

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

**December 21, 2017  
Noon**

**Board of Supervisors Workshop Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Thursday, December 21, 2017 at noon at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320, for a special planning commission applicant interview meeting and regular monthly workshop meeting.

**Present:** Chairman John Bostek, Vice Chairman Bob Jackson, Chief Brand Briggs, Roadmaster Brian Arentz, and Secretary Wendy Peck.

**Not Present:** Supervisor Walter Barlow and Solicitor John Phillips.

Chairman Bostek called the meeting to order at noon. The Secretary performed a roll call. A quorum was present. Mr. Bostek began the meeting with Planning Commission applicant interviews, as previously advertised.

**Planning Commission Applicant Interviews**

Mr. Bostek thanked the applicants for their interest in the Planning Commission and stated that public interviews were being held at the recommendation of the Solicitor. Mr. Richard Luquette 710 Boyle Rd and Geoffrey Grant 378 Topper Rd were present for the interview. Ms. Sheri Kipe 611 Harbaugh Valley Rd also applied, but was not present. Mr. Jackson and Mr. Bostek interviewed the candidates present. The candidates each spoke of their interest in serving on the commission and gave information on their background, work history and residency in the Township. Mr. Jackson thanked the candidates and welcomed them to stay for the remainder of the workshop. Mr. Bostek stated that the Board of Supervisors would need to decide how to interview the third candidate. Mr. Jackson commented that the Board of Supervisors would try to decide by the next regular meeting.

At 12:12 PM Mr. Bostek opened the meeting to public comment.

**Public Comments:**

**Bart Hogan 685 Friends Creek Rd** stated that it seemed more background information was asked of Mr. Luquette. The Board reopened the interview process and asked Mr. Grant to elaborate on his background. Mr. Grant gave additional information

At 12:17 public comments resumed.

**Cindy Arentz 1734 Tract Rd** commented on her recent right to know request for information regarding Mr. Jackson's research on the Septic Pumping/Inspection fee. She requested clarification on Mr. Jackson's comment that her request was a witch hunt. Mr. Jackson responded.

**Mr. Geoffrey Grant 378 Topper Rd** commented on the process of determining the septic pumping/inspection fee. Mr. Jackson addressed the comment and noted that there was a desire to have input from the newly formed Citizens Advisory Committee to keep from looking at things from a limited point of view. There was some discussion between the public and the Board of Supervisors regarding the fees and the Citizens Advisory Committee. Ms. Arentz announced that she would join the Citizens Advisory Committee.

**Cindy Arentz 1734 Tract Rd** asked the Board if they were planning to appoint Land and Sea again for 2018. Mr. Bostek stated that he cannot speak for the entire Board. Ms. Arentz requested information on Land & Sea's rates and scope of work. Ms. Peck stated that she would email the information to Ms. Arentz.

**Supervisor Comments:**

**Mr. Jackson** commented about right to know requests and complaints that were filed. Mr. Jackson stated that there was no formal process for reviewing the complaints to the Board of Supervisors and suggested that the Supervisors alternate the responsibility of individually responding to the requests. He went on to state that this was just an idea and welcomed other ideas.

**Mr. Bostek** had no comments.

**Road Department:** The Roadmaster noted that the Supervisors had still not decided on an emergency snow removal contractor for the current season and asked that the Supervisors do so. Dan Snyder, Stone Ridge Manner submitted the following prices with a 6-hour minimum: large tractor with operator- \$125; Hobbs Trucking submitted the following prices: single axle snow plow w/salt spreader - \$150/hr.; wheel loader - \$160/hr.; backhoe - \$125/hr. Mr. Jackson commented that Dan Snyder, Stone Ridge Manner required a retainer of \$2,000 and Hobb's Trucking did not. The Roadmaster stated that although Dan Snyder, Stone Ridge Manner presented a bid for an hourly rate of \$125 for a large tractor with operator, in the past Dan Snyder, Stone Ridge Manner has sent two machines and consequently charged double the hourly rate. Mr. Jackson made a motion to accept the proposal from Hobbs Trucking. Mr. Bostek made a motion to table the motion to accept an emergency snow removal contractor to later in the meeting under Old Business. Mr. Jackson seconded the motion to table the motion, and all voted yes. Mr. Bostek asked the Roadmaster how the Ford truck was doing. Mr. Arentz replied that it had a small leak, but it was nothing serious.

**Police Department:** Chief Briggs commented on a recent inquiry regarding the weight restrictions for Boyle Road and the bridge on Boyle Road. The Chief reported that the computers in the police vehicles have been received through a grant. He stated that he was getting clarification on how to decommission the old laptops. Chief Briggs spoke about Narcan, training, current program funding and use by the Liberty Township Police Department. Ms. Arentz asked if the Township was required to use Narcan. The Chief responded that it is not required, but allowed.

**Secretary/Treasurer**

The Secretary reported that the township had received the 2017 fire department invoices for the Fire Tax Disbursements. The list of fire department expenses was distributed to the Board of Supervisors and the item would be placed on the January 2 meeting agenda. The Secretary stated that most septic inspection excusal requests were for the same item (limited use or no use) and suggested that the SEO be asked to compose a blanket response that could be forwarded instead of having the SEO respond to each request individually. The Board agreed, and the secretary will contact the SEO. The Secretary suggested the Board of Supervisors consider developing a 3-5-year bid plan with alternating years for all contracted services to ensure the Township is maintaining a competitive bidding process for services. The Secretary noted that there were issues with resolving the current IT support contract with Treysta and asked that the Board of Supervisors approve a contract extension to allow time for the services to put out for formal bid. There was some discussion on why the scope of work for IT services was not readily available and how the Police Department might be impacted by an improper change in the support contract. The item will be placed on the January 2 BOS meeting agenda. The Secretary suggested sending a letter to clarify the Board of Supervisors intent for prior year per capita tax collection regarding responsibilities of the Tax Collector and J.P. Harris. The item would be added to the January 2 agenda. The Secretary asked the Board to consider reviewing the current format for the monthly Treasurer's report, the meeting packet contents, and number of handouts for each meeting and provide feedback to determine if changes need to be made. The Secretary distributed a list of organizations that require township representation and asked that the supervisors review the list in consideration for appointments at the January reorganization meeting. The Secretary noted that the Board should set up a schedule for 2018 for payroll processing/expense payment with the supervisors taking turns reviewing and approving expenses and payroll. The secretary noted that there are still some concerns being expressed over the segregation of duties for the combined office of



Secretary/Treasurer although the elected auditors are now meeting quarterly to review payroll and township finances. If all three supervisors were to resume availability for check signing, the Board could consider removing check signing authority from the Treasurer. The Secretary suggested the Board appoint an alternate Secretary and alternate Treasurer at the reorganization meeting. The secretary asked the board to consider appointing a supervisor to oversee township building maintenance with focus on the ADA compliance and other building upgrades required to obtain an occupancy permit. The Secretary also stated a need for a written policy for processing complaints that Mr. Jackson spoke of earlier.

**Old Business**

**Palmer - 591 Harbaugh Valley Rd: deadline for compliance to zoning violation.** Mr. Bostek spoke about Mr. Palmer's progress on the cleanup of his property and reported that the Board had recently received a letter from Mr. Palmer stating that while he continues to make progress, he would not be able to meet the December 31, 2017 deadline. Mr. Palmer requested an extension. Mr. Bostek reported that the zoning officer has been monitoring the progress of the cleanup and recommends that the Board of Supervisors grant Mr. Palmer an extension. Mr. Jackson made a motion to allow a one-year extension allowing Mr. Palmer until December 31, 2018 to complete the cleanup. Mr. Bostek seconded the motion and all voted yes. The motion passed.

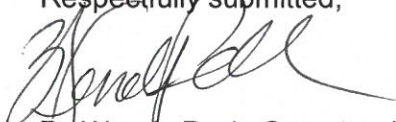
**Emergency Snow Removal contractor** – Mr. Jackson moved to accept the proposal from Hobbs Trucking for the 2017-2018 winter emergency snow removal contractor and to decline the proposal from Dan Snyder, Stone Ridge Manner. Mr. Bostek seconded the motion. All voted yes, the motion passed. The secretary would send a letter notifying the bidders of the decision.

**New Business** – There was no new business.

With no further business, Mr. Jackson motioned to adjourn the meeting. Mr. Bostek seconded the motion. All voted yes, and the meeting was adjourned at 1:14 PM.

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