

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

October 1, 2019 Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday October 1, 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.

Public Comment:

Judie Hogan 685 Friends Creek Rd publicly thanked Chief Hansen and her staff for solving the mystery of the gun shots being heard by residents on and around Friends Creek Road.

Ron McClain stated that he was representing his mother who is a Liberty Township resident living at **201 Cove Hollow Road**. Mr. McClain spoke about his recent efforts to identify who was responsible to maintaining Cove Hollow Road. In summary he stated that he learned that Site R would be responsible for the road but not the vegetation along the road. He asked that the township mow the road one to two times per year. Mr. Barlow commented that he went with the Roadmaster to look at the road and is in contact with Site R. He went on to state that the Secretary would be sending a letter to Site R confirming the arrangement that the US Government would be responsible for the road and the township would be responsible for the vegetation.

Joshua Weatherly 2761 Pumping Station Rd asked about recent thefts of four-wheelers and asks if any arrests have been made. Chief Hansen stated that except for two trail cams being used for evidence, all the property has been returned to the owners. She went on to state that the individual was a juvenile and the paperwork is being processed.

Bruce Weatherly 2858 Tract Rd asked the Chief if she was catching any tractor-trailers on Orchard Road. The Chief responded that there is no weight limit on Orchard Road and that the Township is still working on signage and enforcement efforts for Orchard and Boyle Road. She went on to state that she stopped two oversized loads that had permits from PennDOT but learned later that those permits only applied to state roads and that oversized trucks were required to get permission from the Township to use the local roads. Chief Hansen went on to state that she spoke with former Liberty Township Police Chief Holler about signage and enforcement for registered gross weight that would not require training and scales.

Richard Swiat 385 Wenschhof Rd spoke about his involvement as a volunteer transportation driver with the Adams County nonprofit Prison Society. He appealed to the board to consider including a donation to the organization as a part of the 2020 budget.

Jane Troxell 225 Irishtown Rd asked the Board if there were any plans for work on Irishtown Road. Brian Arentz reported that it was on his schedule for 2021. Mr. Barlow responded that his proposed 2020 budget included work on Irishtown Road.

Supervisor Comments:

Mr. Jackson stated that the new generator was schedule to be installed on October 22 and asked the other supervisors if someone could be onsite to oversee the installation. Mr. Barlow stated that he would do it. Mr. Jackson announced that the final Electronics Recycling Event will take place on Saturday, October 12 from 8 AM to noon at Hamiltonban Township. He went on to state that volunteers from MASA would represent Liberty Township to assist with the recycling event and asked for additional volunteers to assist with unloading. He reported that at the last COG meeting they talked about the purchase of an \$80,000 sharps machine that provided the proper disposal of sharps. He stated that it would be available at the Adams Regional in Bonnevillle on November 15. He spoke of state legislation on Marsy's Law. An act that protects and expands the legal rights of victims of crime including the right to legal standing, protection from the defendant, notification of all court proceedings, and restitution, as well as granting parole boards far greater powers to deny inmates parole. He also noted that information was available on the table for training opportunities for local government offices and committees.

Mr. Barlow stated that he was working on signage for the roads and finding out if road studies and ordinances were needed to restrict local truck traffic. **Mr. Lisko** commented that he has been working with Chief Hansen and that while weight limits would require an engineering road study, restricting truck traffic would only need an ordinance. He commented that the ordinance should state specifics of why the truck traffic is limited such as road width, turning radius, etc. **Mr. Barlow** stated that the township had received a request from Fairfield School that would be covered later in the agenda.

Mr. Bostek commented "All I have to say is – three more months".

Minutes: **Mr. Barlow** moved to accept the minutes of the September 3 Regular Meeting. **Mr. Jackson** seconded the motion. All voted yes and the motion passed. **Mr. Jackson** moved to accept the minutes of the September 17 Workshop Meeting. **Mr. Barlow** seconded the motion. All voted yes and the motion passed.

Treasurer's Report: Full copies of the Treasurer's report were provided to the Supervisors and the public. **Ms. Peck** read the September 30 account balances from the Treasurer's Report.

| Type | Date | Num | Name | Memo | Paid Amt | Balance |
|--|------------|-------|----------------------------|---------------------------------|-----------|------------------|
| 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) | | | | | | 89,792.36 |
| Check | 09/03/2019 | 11535 | PA Municipal Code Alliance | 29893 | -877.50 | 88,914.86 |
| Check | 09/03/2019 | 11536 | ADECCO | 3185537 | -713.41 | 88,201.45 |
| Check | 09/03/2019 | 11537 | Staples | Acct 601110005005657 | -59.97 | 88,141.48 |
| Check | 09/03/2019 | 11538 | Comcast Cable | 8993110110006912 | -89.90 | 88,051.58 |
| Check | 09/03/2019 | 11539 | Flohr Lumber Company | 650 | -6.58 | 88,045.00 |
| Check | 09/03/2019 | 11540 | Lowe's | 98004701524 | -24.43 | 88,020.57 |
| Liab Check | 09/03/2019 | 11541 | Security Benefit Retire | 610257 | -367.54 | 87,653.03 |
| Check | 09/03/2019 | 11542 | General Code | PG000019522 | -2,210.00 | 85,443.03 |
| Check | 09/03/2019 | 11543 | PSATS | INV-53705-H2W2 | -30.00 | 85,413.03 |
| Check | 09/03/2019 | 11544 | TEVIS ENERGY INC | Account 1109398 | -310.64 | 85,102.39 |
| Check | 09/03/2019 | 11545 | Treysta | 55631 | -490.00 | 84,612.39 |
| Check | 09/03/2019 | 11546 | PSTCA | Natalie Williams | -70.00 | 84,542.39 |
| Liab Check | 09/04/2019 | E-pay | US Treasury Dept/IRS | # 1921252030 | -1,401.32 | 83,141.07 |
| Deposit | 09/04/2019 | | | Deposit | 10,719.94 | 93,861.01 |
| Check | 09/04/2019 | EFT | 8x8, Inc. | RW00354719 | -236.20 | 93,624.81 |
| Paycheck | 09/05/2019 | EFT | Peck, Wendy J. | | -1,072.29 | 92,552.52 |
| Paycheck | 09/05/2019 | 11547 | Barlow {BOS}, Walter | | -87.78 | 92,464.74 |
| Paycheck | 09/05/2019 | 11548 | Bostek, John | | -87.78 | 92,376.96 |
| Paycheck | 09/05/2019 | EFT | Jackson, Robert | | -87.78 | 92,289.18 |
| Paycheck | 09/05/2019 | EFT | Ammerman, Cory M. | | -370.86 | 91,918.32 |
| Paycheck | 09/05/2019 | EFT | Arentz, Brian | | -1,339.92 | 90,578.40 |
| Paycheck | 09/05/2019 | EFT | Weikert, Brian | | -107.13 | 90,471.27 |
| Paycheck | 09/05/2019 | EFT | Williams, Natalie | | -93.89 | 90,377.38 |
| Paycheck | 09/05/2019 | EFT | Hansen, Sherri | | -1,771.62 | 88,605.76 |
| Liab Check | 09/06/2019 | EFT | PA Dept. of Revenue | 1641 9699 | -205.56 | 88,400.20 |
| Check | 09/10/2019 | ACH | ACNB | Service Charge | -28.68 | 88,371.52 |
| Deposit | 09/12/2019 | | | Deposit | 2,921.57 | 91,293.09 |
| Check | 09/13/2019 | EFT | Intuit QuickBooks | Monthly fee for payroll service | -22.00 | 91,271.09 |
| Deposit | 09/16/2019 | | | Deposit | 10,054.84 | 101,325.93 |
| Check | 09/17/2019 | 11549 | West Penn Power | 100090757368 | -127.72 | 101,198.21 |
| Check | 09/17/2019 | 11550 | Doceo | LT03 Contract C12477-01 | -122.19 | 101,076.02 |
| Check | 09/17/2019 | 11551 | ADECCO | 3185537 | -612.39 | 100,463.63 |
| Check | 09/17/2019 | 11552 | LEAF | 100-4990181-001 | -78.00 | 100,385.63 |
| Check | 09/17/2019 | 11553 | Zachary I. Mills | Aug 2019 | -112.00 | 100,273.63 |
| Check | 09/17/2019 | 11554 | John M. Lisko | Solicitor Fees | -2,196.00 | 98,077.63 |
| Check | 09/17/2019 | 11555 | Adams County Library | 2019 - Fairfield Area Library | -1,541.00 | 96,536.63 |
| Check | 09/17/2019 | 11556 | Treysta | 55342 | -490.00 | 96,046.63 |
| Check | 09/17/2019 | 11557 | County of Adams | IT Support | -60.00 | 95,986.63 |
| Check | 09/17/2019 | 11558 | Verizon Wireless | Acct 621280772-00001 | -135.06 | 95,851.57 |
| Paycheck | 09/19/2019 | EFT | Ammerman, Cory M. | | -232.09 | 95,619.48 |

| | | | | | | |
|---|------------|--------|--------------------------------|---------------------|-------------------|-------------------|
| Paycheck | 09/19/2019 | EFT | Arentz, Brian | | -1,304.94 | 94,314.54 |
| Paycheck | 09/19/2019 | EFT | Hansen, Sherri | | -1,894.51 | 92,420.03 |
| Paycheck | 09/19/2019 | EFT | Peck, Wendy J. | | -1,046.80 | 91,373.23 |
| Paycheck | 09/19/2019 | EFT | Weikert, Brian | | -267.65 | 91,105.58 |
| Paycheck | 09/19/2019 | EFT | Williams, Natalie | | -74.14 | 91,031.44 |
| Liab Check | 09/19/2019 | E-pay | US Treasury Dept/IRS | | -1,374.92 | 89,656.52 |
| Liab Check | 09/19/2019 | EFT | Pennsylvania Dept. of Rev | 1641 9699 | -198.91 | 89,457.61 |
| Deposit | 09/20/2019 | | Deposit | | 14,111.29 | 103,568.90 |
| Deposit | 09/20/2019 | | Deposit | | 2,608.86 | 106,177.76 |
| Deposit | 09/27/2019 | | Deposit | | 155.00 | 106,332.76 |
| Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) | | | | | 16,540.40 | 106,332.76 |
| 01.101 · PLGIT General (Reserve) Fund | | | | | | 277,975.99 |
| 100.00 · ACNB Cap Res | | | | | | 95,838.01 |
| Check | 09/05/2019 | 297877 | Liberty Township | Close Account | -95,840.11 | -2.10 |
| Deposit | 09/05/2019 | | | Interest | 2.10 | 0.00 |
| Total 100.00 · ACNB Cap Res | | | | | -95,838.01 | 0.00 |
| 101.00 · PLGIT Capital Reserve Fund | | | | | | 0.00 |
| Check | 09/05/2019 | 297877 | Liberty Township | Open New Account | 95,840.11 | 95,840.11 |
| Total 101.00 · PLGIT Capital Reserve Fund | | | | | 95,840.11 | 95,840.11 |
| TOTAL | | | | | 2.10 | 95,840.11 |
| 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB) | | | | | | 31,813.09 |
| Liberty Township Escrow | | | | | | 6,195.45 |
| Check | 09/17/2019 | 177 | KPI | 7669 | -731.00 | 5,464.45 |
| Deposit | 09/27/2019 | | | Deposit | 800.00 | 6,264.45 |
| Total Liberty Twp Escrow | | | | | 69.00 | 6,264.45 |
| 100.00 · PLIGT State | | | | | | 120,919.36 |
| Check | 09/03/2019 | 549 | Russell Standard Corp | 1006479 | -38,500.00 | 82,419.36 |
| Check | 09/03/2019 | 550 | David H. Martin Excavat | 40488-A | -9,136.00 | 73,283.36 |
| Check | 09/03/2019 | 551 | Fayetteville Contractors, Inc. | Cust No LIBETOW-000 | -200.10 | 73,083.26 |
| Check | 09/03/2019 | 552 | TEVIS | Account 1109398 | -428.20 | 72,655.06 |
| Check | 09/03/2019 | 553 | Gettysburg Transmissions | 35473 | -65.00 | 72,590.06 |
| Check | 09/03/2019 | 554 | NAPA | ACCT#3135 | -31.62 | 72,558.44 |
| Check | 09/17/2019 | 555 | AAA Paving & Excavating | Proj. 19-01213-001 | -17,280.00 | 55,278.44 |
| Check | 09/17/2019 | 556 | US Municipal | Invoice #6157623 | -287.09 | 54,991.35 |
| Check | 09/17/2019 | 557 | LB Water | 44445 | -863.15 | 54,128.20 |
| Check | 09/17/2019 | 558 | Mar-Bar Tire | Invoice #53703 | -1,507.10 | 52,621.10 |
| Deposit | 09/24/2019 | | | Deposit | 38,000.00 | 90,621.10 |
| Total 100.00 · PLIGT State | | | | | -30,298.26 | 90,621.10 |

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

Expenses: Mr. Barlow moved for acceptance of the 09/18-10/01/19 expenses. Mr. Jackson seconded the motion. All voted yes and the motion passed. Mr. Barlow asked the Treasurer why one of the invoices from Good Life Cleaning was more than the others. The Treasurer reported that the additional \$7.10 was for cleaning the police station which they do not do on a regular basis. Mr. Bostek asked the Roadmaster how many tires were installed on the backhoe. Mr. Arentz answered that two tires were installed. Mr. Barlow made a motion to approve the 09/15-09/28/19 payroll. Mr. Jackson seconded the motion. All voted yes and the motion passed.

Zoning Officer's Report: Mr. Bostek asked the Chief to give her report while he located the Zoning report.

Police Department: Chief Hansen reported that she is still working to get the Facebook page back up. She also reported that the department worked 268.5 hours which included 103 patrol hours and 33.5 on call hours during which she was called out once. She reported that there was a lot of traffic enforcement done this month including 17 traffic citations and 5 traffic warnings. The gunfire in the Friends Creek area was initially reported last month by a Carroll Valley resident. They were unable to determine the origin of the gunfire before it stopped. This month Chief Hansen and Officer Weikert were able to investigate as soon as Judie Hogan called in to report the gunfire and they were able to pinpoint the location to Maryland address where the property is partially in Liberty Township and in Maryland. They spoke to the Montgomery County Officers who were participating in target practice and determined it was being done in a safe and legal manner. The Chief explained that if calls are reported through the 911 Center, she will receive notification of a Liberty Township call even if she is not on duty and it is handled by the state police.

Zoning Officer's Report: Mr. Bostek read the Zoning Officer's report issuing eight land use permits which included two permits to place campers and issuing one driveway alteration permit for a total of \$785 in permit fees. Mr. Bostek reported that the Supervisors received a request from **David and Tressa Palmer 591 Harbaugh Valley Rd** requesting an extension until December 2020 on their property cleanup. The Board would consider the item at the October 15 Workshop Meeting.

Roadmaster Report: Brian Arentz reported that during September, the Road Department drove 432 miles, used 67 gallons of on-road fuel and 30 gallons of off-road fuel. He reported that activities included mowing, placing signs, road shoulder work, new backhoe tires, several meetings with vendors for the generator and garage door bids and that he went to U.S. Municipal recently to meet about the new truck. He distributed photos of the new truck to the Supervisors and stated he expected that the truck would be delivered soon. Mr. Arentz reported that Mr. Barlow informed him that a resident reported some issues on McGlaughlin Road. He commented that he believed that he could reset the pipe to address the issue but needed Mr. Barlow's help. The Roadmaster stated that he ordered the school bus signs. He commented that the shoulder work completed by Hamiltonban Township should be under \$1,600 which is less than originally proposed. **Bruce Weatherly 2858 Tract Rd** asked about some tree trimming and other issues along Boyle Road. Mr. Jackson responded that Adams County has confirmed that they have plans to make repairs and attend to the vegetation at the bridge and that it is scheduled to be completed in November.

Planning Commission Report: Planning Commission Chair Judy Hogan stated that she checked with KPI to see how many toilets a campground would require. Dominic Picarelli stated that there is no standard and it is up to the Supervisors to determine the number. She reported that **Linda and Alfred Mayne 740G Harbaugh Valley Rd** attended the September 17 Planning Commission meeting and asked about subdividing their two-dwelling property. It was noted that the Zoning Hearing Board granted a variance in to 1984 for minimum lot size per dwelling regarding the addition of a room on to an existing garage making a second dwelling. The variance was approved, provided the property not be divided. They now would like to divide the parcel and separate the dwellings. Dominic Picarelli stated that each property would require its own septic. The property is 1.24 acres. The Planning Commission referred them to the Zoning Hearing Board. The Planning Commission submitted a memo to the Supervisors regarding the sign ordinance and addressing allowing illuminated signs in the Commercial Industrial and the Residential Office/Commercial Zoning Districts. Mr. Bostek made a motion to start the process to adopt the amendment to the sign ordinance as recommended by the Planning Commission. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Swiat asked the Board to consider compensation for the Planning Commission Secretary. Mr. Bostek stated that this was brought up at a previous meeting and that it was being considered.

Elected Auditor Report: Richard Swiat reported that the elected auditors were at the Township building on September 18 to review the township finances. He went on to state that the auditors will meet every two months and will stay within the budgeted amount.

Old Business:

- **Treasurer Bond Claim Status** – Mr. Lisko reported that he recently had a conference call with Attorneys Mills and Mongiovi to exchange information on the Treasurer Bond Claims. He went on to state that Attorney Mongiovi may reach out to the Supervisors individually and a meeting will be scheduled to discuss it further.
- **2020 Draft Proposed Budget Discussion** – The Supervisors reviewed the draft budget which included three columns representing each of the Supervisors' proposed 2020 budgets. Mr. Bostek removed the cost of road studies from his budget. It was noted that the Liquid Fuels budget had the most inconsistent numbers between the Supervisors. The roads needing maintenance in 2020 were discussed with the Roadmaster. While the Supervisors agreed on the Roadmaster's proposed base repair for Bullfrog Road, there were different opinions for Brent Road, Irishtown Road, Pecher Road and McGlaughlin

Road. The Board agreed to remove Pecher Road from the budget. Mr. Jackson made a motion to make the draft three-column budget available to the public. Mr. Bostek seconded the motion. All voted yes, and the motion passed. Ms. Peck stated that she would post a copy to the website the next day after making the updates discussed in the meeting.

New Business

- **Fairfield School Request for Bus Stop Sign** – An email was received from the Fairfield School requesting a bus stop ahead sign for a new bus stop. After some discussion it was revealed that the stop was a previous stop and a faded sign was in the area so the Township would be replacing an existing sign. Mr. Jackson made a motion to purchase and install the sign provided it did not cost more than \$500. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Chief Hansen asked what time the bus stopped at the site. Mr. Barlow replied that he was the driver of the bus and it stopped there at 8:05 AM.
- **Conditional Use Application** – Mr. Lisko gave an overview of the process and the Board's role during a conditional use hearing. He stated that the Supervisors can receive the application but cannot consider any information outside of what is presented at the hearing. He cautioned them to be mindful of speaking about the application to anyone prior to the hearing. Mr. Lisko stated that the Planning Commission would review the application and give a written recommendation to the Board of Supervisors. The Supervisors discussed who would be handling the procedures of the application process. It was decided that since this was the first time the Secretary/Treasurer had processed a Conditional Use application Mr. Lisko would work with the Secretary. Mr. Bostek asked if the hearing needed to be a standalone meeting. Mr. Lisko stated that the hearing can be held during a regular meeting.

At 9:13 PM, Mr. Bostek made a motion to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes and the motion passed. The next public meeting is scheduled for Tuesday, October 15, 2019, at 11 AM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer