

Hamiltonban Township
23 Carrolls Tract Road, Fairfield, PA 17320
Board of Supervisors Workshop
January 26, 2017

At 7:01 PM Chairman Gordon 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 Robert L. Gordon, Coleen N. Reamer, LuAnn M. Dille, J. Edward Deardorff and Douglas Woerner.

Staff Present: Secretary/Treasurer Nina Garretson.

Public Present: Chuck Christianson, and John Messeder of the *Gettysburg Times*.

Township Business: The following Township business was discussed:

Secretary Garretson reported to the Board that the new copier, fax, printer has been delivered and installed by Eicholtz Company. The system is working well with the exception that she is unable to send faxes from her PC due to driver issues, but that Eicholtz is looking for answers to resolve this. Otherwise the new machine is functioning well and incoming faxes have been received. She will investigate upgrading of the office computer and software to present to the Board later.

Supervisor Reamer presented the proposed new website designed by Adams County. She made suggestions to limit the options on the opening page to include: Home, Ordinances, Meetings, Parks & Recreation, and Contacts. It was pointed out that most citizens go to the website looking for forms so this should remain one of the options. Supervisor Reamer will continue to work with Loretta Weaver, Web Master for Adams County. It was noted that further updates will be made prior to going live with the new site.

The Board of Supervisors requested that the Secretary register the Township for the Great American Cleanup. This is part of Keep Pennsylvania Beautiful and the road crew will do the pick up.

It was discussed that Secretary/Treasurer Garretson bring Training Opportunities which she feels would be useful to the Board for approval. This will depend on timing, location and cost. Secretary Garretson did advise that she registered Chairman Gordon, Supervisor Reamer and herself for the PSATS Conference to be held in Hershey in April. She has been advised that the schedule for classes should be available in about two weeks or so which will assist in planning for additional training opportunities.

Chairman Gordon said the Township Tax Collector has requested a change in the fee schedule. Discussion ensued on her compensation and the fee schedule. A Resolution will be done during the February Board Meeting to increase the fees as follows: Returned Depositor Item Fee from \$15.00 to \$30.00; Tax Certification Fee from \$15.00 to \$20.00 and Overdraft Fee from \$30.00 to \$40.00; all other fees would remain the same. The Tax Collector compensation will remain the same at 5% of collections, not including Fire Tax Collection.

Chairman Gordon stated he is still researching fuel oil and propane suppliers and prices. He hopes to have this information available for the next Board meeting. It was suggested in contact Dymonds Fuel and McGlaughlin's for rates.

Chairman Gordon stated the Pennsylvania State Police report for December has been received showing 26 calls. The Commander did presentation at the recent COG meeting. There were instances of stolen packages during the holidays.

The Board asked for an update on the Act 537 Plan which the Secretary gave as part of her January report. Secretary Garretson has contacted the septic haulers and requested their license number and DEP numbers to hold on file. Solicitor Battersby has reviewed and approved the reminder letter. These letters are being prepared for Districts One and Two and will be sent asap. It was discussed and decided that no fee would be requested from the haulers, so that this would not be passed on the residents.

Supervisor Deardorff reported the bridge over Tree Farm Lane is a problem but this is a private lane. County Control did report this to the Fire Department when dispatching for the recent fire there, and they were able to stretch lines over the bridge to reach the location.

Supervisor Deardorff would like to start on Zone One for the replacement of reflective signs. A motion will be added to the February agenda for the sign inventory and order to begin this process.

Chairman Gordon said he will check on the status of the repair to the F350 which is at Keystone Ford. The new motor has been ordered.

Secretary Garretson reported that she has sent several emails to Dennis Bucher regarding the cameras at 4020 Shop. The camera's are working, however, she is unable to pull up on her PC. She was told due to the busy season that they will respond in two weeks with when they can return to fix this issue.

Supervisor Deardorff asked the status of information for the roof repair. Chairman Gordon has asked that Roadmaster Ray Herr check with Lobar, who did previous repair work. If the Roadmaster needs information he should contact Secretary Garretson for files.

Supervisor Reamer stated that the Township usually makes a January payment to the Pension Fund. Due to finances she is suggesting that a payment be made in the amount of \$10,000.00 for this year. The Board consensus was that a motion to approve this amount be added to the February agenda.

Noted Items for February Board of Supervisors Meeting Agenda

- a. Motion to appoint Sherry Frost to the Parks & Recreation Committee.
- b. Motion to appoint Nina Garretson as Treasurer to the Hamiltonban Township Municipal Sewer Authority.

At 8:11 PM Vice Chariman Woerner motioned to adjourn, seconded by Supervisor Deardorff, the Board of Supervisors unanimously approved to adjourn the workshop.

Board went into Executive Session to discuss personnel matters.

The next Board of Supervisors meeting is February 7, 2017 at the local prevailing time of 7:00 PM.