

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

**June 4, 2019 Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, June 4, 2019, at 7:30 PM at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320, for the regular monthly meeting.

**Present:** Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Solicitor John Lisko, Roadmaster Brian Arentz, Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

Mr. Bostek called the meeting to order at 7:30 PM.

Road Work Bid Opening: Mr. Bostek opened and read aloud the bids for the road work. Bids were received as follows:

1. 11,000 SY Double Application Surface Treatment on Topper Road and Pecher Road
  - a. Hammaker East LTD. - \$38,500
  - b. D&H Paving - \$99,000
2. 300 SY Base Repairs on Topper Road and Pecher Road
  - a. AAA Paving and Excavating - \$17,280
  - b. CE Williams - \$36,975
  - c. D&H Paving - \$21,600
3. 5600 SY Reclaim @6" depth, with 2" PA2A on Liberty Hall Road and Stoops Road
  - a. CE Williams for \$50,400
4. 700 Tons 9.5mm Superpave Wearing course, PG64-22 on Liberty Hall Road and Stoops Road
  - a. AAA Paving and Excavating - \$67,641
  - b. CE Williams - \$77,000
  - c. D&H Paving - \$77,000

There was some discussion about needing time to review the bids and a question was asked if the Supervisors were required to award the bid at the opening. Mr. Lisko replied that if the Supervisors announced the future date and time of the intended bid award during tonight's bid opening, they did not need to award the bids tonight. Mr. Jackson made a motion to award the bids at the 11 AM Workshop Meeting on June 18. Mr. Barlow seconded the motion. All voted yes, and the motion passed. The bid opening ended at 7:47 PM.

**Public Comment:**

**Paul Wiles 56 Orchard Rd** expressed concern for what he referred to as an abandoned property on Orchard Road. Mr. Wiles stated that the overgrowth created a hazard in the line of site at Orchard Road and Tract Road. The Roadmaster explained the site triangle and the right of way area that the Township can cut back. He stated that he has cut back some of the growth and asked if it was still a problem. Mr. Bostek said there was a problem with some honeysuckle at the utility pole.

**Bruce Weatherly 2858 Tract Rd** stated that there has been a lot of truck traffic on Tract Road. Mr. Bostek replied that there are no weight restrictions on that road.

Public Comment ended at 8:52 PM.

**Supervisor Comments:**

**Mr. Jackson** stated that he previously talked about medical insurance for township employees. He mentioned that 75% of the area municipalities provide health insurance. He commented that after a thorough research and obtaining multiple quotations, he has determined that it is not reasonable at this time to be able to provide health insurance, but he will continue to look into it.

**Mr. Barlow** had no comments.

**Mr. Bostek** had no comments.

**Minutes:** Mr. Barlow moved to accept the minutes of the May 7 Regular Meeting. Mr. Jackson seconded the motion. All voted yes and the motion passed. Mr. Barlow moved to accept the minutes of the May 22 Workshop Meeting. Mr. Jackson seconded the motion. All voted yes and the motion passed.

**Treasurer's Report:** Ms. Peck read the Treasurer's Report.

| 5/31/2019                | ACNB General Oper & Payroll Fund | ACNB Capital Reserve Fund | PLGIT General Reserve Fund | ACNB Fire Tax Fund | PLGIT Highway Aid Fund | ACNB Escrow Fund |
|--------------------------|----------------------------------|---------------------------|----------------------------|--------------------|------------------------|------------------|
| <b>Beginning Balance</b> | <b>137,953.48</b>                | <b>95,773.44</b>          | <b>151,670.06</b>          | <b>24,747.48</b>   | <b>148,786.51</b>      | <b>3,165.67</b>  |
| Interest                 | 14.99                            | 16.27                     | 286.65                     | 0.00               | 280.68                 | 0.00             |
| Checks & Payments        | -37,210.06                       | 0.00                      | 0.00                       | -1,883.12          | -1,326.31              | -1,056.34        |
| Deposits & Credits       | 95,984.62                        | 0.00                      | 0.00                       | 10,742.61          | 324.06                 | 2,900.00         |
| <b>Ending Balance</b>    | <b>196,743.03</b>                | <b>95,789.71</b>          | <b>151,956.71</b>          | <b>33,606.97</b>   | <b>148,064.94</b>      | <b>5,009.33</b>  |

Mr. Barlow moved for acceptance of the May 2019 Treasurer's Report. Mr. Jackson seconded the motion. All voted yes and the motion passed.

**Expenses:** Mr. Barlow moved for acceptance of the 05/22-06/04/19 expenses. Mr. Jackson seconded the motion. All voted yes and the motion passed. Mr. Jackson made a motion for retroactive approval of the 05/12-05/25/19 payroll. Mr. Barlow seconded the motion. All voted yes and the motion passed.

**Zoning Officer's Report:** Mr. Bostek reported that three land use permits, and two driveway permits were issued in May 2019 with \$400 permit fees collected.

**Police Department:** Chief Hansen introduced herself to the public. She reported that she started on May 13<sup>th</sup> and has spent most of the time since then getting acclimated to Adams County since she was previously working in York County. The Chief reported that she has been out on patrol, meeting residents and has had a few complaints involving speeding and truck traffic and she is working on ways to address those issues. Mr. Jackson asked the Chief to think about suggestions for a weight limit on Orchard Road. A traffic study was discussed. Mr. Bostek suggested budgeting \$2,000 for 2020 for a Road Study on Orchard Road. Chief Hansen announced that National Night Out is on Tuesday, August 6 and events for Fairfield residents will be at the Carroll Valley Borough Building. In order to allow the citizens to attend National Night Out, Mr. Bostek made a motion to move the August Board of Supervisors meeting to Wednesday, August 7. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Roadmaster Report:** Brian Arentz reported on the month's activities in the Road Department which included driving 693 miles, using 138 gallons of fuel, mowing, inspection on the big truck and installing a new battery in the Police truck. Mr. Jackson asked the Roadmaster for a status on PennDOT finishing the corner of Orchard Road and 116. Mr. Arentz responded that he would follow up with PennDOT. Mr. Barlow reported that there were a few potholes that needed addressed. He listed locations on McGlaughlin Road and the intersection at Sanders Road and Tract Road.

**Planning Commission Report:** Planning Commission Member Geoff Grant reported that the Planning Commission did not meet in May and the next meeting is on June 18 at 7:30 PM and they plan to review a submission of a Lot Exchange between SGI and ORVIS.

**Roadmaster Report Continued:** Brian Arentz stated that he had one more comment. He stated that he would need flaggers for the upcoming ditching project. He anticipated needing four flaggers for 1-2 days. He reported that Flagger Force would provide the personnel, signs and equipment for about \$49 per hour. Mr. Jackson mad a motion to allow Brian Arentz to contract the necessary flaggers from Flagger Force. Mr. Bostek seconded the motion. All voted yes, and the motion passed.

**Elected Auditors Report:** Richard Swiat reported that the Elected Auditors have all signed up for a free presentation on July 24 on finance for local government presented by the CPA firm SEK. He also reported that the auditors would meet again at the Township building on July 17 for a periodic audit of the township files.

**Old Business:**

- **Treasurer Bond Claim Status** – Mr. Bostek reported that Zachary Mills would like to hold an Executive Session on June 18 and that he is waiting to hear from the bonding company.

- **Policy Manual Adoption Point of Order** – Mr. Bostek stated that this item was tabled at the workshop. There was much discussion on whether working supervisors had a conflict of interest when voting recently on the policy manual. The discussion turned to the contents of the policy manual. Recent changes to vacation benefits for full time employees and accrual of PTO was discussed. Mr. Bostek made a motion to table the topic until the June 18 Workshop. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**New Business**

- **Municipal Cooperative Police Agreement with Carroll Valley Borough** – Chief Hansen explained that she read the new proposed agreement and has spoken with Carroll Valley Police Chief Hileman and she recommends moving forward with the new agreement. Mr. Bostek made a motion to adopt the policy. Mr. Jackson seconded the motion. It was noted that this would need to be enacted in the form of an ordinance. Mr. Bostek made a motion to rescind his form motion to adopt. Mr. Jackson seconded the motion. All voted yes and the motion was rescinded. Mr. Bostek made a motion to advertise the ordinance with the intent of adopting at the July 2<sup>nd</sup> meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The Secretary was instructed to contact Carroll Valley Borough to see if it would be beneficial to advertise jointly.
- **DCED Local Government Capital Projects Loan Program Resolution 2019-03** – Mr. Bostek explained that this resolution was required by the DCED to allow the Township to apply for the 2% capital loan program to be used to finance the purchase of a new truck for the Road Department. Mr. Bostek made a motion to pass Resolution 2019-03. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- It was noted that several attempts to contact Brand Briggs by telephone and text to arrange a property return have been unsuccessful. Mr. Bostek made a motion to have the Secretary send a letter to Brand Briggs on behalf of the Board of Supervisors requesting that he contact Chief Hansen and arrange the return of any Liberty Township property he may still have in his possession. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

At 8:47 PM, Mr. Bostek made a motion to adjourn the meeting. Mr. Jackson seconded the motion. All voted yes and the motion passed. The next public meeting is scheduled for Tuesday, June 18, at 11 AM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer