

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

**March 5, 2019 Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, March 5, 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 via telephone, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Solicitor John Lisko, Roadmaster Brian Arentz, and Secretary/Treasurer Wendy Peck.

Mr. Jackson called the meeting to order at 7:30 PM. He announced that Public Comments would be held after the guest speaker presentations.

**Fountaindale Fire Dept Presentation:** Mr. Jackson introduced Fountaindale Fire Chief Sam Ginn who had arrived unexpectedly and had asked to be placed on the agenda to approve box card changes. Mr. Jackson allowed Mr. Ginn to give a presentation on the box card changes. Mr. Ginn presented the Board with a copy of the box card changes for Fountaindale noting that 2A has changed to 54-7. After consideration of Mr. Ginn's proposal, Mr. Barlow made a motion to accept the changes. Mr. Jackson seconded the motion. All voted yes and the motion passed.

**Community Media Presentation:** Mr. Jackson thanked Chief Ginn and introduced Community Media presenters Raymond Gouker and Mark Wherly. Community Media presented a promotion video highlighting Community Media clients and services to the community. They spoke about upcoming renewals of contracts with Comcast and franchise fees. There was much discussion about the purpose of franchise fees and about the staff and services of Community Media. The presentation ended at 8:02 PM.

**Public Comment:**

**Cindy Arentz 1734 Tract Rd** inquired about the status of criminal charges against former Secretary/Treasurer. Mr. Lisko responded that there has been no progress. There was some discussion amongst the Supervisors on whether Mr. Mills was directed at a previous meeting to contact the District Attorney for an update. The Supervisors asked the Secretary to follow up with Mr. Mills and ask for an update.

**Supervisor Comments:**

**Mr. Jackson** reported that an Executive Session was held on February 19 during the workshop meeting to discuss a septic violation and the bond claim with Mr. Lisko and Mr. Mills present. Another Executive Session was held on February 22 at 11 AM with Mr. Bostek, Mr. Jackson and Mr. Barlow to discuss the applicants for Police Chief.

**Mr. Barlow** commented on the recent snow fall and some trouble along McGlaughlin Road. He reported that McGlaughlin Road needs repair and the truck he was driving became stuck in the turnaround area. He spoke about it being a shared area between Liberty and Freedom Township and stated that he will meet with Freedom Township Supervisor Mr. Beckett to discuss the repairs to the road. He further noted that water runoff from a recently built house is compromising the area.

**Mr. Bostek** had no comments.

**Minutes:** Mr. Barlow moved to accept the minutes of the February 5 Regular Meeting. Mr. Jackson seconded the motion. All voted yes and the motion passed. Mr. Barlow moved to accept the minutes of the February 19 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 Gen Oper & Payroll Fund	ACNB Capital Reserve Fund	PLGIT General Reserve Fund	ACNB Fire Tax Fund	PLGIT Highway Aid Fund	ACNB Escrow Fund
2/28/2019						
<b>Beginning Balance</b>	<b>67,302.06</b>	<b>96,619.78</b>	<b>150,843.77</b>	<b>0.97</b>	<b>76,210.69</b>	<b>7,030.17</b>
Feb Interest	2.68	14.76	258.96	0.00	129.69	0.00
Checks & Payments	-17,694.41	-43.13	0.00	0.00	-3,014.23	-891.00
Deposits & Credits	23,868.25	0.00	0.00	0.00	0.00	550.00
<b>Ending Balance</b>	<b>73,478.58</b>	<b>96,591.41</b>	<b>151,102.73</b>	<b>0.97</b>	<b>73,326.15</b>	<b>6,689.17</b>

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

**Expenses:** Mr. Barlow moved for acceptance of the 02/20-03/05/19 expenses. Mr. Bostek seconded the motion. All voted yes and the motion passed. Mr. Barlow made a motion for approval of the 02/17-03/02/19 payroll. Mr. Bostek seconded the motion. All voted yes and the motion passed.

**Roadmaster Report:** Mr. Jackson acknowledged the Roadmaster and Mr. Barlow for doing a great job during the recent snowstorm. Brian Arentz reported on the month's activities in the Road Department which included driving 1068 miles, using 209 gallons of on-road fuel, and 33 gallons of off-road fuel. He further stated that he performed snow plowing, road salting, truck maintenance, road patching and took care of several downed trees. Mr. Arentz reported that on the status of the shop heaters and bids for repairs. He stated that in order to propose a bid, companies were requiring a pressure check of the system and would charge for that service. Mr. Arentz commented in addition to the several hundred dollars that were already spent on recent repairs to the system, several hundred dollars may need to be spent to obtain additional bids. Strine's proposed repairs for \$984.34. It was noted that the heaters were over 20 years old and that there were no problems with the heaters until after the new propane tank was installed. He suggested that the repairs or replacement of the heaters could wait until next winter. Mr. Barlow recognized Mr. Arentz for his continued attendance at the LTAP classes and obtaining certification for Road Scholar II.

**Zoning Officer's Report:** Mr. Jackson reported that one land use permits was issued for a hanger in February 2019 with \$250 permit fees collected.

**Planning Commission Report:** Planning Commission Member Rich Luquette reported that the Planning Commission met on February 19 and reviewed the Crum (25C17-0010C—000)/Fitez (25C17-0029---000) Subdivision and Lot Addition Plan and voted to recommend conditional approval. Mr. Lisko commented on the requested shared pond agreement and stated that while it was requested, there is no requirement for it, and it cannot be enforced. Mr. Luquette also reported that the Planning Commission reviewed the Machamer - Hanger 25000-0047--000 Land Development Plan and recommended conditional approval. Mr. Luquette went on to state that prior to receiving the Adams County comments, the Planning Commission reviewed the proposed ordinance amendment regarding the definition for Front Yard contained in Section 112 of Article I and had recommended approval, but upon review of County's comments some questions have been raised. Comments from the Adams County Planning Commission stated that the amendment was unnecessary because the Ordinance was clear as stated and that the issue that prompted the change was merely a misinterpretation by the Zoning Officer at the time. Mr. Lisko stated that he agreed with County's comments. Mr. Luquette further reported that the Commission discussed the campground ordinance.

**Old Business:**

- **Zoning Ordinance Amendment** - The Supervisors discussed the proposed zoning ordinance amendment regarding the definition for Front Yard contained in Section 112 of Article I. The amendment was proposed to clarify the definition of front yard versus front yard setback in relation to allowing accessory buildings. Mr. Barlow made a motion to leave the ordinance as is and not move forward with the amendment. Mr. Jackson seconded the motion. All voted yes and the motion passed.

- **Carroll Valley Borough Police Services Proposal** - Mr. Jackson reported that considering contracting with Carroll Valley Borough or keeping the Police Department was an important and challenging decision. He went on to state that the topic was discussed at several public meetings and letters from residents were received and considered. Mr. Barlow made a motion to reject the Carroll Valley Borough Police Services Proposal. Mr. Bostek seconded the motion. All voted yes, and the motion passed.
- **Chief of Police Applicants** - Mr. Jackson reported that the township had received four applications for the position of Chief of Police. Mr. Jackson called for motions to select a candidate conditional on background checks and salary negotiations. Mr. Barlow made a motion to consider James Powers for the position of Chief of Police conditional on background checks and salary negotiations. Mr. Bostek made a motion to nominate Sherri Hansen for the position of Chief of Police conditional on background checks and salary negotiations. Mr. Jackson called for a second for Mr. Barlow's motion for James Powers. The motion died for lack of a second. Mr. Jackson seconded Mr. Bostek's motion to nominate Sherri Hansen. Mr. Bostek voted yes. Mr. Jackson voted yes. Mr. Barlow voted no. The motion passed. Gettysburg Times reporter Mary Grace Keller asked the board for details regarding the decision to chose Sherri Hansen. There was some discussion about confidentiality and releasing information and Mr. Jackson declined to give information.
- **The Treasurer Bond Claim Status** - There was no update on the bond claim status. The claim is ongoing.
- **Volunteers** - It was noted that several residents volunteered to assist with sorting township records at the February 19 Workshop Meeting and although the board had accepted the offer, some concerns were raised in Executive Session and the action of using volunteers was held until the March 5 meeting. Cindy Arentz and Penny Keilholtz had volunteered and the motion was in effect. Mr. Lisko spoke about concerns of using volunteers to sort files that could possibly contain confidential information such as personnel records and police reports. Secretary Peck reported that while there are boxes of files that may contain confidential information, volunteers may be considered to assist with files that are pre-sorted and do not contain confidential information such as permits. Mr. Bostek commented that he had no problem using volunteers if the contents were prescreened. There was further discussion about confidentiality. Mr. Bostek made a motion to reject the offer of volunteers. The motion died for lack of a second.

### New Business

- **Machamer - Hanger 25000-0047--000 Land Development Plan** – Terry Sheldon presented information on the Machamer - Hanger 25000-0047--000 Land Development Plan and requests for waivers. Mr. Jackson made a motion to grant the request for a waiver of the Erosion and Sediment Control Plan. Mr. Bostek seconded the motion. Mr. Jackson voted yes. Mr. Bostek voted yes. Mr. Barlow voted no. The motion passed. Mr. Jackson made a motion to grant the request for a waiver of the As-Built Plan. There was some discussion about the purpose of requiring an As-Built Plan. It was noted that if required, the plan would be needed after the construction of the hanger was complete. Mr. Bostek indicated that he would like to postpone a decision until he had additional information. Mr. Jackson's motion to grant the request for a waiver of the As-Built Plan died for lack of a second. Mr. Jackson made a motion to approve the Machamer - Hanger 25000-0047--000 Land Development Plan conditional upon payment of all Township Solicitor and Engineer review fees due to the Township. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- **Crum (25C17-0010C—000)/Fitez (25C17-0029---000) Subdivision and Lot Addition Plan** - Lee Royer presented information on the plan. Mr. Barlow made a motion to approve the Crum (25C17-0010C—000)/Fitez (25C17-0029---000) Subdivision and Lot Addition Plan conditional upon payment of all Township Solicitor and Engineer review fees due to the Township. Mr. Bostek seconded the motion. All voted yes, and the motion passed.
- **Crum (25C17-0010C—000)/Fitez (25C17-0029---000) Request for Planning Waiver & Non-Building Declaration** - Mr. Jackson made a motion to approve the Crum (25C17-0010C—000)/Fitez (25C17-0029---000) Request for Planning Waiver & Non-Building Declaration: Mr. Bostek seconded the motion. All voted yes, and the motion passed.
- **Road Department Job Applicants:** Mr. Jackson discussed recent applications to fill the position of as-needed snow plow driver. He stated that the township received applications from two qualified candidates. Mr. Jackson made a motion to hire Robert Keilholtz and Steven Long on an as needed basis at a rate of \$15.61 per hour. Mr. Barlow seconded the motion. Mr. Jackson voted yes. Mr. Barlow voted yes. Mr. Bostek voted no. The motion passed.

- **Fee Schedule:** Mr. Barlow reviewed the proposed changes to the Township fee schedule and read proposed Resolution 2019-02 Amending Fee Schedule. Mr. Barlow made a motion to adopt Resolution 2019-02 Amending Fee Schedule. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**Public Comment:** Mr. Jackson opened to meeting to the public for comments.

**Judie Hogan 685 Friends Creek Rd** asked for more information on proposed new Police Chief Sherri Hansen. Mr. Barlow commented that she has worked as a Police Officer at the City of York for over 20 years. Mr. Lisko warned against sharing the address and telephone number of a police officer. There was some discussion between the public and the Supervisors on the candidate's qualifications including what type of administrative experience the candidate possessed. The Supervisors had different opinions on the qualifications and experience. Bart Hogan stated he would like more information on Sherri Hansen and did not feel the Board was answering the question. Mr. Lisko suggested that Sherri Hansen be invited to attend a public meeting and answer questions from the public.

Mr. Barlow raised some concerns regarding a possible conflict with the Township's policy in choosing Sherri Hansen and requested an Executive Session to discuss it. The Board of Supervisors and the Solicitor went in to an Executive Session at 9:17 PM.

At 9:20 PM the Roadmaster left the meeting.

At 9:29 PM the meeting resumed.

It was stated that during the Executive Session a personnel issue was discussed, and the Supervisors talked about hiring relatives and the current township policy which states "Relatives of members of the Board of Supervisors or of persons currently employed by Liberty Township shall not be hired by the Township". It was noted that Sherri Hansen is the wife of Township employee Corporal Andrew Hansen. Mr. Lisko stated that Corporal Hansen will need to resign on or before the day of swearing in of Sherri Hansen prior to the Board hiring her.

At 9:32 PM, Mr. Jackson 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, March 19, at 11 AM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer