

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Workshop
August 27, 2009

Supervisors Present: Chairman Robert L. Gordon, Vice-chairman James E. Grinder, Police Coordinator Reamer, Supervisor Dale J. Premo and Supervisor Harry Rood

Staff Present: Secretary/Treasurer Deborah K. Feiler, EMA Coordinator Donald Wills, Jr., and EMA Deputy Coordinator Larry Schneider

Public Present: None

At 6:40 PM Chairman Gordon called the meeting to order.

Township Business:

- EMA Coordinator Wills and EMA Deputy Coordinator Schneider updated the Chain of Command for Emergency Management by adding Supervisor Rood as head of Operations and Secretary/Treasurer Feiler head of Finance and Administration. Supervisor Rood and Secretary/Treasurer Feiler need to take the FEMA courses IS-700 and ICS-100. Supervisor Rood received a Township cell phone for emergency response purposes.
- The Township is still waiting to hear back from Hockley & O'Donnell regarding the health insurance renewal.
- A motion will be made at the Board Meeting to award the joint diesel fuel bid with the Borough of Carroll Valley to McDannell Oil. The Township will need to place a second joint bid advertisement for gasoline since there were no bids turned in.
- There was a consensus to contribute to the SPCA, Adams County Transit Authority and the Adams County Office for the Aging, as the Township has budgeted for these three donations in the amount of \$500, \$300, and \$500, respectively.
- Secretary/Treasurer Feiler attended the Waste Contract Pre-Bid Meeting; the bid is expected to go out in September. A discussion was held regarding the Township's waste ordinances in respect to rental and commercial properties. Secretary/Treasurer Feiler will contact Bicky Redman to administer one change to the draft contract regarding Hamiltonban Township municipality requirements.
- A discussion was held regarding the Township's finances. It was suggested that the Township would close the General Fund Statement Savings account and Sewer Statement Savings as there is little to no activity in these accounts. "Not to Exceed" amounts were set for the General Fund and Sewer Fund at \$10,000 and \$5,000, respectively. It was discovered that the Township has CD accounts at Adams County National Bank that are unaccounted for. Secretary/Treasurer Feiler is looking into what these CD's are for. A new safe deposit box signature card was updated and signed by the Board, including Secretary/Treasurer Feiler. A new Sewer Invoice was reviewed by the Board and accepted for use. Updated sewer invoicing procedures were implemented. Police Coordinator Reamer and Secretary/Treasurer Feiler are meeting September 11th to start working on the 2010 budget.

- Secretary/Treasurer Feiler made a request to attend the PSATS seminar titled Developing and Managing Your Municipal Budget on September 17th at a cost of \$60.
- The Adams County Council of Government was officially adopted at their meeting on August 27, 2009, which Chairman Gordon attended.
- Chairman Gordon and Police Coordinator Reamer attended the meeting with the Commissioners regarding the Strawberry Hill easement. A discussion ensued.
- Chairman Gordon addressed the Southwest Adams County Joint Comprehensive Plan.
- Several sewer plant issues were addressed by the Board, including the normal pumping of one of the lagoons and a heating issue that will be addressed by Met-Ed.
- Township roads were seal coated and no complaints were heard from the Township's residents regarding the seal coating. Supervisor Rood mentioned that the Township received a great price for the tar and chip.
- Resolution 2009-18, Plan Revision for New Land Development for Dwight Strausbaugh et. al. will be adopted at the next Board Meeting
- A discussion was held in regards to a proposed septic ordinance. It was noted that it is hard to police such an ordinance, although if the 537 Plan is updated, DEP will require such an ordinance.
- Police Coordinator Reamer referred to the York Adams Tax Bureau tax allocations and suggested that for the 2009 budget we estimate \$175,000 as a result of the bad economy.
- Police Coordinator Reamer pointed out that the Township should start looking into the cost of erecting a salt shed and salt shed bid proposals.
- Police Coordinator Reamer informed the Board that every couple of years the municipality should send a proposal letter to the solicitor and engineer and it was agreed to send such a letter for engineering only. Our Solicitor is fairly new to the Board.
- At 9:15 PM Secretary/Treasurer Feiler left the meeting as the Supervisors moved into an executive session.

The next regularly scheduled Board of Supervisors Meeting will be September 1, 2009 at the prevailing time of 7:30 PM.

Deborah K. Feiler, Secretary/Treasurer

Robert L. Gordon, Chairman