

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

**March 19, 2019
Workshop Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County, met Tuesday, March 19, 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 Officer Brian Weikert.

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

Public Comments:

- **Cindy Arentz 1734 Tract Rd** questioned the Supervisors about an article that she read in the newspaper that Carroll Valley Borough proposed amending the Police Services agreement and has sent Liberty Township an invoice for Police Services. Mrs. Arentz asked for an update on the criminal case against former Secretary/Treasurer. Mr. Bostek stated that he had an email from Mr. Mills that he would be reading under Old Business.

Supervisor Comments

- **Mr. Jackson** stated that E-Cycle is scheduled for April 13 from 8 AM – Noon at Hamiltonban Township. He went on to state that MASA would be sending volunteers on behalf of Liberty Township to aid with the program.
- **Mr. Barlow** stated that he contacted Mary Grace Keller of the Gettysburg Times regarding the article that Mrs. Arentz was talking about. He went on to state that he requested that the Times confirm information before reporting quotes from Township Supervisors in the newspaper.
- **Mr. Bostek** stated that he presently had no comment but would comment later in the meeting. Mr. Barlow asked Mr. Bostek about the invoice received from Carroll Valley Borough. Mr. Bostek replied that he would like Liberty Township Officer In Charge Cpl. Hansen to review the invoice before commenting and that the Board would plan to address the invoice at the regularly scheduled meeting on April 2.

Expenses: Mr. Barlow made a motion to approve the 03/06-03/19/19 invoices. Mr. Jackson seconded the motion stating that he was abstaining from approving his own reimbursement invoice. All voted yes, and the motion passed. Mr. Barlow made a motion to approve the payroll for 03/03-03/16/2019. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

TOWNSHIP STAFF REPORTS

Road Department: Roadmaster Arentz reported that New Enterprise will no longer be carrying cold mix. He stated that he contacted a firm in Greencastle (Fayetteville Contractors) and set up an account. The price of the cold mix is \$16 less per ton than at New Enterprise. He would pick up three tons per trip so there would be less trips. He stated that he saw no issues with storing the cold mix up to one year. Mr. Arentz reported that he has contacted SGI to use as a stone supplier. He distributed a price sheet to the supervisors and went on to state that some of the stone prices are less than the prices at New Enterprise. He commented that the 2RC would be a good purchase, but the anti-skid available at SGI is not recommended because it contains too much dust. Mr. Arentz reported that the white dump truck was recently repaired for \$783. Mr. Arentz reported that an inspection on the truck was due and he anticipated more repairs would be needed to pass inspection. The Roadmaster reported that someone plowing at Jacobs Church during the last snow storm has caused damage to Gladhill Road. Mr. Barlow recommended contacting Jacobs Church Board Member Bobbie Keilholtz to report the problem. **Judie Hogan 685 Friends Creek Rd** was permitted to ask a question. Mrs. Hogan asked who was responsible for maintaining Gingell Road near Route 16 and reported that there was damage to the road at that intersection. Mr. Arentz responded that Carroll Valley Borough is responsible and that road repairs were slow everywhere because cold mix is not readily available. Mr. Bostek asked the Roadmaster if ditching was scheduled for 2019. Mr. Arentz replied that he planned to perform ditching and would need to get current bids for the work. Mr. Bostek asked if the township could open the culverts. The Roadmaster stated yes, but not driveway culverts.

Secretary/Treasurer: Ms. Peck stated that her topics were covered later in the agenda.

OLD BUSINESS:

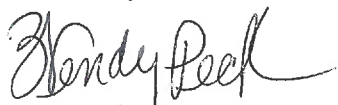
- Treasurer Bond Claim Status – Mr. Bostek read from the March 6 email update from Mr. Mills which stated - *I have reached out to DA Sinnett for an update on where the criminal investigation stands, and I was told that he would provide us with an update "once there is something to update."*
- Codification Services – The Board considered codification services proposals from General Code, American Legal and Municode. Mr. Jackson reported that he was in favor of General Code and very pleased with the results of the reference checks he performed on them. Mr. Jackson made a motion to award the bid to General Code for \$11,050. Mr. Barlow seconded the motion. All voted yes, and the motion passed. It was agreed that General Code would be invited to attend the April 16 Workshop Meeting to discuss the scope of work and answer questions from the Supervisors.
- The Board considered a motion to grant the request for a waiver for an As-Built plan for Machamer Hanger 25000-0047—000. Mr. Bostek commented that he did some research and was satisfied that the As-Built plan would not be needed for the hanger. Mr. Bostek made a motion to grant the request for a waiver for an as built plan for Machamer Hanger 25000-0047—000. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

NEW BUSINESS:

- Mr. Barlow made a motion to approve the Proposed Part-Time Police Schedule for April 2019 authorizing Officer Weikert to work 24 hours. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- Ms. Peck discussed the need for temporary staffing and the search for other options to assist with the sorting and filing of township records. Mr. Barlow asked if anyone had volunteered to assist since the Board granted the motion to allow volunteers. Ms. Peck replied that no one has volunteered since the board motion at the March 5th meeting. The Board reviewed pricing and services from Adecco, Staffmark, and Manpower. Mr. Bostek made a motion to award the contract to Adecco at a price of \$16.38 per hour for clerical staffing. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- The Board considered a motion to award the Police Chief applicant back ground check services. Mr. Bostek discussed services provided by TruDiligence Support. He stated that several types of checks including credit check, workers compensation claims, driving records, could be run for a cost of \$81. Mr. Jackson stated he spoke to Carl Sagetti who could perform the background check for under \$2,000 estimating 20 - 30 hours at \$65/hr. Mr. Barlow reported that Bob Gano has provided a quote for \$75/hr. for a total of \$2,500. He also stated that Mr. Gano would work with the supervisors to tailor the scope of work which could keep the cost down. There was much discussion of how much time would be needed for interviews in the investigation since the applicant worked at the same job for so many years. Mr. Barlow made a motion to authorize Mr. Bostek to purchase up to \$150 of online background check services and to award the investigation services to Bob Gano. Mr. Bostek seconded the motion. All voted yes, and the motion passed. The Secretary would contact Mr. Gano and schedule an Executive Session with the Supervisors to discuss the scope of work.
- **Judie Hogan 685 Friends Creek Rd** was permitted to make a public comment after requesting to do so because she missed the Public Comment portion in the beginning of the meeting. Mrs. Hogan asked the solicitor if land development and subdivision plans submitted to the township were confidential and if the Planning Commission was required to keep copies. Mr. Lisko responded that the township is required to keep the copies on file, but the Planning Commission is not. He also stated that the plans are a public record and not confidential.
- The public was informed that the Supervisors would now go in to Executive Session to discuss the Police Chief Salary. The public was informed that the meeting would be called back to order after the Executive Session before adjourning.
- At 12:17 PM the Supervisors went in to Executive Session.
- At 12:39 PM Mr. Bostek called the meeting back to order.

Adjourn: At 12:41 PM, Mr. Jackson motioned to adjourn the meeting. Mr. Bostek seconded the motion. All voted yes, and the meeting was adjourned. The next Board of Supervisors meeting will be held on Tuesday, April 2, 2019, at 7:30 PM at the Township Municipal Building.

Respectfully Submitted,



By Wendy Peck, Secretary/Treasurer