

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Workshop
July 30, 2009

Supervisors Present: Chairman Robert L. Gordon, Vice-chairman James E. Grinder and Supervisors Dale J. Premo and Harry Rood

Staff Present: Secretary/Treasurer Deborah K. Feiler and Planning Commission Secretary Doreen Premo

Public Present: Rick Fulton (Gettysburg Times)

At 7:30 PM Chairman Gordon called the meeting to order.

Township Business:

- Secretary/Treasurer Feiler announced that the audit of the General Fund is ready to be picked up and will do so. The legal ads for the General Fund audit and Sewer Fund audit for 2008 will be sent to the Gettysburg Times for publication. She will also ask Lockwood Business Support Services about the Secretary/Treasurer interim audit for 2009.
- A meeting has been scheduled with our Broker Nathan Hockley of Hockley & O'Donnell for August 5th, regarding Hamiltonban Township's health insurance renewal. Recording of the health insurance payments in QuickBooks will now be done with more detail to see a breakout of each employee's portion.
- Chairman Gordon proposed a motion to amend Hamiltonban Township's Personnel Policy for the new year. The discussion led to following the federal government standard when it comes to holidays falling on a weekend, and possibly working on Election Days and trading the two days in for other days. Supervisor Premo thought we should ask the Election Judge and employees to see how they feel. Overtime was clarified. A resolution will be adopted for all changes to the Personnel Policy including the change and clarification of the probationary period.
- Secretary/Treasurer Feiler offered to compose a memo regarding new paycheck pickup procedures and clarifying overtime rules.
- Police Coordinator Reamer, Secretary/Treasurer Feiler and Roadmaster Harbaugh will be attending the CDL Records Management Workshop and CDL Drug & Alcohol Testing Supervisory Training on August 26, 2009.
- Chairman Gordon proposed a motion to accept the 1/3rd payment agreement for Strawberry Hill easement at the August 4th board meeting.
- Secretary/Treasurer Feiler announced that the new road employee James Shaffer is up to date on new hire paperwork. Supervisor Premo stated he is very impressed with Jim's work and happy to have him.
- Roadmaster Harbaugh stated in an e-mail that he has talked to Hammaker East, Ltd and the first phase of the road project will be Mt. Carmel and Upper Cold Springs Road. In the interest of full disclosure, Supervisor Rood said that he is considering using Hammaker for work inside his personal gate, and noted that the Board's decision to go with Hammaker came before he was part of the Board.

- Chairman Gordon stated that the legal ad had been done for the Adams County Council of Governments and proposed a motion that Hamiltonban Township become a partner in the Adams County Council of Governments.
- A discussion was held regarding Act 167 – Stormwater Management as it applies to subdivision matters and other activities within the township. Vice-chairman Grinder suggested entertaining bids for a new engineer.
- Resolution 2009-17 will be adopted for Revenue Sharing regarding the Commonwealth's budget impact on townships.
- The township will be talking to Solicitor Battersby regarding finalizing the sign ordinance.
- A discussion was held on standardizing the fee schedule.
- A motion will be made at the Board Meeting to award propane and fuel bids to Ferrell Gas and McDannell Oil.
- It was decided that Hamiltonban Township does not need to subscribe to *The Gettysburg Times*.
- It was recommended to renew the PLGIT Capital Reserve Fund CD that matures on August 4, 2009.
- Planning Commission Secretary Premo reminded everyone that the Southwest Comp Plan Municipal Vision Statement needs to be returned to her by August 4, 2009.
- There was a recommendation to approve the 90 day extension for Township Campus Plans at the August 4th Board of Supervisors Meeting.
- Planning Commission Chairman Wiehagen and Planning Commission Secretary Premo made a request to attend the PSATS Open Records seminar September 12, 2009.
- Secretary/Treasurer Feiler will be attending the Waste Contract Pre-Bid meeting on August 25, 2009.

Supervisor Premo motioned to adjourn, and Supervisor Grinder seconded. The motion carried. Meeting adjourned at 9:35 PM.

The next regularly scheduled Board of Supervisors Meeting will be August 4, 2009 at the prevailing time of 7:30 PM.

Deborah K. Feiler, Secretary/Treasurer

Robert L. Gordon, Chairman