board of Supervisors meeting or may be attending the first section to include public comments, Planning Commission Recommendations and the Zoning Officer's report.
18. At the Board of Supervisors February meeting a budget resolution should be adopted. Tax collector fees resolutions may be adopted. Police Department SOP is being updated. Old Orchard Farm Sewer Module resolution may be adopted.
19. On February 20, 2008 there is a SALDO procedures consultation scheduled with Solicitor Battersby.
20. Solicitor Battersby has suggested that the Board of Supervisors request GOIG established \$10,000 Escrow account.
21. Police Coordinator Reamer stated that the Police Department needs to update a police computer program in 2008 for the approximate cost of \$375 and in 2009 another police computer program update for approximate \$450.
22. The Request For Proposal for the new Hamiltonban Township facility was discussed.

At 10:30 PM the meeting adjourned.

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LuAnn M. Dille  
Secretary/Treasurer

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Robert L. Gordon  
Chairman