

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

**February 6, 2018 - Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, February 6, 2018 at 7:30 PM at the Liberty Township Municipal building.

**Present:** Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Solicitor John Lisko, Roadmaster Brian Arentz, and Secretary Wendy Peck. Chief Brand Briggs arrived at 8:34 PM.

At 7:30 Mr. Bostek called the regular meeting to order and opened the meeting to public comments.

**Public Comments:**

**Donna Powers 608 Pecher Rd** asked if there were plans to discuss the recent questions about Parks Garbage. Mr. Jackson replied that he would cover that in his Supervisors comments.

**Supervisor Comments:**

**Mr. Bostek** reported that an Executive Session was held at the beginning of the January 18 Workshop to discuss the open bond claim against former Secretary/Treasurer Shaffer. He stated that another executive session needed to be scheduled.

**Mr. Jackson** reported that the Adams County Southwest Group Municipal Waste Contract Representatives met on Monday, February 5 to finalize the details of the electronics recycling. He reported that it was decided to have three scheduled pick-up dates. The collection would be at the Highland Township municipal building, 8 AM to noon on Saturday April 14, July 14, and October 13. Mr. Jackson went on to talk about the garbage tote rental from Parks. He stated that renting a trash tote from Parks was an optional service that Parks provides and is not part of the contract with Liberty Township. It was also noted that Parks does not charge for the recycling totes that they provide.

**Mr. Barlow** spoke about the area fire companies and reported on the 2017 service calls to Liberty Township. He stated that he hopes to review the current distribution rate for fire tax and revise the current ordinance. Mr. Barlow reported on the progress of collecting bids for work that needed done on the municipal building for ADA compliance. Mr. Barlow spoke about the online petition of almost 4,000 names requesting a turning lane on PA state route 16 for Orchard Road. He also summarized his recent conversations with PennDOT and elected officials regarding the issue. Copies of the petition and comments were distributed to the Board of Supervisors. Mr. Barlow reported that he attended a recent COG meeting. He stated that the resolution on tonight's agenda to oppose House Bill 1620 was addressed and passed at the COG meeting. He stated that COG also addressed the school voucher issue.

**Minutes:** Mr. Barlow moved to accept the minutes of the January 2 Reorganization meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved to accept the minutes of the January 2 Regular BOS meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved to accept the minutes of the January 18 Workshop Meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Treasurer's Report:** Ms. Peck presented the Treasurer's Report for January 2018.

1/31/2018	General - Oper & Payroll Fund	Capital Reserve Fund	Fire Tax Fund	Highway Aid Fund
<b>Beginning Balance</b>	<b>190,336.71</b>	<b>201,423.03</b>	<b>33,906.74</b>	<b>18,297.82</b>
Checks & Payments	-33,585.62	-73,320.04	-30,000.00	-2,770.20
Deposits & Credits	48,617.42	12.89	0.00	17.63
<b>Cleared Balance</b>	<b>205,368.51</b>	<b>128,115.88</b>	<b>3,906.74</b>	<b>15,545.25</b>
Uncleared Transactions	-20,183.90	0.00	0.00	0.00
<b>Available Balance</b>	<b>185,184.61</b>	<b>128,115.88</b>	<b>3,906.74</b>	<b>15,545.25</b>

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

**Expenses:** Mr. Jackson moved for acceptance of the January expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for acceptance of the February 1 – 5 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**Police Officer's Report** – Chief Briggs was not present at this time in the meeting.

**Zoning Officer's Report** – Mr. Bostek read the January Zoning report which stated three land use permits and one land use permit renewal issued with a total of \$1,550 permit fees collected.

**Roadmaster Report** – Mr. Arentz reported on the month's activities in the Road Department which included working 157 hours, driving 1275 miles, using 201 gallons of fuel, snow, and ice removal, removing a few trees on Old Waynesboro Pike and Girl Scout Road, cleaning leaves from pipes, driveway permits, cold patching, fixing signs on Pecher and truck maintenance.

**Planning Commission Report:** Vince Gee reported that the January Planning Commission was cancelled due to inclement weather.

**Citizens Advisory Committee:** Chair Cindy Arentz reported that the Citizens Advisory Committee met on January 29 to elect officers, develop a game plan. Cindy Arentz was elected Chair and Sheri Kipe was elected Secretary. The committee decided to wait to set a schedule for all of the meetings until the two additional slots on the committee were filled. Draft minutes from the meeting were distributed to the Supervisors. Karen Barlow volunteered to serve on the committee. Mr. Jackson moved that Karen Barlow be appointed to the Citizens Advisory Committee. Mr. Bostek seconded the motion. All voted yes, and the motion passed. Paul Wiles volunteered to serve on the committee. Mr. Jackson moved that Paul Wiles be appointed to the Citizens Advisory Committee. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Elected Auditors:** Secretary Sue Hek reported that the auditors met on January 22 for their quarterly review of the financial records. The auditors suggested the board have a capital reserve account and an operating reserve account to keep the funds separate. Richard Swiat reported that the auditors would like to see more detail on the road department work log. It was suggested that a new form be used that allows more detail.

**Old Business:** There was no old business.

**New Business**

**Municipal Building Cleaning Contract** - Mr. Bostek read the submissions for the municipal building cleaning contract. Price per bi-weekly cleaning was as follows: The Good Life - \$50; Stacy Krietz - \$87.50; Cannon - \$90; Tina Tobery Cleaning - \$110. The contractors were required to supply all equipment and supplies to complete the work, except for trash can liners. Mr. Barlow moved to accept the bid from The Good Life at a rate of \$50 per bi-weekly cleaning. Mr. Jackson seconded the motion. All voted yes, and the motion passed. It was noted that one contractor provided a separate quote for stripping and waxing the floor. Mr. Bostek moved to place an advertisement to obtain bids for one-time stripping and waxing of the floors. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Attorney Fees for former Solicitor Phillips** - Solicitor Lisko stated that he added this item to the agenda, so the Board could authorize payment for the costs incurred during turnover as he worked with the former solicitor to get up to date on the Township. Mr. Jackson moved to authorize payment of the fees for the former solicitor John Phillips. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Allocate additional funds for the elected auditors** - Mr. Bostek spoke about the extra work involved in compiling items for the Treasurer Bond claim and the need to sort through boxes of documents for proper filing. He proposed the Board of Supervisors authorize an additional \$1,500 to pay the elected auditors \$10 an hour for 50 hours each to work on these tasks. Mr. Barlow discussed the possibility of hiring outside clerical help instead. Mr. Jackson commented that it was a good idea but may cause a financial strain. The board agreed to consider further discussion on the option of hiring outside help. Mr. Barlow moved to allocate \$1,500 of additional funds for the elected auditors which would be a total of 50 hours at \$10 per hour for each of the three auditors. Mr. Jackson seconded the motion. Mr. Bostek abstained from voting. Mr. Barlow and Mr. Jackson voted yes, and the motion passed.

**Uncashed Checks** – Solicitor John Lisko explained that he requested that this item be placed on the agenda to make a motion to approve certain township officials to follow up on the uncashed checks that were found at the township during filing. It was stated that several uncashed checks issued to the township were located during the sorting and filing of records. The checks were from various years during the former Secretary/Treasurer Shaffer's employment. It was unclear why the checks were not deposited and if the checks had been or should be reissued. Mr. Bostek moved to authorize the Solicitors, township officials and township staff to follow up on the issue of uncashed checks. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Resolution 2018-04** - Mr. Jackson gave an overview of Resolution 2018-04 Opposition To House Bill 1620, Entitled The "Wireless Infrastructure Deployment Bill. Mr. Barlow moved to adopt Resolution 2018-04 Opposition To House Bill 1620. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**Police Officer's Report** – Chief Briggs read his report for January 2018

With no further business, Mr. Barlow moved to adjourn the meeting at 9 PM. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The next regularly scheduled meeting will be held on Tuesday, March 6, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer