

**Hamiltonban Township**  
23 Carrolls Tract Road, Fairfield, PA 17320  
**Board of Supervisors Workshop**  
October 25, 2018

**Executive Session** by Supervisors held prior to meeting to discuss personnel.

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

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

**Public Present:** Sherry Frost, Cliff Frost, Coleen Reamer, John Messeder of the *Gettysburg Times*, and Deb Kessel with guest who did not sign in.

**Public Comment:** Debra Kessel, 298 Baker Road, Fayetteville received notice from Code Officer of feeding feral cats from complaint made by George Reese. She said these cats were dropped off. She and her husband have taken these abandoned cats to the SPCA TNR program which they have paid for. Copies of which were supplied to the Township. She also pointed out that the Ordinance was made in 2001 prior to the SPCA TNR program. The Board thanked her for taking the responsibility of caring for these animals and doing the correct action. The Board will instruct the Code Officer to speak with the complainant to explain the corrective action that was done in writing and also acknowledge Deb. The Board said they would not issue a fine. At 7:09 PM Deb and other left the meeting.

**Township Business:** The following Township business was discussed:

Supervisor Dille stated she has been checking the water draining in the crawl space and it is beginning to dry as there has been no rain recently. Roadmaster Herr stated that the Road Department may be able to do some drainage work this winter. Supervisor Gordon asked if it was draining out and the Roadmaster said it was going into the sump pump.

Supervisor Dille said she has a book to be reviewed from General Code for codification of the Township Ordinances. Secretary reported that the quote received in May is current, and that the process will take about two years in which additional Ordinances would be at additional costs. Board asked that she check to see if they are CoStars vendor or if additional are quotes needed, and what a service contract would cost.

Secretary Garretson reported that she contacted the F&M Trust and Community National Bank and both said they would accept the DCED audit as financials for 2018. Supervisors Dille and Gordon both expressed they would like to see full Financial Statements done. The Board concurred that they would like to appoint Rotz and Stonesifer at a cost of \$7,500.00 for 2018.

Chairman Deardorff stated 810 Cold Springs Road looking to run a well connection under the roadway to provide water for livestock. Solicitor said they need to provide Road Agreement with bond for review. Roadmaster stated Seth Snyder only needs a letter stating that the Township is okay with his depth, which will go 2 feet beyond the required 3 foot water line minimum. After further discussion the Board said they will issue a letter of approval based on these recommendations. Paperwork will need to be provided to the Township Office.

The Board was presented with an updated septic pumping and inspection report for the year. Secretary also provided a list of properties from District 3 which have not come into compliance even though the Board granted an extension. The Sewer Enforcement Officer was sent this list to verify no new permits for work issued. The item will be placed on November agenda for Board instructing the Secretary to prepare letters for the Solicitor's signature and processing, which is what has been done in the past.

Supervisor Dille presented four computer proposals for the office. After review and discussion, item will be added to November agenda to accept the quote from David Bowers who has been servicing IT systems for the Township. She stated including additional software and backup would cost approximately \$3,430.

New and updated camera quotes were given to the Board. After review and discussion, item will be added to November agenda to accept the quote from Total Tech for 2019. Secretary reported they offer a 2 year warranty, and after initial service cost would be \$75.00 per hour.

Secretary Garretson prepare final report on the Hickory Bridge Road Bridge Project, which was a joint venture with Franklin Township at a total cost of \$72,488.10 over three years. A "thank you" letter was prepared and signed by all Board members.

Supervisor Gordon stated not to update Hamiltonban Township EMA Plan as this will be folded into Fairfield Regional Emergency Agency. Roadmaster Herr gave a brief update on the FREMA meeting held October 15<sup>th</sup>. Supervisor Dille reported that a minimal cost will be about \$100 for maps they wish to purchase for each entity to have laminated for display.

The Planning Commission vacancy will be taken under review and added to the November Board agenda for vote.

No CDL applications have been received in response to the ad placed in *Gettysburg Times*. Secretary asked if the Board wanted her to pursue cost of advertising in *The Merchandiser* as other Townships have done.

Roadmaster said he had viewed a used 1995 wheel loader which was in good shape but was concerned with age. After discussion by the Board it was decided not to include this purchase in the upcoming budget.

Supervisor Gordon said the ACATO Bylaws proposal changed very little, except that it eliminates term limits for Board members. The Board asked about how the voting would proceed which he will inquire at the next meeting.

Roadmaster Herr has issued a driveway permit for 115 Lighting Trail and is meeting with the owners. He wants them to install at the lower corner off of the cul-de-sac.

Roadmaster Herr reported that Alpha Space completed the line painting on all major arteries. He also asked if he could order snow emergency signs for the BB section, Orrtanna and Beachwood-Franklin. The Board asked that this be completed before winter.

Supervisor Gordon said the Planning Commission would like another joint meeting with the Board of Supervisors on Monday, November 26<sup>th</sup> to discuss further the draft zoning ordinance. All Board members agreed and ask that the Secretary arrange and advertize. She reminded them that there will be an additional joint meeting on Tuesday, November 27<sup>th</sup> as the Adams County Economic Development and Adams County Planning & Development want to make a presentation. Both meetings to be held at the Fairfield Fire & EMS.

2019 budget discussion ensued with members finding the Sewer Budget okay as presented. The Board would like to make only one PIB loan payment in the State Liquid Fuels Budget Supervisor Gordon said the cameras at 23 Carrolls Tract Road need to be added to the 2019 line for the Capital Improvements Budget.

Discussion and review of changes made to General Fund which included dropping the rental budget line by \$7,500, which the Roadmaster said he would work with. Supervisor Gordon said a new request came from the Community Media but that more information is needed from them. He also stated five municipalities are looking at new contracts with Comcast, which Community Media is suggesting they share franchise fees with them. Supervisor Martin said tax payer money should not be spent to fund as many do not get this channel. Supervisor Deardorff suggested keeping donations the same as last year. New drafts will be presented for approval at the November Board meeting.

Roadmaster asked to take the 06 Peterbilt to Myers Service Center to be checked prior to having any issues this winter. The Board agreed to be prepared to have work done now if needed.

Supervisor Deardorff asked that the Special Granules letter regarding bid materials be tweaked.

Supervisor Gordon asked that ditch work be done on the side of Bullfrog to help alienate water on the road. Roadmaster said it will be a temporary fix as there is no place for the water to go.

Supervisor Dille stated she has completed her research on the Cemetery at Jacks Mountain Road and Route 16. The tax rolls show that it sits in Liberty Township, but it is actually in both townships. She assumes that a local resident is caring for the property and advises to take no action at this time. If no care is given in the future, it should be a joint project with both Liberty and Hamiltonban Townships.

At 8:23 PM Supervisor Dille motioned to adjourn, seconded by Vice-Chairman Woerner, the Board of Supervisors unanimously approved to adjourn the workshop.

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

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Nina Garretson, Secretary/Treasurer

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J. Edward Deardorff, Chairman