

Hamiltonban Township Board of Supervisors

23 Carrolls Tract Road, Fairfield, PA 17320

Regular Meeting Minutes

Via platform Startmeeting.com

April 21, 2020

At 7:00 PM Supervisor Deardorff called the meeting to order and welcomed the public. The Pledge of Allegiance was recited. Chairman Deardorff gave instructions to those signed in by computer and those who dialed into the conference call line. He announced 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, Via platform Startmeeting.com: Robert L. Gordon, David B. Martin and Coleen Reamer.

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

Public: Cliff Frost via Startmeeting.com platform.

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

Public Comment: None.

Approval of the Minutes: Supervisor Gordon motioned to approve the minutes of April 7, 2020 Board of Supervisors Meeting. Supervisor Reamer seconded. The motion carried unanimously.

Solicitor's Report: Solicitor Battersby stated the bid for Gum Springs Road Project needs revised. He has spoken with Kinsley Construction and received letter, which he shared with Board, which stated they will purchase blacktop locally from New Enterprise Lime & Stone, Gettysburg for this project. Solicitor has also spoken with New enterprise Lime & Stone as well regarding this project. Vice-Chairman Woerner motioned to rescind the bid award of April 7, 2020 to New Enterprise Lime & Stone, and award the Gum Springs Road Project to Kinsley Construction as the lowest bidder, for \$267,301.60 Option 1, contingent that blacktop will be purchased locally from New Enterprise Lime & Stone. Supervisor Reamer seconded. The motion carried unanimously.

Discussion regarding quantities of Superpave bid. Solicitor Battersby advised to keep award as of April 7, 2020 meeting, let amounts remain and not to rebid.

Vice-Chairman Woerner motioned to accept the Solicitors Report. Supervisor Gordon seconded. The motion carried unanimously.

Road Report: Roadmaster Herr suggested splitting the aggregate and materials bids and read each line item. He stated the anti-skid should not come from Specialty Granules as it is not cleaned and washed, and is a coarser material. Supervisor Gordon motioned to award the following: Cold patch, Rip Rap R5, Rip Rap R6, Rip Rap R7, Rip Rap R8, 3A, AS3 to New Enterprise Stone & Lime; and 2RC, Rip Rap R3, Rip Rap R4, AASHTO #1, AASHTO #8,

AASHTO #57, 2A, AASHTO #3, AASHTO #67 and AASHTO #10 to Specialty Granules per Roadmaster Herr's recommendations. Vice-Chairman Woerner seconded. Rollcall vote taken; the motion carried unanimously.

Discussion of bid for Fuel Station Canopy, which Solicitor said cannot use KPI stationary for drawings, and bid must include a master electrician. Supervisor Gordon motioned to move forward and have Township Engineer review and redo paperwork. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to advertise bid for Seal Coating as presented. Vice-Chairman Woerner seconded. Rollcall vote taken; the motion carried unanimously.

Roadmaster Herr said he is working the MetEd representative on adding streetlights and will report back to the Board with further information.

Discussion on repair of CAT backhoe. Roadmaster Herr stated CAT to pay for new motor but unsure of other costs. Solicitor Battersby is to send letter to advise that the Township should not incur any costs as this was a manufacturing issue. Supervisor Gordon motioned to authorize Roadmaster Herr to rent backhoe for another month at a cost of \$2,469. Solicitor suggested looking at insurance coverage to check for loss of use coverage. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary's Report: Secretary/Treasurer Garretson submitted her report to the Board of Supervisors prior to the meeting. Vice-Chairman Woerner motioned to approve Secretary's Report. Supervisor Reamer seconded. The motion carried unanimously.

Secretary Garretson stated PLGIT has requested a new signatures form for all Board members. She also stated PLGIT has requested changes to their By-Laws. One to provide for merger of PLGIT and PLGIT/ARM Portfolios to form a single new portfolio with two classes of shares. Rollcall vote taken all Board voting For. Two, proposal to amend the By-Laws to provide for clarifying changes to section dealing with shareholder voting. Rollcall vote taken, all Board voting For changes.

Vice-Chairman Woerner motioned to approve renewal of QuickBooks Desktop Payroll for \$650. Chairman Deardorff seconded. The motion carried unanimously.

Supervisor Gordon motioned to approve renewal with StartLogic of domain name at a cost of \$334.80. Chairman Deardorff seconded. The motion carried unanimously.

Secretary stated toner for copier will be needed, and last year cost for three cartridges was \$258. Chairman Deardorff motioned to approve order for toner for Kyocera copier. Vice-Chairman Woerner seconded. The motion carried unanimously.

After discussion, Chairman Deardorff motioned to give extension of Septic Pumping and Inspection for District II extra 60 days, to August 31, 2020 due to COVID-19 pandemic. Supervisor Gordon seconded. The motion carried unanimously.

Old/New Business: Supervisor Gordon motioned to approve the Customary Home Occupation permit for 1319 Old Waynesboro Road, Fairfield for Christina and Eric Smith, which is a

photography studio, based on Zoning Officer recommendation, and conditions of Attachment A. Vice-Chairman Woerner seconded. The motion carried unanimously.

Supervisor Gordon motioned to appoint Building Code Officer as representative of Hamiltonban Township with the Adams County Building Officials Association. Supervisor Reamer seconded. The motion carried unanimously.

Chairman Deardorff motioned to authorize Secretary to request another 60-day extension for Codification process with General Code. Vice-Chairman Woerner seconded. The motion carried unanimously.

Repeal of Ordinances for Codification tabled until the Board can meet in person.

Secretary Garretson reported the final language and approval from Adams County Office of Planning and Development and from Leslie Rhoads with PA Municipal League for the draft Floodplain Ordinance was received. She will place on the next Planning Commission meeting for review. It will then move on to the Board of Supervisor before submitting for FEMA review and approval.

Special Notices: Supervisor Gordon motioned to do extension of Local Disaster Emergency through May 31, 2020 due to COVID-19 pandemic. Vice-Chairman Woerner seconded. The motion carried unanimously.

Secretary Garretson reported the free service provided by Startmeeting expires on April 23rd. Chairman Deardorff motioned to subscribe to the Startmeeting platform at a cost of \$9.95 per month, and advertise such for the May Board meeting. Vice-Chairman Woerner seconded. The motion carried unanimously.

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. 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 – April 29, 2020 Cancelled
- Board of Supervisors Meeting – May 5, 2020 via Startmeeting.com
- Parks and Recreation Commission – May 12, 2020
- Board of Supervisors Meeting – May 19, 2020
- Planning Commission – May 26, 2020

Adjournment: Vice-Chairman Woerner motioned to adjourn at 7:46 PM. Seconded by Supervisor Gordon. The motion carried unanimously.

Nina Garretson
Secretary/Treasurer

J. Edward Deardorff
Chairman