

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Budget Workshop
Via platform Startmeeting.com
October 19, 2021

At 6:00 PM Chairman Deardorff called the meeting to order. He announced that the meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

Supervisors Present: J. Edward Deardorff, Coleen Reamer, David B. Martin, Robert L. Gordon and Douglas Woerner.

Staff Present: Secretary/Treasurer Nina Garretson and Roadmaster Ray Herr.

Public Present: Robert Sharrah joined at 6:49 PM. Cliff Frost joined at 6:50 PM via Startmeeting.com.

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

Public Comment: None

Discussion: Secretary Garretson provided drafts 2022 Budgets of General Fund, State Liquid Fuels and Capital Reserve. Board reviewed State Liquid Fuels budget which Secretary reported notification received on allotted amounts for 2022. No further discussion.

Review of General Fund Line-item changes to income lines 341.130 Interest PLGIT to \$500; 355.07 Foreign Fire Ins Premium to \$15,000; 361.30 Zoning & Sub-Division fees to \$6,000; 361.32 Developer Engineer Reimbursement to \$7,000; 362.412 Stormwater Fees to \$5,500. Line-item changes for expense lines 408.310 Engineering Services to \$9,000; 408.313 Developer Review Reimbursement to \$7,000; discussion ensued regarding 409.073 Rep/Maintenance to Bldg & Grnds due to need for new fire extinguishers increased to \$1,000; 414.130 Hearing Board Prof Staff to \$2,000.

Supervisor Martin asked about approval of pay raises. Board consensus to approve 3% increase which is included in draft budget. Discussion ensued regarding having more than one Class A CDL driver. Supervisor Reamer stated Randy Pritt was asked to obtain at hire, and he will be incentivized with appropriate pay increase. Roadmaster Herr will speak to him, and Board suggested giving until April 2022 to obtain a Class A CDL.

Supervisor Reamer asked for clarification on the Capital Reserve Funds for Buildings, Equipment, Roads and Fuel Station. She noted that equipment has been coming from the Roads line as no funds are available in equipment. Supervisor Gordon stated the equipment line has been exhausted for several years and Board instructed to use the funds received from the sewer sale. Supervisor Gordon would like to see report of use in the last three years. Board said further discussion regarding establishing another account for equipment.

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, unless noted otherwise and via Startmeeting.com. Rescheduled changes of date or time will be advertised via the *Gettysburg Times*. Cancellations will be via a notice on the office door and website.

- Planning Commission October 26, 2021
- Board of Supervisors Budget Workshop – November 3 2021 at 6:00 PM
- Board of Supervisors Meeting – November 3, 2021
- Parks and Recreation Commission – November 9, 2021
- Board of Supervisors Meeting – November 16, 2021

Adjournment: Vice-Chairman Woerner motioned to adjourn at 6:58 PM. Seconded by Supervisor Gordon. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Via: Startmeeting.com

Regular Meeting Minutes

October 19, 2021

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 L. Gordon, Coleen Reamer, Douglas Woerner, and David B. Martin.

Staff/Consultants: Roadmaster Ray Herr, and Secretary/Treasurer Nina Garretson

Public: Robert Sharrah of Sharrah Design Group. Cliff Frost on a recorded line via Startmeeting.com.

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

Public Comment: None.

Approval of the Minutes: Supervisor Gordon motioned to approve the October 5, 2021 Board of Supervisors Budget Workshop and Regular Meeting minutes with corrections as presented. Supervisor Martin seconded. The motion carried. Vice-Chairman Woerner abstained.

Solicitor's Report: Excused.

Road Report:

Streetlights tabled.

Roadmaster Herr stated Moritz Road has PA One Call tickets and they should be moving polls shortly. He stated the Mt. Carmel Dirt & Gravel grant has been completed. Secretary Garretson confirmed funds received.

Roadmaster Herr said the tree trimming for two weeks completed on Mt. Hope and Gum Springs Roads. They have started in Liberty Township. Once completed the road department will do final mowing followed with boom mower. Once all completed, they will start on dirt roads and preparing equipment for winter.

Roadmaster Herr said two cameras are out. Board consensus to again call Total Tech for repair. Board would like report on why we continue to have problems.

Roadmaster Herr will open building at 6:30 AM for Elections November 2nd.

Vice-Chairman Woerner motioned to approve Roadmaster's Report. Supervisor Gordon seconded. The motion carried unanimously.

Secretary/Treasurer's Report: Secretary Garretson gave an updated financial report to the Board and stated she made two corrections to entries which only changed the line item, she found when working on budgets. Vice-Chairman Woerner motioned to approve Secretary/Treasurer's report. Supervisor Reamer seconded. The motion carried unanimously.

Secretary Garretson and Supervisor Reamer will attend free QuickBooks training provided by Smith Elliott & Kearns (SEK) in Chambersburg on November 11, 2021. Chairman Deardorff motioned to approve granting another holiday date to the Secretary for the November 11th holiday. Supervisor Gordon seconded. The motion carried unanimously.

Old/New Business:

Supervisor Martin stated Fairfield Regional Emergency Management Agency (FREMA) wants to know representatives for their December meeting. He also reminded that NIMS training must be completed by Supervisors. He suggested contacting Highland Township as they may have training scheduled after elections.

Vice-Chairman Woerner motioned to approve the renewal of PSATS Life and Disability Insurance as currently carried with no changes. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Gordon motioned to forward Zoning Amendment for Commercial District as presented to the Planning Commission and Adams County for review and comments. Vice-Chairman Woerner seconded. The motion carried unanimously. Bob Sharrah, of Sharrah Design Group stated the amount of open space has been increased and the limit would be five units per acre.

Discussion items:

Board discussed Long Range Transportation Plan. Supervisor Gordon stated roundabouts, sidewalks, bicycle paths, walking trails and such need to be considered. Supervisor Reamer said the Township needs to make comments to support Carrolls Tract, bike trails with Fairfield and Carroll Valley, with need to redesign Fairfield Road and Iron Springs, and may need Fairfield Road and Carrolls Tract intersections. Supervisor Gordon will provide information to Board and for Secretary to send letter on behalf of Board with comments.

Secretary Garretson reported that no proposals have been received for Zoning, UCC, Flood Plain and Code Officials. She sent out three proposals and another ad will run on November 1st.

Chairman Deardorff stated he attended Fairfield Fire Company's 100th Anniversary and open house. He and Supervisor Gordon attended the quarterly municipal meeting.

Special Notices: Fountaindale Fire Company to hold open house on November 7th for their 75th Anniversary.

Public Comment: None

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Adjournment: Vice-Chairman Woerner motioned to adjourn at 7:32 PM. Seconded by Supervisor Gordon. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman