

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

**August 17, 2017
1 PM**

The Board of Supervisors of Liberty Township, of Adams County, met at 1 PM on Thursday, August 17, 2017 at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320.

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

Public Comments: Mr. Bostek opened the meeting to public comment.

Cindy Arentz 1734 Tract Road asked about the process for obtaining a stormwater management disconnect. She presented samples from two different property owners: one with a disconnect and one that required a stormwater management plan. Ms. Arentz asked why the Zoning Officer was not present at the meeting to answer her questions. It was explained that the Zoning Officer as well as the Township Engineer only attend meetings by request from the BOS. They are notified when an item in their field is placed on the agenda in advance of the meeting. Ms. Peck provided Ms. Arentz with a copy of the stormwater management worksheet that details the criteria for calculating the need for a stormwater management plan. Ms. Peck also stated that the worksheet is a part of the land use application which is located on the Township website.

Donna Powers 608 Pecher Road asked why Terry Stem was denied a permit for a pole building. Ms. Powers made comments regarding a continuous footer. Mr. Jackson replied that he would look in to it.

Supervisor Comments:

Mr. Bostek stated that the Secretary will be out of the office on Monday, August 21 and the Secretary's office will be closed.

Mr. Jackson had no comments.

Mr. Barlow commented that he had received an email from the Director of Safety at the Pentagon reporting that speeding has diminished since the application of tar and chip to the road.

Road Department: The Roadmaster reported that he requested quotes from three companies for the replacement of the injectors for the white dump truck. Dave's had given a quote of \$3,915. Patterson Diesel provided a quote for \$3,708. The third company did not respond. Mr. Arentz went on to state that it was reported that aftermarket fuel filters had been a contributing factor to the cause of the damage to the injectors. The Township had been unaware of this problem and the aftermarket filters were used to save money when perform in house oil changes. There was a discussion about the bids. Mr. Arentz reported that while Patterson appeared to be the low bidder, in the past they have been known to charge for additional items once the truck is in their possession running up the bill. The Roadmaster recommended using Dave's. **Mr. Jackson made a motion to move forward with the repairs to the dump truck. Mr. Barlow seconded the motion, and approval was unanimous.** Cindy Arentz recommended that the Township contact Milhouse Automotive on Route 30 to obtain a quote. The Secretary will work with the Roadmaster to contact them to see if they will provide a quote.

The Roadmaster stated that he received a request from an individual that needed to complete court ordered community service. He stated that the insurance company provided guidelines and the Solicitor updated the Township hold harmless agreement. There was a discussion about the types of work the person would be doing. Chief Briggs stated that he was comfortable with washing the outside of the police vehicles. Mr. Arentz mentioned some trimming and trash pick-up work. He also stated that the Secretary noted that the meeting room chairs needed washing. Mr. Barlow stated that the county maintains a list of companies cleared for court ordered community service.

Police Department: Chief Briggs reported that the department vehicles are running okay. A battery has been replaced and inspections are coming up. He recommended postponing the replacement of the sedan to 2018 and not in 2017 as previously budgeted. The plan is to reduce the fleet from three, to two vehicles.

The Yukon will be used as a trade-in and recommends that the Township keep the sedan as a municipal all-purpose vehicle. The Chief also reported that a county-wide grant is available for \$150,000 to move to e-citations. The grant would upgrade the laptops in the police vehicles and other related computer equipment. This program is a few months out. Chief Briggs followed up on the issue regarding weight restriction enforcement. He has spoken to a PA State Trooper and confirmed that the state has limited support for enforcement. The Chief reported on the previous issue of speed signs. He presented information on mobile pole mounted speed signs. Chief Briggs stated that the information gathered would be useful for police monitoring, but not for issuing tickets. The cost for each sign is approximately \$4,790. He went on to state that he believed that this is good tool and will look for outside funding with grants, etc. The Chief reported that he received a thank you from Carrol Valley for attending the National Night Out event.

Secretary/Treasurer: The Secretary/Treasurer distributed a draft RFP for the Township Pension Plans for review. A motion to advertise will be added to the September BOS meeting agenda.

Old Business:

Propane Tanks – The Secretary distributed an updated pricing list on propane tanks to include the two that Mr. Barlow had recently obtained. Mr. Barlow announced that Fisher's would be in the area on August 22 and could deliver the tank. There was a review and a discussion of the additional costs, such as installation and delivery. Ms. Peck was asked to obtain the information on additional costs and email it to the BOS. Mr. Bostek moved to accept the bid from Fisher's pending an email update with additional information. Mr. Barlow seconded the motion, and approval was unanimous.

Policies and Procedures Manual: Mr. Bostek asked the Board of Supervisors if there were any comments on the previously distributed Policies and Procedures Manual. Mr. Barlow disagreed with the elimination of hiring of relatives. Mr. Bostek asked if there were any more comments. There were none. The Secretary was instructed to send the manual to the Solicitor for review prior to moving forward with a vote to adopt.

New Business:

Tree Cutting Ordinance: Mr. Barlow had previously presented a proposed tree cutting ordinance for consideration. The BOS discussed the sample ordinance. The Roadmaster reported that he checked with other municipalities on their policies. He reported that Hamiltonban Township allows the tree fall naturally and deal with it after. Ms. Peck was instructed to update the ordinance with Liberty Township's information and send a draft to the solicitor for review.

Emergency Management Coordinator: The Secretary stated that Adams County was requesting an update to the Emergency Management Coordinator listing. Mr. Jackson reported that Liberty Township is a member of FREMA and FREMA provides the Township with an EMC. He went on to state that the Secretary and Supervisor Barlow should take the appropriate online emergency management course if they had not done so already.

Other:

Cindy Arentz 1734 Tract Road commented that she had called PennDOT for a road killed deer and they took care of it.

Mr. Bostek stated that the Township should begin seeking bids for the upcoming winter's snow removal contractors.

With no further business, Mr. Bostek made a motion to adjourn the meeting at 3:03 PM. Mr. Jackson seconded the motion and the motion carried.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer