

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Budget Workshop
September 26, 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, David B. Martin, Robert L. Gordon and LuAnn M. Dille.

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

Public Present: Charles Alexander of Alexander Plumbing & Pumps, Glenn Clem and Maryann Clem, all who arrived at 6:47 pm, and did not sign in.

Budget Discussion: The following was discussed:

Supervisor Gordon said no changes necessary in the State Liquid Fuels proposed budget. Board consensus agreed.

Secretary Garretson read through the General Fund 2020 Proposed Budget line by line. The following items were discussed by Board members.

355.080 Alcoholic Beverages Taxes reduced to \$400.00 as only two licenses in Township. Board asked secretary to verify.

393.000 Proceeds of Long Term Debt changed to \$250,000 for PIB Loan for Gum Springs Road only.

No other changes made to income.

404.31 Solicitor Services increased to \$13,000.00.

411.550 Contribution to Volunteer Fire Co. reduce to \$0.

430.740 Capital Purchases – Machinery reduce to \$32,093 for new Tractor/Mower first year payment of lease per Supervisor Gordon (\$143,000 total lease/purchase over 5 years).

433.000 Street Signs & Markers-Hwy Maintenance increase to \$31,000 with \$25,000 for line painting as Roadmaster Herr suggest better paint be used, and \$6,000 for signs.

439.040 Bridges – Mt. Hope Bridge reduced to \$30,000. Supervisor Martin suggested to begin the process in 2020 for Engineer, permits, etc., but the actual replacement will be in 2021.

471.421 changed to \$0 as this will be under 430.740.

483.000 Pension/Retirement Fund Contribution – Secretary told Board the Township is currently fully funded based on 2 vested and 3 current enrollments, suggesting the Board include \$1,000 per person.

Board discussed raises giving 3% to all employees for 2020 to be included.

Roadmaster Herr presented a quote for Brechbill Trailer for \$7,950.00. After further discussion with board it was decided to include in 2020 budget. He suggested selling two current trailers.

Supervisor Dille said that the Board needs to maintain the bulk of the sewer funds received, so if an emergency arises the Township has funds. Chairman Deardorff said it should be used for roads and not used for all new equipment. Board requested Secretary Garretson make appropriate changes for review and discussion at next Budget Workshop on Tuesday, October 1st.

At 6:59 PM Supervisor Gordon motioned to adjourn, seconded by Vice-Chairman Woerner the Board of Supervisors unanimously approved.

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Regular Workshop
September 26, 2019

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, Douglas Woerner, David B. Martin, Robert L. Gordon and LuAnn M. Dille.

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

Public Present: Charles Alexander of Alexander Plumbing & Pumps, Glenn Clem and Maryann Clem.

Agenda Approval. Agenda approved by general consensus.

Public Comment: Charles Alexander of Alexander's Plumbing & Pumps said he was there to represent Glenn and Maryann Clem of 35 Carrolls Tract Road who are having issues with their sewer. Due to the expense and work involved he suggests that the Board of Supervisors consider allowing the Clems to connect to the system at 31 Carrolls Tract Road. Chairman Deardorff explained that the line is owned jointly with the Township and Liberty Worship Center. He said that the Board will discuss with Solicitor and investigate further. Mr. Alexander and the Clems left the meeting at 7:15 PM.

Township Business: The following Township business was discussed:

Roadmaster Herr stated line painting has been completed on all roads except Old Waynesboro and Bullfrog. He also said they did not complete the railroad crossings. Board said that Roadmaster needs to call and remind them that the work was to be completed by September 30th per Solicitor Battersby's letter. Roadmaster said Bullfrog could not be completed due to bridge work.

Discussion regarding request for bridge signs on Bullfrog Road, the Board of Supervisors stated this should be referred by the resident back to Adams County as this bridge is owned by Adams County.

Supervisor Martin said he has obtained quote of \$60 per hour from Jake Myers Electric, Waynesboro to repair the outside lights at 4020 Shop. Ketterman Electric quote was \$85 per hour. Board action to be added to next meeting agenda.

Secretary Garretson reported the air-conditioning is not working. Supervisor Gordon stated Thomas's serviced in spring. Board authorized the Secretary to have air-conditioning repaired. She also reported that Frantz has serviced the heating system but said that the tank should be raised in the spring and leveled.

Secretary Garretson reported that Met-Ed wants to take the pine tree in front of office building removed as it is dead. Supervisor Dille said she would like to see all trees in the back of building

removed. After further discussion, Board decided that the road department will remove the center tree which is dead.

Supervisor Dille asked about the yield signs at the railroad crossings on Cold Springs Road. Supervisor Martin asked about school bus stops on Waynesboro Pike. Roadmaster said he thought this was a PennDOT issue. Supervisor Dille asked if bus turn around signs could be put on Gum Springs Road. The Board agreed this was a safety issue and instructed the Roadmaster to order and install. Roadmaster Herr said that the private road signs have been ordered and completed.

Board received two complaints of bamboo along road at 1411 Cold Springs Road. The Roadmaster said homeowner instructed the road department not to touch this property. He requested the Board have the solicitor send residents a letter. The Board will have letter sent by solicitor stating that the Road Department will work on trimming in their right-of-way.

The Board received a complaint from 384 Mt. Hope Road which they stated they would monitor. Supervisor Gordon said the property owner in the complaint is not in violation.

Supervisor Dille requested that the Board consider amending the language in the Subdivision Ordinance to combine two lots, so that the Township is notified when this is done. After Board discussion, they will instruct Rob Thaeler with Adams County Planning and Development to draft. Motion to be added to next meeting to proceed.

Secretary Garretson said that she has supplied Supervisor Dille and Supervisor Gordon with copies of the draft codification under review. She said it is due back by mid December. The Board said they should work on this project and present final recommendations to the Board.

Supervisor Dille said she and Secretary Garretson are not available to assist with the October 12th recycling event, and that a representative of the Township needs to oversee. Secretary Garretson reported Freedom Township and Fairfield Borough each have someone to help. Vice-Chairman Woerner and Supervisor Martin will serve at this event.

Secretary Garretson said the Board must renew the health insurance plan as it will go into effect December 1st. Supervisor Martin said that he was approached by employees who want vision and dental included. After listing the various costs, the Board asked the Secretary to review the plans and bring to the next meeting for approval.

Secretary Garretson said the Volunteer Fire Relief Funds have been received and must by law be distributed within 60 days. She said the current distribution is 50% Fountaindale; 30% Fairfield; 10% South Mountain; and 10% Cashtown. The Board said they wished to keep the distribution the same.

Secretary Garretson said she needs to obtain another back up and requested the Board to approve the purchase of an external hard drive, which may cost approximately \$200. She also stated that a new voice recorder which is used for the meetings will have to be updated so as to move from the old laptop to the new system which is Windows 10, as the current is not compatible. Board agreed and suggested that she also order an external hard drive back up for the Road Department as well. Roadmaster Herr said that he would like access to security cameras. Secretary said she could provide a key to lock box. Total Tech who installed will have to provide computer access and train the Roadmaster.

Draft Resolution 2019-10 Amending the Current 2019 Budget was presented for approval. Supervisor Gordon suggested balancing the road lines. Board had no questions and it will be moved to the next meeting.

Supervisor Dille started discussion of those in non-compliance of Ordinance 2016-02 Septic Pumping and Inspection. Chairman Deardorff said that those in District 1 and District 4 should be turned over to the Code Officer for citations, which Board consensus agreed.

Supervisor Gordon said that the Planning Commission has not turned over the final draft Zoning Ordinance, as Rob Thaeler with Adams County Planning and Development is still making language changes. He said the new version should be ready in October.

Supervisor Martin said that job descriptions need to be prepared for all employees. Secretary Garretson provided copies of PSATS documents but stated they need revised to meet the needs of the Township.

At 8:45PM Vice-Chairman Woerner motioned to adjourn, seconded by Supervisor Dille, the Board of Supervisors unanimously approved.

The next Board of Supervisors Budget Workshop meeting is October 1, 2019 at 6:00 PM followed by Regular Monthly Board meeting at the local prevailing time of 7:00 PM.

Nina Garretson, Secretary/Treasurer

J. Edward Deardorff, Chairman