

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Budget Workshop
October 3, 2023

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, Ryan Picarelli, Douglas Woerner and Coleen Reamer.

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

Public Present: Michael Glaser, Higher Information Group

Approval of the Agenda: By Board consensus.

Public Comment: Michael Glaser with Higher Information Group brought materials for all Board members to review as they do scanning and shredding of documents. He explained the process and said they could have a complimentary test done of materials. Costs varies according to size of documents. The Township could preset limit of budget.

Executive Session: The Board went into executive session for personnel matter at 6:05PM returned 6:15 PM.

Discussion: Secretary Garretson provided drafts 2024 Budgets of General Fund, State Liquid Fuels and Capital Reserve. She updated the Capital Reserve and Supervisor Reamer updated the Vehicle and Equipment list. Only change made to 2024 re-evaluation of office equipment increased to \$25,000.00. Supervisor Reamer said the Township needs to switch from Century Link to Comcast, which Cermak can assist with.

Further discussion of Capital Improvement Plan. The equipment storage needs to change size to 60x80 with 16 ft ceiling, 2 walk in doors and 4 entry doors 14 ft each. Will need to insulate and need wiring for 4 lights, but can wait to do cement work Chairman Deardorff to obtain estimate from APM for next meeting, along with estimate for three-sided cover for fuel station. Discussion that the building would be tan and brown.

Roadmaster Herr provided quotes for roller one from SEI for \$49,410 and one from GT&E for \$53,500. He said the better roller from Groff. Supervisor Reamer included \$55,000 in Capital Reserve Vehicles and Equipment plan over two years.

Discussion of RFP for renovations for office meeting rooms. Supervisor Picarelli to ask Dwayne Mills to give estimate to start.

Roadmaster Herr to check into slurry mix, sublay mix and injection mix.

Secretary Garretson reported that RKL wants \$16,500 for full audit or \$9-\$10,000 just for DCED Audit.

Secretary Garretson provided Supervisors with three quotes for cameras at office and shop for Board to review. Tabled until next meeting.

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. 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.

- Parks and Recreation Commission – October 10, 2023
- Board of Supervisors Budget Workshop – October 17, 2023 at 6:00 pm
- Board of Supervisors Meeting – October 17, 2023
- Planning Commission - October 24, 2023
- Zoning Hearing Board – October 30, 2024

Adjournment: Vice-Chairman Woerner motioned to adjourn at 6:55 PM. Seconded by Supervisor Picarelli. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman