

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Budget Workshop
Via platform Startmeeting.com
September 21, 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, Robert L. Gordon, Coleen Reamer, and Douglas Woerner. David B. Martin was excused.

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

Public Present: None

Public Comment: None

Discussion: Secretary Garretson provided a draft of raises for 2022 budget. Chairman Deardorff stated he would be in favor of 3% raises for staff. Supervisor Reamer would like to see draft budget with increases included for review. Secretary Garretson explained she is still awaiting expenses estimates and costs for 2022.

Supervisor Gordon said the State Liquid Fuels budget is okay as presented since no notification has been received as to allocations for 2022. No further discussion.

Vice-Chairman Woerner asked about the Capital Improvements Plan. Discussion whether to remove 2024 resurface of officer parking lot, but decided to leave as is. Board made adjustments to push all items back one year for office building. Board to include equipment pole barn along with fuel station canopy and adjust to \$150,000. Brief discussion on fuel canopy. Supervisor Reamer reminded Board that the ARPA funds calculations would be needed to see what funds would be unrestricted. No further adjustments.

Supervisor Gordon noted the Mack truck to be paid in 2022. Board requested draft budget paying off wheel loader, Mack, and mower.

Discussion on General Fund: increase line item 402.100 Account Services to \$9,000.00; increase line item 432.001 Snow and Ice Removal to \$40,000.00; decrease line item 433.000 Street Signs and Markers to \$28,000.000; increase line item 438.153 Flagging Road Assistance to \$3,500.00. No further discussion.

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 September 28, 2021
- Board of Supervisors Budget Workshop – October 5 2021 at 6:00 PM
- Board of Supervisors Meeting – October 5, 2021
- Parks and Recreation Commission – October 12, 2021
- Board of Supervisors Budget Workshop – October 19, 2021 at 6:00 PM
- Board of Supervisors Meeting – October 19, 2021

Adjournment: Vice-Chairman Woerner motioned to adjourn at 6:54 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

September 21, 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, and Douglas Woerner. David B. Martin was excused.

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

Public: Andrew Dalton of Adams County Historical Society, Duane Williams, and Linda Williams. Via Startmeeting: Cliff Frost on a recorded line.

Approval of the Agenda: Added CSX Railroad and AFLAC update. Supervisor Gordon motioned to approve agenda. Vice-Chairman Woerner seconded. The motion carried unanimously.

Public Comment: Andrew Dalton of Adams County Historical Society showed items. He asked the Board to consider supporting the new building to be built in Gettysburg for the AC Historical Society. He said ARPA funding can be used, and suggested 5% over 5 years. He stated this should increase tourism but is utilized by many locals. Board said they will take under consideration. Mr. Dalton left at 7:09 PM.

Approval of the Minutes: Vice-Chairman Woerner motioned to approve the September 7, 2021 Board of Supervisors Budget Workshop and Regular Meeting minutes. Supervisor Reamer seconded. The motion carried unanimously.

Solicitor's Report: Solicitor Battersby provided beginning draft zoning amendment for commercial district to Board for review, and stated more work to be done. Supervisor Reamer said to note stormwater management area is not part of open space requirement. He stated once prepared the amendment will follow proper process for reviews and public comment prior to Board adoption. Tabled until next meeting.

Roadmaster Herr said CSX Railroad has cut Cold Springs Road in anticipation of doing repairs at railroad crossing however, they have not come back to complete. Board requested the solicitor to send letter notifying that this needs to be repaired before winter.

Vice-Chairman Woerner motioned to approve the Solicitors report. Supervisor Reamer seconded. The motion carried unanimously. Solicitor left the meeting at 7:44 PM

Road Report:
Streetlights tabled.

Wm. F. Hill proposal submitted for Board review for Mt. Hope Road Culvert. Tabled until next meeting.

Roadmaster Herr said working on ditch work at Rum Trail and have completed rebasing. He said they widened Rye Trail ditch.

Roadmaster Herr said he and Supervisor Reamer will visit the Kraft's regarding the review by Township Engineer of Moritz Road stormwater issues. Supervisor Reamer motioned to offer the used pipe being replaced to the Kraft's for installation at their expense, otherwise to dispose of pipe. Vice-Chairman Woerner seconded. The motion carried unanimously.

Roadmaster Herr requested to order 2A stone and R4 when Fairfield quarry opens. Supervisor Reamer motioned to approve 120-140 tons for 2A for stockpile and R4. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Reamer motioned to approve survey presented for Dennis Kauffman Surveying for \$5,210.00 for upper Moritz Road. Vice-Chairman Woerner seconded. The motion carried unanimously.

Board reviewed Fairfield Fire Company's invoice from Excalibur for repair of truck. Roadmaster Herr stated he has opened and treated tanks with algaecide but saw no issues, nor any issues with any other vehicles. He said he spoke with Chief Bill Jacobs and that that vehicle had been sitting which probably was the cause. Supervisor Reamer motioned to reject assistance with repairs with letter to be sent, and to contact Roadmaster immediately if any further issues. Vice-Chairman Woerner seconded. The motion carried unanimously.

Roadmaster Herr said the road department will mow one additional time and then boom mow township roads. They will begin to start trimming of trees October 4th.

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

Secretary/Treasurer's Report: Secretary Garretson gave her financial report to the Board prior to the meeting.

Secretary Garretson and Supervisor Reamer attended Zelenkofske Axelrod training webinar. She stated the Treasury still has not set up report module for report due October 31st. Brief discussion on where monies can be spent as the APRA funds are restricted uses.

Supervisor Gordon motion to approve Resolution 2012-13 Budget 2021 amendments which includes the ARPA Funding and SGI donation. Supervisor Reamer seconded. The motion carried unanimously.

Discussion regarding renewal of Workers Compensation Insurance regarding statement to offer modified light duty. Secretary Garretson asked to verify if this is a requirement.

Board discussion of District I and District III in non-compliance of Ordinance 2016-02. Secretary is awaiting paperwork from Pecks, Shealers, Youngs and Smiths septic haulers. Board stated to issue citations to 115 Whippoorwill Ln, 2781 Cold Springs Road, 2755 Cold Springs Road, 145 Swamp Creek Ln, 625 Iron Springs Road, and 1035 Iron Spring Road. Supervisor Reamer said to hold two properties which were in sale for new owners and notify. Solicitor will provide information on new owners.

Supervisor Gordon motioned to distribute Fire Relief Funds as presented, 50% Fountaindale FRA, 30% Fairfield FRA, 10% each to South Mountain FRA and Cashtown FRA. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson asked for AFLAC update, which Roadmaster Herr said no employees are interested in participating.

Secretary Garretson provided Board with draft 2020 audit and said final documents should be forthcoming. Supervisor Gordon motioned to approve the advertising of 2020 audit financials again. Vice-Chairman Woerner seconded. The motion carried unanimously.

Old/New Business:

Supervisor Gordon motioned to approve Resolution 2021-12 Intermunicipal Agreement with Liberty Township for trimming of trees. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson presented the Capital Blue Cross Heath Insurance renewal and explained the premiums were decreased slightly however the individual and family deductibles increased. Supervisor Gordon

motioned to approve the renewal of the 2021-2022 Health Insurance as presented. Vice-Chairman Woerner seconded. The motion carried unanimously. Supervisor Reamer motioned to increase the self-funding to \$4,000 per individual per the personnel policy. Supervisor Gordon seconded. The motion carried unanimously.

Discussion items:

Fuel Station canopy –

Driveway Ordinance amendment – tabled until next meeting.

Long Range Transpiration Plan discussion included PennDOT study for Fairfield/Carrolls Tract Roads, Bullfrog/Fairfield Roads, and Fairfield/Iron Springs Road intersections. Tabled for further discussion.

Secretary Garretson provided draft of request for proposals for Zoning, UCC, Flood Plain and Code officials. Vice-Chairman Woerner motioned to approve advertising for RFP for Zoning, UCC, Flood Plain and Code officials. Chairman Deardorff seconded. The motion carried unanimously.

Board discussion a state sign is needed on Old Waynesboro Road to alert motorists, especially trucks, of Jacks Mountain Bridge.

Special Notices: Fairfield Fire Company to hold open house on October 10th for their 100th Anniversary.

Public Comment: None

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Adjournment: Vice-Chairman Woerner motioned to adjourn at 8:00 PM. Seconded by Supervisor Reamer. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman