

**Hamiltonban Township
Elected Auditors**

23 Carrolls Tract Road, Fairfield PA 17320
Yearly Meeting Minutes
January 4, 2022

At 7:00 p.m. Angela Cooper called the meeting to order and welcomed everyone in attendance. It was announced that the meeting was being held with the Startmeeting.com platform because of COVID-19 and the current health concerns for Secretary/Treasurer Nina Garretson.

Auditors Present: Angela Cooper, Carol Leaman and William Leaman

Supervisors and Staff Present: Supervisor J. Edward Deardorff. Secretary/Treasurer Nina Garretson was connected through Startmeeting.com

Public: None

Election of Officers: Carol Leaman motioned to appoint Angela Cooper as Chairperson. William Leaman seconded. The motion carried unanimously.

William Leaman motioned to appoint Carol Leaman as Secretary. Angela Cooper seconded. The motion carried unanimously.

Approval of the Agenda: By consensus.

Public Comment: Supervisor Deardorff suggested the Unskilled Supervisor rate be increased to \$17.00 per hour and the Skilled Supervisor rate be increased to \$20.00 per hour.

Approval of the Minutes: William Leaman motioned to approve the minutes of January 5, 2021 meeting. Carol Leaman seconded. The motion carried unanimously.

Old/New Business: Discussion regarding RKL (formerly Rotz & Stonesifer) Certified Public Accountants, who have been contracted by Hamiltonban Township, to conduct the 2021 audit of all financial accounts. Board of Supervisors approved by resolution on January 3, 2022.

Discussion concerning the increased amounts for skilled and unskilled supervisors pay. Secretary Garretson suggested to consider the pay rate to current Township employees. Carol Leaman motioned that Skilled Supervisor rate be increased to \$18.00, Unskilled Supervisor be increased to \$16.00. Chairperson Cooper seconded. The motion carried unanimously.

Brief discussion of Township accounts began. Chairperson Cooper was particularly interested in the Advertising account being over budget, the Highway Construction & Rebuild account over budget and the Employee Health/Hospitalization being under budget.

Discussion of the ARPA Fund. Supervisor Deardorff explained that the ARPA Fund can only be used in certain areas. Secretary Garretson said that a separate CPA firm, Zelenkofsky

and Axelrod has been contracted to research any possible areas for the funds use and compliance.


Township Meeting Dates: All public meetings are held at the local prevailing time of 7:00 p.m. at 23 Carrolls Tract Road, Fairfield, PA. Rescheduled changes of date or time will be advertised via *The Gettysburg Times*. Cancellations will be posted via a notice on the office door.

- Parks and Recreation Commission – January 12, 2022
- Board of Supervisors Meeting – January 18, 2022
- Planning Commission – January 25, 2022

Adjournment: At 7:28 p.m. William Leaman motioned to adjourn the meeting. Chairperson Cooper seconded. The motion carried unanimously.



Angela Cooper



Carol Leaman



William Leaman

Hamiltonban Township

23 Carrolls Tract Road, Fairfield, PA 17320

Elected Auditors Annual Meeting

January 4, 2022 AGENDA

Per Resolution 2018-08: Hamiltonban Township Public Comment Policy; Persons may use audio, stenographic recorders, or video recorders to record all or any portion of the meeting. Any person using such recording equipment at the public meeting shall make a general announcement, prior to the operation of recording equipment, that the meeting shall be so recorded.

1. **Call to Order.**
2. **Election of Officers.**
3. **Agenda Approval.**
4. **Public Comment. (Agenda items only)** Citizens may individually address the Auditors for a maximum of five minutes during this thirty minutes period. Prior to addressing the Supervisors, please state your name, address, and, if applicable, the organization that you represent. Please refer to Resolution 2018-08: Hamiltonban Township Public Comment Policy.
5. **Approval of Minutes** January 5, 2021
6. **Old/New Business.**
 - a. RKL formerly Rotz & Stonesifer - 2021 audit.
 - b. Working Supervisor's wages.
7. **Township Meeting Dates.** All public meetings are held at the local prevailing time of 7:00 PM at 23 Carrolls Tract Road, Fairfield, PA. Rescheduled changes of date or time will be advertised via *The Gettysburg Times*. Cancellations will be posted via a notice on the office door.
 - Parks and Recreation Commission - January 12, 2022
 - Board of Supervisors Meeting – January 18, 2022
 - Planning Commission - January 25, 2022.
8. **Adjourn.**