

**Hamiltonban Township**  
23 Carrolls Tract Road, Fairfield, PA 17320  
**Board of Supervisors Regular Workshop**  
October 24, 2019

At 7:00 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:** Chairman J. Edward Deardorff, Douglas Woerner, David B. Martin, Robert L. Gordon and LuAnn M. Dille.

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

**Public Present:** Safety and Security Specialist Mike Weaver of Fairfield School District, John Messeder of the *Gettysburg Times*, and Cliff Frost.

Agenda Approval. Added were Draft Zoning Ordinance, Resolution 2019-22 for FNB Lease/Purchase, Non-compliance of two properties for septic pumping and inspection, and training for Municipal Records & Archives Management. Agenda approved by general consensus.

**Public Comment:** Mike Weaver, Safety and Security Specialist for Fairfield School District presented a letter to the Board to name two private roads on district property. The road which runs from SR 116 to the Elementary School and the road that runs behind the Middle School that connects to McGinley Drive. The proposed names are Knights Way, Virtue Pass, Honor Lane, Green & White Avenue or Integrity Drive. Students will vote on which two will be selected. Supervisor Dille felt the entrance at the front of the school should also be named, but others felt this was for drop off and parking. Once names selected Mr. Weaver will work with the Roadmaster to order signs, and School District to purchase signs and do installation. Mr. Weaver left the meeting at 7:09 PM.

**Township Business:** The following Township business was discussed:

Supervisor Gordon presented Resolutions for Adams County Council of Governments (COG) which will be voted on at their November meeting. Supervisor Dille stated she found all to be valid and supports. The Resolutions are proposed for cyber charter school funding, use of radar by municipal and regional police departments, and prevailing wage. A motion to appoint Supervisor Gordon to represent and vote will be added to November agenda. Supervisor Gordon will meet with Secretary for input into the training suggestions for COG. Supervisor Dille said they should hold at least one flagger training in the area each year in early spring for municipalities.

Discussion on job descriptions which Secretary Garretson said she located some from 1994 which will need updated. Only Roadmaster and Secretary/Treasurer have current job descriptions. Supervisor Dille said all employees need to have one. Roadmaster will pull together various descriptions and rework to meet the Township needs. It was noted that an employee is still not carrying cell phone provided by the Township as required. Roadmaster will have job descriptions for Board review by November workshop.

Roadmaster Herr reported the lights at the Maintenance Building have been repaired. Supervisor Gordon stated that some adjustments needed to the photo-eyes, especially at salt shed. He asked why they vary in coming on, which has to do with amount of light and position.

Supervisor Martin stated extra keys for vehicles should be kept at Maintenance Building. It was learned that a set is there as well as the Township Office. Additional keys will be made by the Roadmaster to facilitate policy. Chairman Deardorff said Quincy Hardware can duplicate.

Chairman Deardorff said the Road Department has corrected the water issue at the entrance to 31 Carrolls Tract Road. He advised to let open and weather, and if needed to put in stone in the spring. Since work done in house with minimal time, suggested not charging Liberty Worship Center. Supervisors agreed.

Chairman Deardorff was asked if the Township would give permission to Bo Naugle to cut trees with DCNR permit, which may fall across Township roads. While Supervisors said he must obtain DCNR permit, the Township would not give permission for use of roads.

Roadmaster Herr said that Midlantic Markings Inc has completed line painting bid. Chairman Deardorff said the work was unsatisfactory, but rather than engage in large amount of legal fees to move on. Supervisor Dille stated that recording the Township dissatisfaction with poor quality of work would constitute a denial in using them for any further project. Supervisor Gordon said better paint needs to be included in the next bid proposal. Supervisor Dille said she does appreciate that the Township has the railroad crossings done.

Vice-Chairman Woerner gave update on the E-Waste Event held October 12<sup>th</sup>. Eighty-six vehicles went through with one and a half 20-yard containers filled. Two residents were from Franklin Township but were processed so items were not dropped by roadside. Secretary Garretson said the Secretary with Fairfield Borough will help coordinate for 2020 events. Board felt Carroll Valley has the facilities to host.

Supervisor Dille said she was in touch with the owner of the property behind her home, as well as two other property owners, regarding the naming of the private lane. She reported Adams County Tax Mapping has approved Greylock Lane, and has assigned the property a new address. Secretary Garretson has prepared Resolution 2019-21 to add Greylock Lane which will be on November agenda. Supervisor Dille also thanked the Road Department for their expedient work in obtaining and installing bus turn around signs.

Secretary Garretson said that a project must be completed with the Roadmaster and Road Coordinator with the Township PennDOT representative before an application can be submitted for a PIB Loan. Roadmaster felt he could meet in the next week or so. She reminded that the Board had instructed her include the PIB Loan in the General Fund 2020 Budget, and that it will take six months or more to process.

Board discussion on holiday dinner ideas The Pub, Blue & Grey Restaurant, County Kitchen in Waynesboro, or Hickory Bridge Farm. Secretary asked to check availability. The pot-luck luncheon to be held in the Maintenance Building on Wednesday, December 18<sup>th</sup>. Supervisor Martin will provide chairs and tables to facilitate.

Supervisor Gordon said the revised Draft Zoning Ordinance approved by the Planning Commission will now have to be reviewed by the Board. Review, decision on posting and whether to proceed to be done by the November workshop.

Secretary Garretson asked if the Board wanted to move forward with two properties reported previously to them for non-compliance with septic pumping and inspection in District 1 and IV. Board instructed to add to the November agenda.

Secretary Garretson asked if the Board has reviewed Resolution 2019-22 for the Lease/Purchase for the Boom Mower. The Board instructed to have Solicitor review and add to November agenda.

Secretary Garretson requested to attend the Municipal Records & Archives Management training hosted by Adams County Office of Planning & Development. To be added to November agenda.

Roadmaster Herr stated the Road Department needs a new camera. He said Wal-Mart has one for \$149.00. He said two fans needs to be replaced in maintenance building heating system, and it needs serviced by Thomas Inc. Discussion on winter materials. Two-Hundred tons of anti-skid to be ordered and pick up by Township, 80 tons of salt to be ordered and delivered, and mag-chloride ordered. Roadmaster said new first aid kits are needed for all vehicles. Supervisor Martin will investigate costs. Roadmaster asked about purchasing a sandblaster to remove rust. He will obtain prices for next meeting Roadmaster Herr said new tire chains are needed. He will obtain prices for the next meeting. Board said to add all to November agenda.

Supervisor Dille said that costs need to be discussed by the Board, and that immediate repairs although necessary should be made aware to all Board members at time of purchase.

Roadmaster Herr said that he will pull together information and photos of the 2007 Ford F350 and Custom trailer to be placed on MuniBid, suggesting to have bids by November meeting.

Roadmaster informed Board of his vacation time off.

At 8:33PM Supervisor Dille motioned to adjourn, seconded by Vice-Chairman Woerner, the Board of Supervisors unanimously approved.

The next Board of Supervisors meeting is Wednesday, November 6, 2019 at the local prevailing time of 7:00 PM due to Elections on November 5th.

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Nina Garretson, Secretary/Treasurer

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J. Edward Deardorff, Chairman