

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Workshop
May 31, 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, LuAnn M. Dille, and Douglas Woerner.

Staff Present: Secretary/Treasurer Nina Garretson

Public Present: John Messeder of the *Gettysburg Times*.

Public Comment: none.

Township Business: The following Township business was discussed:

Supervisor Gordon inquired about the reports for the Mount Hope Road Bridge and Gum Springs Road Bridge reports. Secretary stated they are on file at the office for review. The Mt. Hope was found fair and satisfactory, and Gum Springs Road bridge was found good and satisfactory. Chairman Deardorff reported that the Hickory Bridge Road Bridge project will begin in late August. A meeting with Road Coordinator, Roadmaster, Township Engineer and Shiloh will be planned regarding the correction for Reeds Bridge.

Chairman and Road Coordinator Deardorff reported that the trimming of the trees by the Township has saved approximately \$30,000.00 if an outside firm would have been contracted. The collapsed pipe in Orrtanna has been repaired. He reported Roadmaster Herr has been working on the Low Volume Road Grant. Repairs were necessary to the backhoe which required an oil cooler and radiator. This damage was done from salt. The cost of parts was approximately \$1,400 to \$1,500. By buying in a kit the Township saved \$3,500 on parts. He said the maroon truck bed also has extensive salt damage. The Roadmaster is searching for a used bed and if one cannot be found, it is suggested replacing with an aluminum bed with a dump kit. Cost estimates will be brought back to the Board.

Chairman Deardorff attended the Adams County Coordinating Committee 811 Workshop. Said three townships and three boroughs represented along with gas and other utilities. They plan to have two or three meetings per year.

Secretary Garretson gave the Code Officer updates which included posting of two properties as the certified letters were unable to be delivered. Several have been given to the end of June to have corrections made before being cited.

Supervisor Martin provided the first draft of new personnel policy for the Board's review. Discussion included the CDL and Drivers policy. Supervisor Dille suggested that all fulltime employees driving a Township vehicle must have a physical. The new policy calls for background check, drivers check and pre-employment physical. Supervisor Martin and Supervisor Gordon will complete updates to the salary survey which is provided by PSATS. The 3% increase in salary after probation period will remain. The Secretary hours to reflect 36 to 40 hours weekly. Call in for emergencies will be paid for a minimum of 4 hours. Vacation time will be permitted to be used in 4

or 8 hour increments. An update of the Pension Ordinance 2015-01 needs corrected. Unused hours may be "cashed out" in December. Sick time may be donated, but notification must be made to Secretary and direct Supervisor. Overtime will be paid on all hours over 40 per week. Proposed 3 days of personal leave, military leave and parental leave. Will recognize time off for all Federal holidays, except rather that Columbus Day will offer the day after Thanksgiving. Bereavement leave to remain the same. Anti-Nepotism policy added. Disability insurance provided for those who work over 35 hours weekly, considered full-time. Life insurance provided for those who work full-time and the Board of Supervisors. A review of the policy will be done yearly. The amendments suggested will be made and the Board hopes to adopt by July.

Chairman Deardorff said another meeting with the Planning Commission, Board and Solicitor to discuss the June 25th Joint Meeting with the Draft Zoning Ordinance needs to be made. The planning calls for maps, charts, population levels at five year increments, and a social time.

Discussion of the Municipal Sewer Authority tax issues which Supervisor Gordon will follow up with Township Solicitor to engage McNees, a Harrisburg firm to assist with.

A report of the District III Septic Pumping was given which Secretary Garretson said of 305 properties, 162 have pumped and paperwork has been submitted.

Supervisor Gordon said the Hamiltonban Community Park will begin Music in the Park on June 10th. The Joint Parks and Recreation Commission hopes to do these monthly the 2nd Sunday in July and August. Discussion about adding electric to pavilion. Motion to be added to Board agenda to obtain bids.

The Board will appoint Chairman Deardorff to the Agricultural Security Commission replacing Supervisor Gordon. Members of the Board will provide articles for a mid year newsletter to the Secretary. The Road tab website updates have been made.

The Board asked Secretary to follow up with more information from Total Tech regarding upgrade of cameras. The Secretary has received the new office keys and will prepare for distribution. Supervisor Dille will provide more information on new office computer and printer back to the Board for consideration.

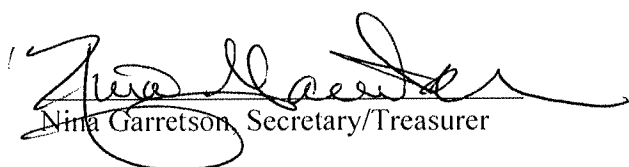
Supervisor Gordon will attend the FEMA Community Coordination & Outreach Meeting June 25th to represent the Township. Supervisor Dille will also try to attend.

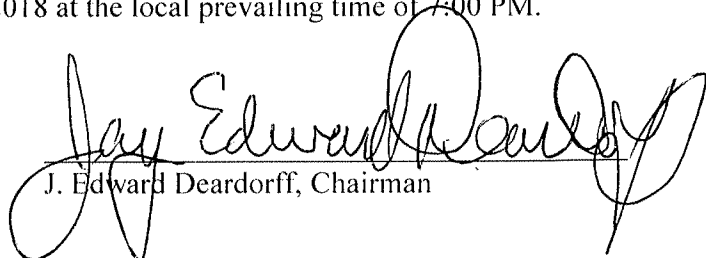
Supervisor Dille will obtain County map to provide proof of the street light which the Township shares with Liberty Township.

Chairman Deardorff reviewed items for the next Board of Supervisors meeting which includes extension request by Adams Electric for Mt Hope Road Substation, septic excusal request, and home occupation application.

At 8:55 PM Supervisor Dille motioned to adjourn, seconded by Supervisor Gordon, the Board of Supervisors unanimously approved to adjourn the workshop.

The next Board of Supervisors meeting is June 5, 2018 at the local prevailing time of 7:00 PM.


Nina Garretson, Secretary/Treasurer


J. Edward Deardorff, Chairman