

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Monthly Meeting Minutes

January 21, 2020

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. He announced that Hamiltonban Township is a Township of the Second Class and by State regulation must reorganize tonight. The meeting is being recorded for the sole purpose as a review aid in compiling the written minutes.

Supervisors Present: J. Edward Deardorff, Douglas Woerner, Robert L. Gordon, David B. Martin and Coleen Reamer.

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

Public: Cliff Frost, John Messeder of the *Gettysburg Times*, and Richard Fulton of the *News Journal*.

Approval of the Agenda: Vice-Chairman Woerner motioned to approve the agenda. Supervisor Martin seconded. The motion carried unanimously.

Public Comment: None

Solicitor's Report: Solicitor Battersby stated he has sent a letter to the owner of 1411 Cold Springs Road regarding issues with bamboo, and gave deadline for correction. He also stated he sent an opinion letter to ACNB regarding loan.

Solicitor Battersby brought sample of Fairfield Borough's Ordinance book in what codification did. Supervisor Reamer had several questions. Solicitor explained the difference between civil and summary offences, discussion regarding pornography and rentals ordinances, challenge to billings, and amendments. Solicitor felt that the Township could leave as is in repeal and amend later. Chairman Deardorff motioned to approve Supervisor Reamer to work directly with Solicitor Battersby and report back to the Board. Vice-Chairman Woerner seconded. The motion carried unanimously.

Solicitor Battersby presented a copy of a letter he received from David Sites regarding Iron Spring Plaza Project. Chairman Deardorff motioned to release grant funds, permits and escrow since project is defunct. Vice-Chairman Woerner seconded. The motion carried. Richard Fulton asked for a copy of the letter, which Solicitor instructed Secretary to provide.

Old/New Business:

Chairman Deardorff stated he asked for discussion of risk and liability, and the office parking lot needs to be a priority for Road Department during inclement weather.

Secretary Garretson provided documents to Board members from Rob Thaeler with ACOPD regarding SALDO amendments. Supervisor Gordon said to table discussion at this time.

Solicitor Battersby said he received information and is working with Rob Thaeler with ACOPD regarding the upcoming Draft Zoning Ordinance hearing scheduled for February 20 2020 with weather date of February 27th. Solicitor has reviewed ad and Secretary will publish on February 6 and 13 as suggested. He said maps will be needed for hearing.

Supervisor Gordon motioned to approve Resolution 2020-06 Amending Private Lanes, which now includes Knights Way and Green and White Avenue at the Fairfield School District. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Westminster Fire Extinguisher Service to provide annual service all fire extinguishers at office and shop. Supervisor Martin seconded. The motion carried unanimously.

Discussion regarding camera's at shop. Supervisor Gordon motioned for Secretary to contact Total Tech and have monitor with back up, and have access loaded onto Roadmaster's computer so he is able to pull records if needed. Vice-Chairman Woerner seconded. The motion carried unanimously.

Discussion regarding Gum Springs Road Project, which Roadmaster Herr said he will meet with PennDOT representative 2nd week in February to prepare bid. Supervisor Gordon said closing of loan with ACNB will be about the same time. Supervisor Martin stated Washington Township has offered to bring grader down for Gum Springs Road to grade before milling. Rate would be a current FEMA.

Supervisor Gordon motioned to forward delinquent taxes to for collection to York Adams Tax Bureau for Per Capita, and the real estate to be collected by Adams County Tax Office. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon will work on Budget Message for posting.

Supervisor Reamer offered to assist with Dirt & Gravel Road Grants. Suggestions made for Moritz Road, Knox Road, Newman Road, and Roadmaster Herr said possibly Carbaugh Road.

Discussion regarding office procedures and payroll. Roadmaster will turn in time sheets and tally on Thursday mornings, and alternating Supervisor will verify before entry by Secretary. Chairman Deardorff will then sign checks. Supervisor Gordon will do verification of next payroll. Starting with first payroll in March checks will not be available until after noon on Fridays. Both office and Roadmaster if needed to go through the chain of Supervisors starting with Chairman if sick or other needs. Follow up will then be done by Supervisors.

Supervisor Martin asked by more notice was not given to Roadmaster regarding cutting of bamboo at SGI. Chairman Deardorff stated that when he approached them regarding this issue they asked if it could be done the next day, as they had employee there to open gate. Supervisor Reamer stated the Township should not be doing work on private property. Chairman explained this quick response was due to weather forecast and availability, and that this was within the Township's 33 ft. right of way. Discussion on complaints received and passed along to Road Department regarding snow removal on Cold Springs, Hickory Bridge, Bullfrog and Jack Roads.

Supervisor Gordon motioned to maintain new hire part-time/on call CDL driver Keith Klinefelter and after a satisfactory performance review by February 1st to provide increase in pay. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Reamer said she feels the Personnel Policy is excessive in carry over of vacation days and four-hour call in. Chairman Deardorff said Supervisors to consider and discuss further. Supervisor Gordon stated policy calls for no smoking on Township property, in buildings or vehicles. Consideration of updating regarding vaping needs to be added. Roadmaster is to report to the Board if any issues.

Supervisor Reamer motioned to do yearly employee review of benefits each spring and to hear any issues they may have. Chairman Deardorff seconded. The motion carried.

Brief discussion of 1585 Cold Springs Road, which Supervisors stated a new driveway permit was required, as they expire within a year of issuance.

Board tabled discussion on ACNB statement fees until more information obtained.

Secretary Garretson asked about assistance with year-end financials, Board suggested contacting Lockwood Business to get cost.

Chairman Deardorff said he would like business cards. Supervisor Reamer and Supervisor Gordon stated they both have business cards which they purchased on their own through Brearms Printing who has template.

Chairman Deardorff said he met with Township Engineer Fred Heerbrandt, and he is reviewing the 31 Carrolls Tract Road water issues. Solicitor Battersby said he is in need of more information for drawing up deed of easement regarding the 31 Carrolls Tract Road sewer line.

Chairman Deardorff said SGI has been washing off and doing road clean up from the antiskid dust.

Secretary Garretson reported that no requests for proposals was received for Township Solicitor per legal advertisements.

Chairman Deardorff motioned to approve order of 200 tons anti-skid order, which the township will haul, and 200 tons of bulk road salt to be delivered. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to accept the resignation of John Iaea from the Planning & Zoning Commission and thanked for his service. Vice-Chairman Woerner seconded. The motion carried unanimously. Secretary Garretson to make inquiries if classes available at PSATS for new Planning Commission members.

Supervisor Reamer motioned to approve purchase of broom bristles for sweeper at a cost of \$771.64 from ODB Inc. and 84 inch cutting edge for bucket at a cost of \$155.50 from Valk Manufacturing Co. as presented by Roadmaster Herr. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve release of grants, permits and escrow funds as requested by David Sites for the Iron Springs Plaza Project. Vice-Chairman Woerner seconded. The motion carried unanimously.

Chairman Deardorff motioned to authorize Roadmaster Herr to begin next sign zone, suggesting Cold Springs to Mt. Carmel to Moritz Road, and to bring costs back to the Board. Supervisor Gordon seconded. The motion carried unanimously.

Township Meeting Dates: All public meetings are held at the local prevailing time of 7:00 PM at 23 Carrolls Tract Road, Fairfield, PA. Rescheduled changes of date or time will be advertised via the *Gettysburg Times*. Cancellations will be via a notice on the office door.

- Planning Commission - January 28, 2020.
- Board of Supervisors Meeting – February 4, 2020
- Parks and Recreation Commission – February 11, 2020.
- Board of Supervisors Meeting – February 18, 2020
- Hearing Draft Zoning Ordinance – February 20, 2020 at Fairfield High School (Weather date of February 27, 2020).

Executive Session: At 8:48 PM Chairman Deardorff announced the Board would enter an executive session to discuss personnel matter. Returned at 9:01 PM.

Adjournment: Vice-Chairman Woerner motioned to adjourn at 9:01 PM. Seconded by Supervisor Martin. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman