

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

**February 18, 2020 Board of Supervisors Workshop Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, February 18, 2020 at 11 AM at the Township Municipal Building at 39 Topper Road in Fairfield Pennsylvania.

**Present:** Chairman Walter Barlow, Vice Chairman Robert Jackson, Supervisor Robert Keilholtz, Solicitor John Lisko, and Secretary/Treasurer Wendy Peck were all in attendance.

At 11 AM, Mr. Barlow called the meeting to order and opened the meeting to public comments.

**GUEST PRESENTER: R.J. Hall Police Defined Benefit Pension Plan Annual Review:** Kevin Hall and Robert Lutz presented a report on the 2019 actuarial and fund prospectus. The IDRT report was distributed to the Supervisors and reviewed by Kevin Hall. It was reported that the average return for 2019 was 26.53%. He stated that the plan is currently overfunded by 145%. Kevin Hall recommended a readjustment of the funds back to a 60/40 split. The Supervisors asked questions about RJ Halls level of involvement for proactive investment and if there was a charge for a reallocation adjustment. RJ Hall stated that there was no additional charge for the reallocation adjustment and that RJ Hall did not have an aggressive role in the investment of the funds. Mr. Barlow made a motion to have CAO Wendy Peck make the adjustment allocation as recommended by RJ Hall. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**PUBLIC COMMENTS:**

- **Richard Luquette 710 Boyle Rd** stated that he believed that the current Secretary/Treasurer be involved in the hiring process of any part-time Secretary/Treasurer.
- **Zoning Officer Darrin Catts** was present to speak to the Supervisors. Mr. Catts reported that there were some code issues at 184 and 160 Cove Hollow Road (25B18-0009---000 and 25B18-0010---000) owned by Chester Brooks. He stated that the house at 184 and the house at 160 are both tied into the same septic system. After reviewing records for the property, it appears that the homes were constructed prior to Liberty Township zoning laws. Mr. Brooks would now like to replace one of the homes with manufactured home. Mr. Catts spoke with the Township SEO at KPI and Mr. Brooks will need to install a separate septic system for the new home. For financial reason, Mr. Brooks would like to place the manufactured home on the property before the septic is installed. Mr. Catts stated that if a perc test is successful, he recommends granting permission to allow the manufactured home on the property for twelve months. Clarification was made that the house would not be occupied during that time. Mr. Keilholtz asked if Mr. Brooks would be using the existing foundation. Mr. Catts replied that he would not, and that Mr. Brooks would be required to comply with the demolition permit for the existing home which included filling and seeding the area. Barlow made a motion to grant Mr. Brooks permission to have the manufactured home on the property for twelve months per the recommendation and the conditions set by the Zoning Officer. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Catts asked if there were any questions about the Shanks displeasure with PMCA's services stated at the February 4 meeting. Mr. Keilholtz commented that he had spoken with them and they are settled. Mr. Barlow asked Mr. Catts for a status of the zoning violations at 109 Steelman Marker Road. Mr. Catts stated that a notice of violation letter was sent by registered mail a few months ago and was refused by the resident, but a letter was also sent by regular mail and was not returned. He commented that he would restart the process and would contact the property owner.

**SUPERVISOR COMMENTS**

- **Mr. Jackson** announced that the Council of Governments (COG) is hosting a public forum on April 23<sup>rd</sup> at 6:30 PM at the Emergency Services Center. He asked that the information be posted on the Township website.
- **Mr. Keilholtz** stated that he attended a FREMA meeting yesterday and they voted to purchase one pallet of spill absorbent material that will be stored at the Hamiltonban Maintenance Shed. Each of the FREMA members will be responsible for a portion of the cost based on population. It is estimated that the cost to Liberty Township will be less than \$100. The other supervisors expressed support of the purchase.
- **Mr. Barlow** commented that he recently attend the Vigilant Hose Fire Department meeting in Emmitsburg. He stated that the Fire Department reported on the recent agreement with Fairfield Fire to have a dual dispatch in box 2-4. There will be a Bingo bash on March 28 and regular bingo every Wednesday and Friday. They also reported on their success at fundraising through chance ticket sales to help paying off the over two million dollars in debt they have between two buildings.

**EXPENSES:** Mr. Keilholtz moved for approval of the 02/05-02/18/2020 invoices. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved for approval of the 02/02-02/15/2020 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

**TOWNSHIP STAFF REPORTS:**

- **Road Department:** Interim Roadmaster Mr. Barlow reported that the police truck is not being utilized and he had spoken to Chief Hansen about decommissioning the truck. He stated that Chief Hansen is still looking into the pricing of purchasing a leased vehicle from Gettysburg Borough. Solicitor Lisko stated that if purchasing from another municipality the township would not have to comply with the bid requirements. Mr. Barlow went on to report that the road department had been repairing shoulders, cleaning culvert pipes and purchased a blower to help with the pipe cleaning. Mr. Barlow distributed photos of Orchard Road and Irishtown Road to the Supervisors. He stated that Orchard Road was widened a few years ago and referred to the damage shown in the photographs that had been caused by tractor trailer traffic. He reminded the supervisors of the March 19 road inspection. Mr. Barlow referred to handout listing the road projects and funds available stating that \$75,000 is available for road projects in 2020. He spoke about the \$6,900 budgeted for bridge repair and the recent inspection on the bridge built in 1926 on Old Waynesboro Road noting repairs for erosion would cost approximately \$3,900 and patching the top would cost an estimated \$2,300.
  - **Road Studies** – Mr. Barlow reported that he had spoken to KPI and requested LTAP assistance for road studies. There was much discussion of restricting truck traffic by ordinance, and a review of the sample truck traffic ordinances from PSATS. Mr. Barlow stated that the Township needed to make a list of roads to include in the ordinance to restrict truck traffic except for local deliveries and emergency vehicles. Mr. Lisko stated that a list of reasons for the restrictions could include road width, insufficient turn radius, causing the road to deteriorate and residential areas. He also suggested keeping the pictures of the road damage in the ordinance file. Some of the roads mentioned to address were Boyle Road, Orchard Road, Sanders Road, Bullfrog Road, Steelman Marker Road, Wenschhof Road, and Gladhill Road.
  - **Seasonal Road Workers** – Mr. Barlow stated that seasonal road workers could be utilized for bridge repairs and maintaining roadside weeds. Mr. Jackson commented that he believe the Township should do what we can to maintain the roads with the money we have available.

Mr. Barlow presented a bid for \$4,800 from Pennington Tree Experts to open the canopy on Liberty Hall Road and Stoops Road stating that the roads would be closed to thru traffic while the work was being performed. He expressed the need to give a ten-day notice to residents if trees to be cut were over six inches in diameter. Mr. Barlow made a motion to accept the tree canopy clearing proposal from Pennington Tree Experts at a cost of \$4,800. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Lisko referred to the PA Second Class Township Code Article XXIII, Section 2325 (a) which states that the Board would need to pass a resolution to state the type of notice to be given to the property owners. Mr. Barlow made a motion to pass a resolution determining the form of notice to property owners to be a letter sent by first class mail ten days prior to the tree cutting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

- **Secretary/Treasurer** – Ms. Peck spoke about the E-Waste Recycling Events to be held at the Fairfield Fire Department on April 18, July 18, and October 17 from 8 AM to noon. She stated that each municipality participating would need to send volunteers to help with the event. Mr. Jackson elaborated on the responsibilities of the volunteers. Mr. Barlow volunteered to help with the E-Waste Recycling Events.

**OLD BUSINESS**

- **Treasurer Bond Claim Status:** Mr. Lisko stated that this item would need to be discussed in Executive Session.
- **Hiring Part-Time Police:** Mr. Barlow stated that the Supervisors met with Chief Hansen and Christopher Roosen in Executive Session on February 7 to interview Mr. Roosen for the position of part-time police officer. Mr. Barlow made a motion to retroactively approve the hiring of Christopher Roosen effective February 10 at an hourly rate of \$20.40 with hours based on the need of the township. Mr. Jackson seconded the motion. Mr. Keilholtz ask for discussion. Mr. Barlow stated that the topic would be discussed in Executive Session. The motion was not voted on.
- **Proposed Updated Zoning Complaint Form:** The Supervisors reviewed the proposed update Zoning Complain Form to which the fee had been added. Mr. Jackson objected to the words "shall have the option to" being used in the statement regarding the \$50 deposit, questioning the ability to determine who should be charged and who shouldn't. It was agreed to remove the words shall have the option and clearly state that the deposit would be required. It was noted that if the claim was deemed legitimate, the deposit would be returned. It was also noted that the form cited a nuisance ordinance that did not exist, and those words would need to be stricken. Mr. Barlow made a motion to accept the form with the amendments. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **Burn Ordinance:** It was noted that the Planning Commission was working on a draft Burn Ordinance at their meeting later that evening.

- **Part-Time Secretary Treasurer:** Mr. Jackson presented a draft Secretary/Treasurer Job Description to the Supervisors for approval. He stated that he had been talking to Secretary/Treasurer Mary Sherman from Highland Township who is retiring and looking for a replacement. He expressed concern with the suggestion of adding a clause to the job description noting at-will employment, stating that it seemed to put a negative cast on the already difficult process. It was noted that the at-will employment was covered in the Liberty Township Policy Manual which all employees receive. The Secretary was instructed to add a reference to the Liberty Township Policy Manual rules and regulations to the job description. Mr. Barlow made a motion to approve the job description as amended. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**PUBLIC COMMENTS:** Mr. Keilholtz took the opportunity to talk about the necessity of appointing a flood plain administrator. He talked about the FEMA requirements for the flood plain administrator and stated that it was necessary to appoint an administrator, or it could jeopardize the opportunity of receiving FEMA aid. Mr. Luquette asked why the Township did not appoint the Township Engineer. Mr. Keilholtz explained that the Flood Plain administrator could not be a third-party contractor. It was suggested that Mr. Keilholtz contact the FREMA Emergency Management Coordinator Adam Wine and other FREMA member municipalities for suggestion on appointing the Township's Floodplain Administrator.

### **NEW BUSINESS**

- **Orchard Road Truck Traffic Ordinance** – *This item was covered under the Road Department Report.*
- **Adams County Department of Emergency Services Box Alarm Card Review Form** – The Board of Supervisors reviewed the changes to the Box Alarm Card for 2-4 which included dual dispatch with Emmitsburg Fire Department. It was noted that these changes were reviewed with the area Fire Department Chiefs at the February 4 meeting, but no vote was taken. Mr. Barlow made a motion to approve the changes to the Box Alarm Card for 2-4. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **Consider a motion to award IT Services Contract** – The Supervisors reviewed the proposal for IT Services: Treysta - \$578 /month; Digital Sunrise was nonresponsive and did not provide unlimited support; Total Tech Solutions – \$450/month; Jester's Computer Service chose not to bid; Quality - \$505/month. Mr. Barlow made a motion to award the 2020 IT Services contract to the apparent low bidder Total Tech Solutions. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **Consider a motion to award Meeting Recording Services Contract** – The Supervisors reviewed the proposal for meeting recording services. Total Tech Presented a proposal for \$99 per month and a one- time cost for equipment and set of \$1,300. A/V Solutions was unable to provide a proposal for meeting recording, but a cost for equipment on at a cost of \$7,366.44. Mr. Barlow made a motion to award the meeting video recording bid the apparent responsive low bidder Total Tech Solutions. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **Evaluate necessity of monthly Workshop Meetings** – The Supervisors considered the necessity of the monthly workshop meetings. They discussed low attendance, inconvenient timing and still having the option to call a meeting if necessary. Paying invoices once of month where possible and retroactive approval was discussed. It was noted that retroactive approval of payroll is already necessary when meetings and pay-periods do not line up. Mr. Barlow mentioned separation of duties and suggested that the Treasurer be removed from check signing since three supervisors are authorized to sign checks. Mr. Lisko stated that signing checks is one of the duties of the Treasurer and that is why the Treasurer is bonded. It seemed that not allowing the Treasurer to sign checks may be in violation of the PA Second Class Township Code Article VII Section 704 Treasurer's duties which states "Pay out all moneys of the township only on direction by the board of supervisors." The public commented on the department reports given at meetings stating that they were not as interested in statistics of how many miles driven or how much fuel was used, but more interested in what is going on in the community. Mr. Keilholtz made a motion to eliminate the monthly workshop meetings for 2020. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**At 1:21 PM the Supervisors and the Solicitor recessed to an Executive Session.**

**At 1:45 PM the meeting resumed.** Mr. Barlow stated that the Board discussed the Treasurer Bond claims during Executive Session. Mr. Barlow made a motion to accept the \$6,007 from Traveler's Insurance Company and have the township sign off on final payment final release and stated that the Cincinnati Bond Claim will remain open. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

**ADJOURNMENT:** At 1:46 PM, Mr. Jackson made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. The next public meeting is scheduled for Tuesday, March 3, 2020, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,

  
Wendy Peck, Secretary/Treasurer