

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Budget Workshop
September 6, 2022

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

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

Public Present: None.

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

Public Comment: None

Discussion: Secretary Garretson provided drafts 2023 Budgets of General Fund, State Liquid Fuels and Capital Reserve. Supervisor Reamer said corrections needed to Capital Improvements Plan to move all of 2024 items Profession map wall hanging and lighting in meeting rooms plus labeling, and lighting of hallway to 2023. Discussion of Vehicle and Equipment Capital Improvement Plan to remove Gravely Mower and move replacement of Kubota up to 2023.

Board began discussion of General Fund Proposed Budget. There will not be another ARPA fund payment in 2023, as last payment to be received in 2022. Board instructed Secretary to follow up with Code Officer and Zoning Officer for 2023. Line item 361.314 Developer Solicitor Reimbursement to \$3,000; line item 361.32 Developer Engineer Reimbursement to \$12,000. Discussion of Zoning Hearing Fees line item 361.340 to \$6,000 depending on billing received for the current year. Line item 362.441 will depend on the number of inspections required for 2023, which will include District 1 and District 2. Line item 402.100 Account Services to \$9,000; line item 404.313 increase to \$3,000. Discussion of additional part-time clerical help for 2023, average 16 hours per week at \$15.00 per hour. Suggestions of duties septic files, preparation of agenda, minutes, website and filing. Possibly advertise in November.

Discussion of line item 408.301 Engineering services and 408.311 which Supervisor Reamer will contact engineer regarding scope of work for Cold Springs Road and what is needed for Mt Hope Road. Line item 408.313 Developer Review Reimbursement increase to \$12,000. Suggested to maintain \$9,000 for line item 408.364 SEO services.

Discussion line item 409.073 Repair/Maintenance to office building to \$90,000 and increase line item 409.231 heating increase to \$4,000 and 409.230 heating – shop increase to \$5,500. Maintain line item 409-260 Minor Equipment Building & Grounds at \$2,580; line item 409.361 Electricity – Shop to \$2,700; line-item water and sewer-shop increase to \$900. Board asked for breakdown of 2022 expenses in line item 409.373 for review.

Discussion to keep line item 411.540 Contribution Volunteer Fire as this would be designated for fire truck purchase for Cashtown Fire Department. Line item 414.100 Zoning Officer increase to \$4,000; line item 414.130 Zoning Hearing Board professional staff increase to \$6,000; and line item 414.140 ZHB clerical staff increase to \$700. Line item 415.242 Protection FREMA to remain the same. Will resume next meeting with line item 430.

Public Comment: 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, unless noted otherwise. Rescheduled changes of date or time will be advertised via the *Gettysburg Times*. Cancellations will be via a notice on the office door and website.

- Parks and Recreation Commission – September 13, 2022
- Board of Supervisors Budget Workshop – September 20, 2022 at 6:00 pm
- Board of Supervisors Meeting – September 20, 2022
- Planning Commission – September 27, 2022

Adjournment: Supervisor Reamer motioned to adjourn at 6:58 PM. Seconded by Vice-Chairman Woerner. The motion carried unanimously. Supervisor Gordon immediately left.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman