

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

September 17, 2019
Workshop Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County, met Tuesday September 17, 2019 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, and Secretary/Treasurer Wendy Peck.
Not Present: Roadmaster Brian Arentz.

Mr. Bostek called the meeting to order at 11 AM. Solicitor John Lisko arrived at 11:02 AM

Special Guest: Mr. Bostek introduced Nicholas L. Shearer from Hamilton & Musser, PC who presented a bid on audit services. The audit listed prices over the next three years. Mr. Bostek asked for Mr. Shearer's thoughts on the repeat audit finding of segregation of duties. A suggestion of a two-key lockbox for payments was made. Mr. Jackson asked for a definition of modified cash accounting. Mr. Jackson asked about fraud prevention and oversight for Supervisors and Solicitors. Mr. Jackson asked if Hamilton & Musser offered free training seminars. Mr. Shearer responded that the current price quote did not include free training, but they would be available to answer simple questions from the township all year long at no extra fee. Mr. Shearer suggested not having the Treasurer be a check signer and there was some discussion if that was in violation of the PA Second Class Township Code. Mr. Barlow stated that all his questions had been covered.

Public Comments: **Joan Jackson 931 Pecher Road** asked why the Township was receiving a proposal from a CPA firm when they already had a CPA firm. Mr. Bostek stated that the township had been with the same firm for several years and Hamilton & Musser was asked to bid on audit services.

Supervisor Comments

- **Mr. Jackson** announced the October 12 E-cycling event and asked for volunteers to help with the event.
- **Mr. Barlow** distributed a photograph of a hole and some cracks on McGlaughlin Road to the Board Members. He stated that a resident had reported it to the Zoning Officer and the Zoning Officer passed it along to Mr. Barlow. There was some discussion and it was decided to pass the information along to the roadmaster when he returned from vacation.
- **Mr. Bostek** reported that Chief Hansen had recently signed Liberty Township up for CNET and that this program would replace the COPS 2K program that the police department was currently using. The benefits of the program's automation of reporting over the current manual program were discussed. The cost of the program would include a one-time setup fee of \$250 and an annual fee of \$500.50. Mr. Barlow moved to authorize Chief Hansen's acceptance of CNET agreement on behalf of Liberty Township. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Expenses: Mr. Barlow made a motion to approve the 09/03-09/17/19 invoices. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion to approve the payroll for 9/01-9/14/2019. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

TOWNSHIP STAFF REPORTS

Secretary/Treasurer: The Secretary reported that the Township would soon receive the funds for the Fire Relief Fund, and they would need to be distributed. She reminded the Board of the Auditor General's notification that the recent Fairfield Fire Relief Fund audit revealed repeat findings. Mr. Barlow stated that he will follow up with Fairfield.

OLD BUSINESS:

- **Treasurer Bond Claim** – Mr. Bostek reported that the Township recently entered into an agreement with Theresa Mongiovi to look into the Bond Claim. **Rich Luquette 710 Boyle Rd** asked what the agreement was about. Mr. Lisko explained that Zach Mills had recently resigned and that the Board contracted with Theresa Mongiovi from Lancaster to perform an exploratory review of the claims against the bond companies due to the actions of the former Secretary/Treasurer at the rate of \$250 per hour to determine if the claims are worth pursuing further.

NEW BUSINESS:

- As required by law, Ms. Peck, The Pension Plan Chief Administrative Officer, presented the 2020 MMO for the NonUniform Pension Plan for \$7745 to the Board and noted that it was calculated with input from RJ Hall. Mr. Barlow made a motion to accept the 2020 MMO for NonUniform Pension Plan at \$7745. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- The Pension Plan Chief Administrative Officer presented the 2020 MMO for the Uniform Pension Plan for \$0 to the Board and noted that it was calculated with input from Beyer Barber and R.J. Hall. Mr. Barlow made a motion to accept the 2020 MMO for Uniform Pension Plan at \$0. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- The Board reviewed the bids for shoulder work on Liberty Hall Road and Stoops Road. Hamiltonban Township provided a per hour bid and the Roadmaster calculated the job total to be \$2,242.56. AAA Paving bid \$9,525. CE Williams bid \$8,560. Mr. Bostek made a motion to award the project to Hamiltonban Township. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow stated that he would contact Hamiltonban Township.
- The Board reviewed the bids for Garage Door Openers. Hanover Door bid \$2,615.10. Interstate Garage Door bid \$2,078. D&D Overhead Door bid \$2,618. Mr. Bostek made a motion to award the bid to Interstate Garage Door. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- The Board reviewed the bids for a new propane generator. It was noted that Hull Electric was contacted but did not present a bid. McLaughlin Energy provided a quote for \$7,950.62. Heflin Electric quoted \$8,968. Mr. Jackson made a motion to award the bid to McLaughlin Energy. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- The Board reviewed the 2020 Preliminary Budget which represented three columns for each budget representing each of the Supervisors proposed budget. Mr. Barlow spoke about the projects he proposed for the Liquid Fuels Budget. He noted that the Roadmaster's recent road inspection report showed Pecher scheduled for tar and chip in 2022 but should be done in 2020. He spoke of the condition of McGlaughlin Road. He stated that the recently repaired Liberty Hall Road and Stoops Road would need the canopy opened to allow sun to melt the winter ice that accumulates on the roads. Mr. Barlow noted that road work for Brent and Bullfrog were listed in the budget presented by the Roadmaster. He also stated that Irishtown Road needed base repair. Mr. Barlow reported that some pipe repair was needed on Pecher Road. After much discussion on the Liquid Fuels Budget and the road work proposed, it was determined that more discussion was needed when the Roadmaster could be present.
- Mr. Bostek talked about the engineer fees he proposed to cover costs of road studies to post several roads to limit truck traffic. It was noted that Chief Hansen would be attending a webinar on controlling truck traffic and they would get her input on whether the road studies would be necessary.

Adjourn: At 12:55 AM Mr. Bostek motioned to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes, and the meeting was adjourned. The next Board of Supervisors meeting will be held on Tuesday, October 1, 2019, at 7:30 PM at the Township Municipal Building.

Respectfully Submitted,



By Wendy Peck, Secretary/Treasurer