

**Hamiltonban Township**  
23 Carrolls Tract Road, Fairfield, PA 17320  
**Board of Supervisors Budget Workshop**  
Via platform Startmeeting.com  
October 5, 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, Coleen Reamer, and. David B. Martin. Robert L. Gordon via Startmeeting.com. Douglas Woerner was excused.

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

**Public Present:** None

**Public Comment:** None

**Discussion:** Secretary Garretson provided drafts 2022 Budgets of General Fund, State Liquid Fuels and Capital Reserve. Secretary Garretson said she is still awaiting rates, but reported insurance broker told to use 6% increase for premiums, which she has provided in draft. As per previous discussion she provided an option A and option B which would include the payoff of 2018 Mack, 2019 Wheel loader and 2020 Boom Mower. Supervisor Reamer noted previous discussion ended after line item 439 in expenses.

Discussion of General Fund to increase line item 406.310 Prof serv/subcontractors to \$5,000.00; increase line item 406.340 advertising to \$7,000.00 due to cost incurred with ordinance amendments and updating CODE. To increase line item 408.310 Engineering services to \$9,000.00; to increase income lines 361.32 Developer Engineer Reimbursement to \$4,500.00 and line item 361.314 Developer Solicitor Reimbursement to \$1,500.00. Further discussion to consider adding fee estimates for upcoming developments for these line items. Line item 441.100 Cemetery Personal services increase to \$675.00. Chairman Deardorff recommended the board make a donation of \$500 to the Adams County Historical Society for their building project. Further discussion to reduce 451.560 Community Media consensus to not change.

Secretary Garretson reported no information as yet on State Liquid Fuels allocation. No further discussion.

**Public Comment:** None.

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- Parks and Recreation Commission – October 12, 2021
- Board of Supervisors Budget Workshop – October 19, 2021 at 6:00 PM
- Board of Supervisors Meeting – October 19, 2021
- Planning Commission October 26, 2021
- Board of Supervisors Budget Workshop – November 3 2021 at 6:00 PM
- Board of Supervisors Meeting – November 3, 2021

**Adjournment:** Supervisor Reamer motioned to adjourn at 6:42 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  
October 5, 2021

**Executive session: Board met at 6:43 PM to discuss legal issue. Returned at 6:54 PM**

**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, Coleen Reamer, and. David B. Martin. Robert L. Gordon via Startmeeting.com. Douglas Woerner was excused

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

**Public:** Dave Sites of Sites-Bittinger, and Pat Nicholson trustee of Iron Springs Brethren in Christ Church. Via Startmeeting Cliff Frost on a recorded line.

**Approval of the Agenda:** Supervisor Reamer motioned to add 6.h. Waterproofing Township Office and 9.f. Halloween Trick or Treating to agenda. Supervisor Martin seconded. The motion carried unanimously.

**Public Comment:** Patrick Nicolson a trustee of Iron Springs Brethren in Christ Church stated they contacted Met-Ed about a streetlight, and was told that they would have to go through the Township. He stated this is for safety issues. Secretary Garretson said she received a response for three options from Met-Ed today and provided a copy to him. Board requested that he discuss with church and let the Board know of their decision. He left the meeting at 7:09 PM.

Dave Sites, of Sites Bittinger gave the Board members copies of email from Sharrah Design Group regarding the current definition of "open space." He stated the current open space calculation of proposed 20% would be to raise minimum requested to 25% of the net developable area, and let stormwater management areas in the open space. Board stated they would review with Solicitor. Dave Sites left the meeting at 7:09 PM.

**Approval of the Minutes:** Supervisor Gordon motioned to approve the September 21, 2021, Board of Supervisors Budget Workshop and Regular Meeting minutes. Chairman Deardorff seconded. The motion carried.

**Solicitor's Report:** Solicitor Battersby stated he provided legal advice to Board during executive session held prior to meeting. He reported reviewing zoning amendment. He stated Specialty Granules has submitted Land Development plans and to make sure engineer checks the stormwater calculations.

Solicitor Battersby state he is attending Planning & Zoning Commission meetings. He recommends to move forward with their recommendations for amendments to the Zoning Ordinance and SALDO, and stated he suggest that RVs be considered to be added.

Supervisor Reamer motioned to have Solicitor file civil action regarding amusement taxes which are past due. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Reamer motioned to approve the Solicitors report. Supervisor Martin seconded. The motion carried unanimously. Solicitor left the meeting at 7:17 PM.

**Road Report:** Streetlights table until next meeting.

Roadmaster asked to have Thomas Inc conduct annual service of shop heaters. He stated he needs to order two boxes of delineators. He stated it would be cost effective to order 50 gal drums of hydraulic and motor oil. He gave quote from Gaumer Industries to fix 06 Peterbilt and said should be completed by the end of the month if they get parts. He gave quote for road work signs from D.E. Gemmill, as the current signs are faded. Discussion of waterproofing the Township Office which Road Department would dig out and seal block to alleviate the water

accumulated in the crawl space. Chairman Deardorff motioned to approve Thomas to service shop heaters, order delineators, order 50-gallon barrels of hydraulic and motor oil at a cost of \$500-\$600, to have Gaumer Industries repair 06 Peterbilt at a cost of \$2,119.28; to order road work signs at a cost of \$1,817.60 from D.E. Gemmill, and to proceed with waterproofing the Township Office crawl space. Supervisor Reamer seconded. The motion carried unanimously.

Supervisor Reamer 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:** Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in the packets prior to the meeting. Supervisor Gordon motioned pay all expenditures for the month. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve processing the State Allocation for 2021 Pension in the amount of \$7,317.93. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Reamer motioned to approve the workers compensation renewal to include language to offer light duty if available. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Martin motioned to accept the Treasurer Report. Supervisor Gordon seconded. The motion carried unanimously.

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

**Old/New Business:** Supervisor Ramer motioned to move forward with advertising of the Amendment for the Driveway Ordinance dealing with the width to 10 feet to right of way. Supervisor Gordon seconded. The motion carried unanimously.

Board consensus to have Planning & Zoning Commission look at Zoning Ordinance regarding RV's.

Supervisor Reamer motioned to allow Carroll Valley Borough to proceed with waste contract bid on behalf of the Township and any other group with PennBid. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve \$15,000.00 bid for 1975 grader to Franklin Township and to notify. Board realizes that it may be sold on Municibid, but wished to give them option. Secretary to send email. Supervisor Gordon seconded. The motion carried unanimously.

Brief discussion on mail delivery, grass and bamboo.

Board instructed Secretary to send letter regarding complaints of 370 Mountain Lane.

Chairman Deardorff motioned to approve Trick or Treat Night for Halloween from 6:00 to 8:00 PM. Supervisor Reamer seconded. The motion carried unanimously.

**Planning Commission Report:**

Supervisor Reamer motioned to approve the Planning Commission's recommendation for extension request for 1765 Mt. Hope Road – Sites plan as submitted by Sharrah Design Group until January 2022. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve the Planning Commission's recommendation for amending the SALDO Ordinance as presented for Lot consolidation and Shared Driveways for advertising and hearing. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve the Planning Commission's recommendation for amending the Zoning Ordinance as presented for Swimming Pools for advertising and hearing. Supervisor Reamer seconded. The motion carried unanimously.

**Zoning Officer's Report and Code Enforcement Officer's Report:** Secretary Garretson stated the Zoning Officer's report showed several permits for zoning and building, and Code Officer's report lengthy. She said Code Officer is on vacation this week. Supervisor Gordon motioned to approve Zoning Officer and Code Officers reports. Supervisor Martin seconded. The motion carried unanimously.

**Joint Parks and Recreation Commission Report:** Supervisor Reamer said is chair of Adams County Recreation and Greenspace Commission. They will move forward to the Adams County Commissioners with grant for pickleball. Secretary Garretson said rental for October 10 by the Thaddeus Stevens Society, and she received another pavilion rental for October.

**FREMA Report.** No meeting.

**Fire Company Reports:** Supervisor Gordon reported AREMS report had 694 total calls with 19 in township; Cashtown Fire Company reported 19 calls with 2 in Township; Fountaindale Fire Company had 9 calls with none in Township; and Fairfield Fire Company report had 17 calls with 4 in Township. Reminder that Fairfield Fire Co. will have open house on October 10<sup>th</sup> for their 100<sup>th</sup> anniversary.

**Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO):** Supervisor Gordon said presentation at COG meeting was on sex trafficking by Pennsylvania State Police. He said there will be a legislative form in October. Supervisor Reamer said ACATO had Secretaries luncheon September 29 with presentations on APRA Funding and PSATS representative spoke. Secretary Garretson attended and was appreciative of event.

**York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC):** Supervisor Gordon said YATB to meet October 25 to discuss budget, and ACTCC upcoming.

**Pennsylvania State Police Report.** Supervisor Gordon stated August report had 41 calls with 11 school checks.

**Special Notices:** October 16, 2021 E-Waste event at Carroll Valley from 8am to 11am.

**Public Comment:** None.

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**Adjournment:** Supervisor Martin motioned to adjourn at 7:53 PM. Seconded by Supervisor Reamer. The motion carried unanimously.

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Nina Garretson  
Secretary/Treasurer

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J. Edward Deardorff  
Chairman