

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

**December 18, 2018
Workshop Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County, met Tuesday, December 18, 2018 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, Roadmaster Brian Arentz, and Secretary/Treasurer Wendy Peck.

Mr. Bostek called the meeting to order at 11:03 AM.

Solicitor John Lisko arrived at 11:05 AM.

Public Comments:

Mike Higgins, owner of the property located at 70 S Cessna Trail (Parcel 25000-0043---000), stated he would like to speak when his Land Development Plan review comes up on the agenda.

Cindy Arentz 1734 Tract Road stated that after watching a video recording of the December 4 Zoning Hearing, she had a question about the wording that changed for home-based businesses and how that would affect her existing home-based business. The Board replied that she shouldn't be affected.

Supervisor Comments

- **Mr. Barlow** had no comments at this time but would talk later.
- **Mr. Jackson** had no comments at this time but would talk later.
- **Mr. Bostek** announced that the telephone in the meeting room is now set up to be used during meetings.

Expenses: Mr. Barlow made a motion to pay the 12/5-12/17 invoices. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to retroactively approve the payroll for 11/25-12/08. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

TOWNSHIP STAFF REPORTS

Road Department: Roadmaster Arentz stated that due to some scheduling issues with the contractor the road shoulder work scheduled for 2018 was not completed but is budgeted and scheduled for 2019. He stated that he will put it out to bid for 2019 pricing. He reported that he plans to meet with PennDOT Representative Josh Kopp to prepare bids for tar and chip work and base repair. Mr. Arentz stated that the local hardware stores of Metz and Zurgables are closing and he will need to make more trips to the Waynesboro Lowe's when parts and supplies are needed. He stated that he spoke to US Municipal representative Brian Lucas and was told that if a truck was ordered today, it would be delivered in December 2019. He asked the Board permission to begin getting bids for a new truck. Mr. Jackson made a motion to authorize Brian Arentz to get pricing for a new truck. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Arentz reported that it is apparent that some work has been done to address the problem of water draining on the road at 76 Brent Rd (25C16-0043A—000) but it is not completely resolved. The Secretary will work with the Zoning Officer to follow up and contact the property owner. Donna Powers 608 Pecher Road thanked the Roadmaster for some recent work he did digging out ditches.

Secretary/Treasurer: No report given.

Police Department: Liberty Township Part-Time policeman Corporal Hansen addressed the Board. He reported that since the Chief's departure, several items remain outstanding. Voice mail messages and email messages go

unanswered. Several monthly reports are due. Emergency Services needs direction on who they should contact. Corporal Hansen volunteered to assist but would need the passwords for the software, telephone, etc. Mr. Jackson made a motion to appoint Corporal Andrew Hansen as Officer in Charge for Liberty Township until further notice. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Bostek made a motion to instruct Mr. Brand Briggs to give all the necessary logins, passwords and keys to the Secretary or Corporal Hansen immediately. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Corporal Hansen spoke about scheduling the part time police. He stated that previously the part-time police were told they could work no more that 16 hours per month each, perhaps for budget reasons, but they are available to work more. The Board was presented a proposed schedule for January which listed 86 hours of coverage.

OLD BUSINESS:

- The Board consider a motion to conditionally approve Higgins (25000-0043---000) Land Development Plan. Mr. Higgins gave a background of his plan and the process he had been going through to build a personal airplane hangar near the airport. Mr. Higgins' Engineer Terry Sheldon addressed all the comments from KPI and Adams County Planning Commission in writing. He also submitted the following written requests to the Supervisors: 1. A waiver for the requirement of the Wetland Report, 2. A waiver for the requirement for Approval of the Erosion and Sedimentation Control Plan by the Adams County Conservation District or the Pennsylvania Department of Environmental Protection, 3. A Modification for Submission of a Preliminary Plan.
- Mr. Jackson made a motion to approve the Modification for Submission of a Preliminary Plan. Mr. Bostek seconded the motion. Mr. Jackson voted yes. Mr. Bostek voted yes. Mr. Barlow voted no. The motion passed.
- Mr. Barlow asked the Solicitor if it was an ethics violation for Mr. Jackson to be making a motion given his association with the Mid-Atlantic Soaring Association. The Solicitor replied that Mr. Jackson would need to check with the Ethics Commission.
- Mr. Jackson made a motion to waive the requirement of the Wetland Report. 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 waive the requirement for Approval of the Erosion and Sedimentation Control Plan by the Adams County Conservation District or the Pennsylvania Department of Environmental Protection. Mr. Bostek seconded the motion. Mr. Jackson voted yes. Mr. Bostek voted yes. Mr. Barlow voted no. The motion passed.
- Mr. Bostek made a motion to approve Higgins (25000-0043---000) Land Development Plan. Mr. Jackson seconded the motion. Mr. Jackson voted yes. Mr. Bostek voted yes. Mr. Barlow voted no. The motion passed.
- The Board reviewed a proposal to bring a property in septic compliance. The property owner verbally expressed to the SEO that he would agree to the terms but would not be comfortable putting up a bond. After some discussion, Mr. Bostek made a motion to require the property owner to put up a bond while bringing the septic in to compliance. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Bostek made a motion to instruct the SEO to send a formal letter to the property owner outlining the requirements including the bond and the time frame for completion. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- A request came from the property owner at 15 Liberty Hall Road (25D16-0013--000) asking for guidance to allow access to work in the waterway to repair his agricultural access road pipe. The Roadmaster contacted Adams County Conservation District Resource Conservationist Rusty Ryan who verified that the work could be done without obtaining a permit. Mr. Bostek made a motion to send a letter authorizing the property owner to complete the work without a permit. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- Mr. Barlow made a motion to authorize the Solicitor and Staff to start the process for Zoning Ordinance Amendment for Front Yard Accessory Structures. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

NEW BUSINESS:

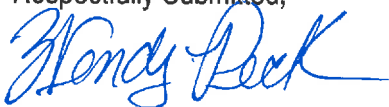
- Mr. Bostek made a motion for the Solicitor to take no action regarding the December 6, 2018 Notice of Appeal for Parcel 25AA0-0124---000. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

- The Secretary gave a background on the recent issues with the water service provided ReadyRefresh. The original contract was with Roaring Springs but was recently bought by ReadyRefresh. Since the new company took over customer service, payment processing and excessive late fees have been a problem. Culligan was contacted and stated they could provide service for a similar price but did not yet submit a written proposal. Mr. Bostek made a motion to switch water service providers from ReadyRefresh to Culligan. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- The Secretary stated that forms are updated from time to time and felt it would be best to bring them before the Board for formal approval before using them. She recently worked with the new Zoning Officer to improve the Land Use Permit Application form and it was presented to the Board. Mr. Barlow made a motion to approve the revised Land Use Permit Application. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- Mr. Bostek made a motion to approve Resolution 2018-10 Appointing Pennsylvania Municipal Code Alliance, Inc. As The Third-Party Agency Selected To Act As Building Code Official. Mr. Barlow seconded the motion. Mr. Jackson asked if that restricted the residents from using Land and Sea Services. A representative from Pennsylvania Municipal Code Alliance, Inc. stated it would. After much discussion, it was determined that it was not the intent of the Township to eliminate Land and Sea Services before December 31. Mr. Bostek made a motion to deny the original motion. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- It was noted that the area fire companies have submitted 2018 expenses and a request for Fire Tax Funds. Mr. Bostek made a motion to distribute the 2018 fire tax fund balance of \$41,580 evenly between Fairfield Fire Company, Vigilant Hose Company and Fountaindale Fire Company. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- The proposed January 2019 schedule of part-time police coverage was presented to the Board for approval. Mr. Bostek made a motion to approve the schedule. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- The Board discussed the next steps for applications for Chief of Police and proposals for Police Coverage. Interviewing the applicants for Police Chief was discussed. The Secretary was instructed to schedule evening interviews with all four applicants for the week of January 7. The Board reported that Carroll Valley Borough has requested additional information before they will provide Liberty Township with a proposal for Police Coverage. Mr. Bostek made a motion for the Secretary to respond on behalf of the Board of Supervisors requesting that a proposal be made based on a budget of \$72,300 which equals the 2019 budget for police salaries. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- Mr. Bostek added an item to the agenda. He spoke about the December 4 recommendation from the Elected Auditors to provide a one-time bonus to the Secretary/Treasurer. Mr. Bostek made a motion to provide the Secretary/Treasurer with a \$600 bonus. Mr. Barlow asked if the Roadmaster would be getting a bonus. Mr. Jackson objected to giving one employee a bonus. Mr. Jackson spoke the importance of providing health insurance for employees and agreed to look in to it. Mr. Bostek's motion died for lack of a second.

Adjourn: With no further business, Mr. Bostek motioned to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes, and the meeting was adjourned at 1:15 PM.

The next Board of Supervisors meeting will be held on Monday, January 7, 2019, immediately following the 7:30 PM Organization meeting at the Township Municipal Building.

Respectfully Submitted,



By Wendy Peck, Secretary/Treasurer