

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

**July 20, 2017
1:44 PM**

The Board of Supervisors of Liberty Township, of Adams County, met on Thursday, June 15, 2017 immediately following the 1 PM Friends Creek Special Meeting at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320.

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

Public Comments:

Cindy Arentz 1734 Tract Road asked about some recently reported unlawful vehicle activity on Gladhill Road and asked if a speed sign could be installed. Chief Briggs responded that he was not aware of activity on Gladhill and it was determined that Ms. Arentz was referring to activity on Harbaugh Valley Road. Mr. Bostek asked Chief Briggs if there was a fee to using the radar speed signs and if he knew how much it would cost. Chief Briggs stated that he would check on the cost. Chief Briggs stated that the radar speed signs are not enforceable under the vehicle code. He went on to state that PA law prohibits the use of radar equipment by municipal police.

Sheri Kipe 609 Harbaugh Valley Road stated that the drag racing on Harbaugh valley Road continues to be a problem. Comments were made that vehicles were being driven without proper license plates and without hoods.

Judie Hogan 685 Friends Creek Road asked if it would be advisable to place a "Cross at Your Own Risk" sign at Friends Creek. Ms. Hogan also posed a follow-up on her previously reported overgrown site obstructing hedge in the Ranch section. The Roadmaster reported that he had exhausted all measures within his power to address the issue which included contacting Carroll Valley Borough and the property owner. The Board of Supervisors would need to decide what action to take next.

Supervisor Comments:

Mr. Bostek stated that he spoke to the foreman working on the Boyle Road Bridge and gave a summary of the repairs. An update from the Roadmaster stated that the bridge would be open again on Monday. There was a comment that it was county bridge and that the weight restrictions should be enforced by the county. Chief stated that the County Sheriff's department has limited enforcement authority and that he would check with the state police with regards to portable scales. Mr. Bostek also reported that he recently saw a bald eagle off Wenschhof Road. Also, a bear has been sited on Tract Road.

Mr. Jackson reported on the Fairfield Fire Department. Mr. Jackson commented the importance of house number and stated that the fire department will provide and install house numbers for approximately \$15.

Mr. Barlow had no comments.

Old Business:

SEO Inspection- 30 FLENNER TRL- Boil 25AA0-0158---000: The Secretary reported that after speaking with the SEO, it was determined that no SEO inspection of the property was performed.

The Board of Supervisors requested that the Secretary contact the SEO and request an inspection. The SEO could contact Chief Briggs if an escort is needed.

Review Fee Schedule: Mr. Bostek reported on his discussion with the Zoning Officer regarding the demolition fee. It was determined that more work needed to be done on the Fee Schedule. Mr. Bostek stated that he would work with the Zoning Officer and the Secretary to create a draft which included proper ordinance code references. It was noted that additional zoning charges would be incurred for this project. The goal is to have an updated fee schedule ready to be reviewed for adoption in January 2018.

Personnel Policy Manual: The Secretary distributed an updated draft of the Personnel Policy Manual. The intent is for the Board of Supervisors to review in advance for discussion at the August 17 Workshop meeting with a goal of adoption at the September 5 Board of Supervisors meeting.

New Business:

Septic Inspection Excusal Request Review: The Secretary reported that a number of septic inspection excusal forms had been received that seem to have special circumstances that cannot be immediately resolved by reference in the current ordinance. The Secretary asked the Board of Supervisors if they should be referred to SEO or if the Board of Supervisors would review them. It was agreed that the Secretary would continue to collect the forms and that the Board of Supervisors would review them in October before the septic inspection deadline. Secretary Peck was instructed to confirm if the review needed to be made in a public meeting.

Police Department: Chief Briggs reported that National Night Out is on August 1 and activities are being held at the Carroll Valley Borough Municipal Building. National Night Out is the same night as the August Board of Supervisors meeting. The Chief also reported that the next Drug Take Back event will be on October 28 from 10 AM -2 PM at the Carroll Carroll Valley Borough Municipal Building.

Road Department: The Roadmaster reported that the Department of Agriculture visited the Township regarding recent weed control spraying that was performed. The Roadmaster was advised it is unlawful for the Township to spray weed control until the Township obtains the proper license. The Department of Agriculture representative stated that he would provide a written report to the Township following the visit. The Roadmaster will present the report once it is received. Mr. Arentz also reported that he received a complaint about the private road sign on Strausbaugh Road needing replaced. There was some discussion on whether the Township should replace private road signs. The Road master reported that ordering signs as needed was incurring significant shipping fees and suggested that non-emergency sign replacements be ordered on a quarterly basis to save on shipping costs. The Board of Supervisors agreed to replace the Strausbaugh Road Street sign and agreed with the suggestion to order nonemergency signs on a quarterly basis. The Roadmaster reported that Pennington Tree Service was scheduled to perform the tree cutting on Steelman Marker Road next week

Mr. Bostek asked the Roadmaster what the process was for recycling old road signs. The Roadmaster reported that it has been the practice of the road department to take the scrap metals in bulk to a metal recycling firm and the cash obtained was kept in a lockbox and used for petty cash purchases of shop items for the road department. It was decided that the Roadmaster would present the receipts and cash to the Treasurer for reconciliation on a regular basis.

Mr. Bostek suggested engraving Liberty Township signs for identification of stolen signs. The Roadmaster reported that it was already being done.

Cindy Arentz 1734 Tract Road asked if the bidding was advertised for the tree removal on Steelman Marker Road. The Roadmaster clarified that several bids were obtained and voted on by the Board of Supervisors at a previous public meeting. It was also noted that the cost of the tree removal work was under the threshold required for bid advertising or even obtaining multiple bids. Mr. Barlow presented a sample ordinance for tree removal. Ms. Peck stated that she would distribute a draft of the ordinance to the Board of Supervisors for consideration at a later date.

Cindy Arentz 1734 Tract Road asked who can be contacted about bushes on Tract Road. Mr. Bostek replied that Tract Road is maintained by the state and PennDOT should be contacted.

Secretary/Treasurer: The Secretary/Treasurer distributed a 2018 Budget timeline to the Board of Supervisors, the Roadmaster and the Police Chief. Department budgets are due to the Treasurer at the August 17 workshop meeting.

With no further business, Mr. Bostek made a motion to adjourn the meeting at 2:50 PM. Mr. Jackson seconded the motion and the motion carried.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer