

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

**April 16, 2019  
Workshop Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County, met Tuesday, April 16, 2019 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, Solicitor John Lisko; Roadmaster Brian Arentz, Secretary/Treasurer Wendy Peck; and Zoning Officer Darrin Catts.

Mr. Bostek called the meeting to order at 11 AM.

**Guest Presenter:** Mr. Bostek introduced Michael Peter from General Code who was there to present information on the codification process and answer questions. Presentation ended at 11:45 AM.

**Public Comments:**

- **Rich Luquette 710 Boyle Rd** stated that Planning Commission Chair Judy Hogan was in attendance to discuss the Campground Ordinance but had to leave by noon and asked Chairman Bostek if the topic could be covered now. Mr. Bostek allowed the agenda item to be addressed.
- **Campground Ordinance:** The Board, the Zoning Officer, the Solicitor and the Planning Commission members discussed the current Zoning Ordinance regulations pertaining to campsites and the lack of regulation pertaining to one campsite. There was much discussion about the health and safety issues allowing single campers and campsites that do not fall under campground regulations. The major concern was sewage disposal. Rich Luquette asked the Board if it was their intent to disallow single campsites. The Solicitor suggested that General Code be contacted for sample ordinances addressing campsites.

**Supervisor Comments**

- **Mr. Jackson** stated that he met with FREMA recently and FREMA will host a simulation of a Three Mile Island disaster at the 911 Center on May 7 at 6 AM. He invited interested parties to attend. Mr. Jackson reported as township representative to the Comcast Committee. He stated that the process of discussing contract negotiations with Comcast is ongoing and there is no update yet.
- **Mr. Barlow** stated that he would be attending the upcoming Fairfield Fire Department Quarterly Municipal Leaders Meeting on Monday, April 29, 2019 at 7:00pm and he would report on the meeting at the May 7 Township meeting.
- **Mr. Bostek** reported that he reached out to Bob Gano and the background check on Sherry Hansen is not complete. Mr. Gano is waiting on a response from one person and expects to have it completed shortly. He will contact the Township Secretary once he is finished. He went on to state that he received an email from Hamiltonban Township Secretary Nina Garrettson reporting that the E-Cycle event on April 13 was a great success. Mr. Bostek reported that Liberty Township was represented at the event by three MASA associates who volunteered to help with the event. Mr. Bostek raised concerns about the wording "reserves the right to require the owner" in the 2016-02 Driveway and Street Excavation Ordinance and stated that the wording made it seem optional and looked for suggested changes to make it more enforceable. There was discussion about changing the wording to "the owner shall be responsible". The Secretary was instructed to send a copy of the ordinance to the Solicitor and Mr. Lisko would draft an amendment.
- Mr. Luquette asked Mr. Bostek about an upcoming public meeting regarding the planned area bike path. Mr. Bostek responded that he was not sure of the exact date.

**Expenses:** Mr. Barlow made a motion to approve the 04/03-04/16/19 invoices. Mr. Jackson seconded the motion and asked for more detail on the KPI charge for preparing the annual SEO report. All voted yes, and the motion passed. Mr. Barlow made a motion to approve the payroll for 03/31-04/13/2019. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**TOWNSHIP STAFF REPORTS**

**Road Department:** Roadmaster Arentz stated that Mr. Luther Ridge at 15 Liberty Hall Rd has not made any progress on repairing his field access road pipe since the Township last communicated with him on December 18. After some discussion Mr.

Bostek made a motion to have the Zoning Officer follow up with Mr. Ridge. Mr. Barlow seconded the motion. All voted yes and the motion passed.

Mr. Arentz reported that he received three bids for ditching work and the Supervisors confirmed that they received them as handouts. David H. Martin Excavating proposed a Gradall and two dump trucks at a cost of \$2,600 per 8 hour day. Conewago Enterprises proposed the same equipment for \$4185 per day. The bid from DL George offered an excavator instead of a Gradall and the cost was \$2,200 and a mobilization fee of \$300. The Board and the Roadmaster discussed the bids and the proposed roadwork. Mr. Arentz stated he intended that the ditching work be performed on the following roads: Bullfrog, Stoops, McGlaughlin, Brent and Sanders. Mr. Jackson made a motion to award the ditching work to Martin. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

At this time, the Roadmaster addressed New Business agenda item **Road Repair Request for Bids**. He stated that he recently performed a road inspection with Supervisor Jackson, then subsequently with PennDOT Representative Josh Kopp. Afterwards, Josh Kopp prepared a bid package that allowed options for some of the roads. The Board and the Roadmaster reviewed the information that would allow the Township to pick and choose items that were best for the Township Roads. Mr. Bostek made a motion to advertise the road department bids with a bid opening date of June 4. Mr. Jackson seconded the motion. All voted yes and the motion passed. Mr. Bostek asked the Roadmaster if he had heard from PennDOT regarding work at the intersection of Orchard Road and Route 16. Mr. Arentz reported that he had not.

**Secretary/Treasurer:** Ms. Peck reported that the new copier lease agency DOCEO is donating \$50 on behalf of Liberty Township signing the lease agreement and has asked Liberty Township to choose a nonprofit. Mr. Bostek made a motion to choose the Adams County SPCA as the recipient of the donation. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

#### **OLD BUSINESS:**

- Treasurer Bond Claim Status – It was stated that Mr. Mills sent an email update to the Board of Supervisors but asked that the contents not be discussed publicly.
- Mr. Bostek stated that Mr. Barlow met with the Township Secretary to address some proposed changes to the Township's Policy Manual. Mr. Barlow went over the changes which included combining sick time and vacation to paid time off (PTO). The Board would need to decide if it wanted to permit eligible employees to use PTO once they have completed the six-month probation period or one year of employment. The corrections from a recent proposed version addressed use of PTO for unscheduled time due to illness, requiring a doctor's excuse after three days. Mr. Bostek made a motion to accept the changes with allowing use of PTO after completing the six-month probation. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

#### **NEW BUSINESS:**

- Road Repair Request for Bids – It was noted that this item was addressed during the Roadmaster's report.
- Camp Ground Ordinance – It was noted that this item was addressed during Public Comment.

**Adjourn:** At 12:50 PM, Mr. Bostek motioned to adjourn the meeting. Mr. Jackson seconded the motion. All voted yes, and the meeting was adjourned. The next Board of Supervisors meeting will be held on Tuesday, May 7, 2019, at 7:30 PM at the Township Municipal Building.

Respectfully Submitted,



By Wendy Peck, Secretary/Treasurer