

**Liberty Township Board of Supervisors
39 Topper Road, Fairfield, PA 17320**

**June 19, 2018
Workshop Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County, met Tuesday, June 19, 2018 at 11 AM, at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320, for the regular monthly workshop meeting.

Present: Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow; Special Counsel Zach Mills; Chief Brand Briggs, Roadmaster Brian Arentz, and Secretary/Treasurer Wendy Peck.

Mr. Bostek called the meeting to order at 11:05 AM. The Secretary performed a roll call. A quorum was present.

Public Comments: No public was present and there were no comments.

Supervisor Comments:

Mr. Jackson reported on the FEMA Flood Insurance Study. Mr. Jackson commented that he attended a COG meeting that recommended attendance and a meeting with FREMA that stated that attendance is not significant. It was noted that the proposed flood plain plans are on display in the Township's meeting room. He stated that there a meeting for public officials will be held on June 25 from 2-4 PM at Agricultural and Natural Resources Center, 670 Old Harrisburg Road in Gettysburg. Mr. Barlow showed interest in attending. Mr. Bostek stated that he was unavailable.

Mr. Barlow reported that he and Planning Commission Secretary Barbara Ruppert attended the PATH training "Duties of the Planning Commission" and remarked that it was beneficial.

Mr. Bostek spoke about the recent Zoning Hearing Board application and questioned the required signage. After some discussion, it was determined that the Zoning Officer is responsible for posting the required meeting advertisement signage and has done so for past hearings. The Secretary stated that the Zoning Officer requested that a custom reusable sign be purchased by the Township. After some discussion about the infrequent requests for hearings, the Supervisors unanimously decided it was not in the Township's best interest to purchase a custom sign. Mr. Bostek reported that he recently attended the Emmitsburg Fire Department meeting. He also commented that he spoke to Freedom Township's Manager/Zoning Officer Zach Gulden regarding Freedom's proposed updates to the 2015 Southwest Adams County Joint Comprehensive Plan. He explained that Freedom was not active in the initial adoption and were making the updates to catch up and did not indicate that there would be any impact on Liberty Township. Mr. Bostek also reported that Mr. Gulden also stated that Freedom Township was concerned about a traffic impact of the recreational park included in the Wormald Liberty Estates proposed development. Mr. Gulden also mentioned that Freedom Township is considering a recreation tax.

Expenses: Mr. Barlow made a motion to pay the 6/6 – 6/19 invoices. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion to retroactively approve the payroll for 5/27-6/9. The meeting agenda erroneously stated the payroll was 5/27-6/7. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

TOWNSHIP STAFF REPORTS

Road Department: The Roadmaster reported that he obtained pricing for tar and chip of Irishtown Road and for a section of Bullfrog Road (from Stoops to the Hamiltonban Township line). The cost would be approximately \$26,000. He went on to state that he recently called Martins for an update on scheduling the ditching work and that he was told the person in charge of the project was leaving the company and they will be in touch once a new contact has been assigned. The gave no indication of when the work could be scheduled. Mr. Arentz spoke about the recent fuel delivery and confirmed that he had arranged for an automatic fuel delivery with Tevis to be on a six-week schedule. There was some discussion about the price of fuel and it was not determined how to obtain the OPIS daily average. The Roadmaster replied to Mr. Jackson's questions about salt. Mr. Arentz stated that the Township enters in to the salt purchase contract through a COSTARS which requires the Township to purchase 60% of the estimated amount. In 2018 the Township is obligated to purchase 5 tons of salt. Mr. Jackson stated that he spoke about a brine treatment system with Mr. Joy Township and considered if it would be beneficial for Liberty Township. There was some discussion about the benefits and the costs involved in purchasing new equipment to use brine. The Roadmaster stated that he and Mr. Barlow had taken a class on winter treatment and were knowledgeable about the advantages and disadvantages to using brine. It was noted that although the brine system is good at pre-treating, traditional methods would still need to be used in some instances.

Police Department: Chief Briggs gave an update on the status of getting pricing on a replacement vehicle. The Chief stated that he is waiting on pricing for markings and estimates that it should cost about \$500. The Chief mentioned the possibility of joining with another department who is also purchasing a new vehicle to see if a further discount can be obtained. Chief Briggs spoke of the recent bear sightings and reported that the best way to handle bear sightings is to call the PA Game Commission Office in Huntingdon directly. Calls made to locale dispatch are not always reported to the game commission and it affects the ability for them to track bear nuisances.

Secretary/Treasurer: Secretary/Treasurer Peck reported that although the Township has permitted employees to take loans against their 457 plan, it was recently discovered that a checkbox on the plan adoption agreements states that loans are not allowed. The Secretary asked the Supervisors to consider if they would like to allow or disallow loans and have plan updated if necessary. Ms. Peck also asked the supervisors to consider if the Township needed to replace the broken safe or if they had other options for protecting Township documents. There was some discussion about the costs, size, and fire rating. Mr. Bostek stated that he had been looking in to it and pricing was around \$800. Fireproof file cabinets were mentioned. Mr. Barlow mentioned used gun safes. Chief Briggs stated that he could look what was available through the Federal Surplus Program. Ms. Peck asked the Supervisors how they would like to proceed on the building upgrades that were necessary for obtaining an occupancy permit. It was mentioned that the Land and Sea inspectors reported that the Township would need to install a rear door in the meeting room; add fire rated drywall; upgrade the door to the garage; and add a handicap parking space. Mr. Barlow and Mr. Arentz mentioned that some pricing for these items was previously obtained. The Secretary would gather the information and confirm that the prices were still valid and determine if additional quotes were needed and report back to the Supervisors.

Old Business:

Mr. Bostek added the item of resident complaints to old business. He asked the Board to consider a past resident request to have railroad ties placed in the parking lot for safety. There was some discussion about prices of ties, how to use the ties efficiently and if other fencing or materials would be more suitable. Zach Mills mentioned that he knew someone in Washington Township who is being told to clean up his property and has railroad ties on it, so he might be willing to sell them cheaply to get rid of them and that he would provide the contact information to the Roadmaster. The roadmaster agreed to look in to pricing. The complaint process was discussed. It was noted that although ALL complaints/reports to the Township that are received by the Secretary are all distributed to Board of Supervisors, some are not for action by the supervisors. Some go on to the roadmaster, police department, zoning officer or sewage enforcement officer. Once the report is closed, the Board receives a final copy.

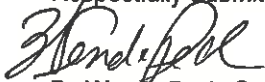
New Business:

Mr. Bostek asked the Board to consider a motion authorizing the Solicitor and staff to start the process to amend the Zoning Ordinance. There was some discussion on what was being authorized and if it would be duplicating the work of the Planning Commission. It was determined that the intent of the motion was to allow the Solicitor to draft an ordinance change for Board consideration to address the immediate issue of land use permit expiration and renewal and to allow continued ordinance drafts once the Planning Commission provided their recommendations on the additional changes. Mr. Barlow made a motion to authorize the Solicitor and staff to start the process to amend the Zoning Ordinance. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Mr. Bostek reported that an Executive Session was held that day at 10:16 AM to discuss the Former Secretary/Treasurer. Mr. Bostek added an item under new business. Mr. Bostek asked the supervisors to consider a motion to pursue civil action against LeeEsta Shaffer for losses incurred by the Township. Mr. Jackson made a motion that Liberty Township not pursue civil action because the bonding company may await the result of a civil suit. There was some discussion about the topic which included a possibility of taking action against the bonding company. Mr. Bostek seconded Mr. Jackson's motion. Mr. Bostek voted yes. Mr. Jackson voted yes. Mr. Barlow voted no. The motion passed.

Adjourn: With no further business, Mr. Bostek motioned to adjourn the meeting. Mr. Jackson seconded the motion. All voted yes, and the meeting was adjourned at 12:10 PM. The next regularly scheduled Board of Supervisors meeting will be held on Tuesday, July 3, at 7:30 PM at the Township Municipal Building.

Respectfully Submitted,



By Wendy Peck, Secretary/Treasurer