

**Hamiltonban Township**  
23 Carrolls Tract Road, Fairfield, PA 17320  
**Board of Supervisors Budget Workshop**  
Via platform Startmeeting.com  
November 3, 2021

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, David B. Martin, Robert L. Gordon and Douglas Woerner. Coleen Reamer was excused.

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

**Public Present:** None.

**Approval of the Agenda:** Vice-Chairman Woerner motioned to approve agenda. Supervisor Gordon seconded. The motion carried unanimously.

**Public Comment:** None

**Discussion:** Secretary Garretson provided proposed drafts 2022 Budgets of General Fund, State Liquid Fuels and Capital Reserve. Secretary again reported notification received on allotted amounts for 2022 for State Liquid Fuels budget which Board reviewed. No further discussion.

Secretary reported line item 485.100 Employers Share PSATS UC was increased based on notification received and shared with Board. She increased line item 402.100 Accountant Services to \$13,000 for ARPA Funds payment to consultant Zelenkofsky and Axelrod, offsetting with transfer from line item 392.50 ARPA Funds since this is an allowable expense. All ARPA Funds are accounted for in the General Fund.

Supervisor Gordon said review of General Fund showing income of \$887,074.40, basically same as the current year, with no tax increase. Board approved 3% raise for staff; donation to Cashtown Fire Department \$5,000 for new truck purchase; donation to Adams County Historical Society; Mt. Hope Road; and Moritz Road. Discussion of current general fund status and payables. Board stated it could be reviewed later if additional payments should be made on equipment beyond what is scheduled. Vice-Chairman Woerner motioned to approve transfer of \$20,000.00 from PLGIT to ACNB for operating expenses. Supervisor Gordon seconded. The motion carried unanimously. Secretary Garretson was asked by Supervisor Reamer to remind the Board be cognizant of borrowing and the impact on the budget with no savings plan. Secretary thanked the Board for going through the budgets line by line.

Vice-Chairman Woerner motioned to move forward with the proposed Option A 2022 General Fund Budget, State Liquid Fuels Budget and Capital Reserve Plans as presented. Supervisor Gordon seconded. The motion carried unanimously.

**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 and via Startmeeting.com. 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 – November 9, 2021
- Hearing Zoning & SALDO Amendments – November 16, 2021 6:30 PM
- Board of Supervisors Meeting – November 16, 2021
- Planning Commission November 23, 2021
- Board of Supervisors Meeting – December 7, 2021

**Adjournment:** Vice-Chairman Woerner motioned to adjourn at 6:26 PM. Seconded by Supervisor Martin. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman

**Hamiltonban Township Board of Supervisors**

23 Carrolls Tract Road, Fairfield, PA 17320

Via: Startmeeting.com

Regular Meeting Minutes

November 3, 2021

**Board Meeting:** At 7:00 PM Chairman Deardorff called the Board of Supervisors meeting to order. He announced the meeting was being recorded only for purpose of minutes. The pledge of allegiance was recited.

**Supervisors Present:** J. Edward Deardorff, David B. Martin, Robert L. Gordon, and Douglas Woerner. Coleen Reamer was excused.

**Staff/Consultants:** Solicitor Matthew Battersby, Secretary/Treasurer Nina Garretson and Roadmaster Ray Herr,

**Public:** Via Startmeeting Cliff Frost on a recorded line.

**Approval of the Agenda:** Vice-Chairman Woerner motioned to add 8. a. Holiday Event and 12.a. Adams County Greenspace Grant Agreement to agenda. Chairman Deardorff seconded. The motion carried unanimously. Vice-Chairman Woerner motioned to approve agenda. Supervisor Gordon seconded. The motion carried unanimously.

**Public Comment:** None.

**Approval of the Minutes:** Vice-Chairman Woerner motioned to approve October 19, 2021, Board of Supervisors Budget Workshop and Regular Meeting minutes. Supervisor Martin seconded. The motion carried unanimously.

**Solicitor's Report:** Solicitor Battersby provided draft zoning amendment for commercial district to the Supervisors for review. He said the text matches the Township's current Code and includes language for conditional use. Vice-Chairman Woerner motioned to forward the revised text amendment to the Planning and Zoning Commission and Adams County Office of Planning & Development for review. Supervisor Gordon seconded. The motion carried unanimously.

Solicitor Battersby said he has prepared paperwork to file civil complaint against Gettysburg National Golf Club for unpaid amusement taxes, and will have filed

Vice-Chairman Woerner motioned to approve the Solicitors report. Chairman Deardorff seconded. The motion carried unanimously. Solicitor left the meeting at 7:07 PM.

**Road Report:** Supervisor Gordon will follow up with utilities regarding streetlights. Secretary Garretson asked the Roadmaster to provide pole numbers for streetlights needed to update files.

Roadmaster stated the 2015 F550 need front end alignment and he has made appoint at Mar-Bar. He reported a light at shop was not working properly and it was cheaper to purchase new light rather than fix driver, cost is \$123.00. He reported tree trimming is complete. Roadmaster stated the celluloids on the 06 Peterbilt are bad and need replaced to the spreader and auger. The cost will be \$263 each, and two will be needed. Roadmaster Herr has been using grader and they will start putting snow equipment on when mowing is complete. No further information on CSX Railroad repairs on Cold Springs Road.

Roadmaster Herr will take vacation days November 29 to December 3, and roadworker Pritt will be taking vacation days November 29 and 30<sup>th</sup>. Roadmaster to be out November 10<sup>th</sup>.

Vice-Chairman Woerner motioned to approve the Roadmaster report. Supervisor Martin seconded. The motion carried unanimously.

**Treasurer's Report and Formal Approval of all Expenditures for the Month** submitted her report to the Board of Supervisors in the packets prior to the meeting. Supervisor Gordon motioned to approve Treasurer's report and pay all expenditures for the month. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to tentatively approve proposed draft 2022 budgets and to advertise. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve CPA for 2021 Audit and to advertise. Vice-Chairman Woerner seconded. The motion carried.

**Secretary's Report:** Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in their packets. Vice-Chairman Woerner motioned to approve the secretary's report. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff motioned to hold a dinner holiday event for Board, staff and consultants only due to Covid concerns at Hickory Bridge Farm Restaurant if available. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson reported no RFP's have been received as yet for Zoning, UCC, Code and Floodplain Manager, but she has sent out to two additional prospects.

**Old/New Business:** Brief discussion on Covid 19 procedures, which Board would like Solicitor's input – tabled until next meeting.

Vice-Chairman Woerner motioned to approve waste contract as prepared by Adams County Office of Planning & Development and approved by Carroll Valley Solicitor. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve waste contract cost sharing as a member of the Southwest Group including advertising and Carroll Valley Solicitor costs. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve waste contract pre-bid meeting, bid opening and post bid dates as outlined in the document with other members. Supervisor Gordon seconded. The motion carried unanimously.

**Planning Commission Report:**

Vice-Chairman Woerner motioned to reject the Planning Commission's recommendation of the Zoning Text Amendment for Commercial District and submit revised text for their review. Supervisor Gordon seconded. The motion carried unanimously.

**Zoning Officer's Report and Code Enforcement Officer's Report:** Supervisor Gordon stated the Zoning log had Greylock Ln; 2420 Iron Springs Rd; 286 Carrolls Tract Rd; 4099 Bullfrog Road and Swamp Creek Ln. He said the Code officer has issued citation for dog running loose in Fairfield Union Cemetery, and he revisited 2985 Waynesboro Pike, which is now in compliance. Vice-Chairman Woerner motioned to approve Zoning Officer and Code Officers reports. Supervisor Gordon seconded. The motion carried unanimously. Chairman Deardorff said the Code Officer needs to investigate at Kellett property for tall grass and dangerous opening on Mt. Hope Road.

**Joint Parks and Recreation Commission Report:** Secretary Garretson said the paperwork for the Adams County Greenspace Grant Agreement has been received. Supervisor Gordon motioned to approve signing agreement. Vice-Chairman Deardorff seconded. The motion carried unanimously.

**FREMA Report.** Chairman Deardorff motioned to approve Douglas Woerner and David Brad Martin to serve as the Township representatives for 2022 for FREMA. Supervisor Gordon seconded. The motion carried unanimously. He noted Highland Township is hosting NIMS training.

Secretary Garretson reported that she received a disk for Hazard Mitigation from Adams County EMA. She has downloaded and printed a copy. She also called Adam Wine to see if they should have the disk. No further discussion. Supervisor Martin said that AJ Aldrich is resigning as deputy EMA Coordinator as he is moving.

**Fire Company Reports:** Supervisor Gordon reported Cashtown Fire Company 24 Calls with none in Township; Fairfield Fire Company report 23 calls with 4 in Township; Fountaindale Fire Company 14 calls with 8 in Township and November 7<sup>th</sup> will celebrate 75<sup>th</sup> Anniversary; AREMS has 705 calls with 10 in Township.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Supervisor Gordon said COG held legislative session, no representatives from Senator Mastriano or Senator Casey. He said ACATO meeting tomorrow to elect officers.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** Supervisor Gordon said YATB to meeting to discuss budget, and ACTCC is tonight.

**Pennsylvania State Police Report.** Supervisor Gordon stated October report had 33 calls with 6 school checks.

**Special Notices:** None.

**Public Comment:** None.

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- Planning Commission November 23, 2021
- Board of Supervisors Meeting – December 7, 2021

**Adjournment:** Vice-Chairman Woerner motioned to adjourn at 7:37 PM. Seconded by Supervisor Martin. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman