

**Hamiltonban Township**  
23 Carrolls Tract Road, Fairfield, PA 17320  
**Board of Supervisors Workshop**  
January 25, 2018

At 7:01 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, Robert L. Gordon, David B. Martin, LuAnn M. Dille, and Douglas Woerner.

**Staff Present:** Secretary/Treasurer Nina Garretson.

**Public Present:** Cliff Frost and John Messeder of the *Gettysburg Times*.

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

Chairman Deardorff opened with a meeting he and Roadmaster Herr had with Special Granules(SGI). SGI will resurface from 50 feet below lower road below to county line. There was conversation about ditch and refurbishment. SGI will also pay for sign on Route 16 and the Township will install. A draft of the sign was provided for the Board. Further discussion on possibly purchasing stone and materials from SGI. The prices are 50% better on some items and aggregate items could be stockpiled. These are items which are PennDOT approved. SGI gave three loads as a trial basis. The Township will check with the Solicitor and PennDOT representative, after which a credit application will be completed.

Discussion about on-call employees for the Road Department. Chairman and Road Coordinator Deardorff stated they need to keep Edward Fitzgerald and asked to add Clarence Oyler as on-call, needed for flagging. Supervisor Gordon asked that references be obtained for new employee. Chairman Deardorff stated Clarence would be sent for flagging certification. To be added to next meeting agenda.

Chairman Deardorff reported that winter supply orders for salt, mag-chloride and anti-skid have been placed. Stone bids and salt contract will be due in March. The tractor is at Barlow and they are replacing \$600 in gauges and the power pump, and should come in at the amount estimated.

Secretary Garretson gave an update on Radios ordered through Motorola. She stated that after calling and emailing several times, that the sales representative called saying he did not have the order. This was discussed with Adams County Emergency Services since we were ordering via their pricing. Very bad customer service, which Supervisor Gordon will report to the Adams County Commissioners, since this is the only option given. The Motorola sales rep stated we should have our order in 10 to 14 days.

Supervisor Gordon will give his Township cell phone to the Road Department for Dana Stevens to use. The Board ask Supervisor Martin to check into the cost of a key fob (card) system for both the shop at 4020 and Township office.

Ordinance for Fireworks is to be placed on the pending list since additional information will need to be gathered.

Secretary requested authorization to order list from Adams County for updates, which they charge \$.01 each. The Board stated that four citations were issued for non-compliance of septic pumping and inspections. One plead guilty and paid the fine, one has plead innocent and requested a trial. Secretary stated she only received copies of three of the citations. Chairman Deardorff reported the property owners in violation of the junk ordinance are working on cleaning up their properties. Code Officer is monitoring weekly progress on both properties. No action to be taken as long as they continue working to clean up property.

The township will register again for Great American Cleanup this spring which has become an annual event. Secretary reported that supplies are adequate for the Township.

Secretary Garretson informed the Board, EMA Coordinator Sam Ginn and Deputy EMA Coordinator, Dave Millstein reported they are working on updating Emergency Plans. EMA Coordinator Ginn said they are gathering information on FREMA and will report to the Board with their recommendation in March. They felt the extra phone lines at the Township office were not necessary for emergency purposes. The Board instructed the Secretary to reduce one line but asked that Wi-Fi be added.

The Board will add the Budget Message, part of which outgoing Supervisor Reamer prepared, to their Tuesday agenda along with further updates provided by Chairman Deardorff. Updates suggested for the Township website were the sale of the 2005 Peterbilt and Monroe Spreader. Resident Cliff Frost offered to assist with updates to the Township website. Vice-Chairman Woerner ask to also include Cashtown Fire Department's Oyster Feed. Supervisor Martin asked if the Board would sign certificates for junior members of Fountaindale Fire Company who attended training. It was suggested that the Township recognized all our area Fire Company's with certificates of appreciation which could be presented at their annual events.

John Messeder of the *Gettysburg Times* requested a photo opportunity for the new 2018 Mack truck, which the Road Department will accommodate.

Supervisor Dille opened discussion on Pension funding. She said in past years the Board has authorized \$10,000 to \$50,000 but it is still underfunded. After discussion the Board decided to fund \$7,500 and will add this to the next meeting agenda. Further discussion on the Personnel Policy which the Board instructed Supervisor Martin to compile recommendations. He will gather information and speak with all employees and report back to the Board.

Supervisor Gordon stated the Fairfield Historical Society has asked for a safe. The Township has the Police Departments which is not in use. He will draft a Resolution to donate the safe for \$1.00 to the Historical Society.

Chairman Deardorff said that a financial statement be drafted for the Municipal Authority. He said the Township Solicitor also requested copies be provided of the sales agreement for the Board to review prior to the Executive Session with the Municipal Authority and the Board of Supervisors to be held to discuss the dissolution of the Authority and disbursement of funds.

Supervisor Dille ask that the Board consider a codification of Township Ordinances which would need to be included in the 2019 Budget due to cost.

Chairman Deardorff stated the Board will adjourn and go into Executive Session for Legal and Personnel matters.

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Chairman Deardorff asked for, but there was no public comment.

**Items for February Board of Supervisors Meeting Agenda**

- a. Coleen Reamer nomination letter for Regional Water Resource Committee - PA DEP.
- b. Motion to 2% pay raise for 2018 for full-time employees.
- c. Motion to approve Hamiltonban Township, as a Local Franchising Authority (LFA), designates Adams Community Television (d/b/a Community Media of South Central PA) as the PEG (Public, Education, and Government) channel operator for Hamiltonban Township.
- d. Motion to send Per Capita 2017 tax delinquents list to York Adams Tax Bureau.
- e. Recognition of Supervisor Robert Gordon appointment to PSATS Finance Committee.
- f. Motion to amend December 2017 approval for 465 Water Street, Carmel of Jesus, Mary and Joseph revision for Subdivision and Stormwater plans.
- g. Open bids for sale of 2005 Peterbilt and Spreader.
- h. Accept resignation of Dave Jones from the Joint Parks & Recreation Commission.
- i. Consideration of request from Joint Parks & Recreation Commission to appoint Coleen Reamer as Volunteer Grant Coordinator.

At 8:22 PM Supervisor Gordon motioned to adjourn, seconded by Supervisor Dille, the Board of Supervisors unanimously approved to adjourn the workshop.

The next Board of Supervisors meeting is February 6, 2018 at the local prevailing time of 7:00 PM.

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Nina Garretson, Secretary/Treasurer

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J. Edward Deardorff, Chairman