

**Hamiltonban Township**  
23 Carrolls Tract Road, Fairfield, PA 17320  
**Board of Supervisors Budget Workshop**  
September 26, 2018

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, Robert L. Gordon, David B. Martin, and LuAnn M. Dille. Douglas Woerner was excused.

**Staff Present:** Roadmaster Ray Herr and Secretary/Treasurer Nina Garretson. Deputy EMA Coordinator Dave Millstein arrived at 7:50 PM and EMA Coordinator Sam Ginn arrived at 8:00 PM.

**Public Present:** David Martin with Fairfield EMS & Fire Department.

**Public Comment:** Dave Martin with the Fairfield EMS & Fire Department gave a brief update of the discussions with Adams Regional Emergency Medical Service (AREMS). Fairfield EMS is considering the merging of services and are in negotiations. There will be a Resolution for their Board to consider at their October meeting. A letter will go out to members and an event will be held October 28<sup>th</sup> to answer any questions remaining. The process will take approximately three to four months.

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

Discussion started with State Liquid Fuels which the secretary reported the estimated numbers have been received. This budget shows income of \$154,662.94 with estimated increase on earned interest, and expenses of same, leaving money for payment of PIB loan.

The next budget discussed was the Sewer Fund which shows income of \$585,142.00 and expenses of same. A change in the amount for solicitors expenses was increased to cover both Township Solicitor fees and those of tax attorneys McNees, in Harrisburg. Also included was the \$25,000 which they are allocating to the Township, and administrative costs of \$5,000.00. Roadmaster asked if the Township could retain more funds for work needed on roads. The Board will wait for the report from McNees and then consider going back to the Authority to request more funding for the Township.

Discussion began on the Capital Improvements Plan which centered on equipment and what will be needed. The Road Coordinator/Chairman Deardorff and Roadmaster Herr said that rental of the equipment needed; boom mower estimated at \$6,500, a 4ft. paver at \$6,000 for one month, roller \$6,000 for one month, and SK lift for \$2,000. The boom lift will also be rental again this year at approximately \$5,000 for a month. Chairman Deardorff said it would be hopeful to consider a wheel loader. A used model would be \$45,000 to \$65,000 from Douglas Equipment. Roadmaster said they would thoroughly inspect and run before purchase, and that a gentleman from CAT would go along to evaluate. This would save the wear and salt issues with our equipment and save the backhoe. Roadmaster Herr reported that running the backhoe back and forth cuts into work time. Supervisor Gordon stated that the debt service needs to be considered. Financing must be evaluated, and how to pay for this.

Supervisor Dille suggested reducing the income for delinquent earned income tax by \$20,000 as the York Adams Tax Bureau has been aggressively pursuing this for the last few years and is bringing those in

arrears up to date. The snow removal budget was increased to \$40,000. And, an increase of \$2,000 for the next zone for signs increased the 433 line. Signals and Sign line now \$20,000.

Supervisor Dille requested adjustments be made to the Cemetery line 44.100 personal services to \$550 and 441.200 supplies to \$150.

Setting aside the budgets, EMA discussion with EMA Coordinator Sam Gin and Deputy Milstein. Supervisor Gordon distributed Weather-Related Situation/Disaster Protocol which was updated and which everyone should have. Supervisor Martin said he does not have notebook. Chairman Deardorff said he does not have a notebook, nor does Vice-Chairman Woerner. Secretary said hers is not the "up to date" version. State Police contacted Roadmaster, Supervisor Martin was at 4020 Shop and Vice-Chairman Woerner was at the Township Office. Sam and Dave did not get called. Everyone assumed that the 911 Center should have contacted Sam and Dave. Roadmaster was out trying to get emergency repairs underway and to get the road safe asap. He felt the 911 Center was overwhelmed with calls due to emergency situation. Chairman/Road Coordinator said Roadmaster worked on Cold Springs Road and George Harbaugh worked on Mt. Hope Road on behalf of the Township.

Board explained that the Fairfield Regional Emergency Management Agency Ordinance to be approved at October meeting. Supervisor Dille said all of the Township who are members are passing the Resolutions for Hamiltonban Township to join. The Board stated the everything for FREMA should be in place by the new year if not sooner. Our safety protocols will change and will pass on to FREMA. Sam is to work with FREMA to bring the Townships protocols together. Supervisor Dille would like to see a new updated copy of the EMA Protocol. Supervisor Martin and Roadmaster Herr will be the representatives and will receive books and instructions. Board questioned what protocols need to be taken. Dave Millstein pointed out that a number of factors broke down during the recent flooding. Roadmaster will now carry radio at all times. EMA coordinators and Supervisors to attend the October 16<sup>th</sup> and November sessions at the 911 Center.

Supervisor Gordon stated Dave Millstein asked to speak about ARMS. Dave Martin gave update again, and said the questions are being addressed. The new proposal is forthcoming after today's meeting. Again, it will take several months to process. Dave Millstein stated that as a citizen he was not pleased with how this is proceeding. He wondered what caused this and why. Stated there is not enough communication. Dave Martin said manpower was a big issue. Dave Millstein said he never received any calls needing help. Now volunteers are hard to come by. Another meeting will be needed after joining FREMA. Dave Millstein left the building at 8:50 PM.

Supervisor Dille brought the conversation back to the General Fund Budget. Discussion of cemetery care, one of which was St. John's Lutheran church. Unknown if it is in Liberty or Hamiltonban Township. Chairman/Road Coordinator said leaving Gum Springs Road until next year will help the Township with repairs to Mt. Hope and Cold Springs Roads needed at this time. Roadmaster Herr is contacting AAA Paving to do some storm repairs on Mt. Hope (2 spots) and the Bullfrog and Route 116 intersection this year. PennDOT rep will zero out the Gum Springs Road Project for this year. Board does not feel the Township should pay for the bond cost. Chairman Deardorff said the Mt. Hope Road repairs to begin next week. The excavator has been rented for one month. More discussion which there is a concern with weather.

Dave Martin said runoff at the Fountaindale Fire Company can be an issue. Chairman/Road Coordinator said more safety lights and ditch work needed in that area. Roadmaster to check pipes in the area. Chairman Deardorff said he and Roadmaster will meet with Specialty Granules Inc to solicit financial assistance for projects needed in this area. Lots of complaints of dust from trucks which will have to be

investigate. There is additional truck traffic and should check with SGI to see when the new road will go in. SGI does wash to road due to the dust.

Chairman/Road Coordinator led discussion on Mt. Hope Road improvements for next year to do base repair and seal coat back of Mt. Hope, after the Hickory Bridge Road Project is done. The Low Volume Road Grant should be around \$22,000-\$23,000 for Hickory Bridge Road.

Camera's must be put in the budget for next year. Secretary reported Total Tech quote was approximately \$6,000 for six new cameras and doing an upgrade. Supervisor Martin asked if an alarm system is needed for the Township Office. Expansion of the meeting room is needed, which in turn additional improvements such as ADA compliant exits, lighting, etc. Chairman Deardorff said that once remodel is started coming up to code will be mandatory. This will require new panic doors, lighted exits, new floor, possibly new ceiling, and safety and fire alarm systems. The Board said that the moisture with the Township building should be addressed.

Secretary gave numbers for a 2% raise based on last years increase, led to discussion by Board to add a 3% raise for employees to the budget. Supervisors discussed adding an additional CDL driver/equipment operator . This would mean moving current non-CDL employee who is full-time to a part-time basis. The part-time laborer #1 could help with snow removal if needed. It was suggested to use Indeed and Zip Recruiter as well as place an ad. Roadmaster Herr to write a job description for the Secretary to use of ad. The laborer would be required to have a Class A and be able to operate equipment. Minimum of 2 years experience, wages based on experience but expect to start at \$18.00 per hour.

Chairman/Road Coordinator asked that the tools and equipment budget line be increase to \$25,000 or more. Supervisor Dille asked that a current inventory be provided to the Office so that insurance can also be checked. Roadmaster Herr has and will supply inventory.

Chairman Deardorff asked why Carroll Valley Police was sitting in Hamiltonban Township at the Fairfield Union Cemetery. Supervisor Dille stated the were doing seat belt checks at the intersection. The Board has seen more patrols of State Police recently. Supervisor Gordon said that the Board needs to consider next steps regarding the draft Zoning Ordinance and what is expected of the consultant with Adams County Office of Planning and Development.

At 9:50 PM Supervisor Dille motioned to adjourn, seconded by Chairman Deardorff, the Board of Supervisors unanimously approved to adjourn the workshop.

The next Board of Supervisors Workshop meeting is September 27, 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