

Hamiltonban Township Board of Supervisors
23 Carrolls Tract Road, Fairfield, PA 17320
Monthly Meeting Minutes
November 6, 2019

Executive Session: Board held an Executive Session prior to meeting to discuss road department personnel.

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited.

Supervisors Present: Chairman J. Edward Deardorff, Douglas Woerner, Robert L. Gordon, and David B. Martin. LuAnn M. Dille was excused.

Staff Present: Roadmaster Ray Herr, and Secretary/Treasurer Nina

Public Present: John Messeder of the *Gettysburg Times*, Coleen Reamer, R Lee Royer of R Lee Royer Associates and Cliff Frost.

Approval of the Agenda: Chairman Deardorff asked to add down payment for Brechbill Trailer and resignation of Planning Commission Secretary. Agenda approved by general consensus.

Public Comment: None.

Approval of the Minutes: Vice Chairman Woerner motioned to approve October 1, 2019 Board of Supervisors Budget Workshop and Board of Supervisors Regular Monthly Meeting; and the October 24, 2019 Board of Supervisors Regular Monthly Workshop, with correction for 200 tons of anti-skid in workshop minutes. Supervisor Martin seconded. The motion carried.

Solicitor's Report: Excused.

Road Report: Roadmaster Herr's report received by the Board in their packets prior to the meeting. Chairman Deardorff motioned to approve the purchase of camera for Road Department at a cost of \$149. Vice-Chairman Woerner seconded. The motion carried unanimously.

Roadmaster Herr said Thomas Inc is looking for cheaper motor for a second fan. Vice-Chairman Woerner motioned to approve service and repair of one fan motor by Thomas Inc. at the maintenance building at approximate cost of \$400. Supervisor Gordon seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve order of 200 tons of anti-skid to be hauled by Road Department, and 80 tons of road salt to be delivered. Vice-Chairman Woerner seconded. The motion carried unanimously.

Roadmaster Herr has not obtained quotes for sandblaster. Board tabled discussion until next meeting.

Supervisor Martin said Lowe's has first aid kits at a cost of \$24 each. Chairman Deardorff motioned to approve purchase of first-aid kits for all four vehicles and one for maintenance building, with a cap of \$250. Vice-Chairman Woerner seconded. The motion carried unanimously.

Roadmaster Herr said chains are needed for F550, and gave quotes for tire chains of \$171 from Napa and \$215 from US Municipal Supply. He stated the Napa are regular chains, but the US Municipal are heavy duty. Vice-Chairman Woerner motioned to approve purchase of tire chains from US Municipal Supply, with a cap of \$600. Supervisor Martin seconded. The motion carried unanimously.

Roadmaster Herr said job description for road employees not prepared at this time. Board tabled discussion until next meeting.

Secretary Garretson shared with Board email received from MuniBid suggesting to lower minimum bid price set for the sale of 07 Ford F350 and 98 Custom trailer. Board discussion, that they do not have to accept bids. Vice-Chairman Woerner motion to rescind and amend previous motion to sell 98 Custom Trailer with a minimum bid of \$500 and the 07 Ford F350 with a minimum bid of \$5,000, and to authorize advertising these changes and posting on MuniBid. Supervisor Martin seconded. The motion carried unanimously.

Roadmaster Herr lead discussion on Gum Springs Road Project. He stated, he and Supervisors Gordon and Martin met with the PennDOT representative and approval for the project has been received. He suggested that the wearing course be increased, using two inch 19.5mm and one inch 9.5 due to heavy truck traffic. Board agreed. Supervisor Gordon noted that the representative said that the project can be paid from both State Liquid Fuels and General Fund, as long as everything is PennDOT approved. Roadmaster said he will be meeting with PennDOT representative January 10, 2020 to complete the project and also to work on Moritz Road Bid Package. Roadmaster asked that the Solicitor also be approved to work on right-of-way as three utility poles will need to be moved on Moritz Road for ditch work.

Roadmaster was called out to an incident on Newman Road. He later called in to request assistance from Safety Officer, Supervisor Martin. Supervisor Martin left after adjournment of meeting.

Treasurer's Report and Formal Approval of all Expenditures for the Month: Secretary/Treasurer Garretson submitted her report to the Board of Supervisors in the packets. Vice-Chairman Woerner motioned to accept the Treasurers Report, approve all expenditures for the month, and approve the transfer of \$20,000 from PLGIT to ACNB. Supervisor Martin seconded. The motion carried unanimously.

Supervisor Gordon motioned to advertise Amendment of Ordinance for Pension plan per IRS new regulations. Secretary Garretson stated the Solicitor has reviewed and approved. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary's Report: Secretary Garretson submitted her report to the Board of Supervisors in their packets prior to the meeting. Chairman Deardorff motioned to approve Secretary's Report and approval for webinar by the Office of Open Records on Right-to-Know Law to be held on November 12th. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Secretary's attendance December 4, 2019 at ACOPD Municipal Records & Archives Management training. Supervisor Gordon seconded. The motion carried unanimously.

Secretary Garretson provided information requested by Board for holding holiday dinner event. After further discussion, Supervisor Martin motioned to hold only pot-luck luncheon on December 18th at noon at the maintenance building. Holiday pot-luck luncheon for employees, Board of Supervisors, consultants, and commission members, he will provide tables and chairs, and Secretary to send out invitations. Chairman Deardorff seconded. The motion carried unanimously.

Chairman Deardorff thanked Supervisor Martin and Vice-Chairman Woerner for coordinating the successful E-Waste Event held October 12th.

Secretary Garretson reported to Board 2285 Iron Springs complained about gutter washouts and was referred to PennDOT since state maintains roadway. She reported 286 Carrolls Tract Road inquired about fireworks and was told to check state regulations and contact County Control.

Old/New Business:

Supervisor Gordon motioned to approve Resolution 2019-20 a Resolution to adopt 2020 Hamiltonban Township Budgets with current tax rates. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Resolution 2019-21 a Resolution for the classification of private roads in Hamiltonban Township, Adams County, Pennsylvania, amending resolution 2019-17 with the addition of Greylock Lane. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff motioned to approve Resolution 2019-22 a Resolution authorizing the application for lease/purchase of 2019 John Deere 6105E boom mower package. Vice-Chairman Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to send one property in non-compliance of Ordinance 2016-02 in District 4 septic pumping and inspection to Code Officer for citation. Supervisor Gordon seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to approve Resolutions proposed by Adams County Council of Governments for legislation for cyber charter school funding, radar use within local police departments, prevailing wage thresholds, and to appoint Supervisor Robert Gordon as Township representative for vote. Chairman Deardorff seconded. Supervisor Gordon abstained. The motion carried.

Supervisor Gordon motioned to approve excusal request for 2365 Mt Hope Road septic pumping and inspection for District 2. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon said he reviewed Comcast Agreement which he noted the following changes: payments will be made quarterly, free service for Township maintenance building, Fairfield School District, and Fountaindale Fire Company, and the franchise fee will be 3% instead of 5%. He also noted there is no longer an Adams County Center for service.

Supervisor Gordon motioned to pay balance of current outstanding PIB Loan (Reeds Bridge) for approximately \$80,000.00, as included in 2020 General Fund Budget. Vice-Chair Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to apply for \$250,000 PIB Loan for five years for the Gum Springs Road Project, as project approved by PennDOT representative. Vice-Chair Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve the engagement of Jonathan Cox of Eckert Seamans Cherin & Mellott, LLC, Harrisburg, PA, as Bond Counsel for PIB Loan. Vice-Chair Woerner seconded. The motion carried unanimously.

Vice-Chairman Woerner motioned to authorize Roadmaster Herr to begin working on bid package for Moritz Road for 2020. Supervisor Martin seconded. The motion carried unanimously.

Chairman Deardorff motioned to authorize Township Solicitor to begin working on right-of-way's for Mt. Hope Road Culvert Project and Moritz Road Project. Vice-Chairman Woerner seconded. The motion carried unanimously.

Planning Commission Report: Lee Royer, of R. Lee Royer Associates addressed the Board regarding the submission of subdivision plans for Mt. Hope Road – John F. Baker. He stated the property owners have conveyed an easement of roadway for access and maintenance. The agreement was reviewed and approved by Township Solicitor with the addition of language. There was discussion regarding the 10ft cartway and 25ft right of way. Supervisor Gordon said the language in the SALDO needs to be more specific, and will asked the Adams County Township Planner Rob Thaeler to review. Chairman Deardorff motioned to give conditional approval based on the recommendations of the Planning Commission. Supervisor Martin seconded. Supervisor Gordon voted nay. The motion carried.

Lee Royer, of R. Lee Royer Associates asked about sketch plans submitted for 1221 Old Waynesboro Road – Sharon Kerr. Secretary stated materials received after Planning Commission meeting October 24, 2019. Board had no comment. Lee Royer left meeting at 7:58 PM.

Supervisor Gordon motioned to accept resignation of Planning Commission Secretary Dave Peters. Vice-Chairman Woerner seconded. The motion carried unanimously.

Joint Parks and Recreation Commission (JPRC) Report: Supervisor Gordon stated bike rack delivered and needs assembled. They are also working on installing interpretive panels, which Chairman Deardorff said he will volunteer to assist them with digging holes. No further discussion.

FREMA/EMA Report: Secretary Garretson reported the FREMA EMA Plan has been sent to Adams County. Supervisor Gordon is representative on the Adams County Hazard Mitigation Plan. Once completed the Township will have to adopt or develop a plan.

Fire Company Reports: Supervisor Gordon said Cashtown Fire Company report had 23 calls with 2 in Hamiltonban Township. Fountaindale report has 13 calls. He noted they had representation at Fallen Firefighter Memorial and Dedication of Tower at Adams County.

Zoning Officer's Report and Code Enforcement Officer's Report: Reports received by the Board prior to the meeting. Supervisor Martin motioned to approve Zoning Officer's and Code Officer's reports. Chairman Deardorff seconded. The motion carried unanimously.

Adams County Council of Governments (COG)/Adams County Association of Township Officials Reports (ACATO): Supervisor Gordon said COG meeting November 21st. ACATO the November Conference at SAVES.

Chairman Deardorff said the PSATS Regional Forum was worth the time and further discussion at the Board's next meeting.

York Adams Tax Bureau (YATB)/Adams County Tax Collection Committee Reports (ACTCC): No report as Supervisor Dille attending tonight.

Pennsylvania State Police Report. Secretary Garretson said report for October just received and she will post on Township website.

Special Notices: none

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.

- Parks and Recreation Commission - November 12, 2019.
- Board of Supervisors Regular Workshop - November 21, 2019.
- Planning Commission - November 26, 2019.
- Board of Supervisors - December 3, 2019.

Adjournment: Vice-Chairman Woerner motioned to adjourn at 8:17 PM. Seconded by Supervisor Martin. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman