

## Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Meeting Minutes

April 18, 2023

**Board Meeting:** At 7:00 PM Chairman Deardorff called the Board of Supervisors meeting to order. He announced the meeting was being recorded only for purpose of minutes. The pledge of allegiance was recited.

**Supervisors Present:** J. Edward Deardorff, Robert Gordon, Douglas Woerner and Ryan Picarelli. Excused Coleen Reamer.

**Staff/Consultants:** Secretary/Treasurer Nina Garretson, Roadmaster Ray Herr, Solicitor Matthew Battersby.

**Public:** None.

**Approval of the Agenda:** Vice-Chairman Woerner motioned approve the agenda. Supervisor Picarelli seconded. The motion carried unanimously.

**Public Comment:** None.

**Approval of the Minutes:** Vice-Chairman Woerner motioned to approve the April 4, 2023 Board of Supervisors Meeting minutes. Supervisor Gordon seconded. The motion carried unanimously.

**Solicitor's Report:** Board stated we are awaiting fee for Zoning Hearing Board for 3030 Waynesboro Pike – Blue Ridge Sportsman's Association. Chairman Deardorff motioned to send Code Officer out to cite property if they do not follow through with complete application. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Solicitor report. Supervisor Picarelli seconded. The motion carried unanimously. Solicitor Battersby left the meeting at 7:42 PM.

**Old/New Business:** Vice-Chairman Woerner motioned to hire Margaret Fitez as a part-time office assistant at \$15.00 per hour. Supervisor Picarelli seconded. The motion carried unanimously.

Board of Supervisors reviewed and discussed bids from April 4, 2023 letting. Vice-Chairman Woerner motioned for Road Projects bid for Moritz Road and Cold Springs Road to accept and award to lowest bidder Kinsley Construction for \$76,335.00. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned for Superpave bid to accept and award to lowest bidder New Enterprise Stone & Lime Co. Inc. 25MM FOB \$61.71, delivered \$70.01, 19MM FOB \$64.28, delivered \$72.58, 12.5MM FOB \$76.07, delivered \$84.37, 9.5MM FOB \$76.13, delivered \$84.43, to include Townships terms. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned for Line Painting bid to accept and award to lowest bidder Alpha Space Control LLC total bid \$29,015.00. Supervisor Picarelli seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned for Road Oil bid to accept and award to Russell Standard for \$3.93 per gallon CRS-2 (E3) total bid \$78,600.00. Supervisor Gordon seconded. The motion carried unanimously.

Discussion of aggregates bids. Chairman Deardorff motioned to accept and award to Specialty Granules the following items: 2RC FOB \$6.00, Rip Rap R3 FOB 12.50, Rip Rap R4 FOB \$13.00, AASHTO #1 FOB \$13.00, AASHTO #8 FOB \$15.00 AASHTO #57 \$13.00, 2A FOB \$6.00, AASHTO #3 FOB \$13.00, AASHTO #10 FOB \$10.00, AS#3 FOB \$17.00. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to accept and award to New Enterprise Stone & Lime Inc the following items: Cold Patch FOB \$151.00 due to trucking and labor cost, Rip Rap R5 and Rip Rap R6 each FOB \$21.00 due to classified and sized correctly, Rip Rap R7 and R8 each FOB \$25.00, 3A FOB \$10.00, AASHTO #4 FOB \$16.05, and AASHTO #67 FOBB \$16.25. Supervisor Picarelli seconded. The motion carried unanimously.

Supervisor Gordon motioned for diesel to accept and award lowest bidder Mid-Atlantic Cooperative Solutions DBA Aero Energy for \$3.2990 capped and to reject lone gas bid. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned for heating oil and propane to accept and award Mid-Atlantic Cooperative Solutions DBA Aero Energy for heating oil \$3.2990 capped, and propane \$1.849 capped. Vice-Chairman Woerner seconded. The motion carried unanimously.

Board review quotes Roadmaster received for paving of Community Park and Maintenance Shop parking lots. Solicitor stated the bids are under the threshold for advertising and the specifications must be according to PennDOT and DCNR on state projects. Supervisor Gordon motioned to accept and award bids to AAA Paving & Excavating for \$5,000.00 for Maintenance Shop parking lot and \$15,045.00 for Community Park parking lot, total bid \$20,045.00. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion of another ad for CDL driver. Chairman Deardorff motion to advertised with Indeed for this position, with a cost of approximately \$200.00 for three weeks. Starting wage \$19.00 per hour based on experience and negotiable.

Chairman Deardorff motioned to approve Resolution 2023-08 Burn Ban effective for two weeks until May 2, 2023. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to accept the resignation of Cynthia McNulty with thanks for her service to the Zoning Hearing Board. She is moving out of the Township and selling her home. Supervisor Picarelli seconded. The motion carried unanimously.

**Road Report:** Roadmaster Herr said they will start working on Cold Springs Road with pipes and ditches.

Roadmaster Herr stated that he and the Township Engineer and Zoning Officer will meet with Steve Crouse regarding the problem driveway at 1709 Cold Springs Road on April 29<sup>th</sup>.

Roadmaster Herr said new Mack Truck is scheduled for April 20<sup>th</sup>.

Vice-Chairman Woerner motioned to approve the purchase of motor oil at a cost of \$750 and Def Fluid at \$275.00. Supervisor Picarelli seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve Roadmasters report. Vice-Chairman Woerner seconded. The motion carried unanimously.

**Secretary/Treasurer's Report:** Secretary Garretson provided P&L financial report for general fund to the Board prior to the meeting. She stated as of April 14, 2023 the General Fund shows income of \$231,770.18, expenses of \$255,295.43, and net after transfers -\$23,525.25. Secretary said she is working on paperwork for new signatories for accounts

Secretary reported complaint of trash at 1245 Jacks Mountain Road of four properties. Reported children at the NESL quarry on Water Street and advised resident to contact PA State Police. Secretary did contact NESL to alert them of the issue. Complaint of delinquent tax notice from JP Harris which she referred to Adams County Tax

Office, as the Township does not use their service. Reported the property at 415 Iron Springs Road has been sold to US Army Corps of Engineers and is exempt for transfer taxes.

Secretary Garretson reported issues with sending out the ENews updates and said Township emails were blocked for three days. She suggested using service provider and gave Board cost and suggestions of MailChimp and Constant Contact. Vice-Chairman Woerner motioned to approve the Secretary sign up and use MailChimp to disseminate information to residents. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve transferring \$50,000.00 from Capital Reserve Fund-Road Projects to cover the additional cost of Road Projects for 2023. Vice-Chairman Woerner seconded. The motion carried unanimously. Board said approved Thomas Inc replacing air conditioning unit in meeting room and to proceed with.

Chairman Deardorff motioned to approve issuing keys, which Roadmaster Herr will have made, for the water lines to the Community Park and Secretary can issued to John Strahler, Chairman of Joint Parks & Recreation Commission. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Secretary/Treasurer's report. Supervisor Picarelli seconded. The motion carried unanimously.

**Discussion items:** Chairman Deardorff provided information on an Air BnB at 735 Jacks Mountain Road which will be forwarded to Zoning/Code Officer for follow-up.

**Special Notices:** April 22, 2023 is Kite Day at Park and Highway Cleanup.

**Public Comment:** None.

**Township Meeting Dates:** All public meetings are held at the local prevailing time of 7:00 PM at 23 Carrolls Tract Road, Fairfield, PA. Rescheduled changes of date or time will be advertised via *The Gettysburg Times*. Cancellations will be posted via a notice on the office door.

- Planning Commission April 25, 2023
- Board of Supervisors Meeting – May 2, 2023
- Parks and Recreation Commission – May 9, 2023

**Adjournment:** Vice-Chairman Woerner motioned to adjourn at 8:20 PM. Seconded by Supervisor Picarelli. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman