

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Budget Workshop
October 1, 2019

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: Chairman J. Edward Deardorff, Douglas Woerner, Robert L. Gordon, LuAnn M. Dille and David B. Martin.

Staff Present: Roadmaster Ray Herr and Secretary/Treasurer Nina Garretson. Solicitor Matthew Battersby arrived at 6:46 PM.

Public Present: John Phillips of Cumberland Township, arrived at 6:46 pm.

Budget Discussion: The following was discussed:

Supervisor Dille said that spending costs need to be reigned in unless Board considers tax increase. Chairman Deardorff said that no further equipment should be considered for purchase for at least two to three years. Supervisor Gordon said the 2018 Mack Truck purchase should be completed by 2022, at which time to start looking to replace the Peterbilt. Supervisor Gordon said that over \$350,000 on roads this year, more than has ever been done. Still waiting on estimates for fuel station canopy. Supervisor Gordon asked that the Tractor/Mower for \$32,093.00 line item be moved from 430.740 Capital Purchases-Machinery to 471.421 Tractor/Mower – FNB under Debt Principal. Adjusting 430.740 Capital Purchases-Machinery to \$7,950.00 for new trailer only. Secretary Garretson said she has added the 3% raises for all employees, and also calculated increase in employee health insurance adding the vision and dental basic plans. After further discussion the Board decided that after making these adjustments, they were satisfied with the General Fund Budget for 2020.

Supervisor Gordon said that the income is in line with what the Township anticipates. He said pension was included. Supervisor Martin asked about the Business Auto Insurance line 486.100 and what was included. Secretary Garretson said all vehicles and equipment, and reported that the backhoe, 2018 Mack and the 2019-wheel loader have \$1,000 deductibles, and the other vehicles and equipment are at a \$500 deductible. Board asked about the interest rates were which she reported was about 2.25%, which F&M Trust only guarantees until December 31st, with PLGIT coming in about the same. She said that she had to contact F&M Trust because this did not come through on the ICS account and was notified, they would make retroactive to July 31st.

Supervisor Gordon asked that the three items listed on the Capital Building Improvements Plan for 2021 be removed (Equipment storage \$18,000; Purchase and plant trees per the approved 4020 site plans \$1,000; and Outdoor material storage \$3,000). He suggested that the rain garden should be included if not in 2021, then for 2022, although no cost estimate was given. Supervisor Dille reminded that other townships have found them not to be practical. Supervisor Martin said it should be noted that the fuel station canopy allocation for 2020 is coming from the Capital Reserve Building Fund and not out of acquired Sewer Funds.

Supervisor Martin said that looking back he felt the mower should have been replaced in 2018 rather than the money the Board spent on repair. This is a long-term investment, and they are giving \$12,000 trade in for the mower. Supervisor Gordon said the PIB loan is necessary and the application needs to be submitted six months in advance.

Chairman Deardorff said that regarding the request to hook up to the 31 Carrolls Tract Road sewer line, that the residents were informed only that the Township would investigate.

Board will add motion to next meeting agenda after these adjustments are made to move forward with the 2020 Budgets. They are cancelling the Budget Workshop which was to be held on October 24, 2019.

At 6:46 PM Vice-Chairman Woerner motioned to adjourn, seconded by Supervisor Dille the Board of Supervisors unanimously approved.

Hamiltonban Township Board of Supervisors
23 Carrolls Tract Road, Fairfield, PA 17320
Monthly Meeting Minutes
October 1, 2019

Executive Session: Board held an Executive Session prior to meeting to discuss personnel and legal matter.

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. The meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

Supervisors Present: Chairman J. Edward Deardorff, Douglas Woerner, Robert L. Gordon, LuAnn M. Dille and David B. Martin.

Staff Present: Roadmaster Ray Herr, Secretary/Treasurer Nina Garretson and Solicitor Matthew Battersby.

Public Present: John Phillips of Cumberland Township.

Approval of the Agenda: Chairman Deardorff asked to add the approval of the draft 2020 Budgets, and Bonding Issue to agenda. Agenda approved by general consensus.

Public Comment: John Phillips introduced himself and stated he is running for Adams County Controller. He felt all those at the County level should be familiar with each municipality, which was the reason for his attendance. Said he has served several Township as Solicitor.

Approval of the Minutes: Supervisor Dille motioned to approve September 3, 2019 Board of Supervisors Budget Workshop and Board of Supervisors Regular Monthly Meeting; and the September 26, 2019 Board of Supervisors Budget Workshop and Board of Supervisors Regular Monthly Workshop, with two minor corrections. Supervisor Martin seconded. The motion carried.

Solicitor's Report: Solicitor Matthew Battersby asked to see the bonding documents for Midlantic Marking Inc., who received bid for line painting. He had previously notified them that work needed to be completed by September 30, 2019. Roadmaster reported that they completed all but four railroad crossings, Old Waynesboro Road, and Bullfrog Road which was closed due to bridge repairs. Roadmaster Herr called on Friday, September 27th and reminded that work needed to be completed.

Vice-Chairman Woerner motioned to have Solicitor notify bonding company with penalties. Supervisor Martin seconded. The motion carried unanimously.

Solicitor Battersby was made aware of complaints made at 1411 Cold Springs Road. Solicitor requested Roadmaster Herr to mark the area with the Township right-of-way for the complaint at 1411 Cold Springs Road. He will then notify property owners by letter of the Township's intension to trim brush and trees within the 16 ½ foot from center line right-of-way.

Brief discussion regarding those in non-compliance of Ordinance 2016-02 for septic pumping and inspection which the Solicitor sent letters. See agenda under Old/New Business.

Vice-Chairman Woerner motioned to have Solicitor Battersby send letter to Alexander's Plumbing and Pumps regarding the request to connect Glen and Maryann Clem, 35 Carrolls Tract Road, to the lateral sewer line at 31 Carrolls Tract Road, owned by the Township and Liberty Worship Center. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Solicitors Report. Supervisor Gordon seconded. The motion carried unanimously.

Road Report: Roadmaster Herr's report received by the Board in their packets prior to the meeting. He reported that the Road Department has begun trimming trees and brush, and are currently working on Old Waynesboro Road. Supervisor Dille thanked them, and said the bus drivers appreciate their work.

Vice-Chairman Woerner motioned to authorize Supervisor Martin to have Jake Myers Electric of Waynesboro fix the outdoor lights and timer at the Maintenance Building at a cost of \$60 per hour, not to exceed \$2,500. Supervisor Gordon seconded. The motion carried. Supervisor Gordon said he went past early am on Sunday and none of front lights working.

Supervisor Gordon motioned to approve the purchase of 2019 John Deere 6105E Boom Mower Package at a cost of \$155,383.82 with a trade in credit for the 1998 John Deere 5410 of \$12,000, leaving a balance of \$143,383.82 based on quote from Stephenson Equipment Inc. of 9/3/2019, to take possession as soon as possible, to be financed with a 5-year lease/purchase from FNB, to be included in the 2020 budget with the first payment to be made January 2020. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve the purchase of a misc trailer from Bechbill Trailer Sales LLC at a cost of \$7,950.00 based on estimate of 9/13/2019 to take possession as soon as possible, but to be included in the 2020 budget for payment. Chairman Deardorff said this special trailer will allow the Road Department to trailer all of their equipment. Chairman Deardorff seconded. The motion carried unanimously.

Roadmaster Herr asked about advertising the F350 on Muni Bid. Chairman Deardorff said the lowboy should also be listed for sale. Supervisor Martin asked when the auction should end. Chairman Deardorff motioned to put on Muni Bid as soon F350 with a minimum of \$12,500, as the new truck arrives, along with the lowboy trailer, with a minimum of \$1,000, for 30 days. Supervisor Gordon seconded. The motion carried unanimously. Supervisor Gordon said the new Ford 550 should be here next week.

Chairman Deardorff thanked Supervisor Gordon for trimming the intersection of Carrolls Tract and Fairfield Road prior to Pippenfest.

Treasurer's Report and Formal Approval of all Expenditures for the Month: Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in the packets. Supervisor Dille motioned to accept the Treasurers Report and approve all expenditures for the month. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to approve 3% pay raises to all employees effective with the first payroll of 2020 and included in the 2020 Budget. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve purchasing of two external hard drive backups at an approximate cost of \$179 each for the Township Office and Road Department. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Dille motioned to approve purchasing a digital voice recorder at an approximate cost of \$100. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve the proposed 2020 draft budgets for General Fund, State Liquid Fuels and Capital Improvements and to advertise for final adoption at the November 6, 2019 Board of Supervisors meeting and advertise. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary's Report: Secretary Garretson submitted her report to the Board of Supervisors in their packets prior to the meeting. Supervisor Dille motioned to accept the Secretary's Report. Vice-Chairman Woerner seconded. The motion carried unanimously.

Old/New Business: Supervisor Dille motioned to approve authorization for Rob Thaeler, Adams County Office of Planning and Development to draft new language for a Subdivision Ordinance Amendment to combine two lots and notify the Township. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to approve Trick or Treat night for Hamiltonban Township October 31st from 6:00 to 8:00 pm. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to instruct the Secretary to forward all in District 1 and District 4 property owners in non-compliance of Ordinance 2016-02 to Code Officer for citations. Supervisor Dille seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve the renewal of Health Insurance programs for full-time employees with BlueCross and to include basic vision and dental as presented by the Secretary and included in the 2020 Budget which goes into effect December 1st. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Dille motioned to approve Rotz and Stonesifer at a cost of \$7,750.00 for the 2019 audit, to be appointed at the January 6, 2020 Re-Organizational meeting, and to advertise using CPA firm. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve Resolution 2019-19 to Amend the 2019 Budget, which takes into account purchase of new Ford 550 and balancing the road maintenance and snow lines. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff motion to approve the excusal request for Five Forks Lane – Raven Rock Cabins as recommended by the Sewer Enforcement Officer. Supervisor Gordon noted that are going to seek a demolition permit for the cabin. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motion to accept the request to move 125 Scotch Trl – Brian Coppola to District II, as recommended by Township Solicitor, since they own ten acres. Vice-Chairman Woerner seconded. Supervisor Dille abstained. She felt they should remain in the BB Section. The motion carried.

Planning Commission Report: Supervisor Gordon stated there will be a vacancy to appoint at January ReOrganization meeting, and possibly a second vacancy upcoming.

Joint Parks and Recreation Commission (JPRC) Report: Supervisor Gordon stated the sign panels have arrived, and there is a work day on Saturday.

FREMA/EMA Report: Supervisor Martin he has not contacted the Fairfield School Superintendent to attend the next meeting. He feels there is a lack of communication. Supervisor Gordon said the next meeting is October 21, 2019 at 1:00 pm.

Fire Company Reports: Supervisor Gordon said Cashtown Fire Company provided financial reports and are changing fiscal year to calendar year. The Volunteer Fire Relief Funds are to be distributed as they have in the past, and discussed at Board Workshop, by general Board consensus.

Zoning Officer's Report and Code Enforcement Officer's Report: Reports received by the Board prior to the meeting. Secretary Garretson is working on ad for RFPs but needs other documents updated prior to placing. Board approved reports by general consensus.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon said COG sent out training questionnaire. ACATO at the November meeting discussion Victims' Rights legislation which passed Marcy's law. Reminded of November convention which Secretary needs reservations asap.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): Supervisor Dille said they are working on 2020 budgets, and she will attend their next meeting on November 6, 2019 so needs to be excused.

Pennsylvania State Police Report. Supervisor Gordon gave update of August calls. Secretary Garretson is now posting reports on Township website.

Special Notices: The Budget Workshop on October 24, 2019 at 6pm is now Cancelled.

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 via a notice on the office door.

- Parks and Recreation Commission – October 8, 2019.
- Planning Commission – October 22, 2019.
- Board of Supervisors Budget Workshop – October 24, 2019 at 6:00 PM.
- Board of Supervisors Monthly Workshop – October 24, 2019
- Board of Supervisors November 6, 2019

Adjournment: Vice-Chairman Woerner motioned to adjourn at 7:53 PM. Seconded by Chairman Deardorff. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman