

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Regular Workshop
November 21, 2019

Executive Session held by the Board of Supervisors to discuss personnel issue.

At 7:02 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, LuAnn M. Dille, David B. Martin and Robert L. Gordon. Douglas Woerner joined the meeting via phone.

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

Public Present: Coleen Reamer and Molly Yingling of Saltzman & Hughes.

Agenda Approval. Supervisor Dille motioned to approve the agenda. Seconded by Vice-Chairman Woerner. The motion carried unanimously.

Public Comment: None.

Township Business: The following Township business was discussed:

Molly Yingling, of Saltzman & Hughes discussed the draft Comcast Agreement sent to the Board for review. Discussion of key changes were customer service base in Adams County, free service for Township, school district and fire company, increase in franchise fee from 3% to 5%, PEG station language, contract for ten years, payments to be received quarterly not annually. Molly stated FCC has changes effective in September, which may change the franchise fee accounting. Board ask if Comcast audit was included in language and what other municipalities were doing. Board will review and respond for another draft.

Secretary provided proposals for Zoning, UCC Building and Code Officer from PA Municipal Code Alliance, Inc. and, Land and Sea services submitted for UCC Building Officer only. Board tabled discussion until December.

Supervisor Martin questioned why the F350 truck and trailer were advertised because he said the Solicitor said no advertisement necessary. After further discussion the Board ask that RFP be put out for Solicitor for review at next Board workshop.

Bids opened and tabulated for sale of 2007 Ford F350 Truck. One sealed bid received from David M. Martin for \$13,600.00. All other bids received through MuniBid electronic bidding. Chairman Deardorff motion to accept based on Township Solicitors recommendation the highest bidder at \$15,500.00 from James Johnson. Supervisor Gordon seconded. Supervisor Martin abstained. The motion carried.

Bids tabulated for sale of 1998 Custom Trailer which all bids received through MuniBid electronic bidding. Supervisor Martin motioned to accept the highest bidder at \$1,950.00 from Jeffery Mutchler. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to hire part-time on call Class A-CDL road worker Keith Klinefelter at a rate of \$18.00 per hour to begin asap pending test and physical. Supervisor Gordon seconded. The motion carried unanimously.

Sandblaster discussion tabled until spring 2020. Further work to be done on job descriptions for Road Department both full-time and part-time employees.

Supervisor Martin said that the first-aid kits for the Township Maintenance Building will be more expensive than discussed. Motion to increase cap for purchase of first-aid kits to be added to December agenda.

Supervisor Dille reported Hartlaubs Furniture has recliners starting at \$299 to \$389, and small couch at \$589. Wolf's Furniture quoted over \$2,000. Supervisor Martin suggested L&S Furniture in Waynesboro. She will bring quotes to the next meeting.

Roadmaster Herr said he met with Kathy Wolf of Met-Ed. He said work needs to begin with marking right-of-way for the Moritz Road Project as utility poles will need to be moved. Chairman said he will check with Rex Benchoff and will report to Board at December meeting. The project will then move to the Solicitor.

Roadmaster Herr said tire chains ordered and received.

Roadmaster said the Brechbill trailer which was quoted for the 2020 Budget for \$7,950 has no guarantee due to the length. He presented a new quote from Brechbill Trailer for a shorter trailer, which would have guarantee, for \$6,765. Supervisor Martin inspected trailer which will have manual tilt, lower to ground and is 2 ft shorter. After further discussion amendment to be added to December agenda.

Chairman Deardorff suggested the canopy for the Fuel Station go out for bid.

Supervisor Gordon said Jon Cox, Bond Counsel, suggested the Board consider a bank loan rather than PIB Loan. The PIB Loan would take over six months pending approval where RFP's could be obtained for the same amount and length of time, at comparable interest rates. A motion to amend on December agenda.

Supervisor Gordon stated Mark Keller with Fairfield Municipal Authority and Roadmaster Herr met and discussed the sewer line at 31 Carrolls Tract Road. The Township will need to dedicate the line to the Fairfield Municipal Authority and have the Township Solicitor and Township Engineer begin paperwork.

Supervisor Gordon said the appointments to the Planning Commission, for two openings to be made at the January Re-Organization meeting.

Secretary Garretson said she needed the Board of Supervisors feedback to complete the Pennsylvania Legislative Budget and Finance Committee survey regarding single use containers (e.g., plastic bags) and whether fee should be implemented.

Chairman Deardorff said the PSATS Regional Fall Forum was very informative. Some items the Board needs to be aware of; Board of Supervisors should name roads; never wear clothing or items with logos to meetings or when representing Township; to address concerns use language such as perhaps or maybe.

At 8:40 PM Supervisor Gordon motioned to adjourn. seconded by Supervisor Martin. The motion carried unanimously.

The next Board of Supervisors meeting is Wednesday, December 3, 2019 at the local prevailing time of 7:00 PM.

Nina Garretson, Secretary/Treasurer

J. Edward Deardorff, Chairman