

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

July 2, 2019 Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, July 2, 2019, at 7:30 PM at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320, for the regular monthly meeting.

Present: Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Solicitor John Lisko, Roadmaster Brian Arentz, Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

Mr. Bostek called the meeting to order at 7:31 PM.

Public Comment:

Donna Powers 608 Pecher Road asked why the Township did not have a burn ordinance. She referenced the Adams County burn ordinance and the burn ordinances of other municipalities. She expressed interest in a burn ordinance that would allow the burning of brush, leaves and other natural debris but would prevent burning of construction materials, treated lumber and other household materials. Mrs. Powers stated that an ordinance was needed in order for the Zoning Officer to enforce compliance. Judie Hogan stated that the Planning Commission had discussed a burn ordinance but was currently working on other issues such as the campground ordinance.

Supervisor Comments:

Mr. Jackson stated that he would like to hold an Executive Session at the end of the meeting to talk about personnel issues.

Mr. Barlow had no comments.

Mr. Bostek announced he would need someone to attend the July 29 YATB meeting in his place and that Mr. Jackson was listed as the alternate. Mr. Jackson agreed to attend the meeting. Mr. Bostek stated that the Township is reclaiming Liberty Hall Road and Stoops Road and asked if a road study was needed in order to post weight restrictions. Mr. Arentz stated that a road study would be needed, and it would cost the same if done immediately after the repairs or at a later date. There was much discussion about issues around enforcing weight restrictions. Mr. Barlow suggested that the Township consider having the Police Chief certified and purchasing scales. Chief Hansen agreed to look into certification and purchasing scales. Mr. Bostek mentioned several issues that were recently reported to the Township. He stated that the owner of 2861 Tract Road claimed that the Township trespassed on his property and mowed his grass, cut greenery, etc. He also reported that a person came to the Township Secretary claiming that they had been mowing Carrolsburs Cemetery and asked that the Township sign off on Community Service paperwork. All Supervisors stated that they had not authorized any community service nor were they aware that it was taking place. It was determined that proper procedures were not followed to allow the Board to authorize the community service. A complaint was received that portions of Tract Road were slippery, and the complaint was passed to PennDOT. Mr. Bostek went on to state that several people were requesting calls from Supervisors and were advised to attend Township Meetings to speak to the Supervisors.

Minutes: Mr. Barlow moved to accept the minutes of the June 4 Regular Meeting. Mr. Jackson seconded the motion. All voted yes and the motion passed. Mr. Barlow moved to accept the minutes of the June 18 Workshop Meeting. Mr. Jackson seconded the motion. All voted yes and the motion passed.

Treasurer's Report: Ms. Peck read the Treasurer's Report.

	ACNB General Oper & Payroll Fund	ACNB Capital Reserve Fund	PLGIT General Reserve Fund	ACNB Fire Tax Fund	PLGIT Highway Aid Fund	ACNB Escrow Fund
6/30/2019						
Beginning Balance	196,743.03	95,789.71	151,956.71	33,606.97	148,064.94	5,009.33
Interest	14.99	15.75	278.47	0.00	270.90	0.00

Checks & Payments	-18,892.51	0.00	0.00	0.00	-384.92	0.00
Deposits & Credits	89,082.20	0.00	0.00	0.00	24.00	931.62
Ending Balance	266,947.71	95,805.46	152,235.18	33,606.97	147,974.92	5,940.95

Ms. Peck noted that the ACNB General Fund balance was over \$250,000 and only needed approximately \$80,000 to maintain operations. She asked the Board to consider transferring \$100,000 from the ACNB General Fund to the PLGIT Liquid Fuels fund to take advantage of the interest rate and anticipating the use of the funds for payment for the recently awarded road work. Mr. Bostek made a motion to transfer \$100,000 from the ACNB General Fund to the PLGIT Highway Aid Fund. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Ms. Peck asked the Board to consider transferring \$50,000 from the ACNB General Fund to the PLGIT General Reserve Fund to take advantage of the interest rate. Mr. Bostek made a motion to transfer \$50,000 from the ACNB General Fund to the PLGIT General Reserve Fund. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Mr. Bostek moved for acceptance of the June 2019 Treasurer's Report. Mr. Jackson seconded the motion. All voted yes and the motion passed.

Expenses: Mr. Jackson moved for acceptance of the 06/18-07/02/19 expenses. Mr. Barlow seconded the motion. All voted yes and the motion passed. Mr. Jackson made a motion for retroactive approval of the 06/09-06/22/19 payroll. Mr. Barlow seconded the motion. All voted yes and the motion passed.

Zoning Officer's Report: Mr. Bostek reported that five land use permits were issued in June 2019 with \$450 permit fees collected.

Police Department: Chief Hansen stated that she recently cleaned out the garage and made an inventory of the unused police equipment and electronics in preparation for disposal. She reported that the current police equipment was recently calibrated. She stated that she met with a Verizon representative to review the Police Department cellular service plan. The meeting resulted in upgrading some equipment and reducing the monthly bill by \$30. She also recently met with Treysta to discuss future IT equipment needs for the department. The Chief also met with Bergdale Insurance to discuss current inventory and coverage. She went on to state that she is currently working on the 2020 budget. The Chief attended a FREMA meeting and the Adams County Chiefs of Police meeting in June. The department has been monitoring the truck traffic on Boyle Road and saw one pickup truck and one dump truck. Chief Hansen reported on the calls for the month which included performing 30 hours of on-call duty on top of her regular hours. She received no calls during the on-call hours. The Chief stated that she receives text notifications 24/7 from the 911 center notifying her of a call in Liberty Township.

Roadmaster Report: Brian Arentz reported on the month's activities in the Road Department which included driving 443 miles, using 87 gallons off-road fuel and 27 gallons of on-road fuel. Other activities included mowing, ditching, and trimming the intersection at Orchard Road and Tract Road. Mr. Arentz has received the culvert pipes that he ordered. There was discussion about the culvert replacements and upcoming road work.

Planning Commission Report: Planning Commission Chair Judy Hogan reported that the Planning Commission met on June 18 to review a subdivision sketch plan presented by Mrs. Piper and the Planning Commission recommended that she proceed by contacting a surveyor and engineer and submitting a formal plan. Mrs. Hogan stated that the Planning Commission is still working on the campground, well and lighted sign ordinance. She asked the Board if they would like the Planning Commission to work on a burn ordinance and if so, what the Board would like to allow and ban. It was decided that the Board would discuss the topic at the next Workshop meeting. Judy Hogan went on to report that the Planning Commission reviewed the 25A18-0008---000/ 25A17-0072AA-000 SGI/ORVIS Lot Addition Plan and recommended conditional approval. She went on to state that the conditions of Washington Township approval, submission of a Planning Waiver Non-Building Declaration and waiver requests per the recommendation of Township Engineers at KPI had been met. Richard Myers from William A. Brindle Associates was present to represent the submission. He explained that the properties involved in the plan were in excess of 500 acres but the land affected was only a few acres, therefore waiver requests included showing the following for the affected areas instead of the entire

properties: *The adjoining lot owner's name and deed reference; Contour lines of the entire properties; Name, cartway width and right of way(s) of all roads; Building setback lines for the entire property; Soil types; and all existing features for the property.*

- Mr. Jackson made a motion to grant the waiver request to show the following for the affected areas instead of the entire properties for 25A18-0008---000/ 25A17-0072AA-000 SGI/ORVIS Lot Addition Plan: *The adjoining lot owner's name and deed reference; Contour lines of the entire properties; Name, cartway width and right of way(s) of all roads; Building setback lines for the entire property; Soil types; and all existing features for the property.* Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- Mr. Barlow made a motion to grant the request for the Planning Waiver and Non-Building Declaration for 25A18-0008---000/ 25A17-0072AA-000 SGI/ORVIS Lot Addition Plan. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- Mr. Jackson made a motion to approve 25A18-0008---000/ 25A17-0072AA-000 SGI/ORVIS Lot Addition Plan subject to payment of all fees due to the Township. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Old Business:

- **Treasurer Bond Claim Status** – Mr. Bostek asked Mr. Lisko if he had anything to report. There were no updates since the last meeting.

New Business

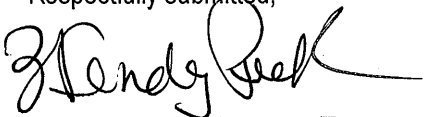
- **Ordinance 2019-01 Municipal Cooperative Police Agreement with Carroll Valley Borough** – Mr. Jackson moved to approve Ordinance 2019-01 Municipal Cooperative Police Agreement with Carroll Valley Borough. Mr. Bostek seconded the motion. All voted yes, and the motion passed.
- **Hiring of Additional Part-Time Police Officer** – Chief Hansen gave an overview of the qualifications of Corey Ammerman. She reported that she had met with him and interviewed him. He is a recent graduate from the PA Municipal Police Academy. His background includes working for the PA Game Commission in the local area and working as a Sheriff in York. Mr. Ammerman is a firearms instructor and an armorer. He has a full-time job and would be available to work evening and weekend hours. If hired, Mr. Ammerman would start work on July 6. She recommended a starting payrate of \$20.40 per hour which is the same rate as the current part-time police officer. Mr. Bostek made a motion to hire Corey Ammerman as a part-time police officer at a rate of \$20.40 per hour effective immediately. Mr. Jackson seconded the motion. All voted yes and the motion passed. **Bobby Keilholtz 24 Steelman Marker Rd** asked how part-time officers made themselves available to attend hearings with the Magistrate. Chief Hansen reported that the Magistrate works with the part-time officers' availability when scheduling hearings.

At 8:17 Mr. Bostek announced that the Supervisors would go into Executive Session with the Solicitor to discuss personnel matters and would resume the meeting to adjourn.

At 8:29 the meeting resumed, and Mr. Jackson reported that the subject of the Executive Session was the salary for Secretary/Treasurer Wendy Peck. Mr. Jackson gave an overview of the performance of the Secretary/Treasurer and stated that no increase has been given since she started over two and a half years ago. Mr. Jackson made a motion to increase the hourly rate of the Secretary/Treasurer by \$1.98 per hour increasing the hourly rate from 19.68 to \$21.66 effective August 4, 2019. Mr. Bostek seconded the motion. Mr. Jackson voted yes. Mr. Bostek voted yes. Mr. Barlow abstained from voting. The motion passed.

At 8:34 PM, Mr. Bostek made a motion to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes and the motion passed. The next public meeting is scheduled for Tuesday, July 16, at 11 AM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer

Liberty Township, Adams County, PA
Board of Supervisors Regular Monthly Meeting
39 Topper Road, Fairfield, PA 17320

Tuesday, July 2, 2019, 7:30 PM

AGENDA

This meeting is being video recorded.

1) Roll Call/Call to Order

2) Public Comments

3) Supervisor Comments

4) Minutes:

- a) June 4, 2019 Regular Meeting
- b) June 18, 2019 Workshop Meeting

5) Treasurer's Report:

- a) June 2019

6) Expenses:

- a) Invoices 06/18 -07/02/19
- b) Payroll 06/09-06/22/19

7) Township Reports

- a) Police Department
- b) Road Department
- c) Planning Commission
 - i) Consider a Motion to Grant Waiver Request for 25A18-0008---000/ 25A17-0072AA-000 SGI/ORVIS Lot Addition Plan
 - ii) Consider a Motion to Grant Request for Planning Waiver and Non-Building Declaration for 25A18-0008---000/ 25A17-0072AA-000 SGI/ORVIS Lot Addition Plan
 - iii) Consider a Motion to Approve 25A18-0008---000/ 25A17-0072AA-000 SGI/ORVIS Lot Addition Plan
- d) Zoning Report

8) Old Business

- a) Treasurer Bond Claim Status

9) New Business

- a) Ordinance 2019-01 Municipal Cooperative Police Agreement with Carroll Valley Borough
- b) Hiring of Additional Part-Time Police Officer

10) Adjournment

LIBERTY TOWNSHIP MEETING SIGN-IN SHEET

7:30 PM - BOARD OF SUPERVISORS

Meeting Date: July 2, 2019

39 Topper Road, Fairfield, PA 17320

	Name	Street Address	E-Mail
1	Judie Morgan	Friends Creek	
2	Jean Jackson	937 Pecher Rd.	
3	Horst Stelmer	105 Oak Grove Dr.	
4	Christine Stelmer	105 Oak Grove Dr.	
5	Bob + Penni Kelling	24 Steelman	
6	Donna Powers	Pecher Rd	
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