

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

**February 19, 2019
Workshop Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County, met Tuesday, February 19, 2019 at 11 AM, at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320, for the regular monthly workshop meeting.

Present: Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Solicitor John Lisko; Roadmaster Brian Arentz, Secretary/Treasurer Wendy Peck; Special Counsel Zachary Mills and Officer Brian Weikert.

Mr. Bostek called the meeting to order at 11 AM.

Public Comments:

- **Cindy Arentz 1734 Tract Rd** stated her support for the Carroll Valley Borough Police Services Proposal. Mrs. Arentz asked if anyone had been interviewed recently by the PA State Police in reference to the complaint against the former Secretary/Treasurer. Mr. Bostek stated that he had not been contacted. Mrs. Arentz also asked if the Township had been in contact with the District Attorney regarding the matter. Mr. Mills stated that he last spoke to the District Attorney's office last fall.
- **Bobby Keilholtz 24 Steelman Marker Rd** stated his support of keeping the Liberty Township Police Department.
- **Clifton Kipe 607 Harbaugh Valley Rd** stated his support of the Carroll Valley Borough Police Services Proposal.
- **Rich Luquette 710 Boyle Rd** commented on the costs of the Carroll Valley Borough Police Services contract and the cost of the Liberty Township Police Department.
- **Cindy Arentz 1734 Tract Rd** asked if the Solicitor had obtained information on keeping the Liberty Township Police Department if the Board decided to accept the Carroll Valley Borough Police Services Proposal. Solicitor Lisko responded that he could check on that if the Board decides to go ahead with the Carroll Valley Borough proposal.
- **Donna Powers 608 Pecher Rd** commented on the costs of the Carroll Valley Borough Police Services.

Supervisor Comments

- **Mr. Jackson** stated that after one and a half years of looking for training on the Sunshine Act, he has successfully signed up to attend a training on February 27, in Selinsgrove, PA. The cost is \$35.
- **Mr. Bostek** reported he may not be able to attend the March 5 meeting in person but may join by telephone. He also stated that an Executive Session should be scheduled before March 5 to discuss the Police Department proposal and applications for Police Chief. The Board agreed to meet on Friday, February 22, 2019 at 11 AM. The Solicitor would not attend.
- **Mr. Barlow** spoke about pros and cons of the Carroll Valley Police Services Proposal and talked about coverage. He also stated that he was working with Brian Arentz to prepare for tomorrow's snowstorm.

Expenses: Mr. Bostek questioned the invoice from Alexander's Plumbing for \$97.50 billing a service call on the shop propane heaters. It was reported that upon arrival, the representative from Alexander's informed Mr. Arentz that they do not perform maintenance for the propane heaters. It was also reported that Alexander's Plumbing originally installed the propane heaters. Mr. Arentz then contacted Strine's Heating and Air Conditioning to perform a service call. After some discussion, the Board agreed to postpone payment of the invoice from Alexander's Plumbing and have Mr. Jackson contact Alexander's to discuss the invoice. Mr. Barlow made a motion to approve the 02/06-02/19/19 invoices except for the \$97.50 invoice from Alexander's Plumbing. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion to approve the payroll for 02/03-02/16/2019. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

TOWNSHIP STAFF REPORTS

Road Department: Roadmaster Arentz presented an estimate from Strine's for repairs to the propane heaters for \$984.34. The estimate stated that the gas line supplying the radiant tube heaters is undersized and there was a need to increase the size of the line from the regulator into the building. They also needed to increase the gas line to the far heater, separate both units, and add an additional thermostat. Mr. Arentz stated that the heaters are currently working intermittently. The Board agreed that the Roadmaster should get additional repair quotes for comparison. Mr. Bostek reported that he spoke with Freedom Township Supervisor Allen Beckett about sharing personnel between municipalities for snow removal services. Mr. Beckett stated that he checked with his road crew and there is no one currently available. Mr. Arentz reported that he spoke with Sterling from the Road

Department at Carroll Valley Borough about sharing resources. Carroll Valley Borough would bring a bucket truck to Liberty to assist with cutting trees and brush in exchange for Liberty Township reciprocating man hours. No actual fees would be charged for services.

Secretary/Treasurer: Ms. Peck reported on research for obtaining additional help to sort and file the backlog of Township records. She reported that she has spoken with several municipalities about sharing resources, but none were available to do the work. Additionally, she contacted the Township contracted agencies such as SEK, PA Municipal Code Alliance and KPI Technologies but could not contract for additional resources with them either. She is currently working with Manpower to secure a price on temporary services. The telephone quote given was \$18-\$20 per hour. If a temporary agency is used the Township would not be responsible for payroll taxes, unemployment, or workers compensation insurance. Several members of the public including Cindy Arentz stated that they would be willing to volunteer their time to do the work. Mr. Barlow made a motion to accept the offer of using volunteers to assist with sorting and filing old Township files. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

OLD BUSINESS:

- Treasurer Bond Claim Status – Mr. Mills reported that the Township is still in negotiations with the bonding companies and that this topic would be addressed in an Executive Session at the end of the meeting.
- Next steps for applications for Chief of Police and proposals for Police Coverage – Mr. Bostek stated that this would be discussed in an Executive Session at the end of the meeting.
- Septic Compliance Issue - Mr. Bostek stated that this would be discussed in an Executive Session at the end of the meeting.
- Codification Services – The Board discussed the four codification services proposals. Mr. Bostek asked Mr. Mills for details on his proposal. After much discussion, it was decided that the proposals were not consistent enough for the Board to make a decision. The font sizes and number of pages differed for each proposal and could be affecting the total price. It was agreed that more consistent numbers were needed. Mr. Jackson moved to table the decision on awarding the codification services until more information was available. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- Hazard Mitigation Plan – Mr. Jackson gave an overview on the Hazard Mitigation Plan. Mr. Jackson made a motion for the Township to intend to adopt the Adams County Mitigation Plan and for Mr. Barlow to represent the Township in the planning process. Mr. Bostek seconded the motion. All voted yes, and the motion passed.
- Mr. Bostek talked about snow removal services. It was noted that although the Township discussed bids for emergency snow removal services at a previous meeting, no action was taken. Mr. Bostek made a motion to appoint Hobbs Trucking for emergency snow removal services. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- Road Department Job Applicants - Mr. Jackson discussed the qualifications of the applicants for the road department. No action was taken by the board.
- Fee Schedule – Mr. Barlow reported that he has met with the Secretary and the Zoning Officer to discuss revisions to the fee schedule. He spoke of the proposal to change the land use permit fee from flat rates to a sliding scale. The current fees are \$50, \$250 and \$450 and the change would make a flat rate of \$90 with additional hourly rate fees if more time from the Zoning Officer is needed. The Board discussed the septic hauler registration fee that the Township had been charging haulers to register with the Township. When initiated the fee may have been used to cover the cost of printing triplicate inspection forms and other resources that the Township was providing to haulers, but those are no longer provided. Mr. Bostek voted to remove the fee and allow septic haulers to register with the Township at no charge. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow discussed the stop work order fees and the zoning hearing board fees. He asked Mr. Lisko what Zoning Hearing Board costs could be included in the application fee. After much discussion Mr. Barlow reported that he expected the fee schedule to be ready by the March 19 Workshop Meeting.
- The 2019 Electronics Recycling Events are scheduled for April 13, July 13, and October 12, 2019 from 8:00 am - 12:00 pm at the Hamiltonban Township Maintenance Building, 31 Carroll's Tract Road. Municipalities were asked to send volunteers to assist. Mr. Jackson stated that he has spoken to Mid-Atlantic Soaring Association and they have volunteered to represent Liberty Township at the Electronic Recycling Events.

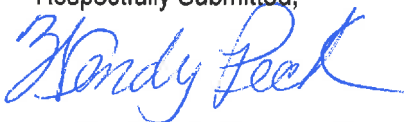
NEW BUSINESS:

- Zoning Ordinance: Campsites– Zoning Officer Darrin Catts discussed issues with the current Zoning Ordinance and how it relates to Campsites. It was stated that the Current Zoning Ordinance has regulations related to campgrounds which are defined as two or more campsites but does not address any regulations for one campsite. After much discussion Mr. Bostek

- made a motion to send the topic to the Planning Commission for review and suggestions on recommending a definition change for Campground to one or more campsites. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- Mr. Jackson made a motion to approve the Proposed Part-Time Police Schedule for March authorizing Officer Weikert to work 32 hours and Corporal Hansen to work 37 hours. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
 - Mr. Jackson made a motion to grant the request for a waiver for plan scale requirement for 25C17-0010C—000 CRUM 25C17-0029---000 FITEZ Subdivision Lot Addition plan submission. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
 - Mr. Barlow made a motion to grant the request for a waiver for Street Monument for 25C17-0010C—000 CRUM 25C17-0029---000 FITEZ Subdivision Lot Addition plan submission. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
 - Mr. Barlow made a motion to grant the request for a waiver for Wetland Delineation for 25C17-0010C—000 CRUM 25C17-0029---000 FITEZ Subdivision Lot Addition plan submission. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
 - The public was informed that the Supervisors would now go in to Executive Session to discuss the Treasurer Bond Claim, next steps for the and the septic violation. The public was informed that the meeting would be called back to order after the Executive Session before adjourning.
 - At 12:35 PM the Supervisors went in to Executive Session.
 - At 1:42 PM Mr. Bostek called the meeting back to order.
 - Mr. Bostek made a motion to instruct the SEO to move forward with issuing a violation for non-compliance to the property owner of 25D16-0040F--000 2858 Pumping Station Road. Mr. Barlow seconded the motion. All voted yes and the motion passed.
 - Solicitor Lisko stated that after further consideration of sorting the unknown contents of the unfiled Township records, it has been noted that there may be issues with confidentiality because some of the boxes may contain personnel records, payroll records, and police reports. Due to the fact that the public had left the meeting when the Supervisors went in to Executive Session, the Solicitor recommended that no official action be taken, and this issue be placed on the agenda for the next meeting. The Solicitor also advised the Secretary to not schedule the volunteers for any work until a decision was made at the next meeting.

Adjourn: At 1:43 PM, Mr. Bostek motioned to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes, and the meeting was adjourned. The next Board of Supervisors meeting will be held on Tuesday, March 5, 2019, at 7:30 PM at the Township Municipal Building.

Respectfully Submitted,



By Wendy Peck, Secretary/Treasurer