

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

**December 5, 2017  
7:30 PM**

**Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, December 5, 2017 at 7:30 PM at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320, for a regular monthly meeting.

**Present:** Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Solicitor John Phillips, Roadmaster Brian Arentz, and Secretary Wendy Peck.

**Not Present:** Chief Brand Briggs.

Chairman Bostek called the meeting to order at 7:30 PM. A quorum was present. Mr. Bostek opened the meeting to public comment.

**Public Comments:**

**Cindy Arentz 1734 Tract Rd** distributed a handout to the Board of Supervisors contained proposed part-time salary sheet for the Township employees.

**Rick Gladhill 605 Harbaugh Valley Road** spoke about zoning issues regarding his fence permit. He stated that both he and his neighbor agree the fence is on the neighbor's property. He commented that no one can find previous surveyors boundary markers to accurately determine the property lines. He stated that he was informed by the zoning officer if corrections to his fence were not made he could receive a letter of violation. The Solicitor responded that Mr. Gladhill should wait until he receives a letter and appeal through the process that will be listed on the letter.

**Jim Paddock, Cumberland Township Supervisor** announced that he was at the meeting to provide information about the recent Act 42 of 2017, the Gambling Extension Act.

**Thomas Cost, Carroll Valley Borough Resident** stated he was curious about the casino resolution and asked why the Board of Supervisors did not allow the residents to vote on the issue. Solicitor Phillips explained that State gave municipalities a period of time to opt out and the Deadline for action is December 31, 2017.

Public comments ended at 7:48 PM.

**Supervisor Comments:**

**Mr. Bostek** stated that the Board of Supervisors met in Executive Session on November 20, November 21 and on November 27. He went on to thank the Elected Auditors for their work, and reported that they met for a quarterly review of township records on November 13.

**Mr. Barlow** had no comments.

**Mr. Jackson** reported that he looked in to the septic inspection/pumping fee and the item was added to the agenda under old business.

**Minutes:**

**October 26 Budget Workshop Meeting** – Mr. Bostek asked if the Supervisors had received and reviewed the minutes from the October 26 Budget Workshop meeting. All confirmed that they had received and reviewed them. Mr. Bostek made a motion to accept the October 26 meeting minutes. Mr. Jackson seconded the motion. Mr. Bostek and Mr. Jackson voted to approve the motion. Mr. Barlow was not present at the October 26 meeting and abstained from voting.

**November 14** – Mr. Bostek asked if the Supervisors had received and reviewed the minutes from the November 14 Board of Supervisors meeting. All confirmed that they had received and reviewed them.

Mr. Barlow made a motion to accept the November 14 meeting minutes. Mr. Jackson seconded the motion. Mr. Jackson and Mr. Barlow voted to approve the motion. Mr. Bostek was not present at the November 14 meeting and abstained from voting.

**November 16 Workshop Meeting** – Mr. Bostek asked if the Supervisors had received and reviewed the minutes from the November 16 Workshop meeting. All confirmed that they had received and reviewed them. Mr. Jackson made a motion to accept the November 16 meeting minutes. Mr. Barlow seconded the motion. Mr. Jackson and Mr. Barlow voted to approve the motion. Mr. Bostek was not present at the November 14 meeting and abstained from voting.

**Treasurer’s Report:** Ms. Peck read the November Treasurer’s Report. Copies were made available to the public at the meeting.

	<b>General- Oper &amp; Payroll Fund</b>	<b>Capital Reserve Fund</b>
<b>Beginning Balance</b>	<b>176,403.36</b>	<b>201,389.37</b>
Checks & Payments	-20,014.74	0.00
Deposits & Credits	29,494.72	16.55
<b>Cleared Balance</b>	<b>185,883.34</b>	<b>201,405.92</b>
Uncleared Transactions	-1,568.17	0.00
<b>Available Balance</b>	<b>184,315.17</b>	<b>201,405.92</b>

	<b>Fire Tax Fund</b>	<b>Highway Aid Fund</b>
<b>Beginning Balance</b>	<b>31,373.82</b>	<b>22,036.23</b>
Checks & Payments	0.00	-916.23
Deposits & Credits	0.00	14.75
<b>Cleared Balance</b>	<b>31,373.82</b>	<b>21,134.75</b>
Uncleared Transactions	0.00	0.00
<b>Available Balance</b>	<b>31,373.82</b>	<b>21,134.75</b>

Mr. Barlow moved for acceptance of the November Treasurer’s report. Mr. Jackson seconded the motion and motion passed unanimously.

**Approval of Expenses:** Mr. Bostek asked the Supervisors if they had received and reviewed the November expenses. All responded that they had. Mr. Barlow moved for acceptance of the November expenses. Mr. Jackson seconded the motion and the motion passed unanimously.

**Police Officer’s Report** – No report was given. Chief Briggs was not present.

**Zoning Officer’s Report** – Mr. Bostek read the November Zoning Officer’s Report which consisted of two Land Use Permits totaling \$500.

**Roadmaster Report** – Mr. Arentz reported that the Road department drove 812 miles and used 87 gallons of fuel. He stated that road department work consisted of brush cutting, cold patching, maintenance on the salt spreader, attending to downed trees and a stop sign on Rist Trail.

**Planning Commission Report:** Planning Commission Member Barbara Ruppert reported that there was no meeting in November, but member met to assist with sorting and filing previous year’s plans. She went on to state that there is a submission for December which is a sketch plan of the Garrettson Property 25D18-0009---000 415 Stultz Road. Mr. Bostek announced that Planning Commission member Don Topper has resigned effective December 31, 2017 and that three residents have applied for the open position. They will be interviewed at the December 21 Workshop meeting. He went on to state that the public is invited to attend, but is not permitted to ask questions. There was some discussion about the time of the workshop and Mr. Barlow’s availability. It was decided to move the

meeting to noon so that Mr. Barlow could be present. The meeting would be re-advertised with the new time and intent to interview Planning Commission Members.

## **OLD BUSINESS**

**Entertain a motion to adopt 2018 Budget** - Mr. Bostek asked the Supervisors if they had received his proposed employee wage increases. All had received his information. Mr. Jackson made a motion to adopt the 2018 Budget as advertised with no wage increase. Mr. Barlow seconded the motion and approval was unanimous.

**Entertain a motion to adopt Resolution 2017-09: A Resolution Authorizing The Forming Of A Citizens Advisory Committee On Determining And Setting Liberty Township Fees** – Mr. Bart Hogan questioned whether this item was properly tabled at the last meeting. The Solicitor stated that the item is on the agenda and that the Board could act on it. Mr. Jackson made a motion to adopt Resolution 2017-09: A Resolution Authorizing The Forming Of A Citizens Advisory Committee On Determining And Setting Liberty Township Fees. Mr. Bostek seconded the motion. Mr. Bostek and Mr. Jackson voted to adopt the resolution. Mr. Barlow voted against. The motion passed.

**Entertain a motion to advertise Draft Ordinance – Maintenance of Trees Along Public Roads** – Mr. Barlow made a motion to advertise the ordinance. The motion died for lack of a second.

**Propane Tanks** – Mr. Barlow announced that Gene's propane had delivered, installed, and filled the new propane tanks. He went on to state that the old tanks had been picked up by Suburban Propane. He reported that the new tank was set on cement blocks.

**New Enterprise** – The Solicitor stated that there has been no change in the status of the negotiations with New Enterprise and that the New Solicitor would take over the negotiations.

**Liberty Estates/Wormald** – Mr. Bostek announced that a Public Information Session with HydroTerra would be held at 7:30 PM on December 12. He went on to state that it was not a township meeting.

**Septic Inspection Fee** – Mr. Jackson added an item and made a motion to change the current fee of \$35 to \$10 effective with the next septic pumping inspection cycle scheduled to commence in **2019**. Mr. Barlow seconded the motion. There was some discussion from the public which included a request for a refund for prior years. Mr. Jackson, Mr. Barlow, and Mr. Bostek all voted to accept the motion to change the fee effective with the next septic pumping/inspection cycle in 2019. The motion passed.

## **NEW BUSINESS**

**Tax Collector Reimbursement Submission** – The Board of Supervisors reviewed the Tax Collector's submission for reimbursement which included fee for attending the November 8 ACATO dinner and expense for at the October 19-21 PA State Tax Collector Convention in Greensburg, PA which consisted of mileage and a portion of hotel bill. The Supervisors reviewed the fees. It was decided that more information was needed, including the balance remaining in the tax collector's budget for mileage and training. Mr. Jackson moved to table the request for reimbursement until the January meeting. Mr. Barlow seconded the motion and approval was unanimous.

**Entertain a motion to adopt Resolution 2017-10: PA Prohibiting the Location of a Category 4 Licensed Facility Within the Township** – Mr. Barlow made a motion to adopt Resolution 2017-10: PA Prohibiting the Location of a Category 4 Licensed Facility Within the Township. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

*At this point, Mr. Hek - 377 Sanders Road was permitted to ask a question of the Solicitor regarding clarification on the septic pumping/inspection fee. The Solicitor addressed the question and stated fees are not strictly segregated, but need to be reasonably calculated.*

**Entertain a motion to award Pension Plan Administration RFP** – There was a brief discussion of the proposal process. Four proposals were received, and one was deemed nonresponsive. Mr. Barlow made a motion to accept RJ Hall's proposal for Pension Plan Administrator for all current Township pension and retirement plans which included Non-Uniform, Uniform and the 457 Plan. Mr. Jackson seconded the motion and approval was unanimous.

**Entertain a motion to appoint 2018 Solicitor** – Two applications for solicitor were received and both were interviewed by the Board of Supervisors prior to the December 5 meeting. Mr. Jackson made a motion to appoint John Lisko of Waynesboro, PA as the Township Solicitor for 2018. Mr. Barlow asked why he chose the Solicitor with the higher cost, stating that the other applicant did not charge for telephone calls or mileage. Mr. Bostek seconded the motion. Mr. Jackson voted yes. Mr. Bostek voted yes. Mr. Barlow abstained from voting. The motion passed. Mr. Bostek thanked Mr. Phillips for his service to the township.

**Entertain a motion to advertise 2018 Reorganization Meeting for Tuesday, January 2 at 7:30 PM and the Annual Auditors meeting for Wednesday, January 3 at 7:30 PM.** Mr. Jackson made a motion to advertise 2018 Reorganization Meeting for Tuesday, January 2 at 7:30 PM and the Annual Auditors meeting for Wednesday, January 3 at 7:30 PM. Mr. Barlow seconded the motion, and all voted yes.

**Entertain a motion to advertise 2018 Township Monthly Meetings.** Mr. Barlow made a motion to advertise the Board of Supervisors regular monthly meetings for the first Tuesday of each month with exceptions in May and November with May and November being held on the first Wednesday. Mr. Jackson seconded the motion, and all voted yes.

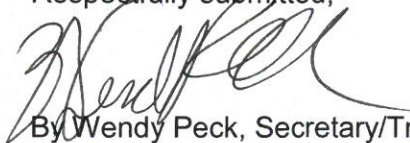
There was discussion amongst the Supervisor and members of the public regarding the monthly workshop meetings. Mr. Barlow stated that his work schedule conflicted with the 1 PM start time of the meetings and suggested that the meetings be moved to 7:30 PM to accommodate township residents who are unavailable during the workday. There was a difference of opinion on whether Township employees be required to attend workshop meetings. After a lengthy discussion and multiple suggestions, Mr. Jackson moved that the workshop that the 2018 workshop meetings be held at 11 AM. Mr. Bostek seconded the motion. Mr. Jackson and Mr. Bostek voted yes. Mr. Barlow voted no. The motion passed.

Before the close of the meeting, Mr. Barlow asked that the Supervisors look over the part-time employment suggestions that were presented by Ms. Arentz.

At 9 PM, Mr. Jackson made a motion to adjourn, Mr. Barlow seconded the motion, and all voted yes.

The next regularly scheduled Board of Supervisors meeting will be held on Tuesday, January 2, 2018 immediately following the Annual Reorganization meeting which begins the same evening at 7:30 PM at the Township Municipal Building.

Respectfully submitted,

  
By Wendy Peck, Secretary/Treasurer