

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

**August 8, 2018 Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Wednesday August 8, 2018 at 7:30 PM at the Liberty Township Municipal building.

**PRESENT:** Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Solicitor John Lisko, Chief Brand Briggs, Roadmaster Brian Arentz, and Secretary/Treasurer Wendy Peck.

At 7:31 Mr. Bostek called the regular meeting to order and opened the meeting to public comment.

**PUBLIC COMMENTS:**

- **Cindy Arentz 1734 Tract Road** stated that she recently submitted a Right To Know request and by her calculation the response from the Township was passed the deadline. Mr. Barlow replied that he completed the response that day and that she would be receiving a response shortly. He went on to state the response would notify her that a 30-day extension would be required to fulfill the request.
- **Bobbie Keilholtz 24 Steelman Marker Road** commented on the missing funds and expressed strong feelings against the Township's decision not to pursue civil action against Former Secretary/Treasurer Shaffer. **Cindy Arentz** asked the Board what the status was of the criminal investigation. Mr. Lisko commented that the District Attorney has chosen not to pursue the issue and suggested that residents contact the District Attorney directly for additional information. He went on to state that Mr. Mills is aggressively pursuing the claims with two bonding companies. Mr. Keilholtz remarked he believes the attorney general would support pursuing the matter since the attorney general has made it clear that he would do his best to stop corruption.
- **Sue Hek 377 Sanders Road** asked if there was a set time for the bonding companies to respond. Mr. Lisko replied that there is no time limit for the bonding companies to respond, but the township has four years to file contract action.
- **Luther Ridge 15 Liberty Hall Road** commented on a 2014 employee health insurance coverage payment and made accusation of corruption and obstruction asked for supervisor resignations.

**SUPERVISOR COMMENTS:**

- **Mr. Bostek** stated that an Executive Session was held on August 6 at 1 PM – 2:48 PM to discuss the District Attorney's decision not to file charges against Former Secretary/Treasurer Shaffer.
- **Mr. Jackson** addressed Mr. Keilholtz comments from a previous meeting questioning who was responsible for township building maintenance and the state of the gutters. At the time, the response was that the Board of Supervisors is responsible. He went on to state that he believed that one person should be responsible and intended to make a motion to appoint the roadmaster to fulfill that role. Mr. Jackson spoke about the proposed resolution 2018-07 Opposing bill 291. Mr. Jackson spoke about the local nonprofit public channel Community Television. He stated that it was formed with funding from the original Comcast franchise agreement and is no longer receiving adequate funding. There was talk of donating some of the franchise fees received from Comcast. It was noted that the franchise agreement is coming up for renewal and some area municipalities would like to come together for negotiations with Comcast. Mr. Bostek asked that the township get a price from Community Media for broadcasting public meetings.
- **Mr. Barlow** stated that he had not yet received a response from the District Attorney for the complaints that he filed and refiled and intended to request a written response. Mr. Barlow apologized for his temper at the July 17 workshop and stated he should try to operate without getting mad. Mr. Barlow spoke about a recent complaint received regarding bridge maintenance on Boyle Road, stating that the bridge is maintained by Adams County. He commented on the progress being made by PennDOT at the Route 16 and Orchard Road intersection and remarked that Dan Moul should be recognized for his efforts in getting PennDOT to take on the project.
- **Mr. Bostek** announced that he accepted Mr. Barlow's apology and apologized as well.
- **Mr. Jackson** stated that he accepted both of their apologies.
- **Cindy Arentz 1734 Tract Road** asked if there was an ordinance for grass height. The Board responded that they were not sure and would check in to it.

**MINUTES:** Mr. Barlow made a motion to accept the minutes of the July 3 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to accept the minutes of the July 17 Workshop Meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**TREASURER'S REPORT:** Ms. Peck presented the Treasurer's Report for July 2018.

July 31, 2018	General - Oper & Payroll Fund	Capital Reserve Fund	PLGIT General Fund	Fire Tax Fund	Highway Aid Fund	Escrow Fund
Beginning Balance	258,348.82	128,183.99	127.82	35,096.70	88,127.79	1,788.18
Interest	21.59	16.33	0.19		128.34	
Checks & Payments	-24,615.31	0.00	0.00	-1,883.00	-1,721.56	-119.31
Deposits & Credits	19,336.75	0.00	0.00	0.00	0.00	0.00
Cleared Balance	253,091.85	128,200.32	128.01	33,213.70	86,534.57	1,668.87
Uncleared Transactions	-186.06	0.00	0.00	0.00	0.00	0.00
Available Balance	252,905.79	128,200.32	128.01	33,213.70	86,534.57	1,668.87

Mr. Barlow made a motion to accept the July 2018 Treasurer's Report. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**EXPENSES:** Mr. Jackson made a motion to pay the 7/18- 8/8 invoices. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to approve the 7/8-7/21 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to approve the 7/22-8/4 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**POLICE OFFICER'S REPORT:** Chief Briggs read his report for July stating that the police department worked 179 hours, drove 1036 miles, and used 95.4 gallons of fuel. The Chief commented that many people are using the drug collection box. He stated that it is emptied two times at the Drug Take Back events. The next Drug Take Back Event will be held on October 27. The Chief reminded everyone to be aware of phone scams and most recently posing as the IRS and Publishers Clearing House. Mr. Bostek noted that tonight's meeting was moved from the previously scheduled date of August 7 to allow township residents and officials to attend National Night Out.

**ZONING OFFICER'S REPORT:** Mr. Bostek reported that two land use permits and one driveway permit were issued in July totaling \$575 in fees.

**ROADMASTER REPORT:** Mr. Arentz reported on the month's activities in the Road Department which included driving 835 miles, using 79 gallons of off road fuel and 93 gallons of on road fuel. Work included storm damage cleanup and mowing. He reported that he contacted several companies for pricing on the rail road ties that were suggested to be used in the municipal parking lot. Pros and cons of using railroad ties were discussed. Mr. Kielhotz expressed concern with using ties and asked about using the guide rails that the township has in stock. Mr. Arentz stated that he would call a company for pricing on guide rail installation. He stated he received two bids for the gutter cleaning which would be discussed later in the meeting. Mr. Arentz stated that there was an issue with trees in the township and recalled the tree cutting that was necessary along Steelman Marker Road in 2017. He appealed to the board to come up with a policy for dealing with trees that constitute a hazardous or dangerous condition or impair the use and maintenance of roads. Mr. Bostek stated that the township could revisit the previously proposed ordinance from 2017. There was much discussion between the Solicitor, the Supervisors and the Roadmaster about how to deal with trees as addressed in the Pennsylvania Second Class Township Code Section 2325 and 2907. It was agreed that the topic of tree ordinance be added to the August 21 Workshop Meeting for further discussion.

**PLANNING COMMISSION REPORT:** Planning Commission Chair Nancy Wenschhof reported that the Planning Commission met on July 17 to review a sketch plan submitted by Bart Hogan on behalf of Thomas Hogan. At the request of

the Board of Supervisors, the members also reviewed the *Accessory Building Ordinance Amendment, No Impact Home Based Business Ordinance Amendment* and the *Land Use Permit Ordinance Amendment*. The Planning Commission voted to recommend adopting the *Land Use Permit Ordinance Amendment*. The Planning Commission also voted to recommend adopting the *No Impact Home Based Business Ordinance Amendment* but suggested an inventory of existing No Impact Home-Based Businesses be taken before passing the ordinance amendment. Nancy reported that more time was needed to review the Accessory Building Ordinance Amendment. There was some discussion of the overall review of the Zoning Ordinance and the need for codification. The Secretary was asked to get pricing for codification.

**CITIZENS ADVISORY COMMITTEE:** It was noted the committee still does not have a quorum and is currently dormant.

**ELECTED AUDITORS:** Auditor Sue Hek reported that the Elected Auditors met on July 25 to review payroll, invoices and other township financial records. She stated that they are still volunteering to assist the township with filing. Mrs. Hek reported that the Elected Auditors reviewed the Board suggestion to increase the Secretary/Treasurer Bond to cover all funds including fiduciary funds. The Auditors recommended that the board increase the bond amount from \$500,000 to \$800,000 which would cost less than \$250 per year.

### **OLD BUSINESS**

**The Treasurer Bond Claim Status:** It was noted that this was discussed earlier during public comments.

### **NEW BUSINESS**

**Municipal Building Gutter Cleaning and Repair Bid** - The Board of Supervisors reviewed bids for municipal building gutter cleaning and repair. Patrick Arentz General Services was contacted and chose not to bid. Sanders Lawn & Beyond submitted a bid for \$300. Ecks Handyman Service submitted a bid for \$225. Mr. Jackson made a motion to award the bid to Ecks Handyman Service as the apparent low bidder for municipal buildings gutter cleaning and repair. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Alternate Right-To-Know Officer** – Mr. Barlow made a motion to appoint Wendy Peck as Alternate Right-To-Know Officer retroactively effective July 30, 2018. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**Resolution 2018-07 – Opposing House Resolution 291 of 2018** – Cindy Arentz asked for more information on the resolution. Mr. Lisko offered an explanation. Mr. Jackson moved to approve Resolution 2018-07 – Opposing House Resolution 291 of 2018 calling for the Department of Revenue to study the feasibility of statewide Earned Income Tax collection. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

### **ADJOURN**

At 8:55 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer