

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

**April 17, 2018 - 11 AM**

**Board of Supervisors Workshop Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County, met Tuesday, April 17, 2018 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; Solicitor John Lisko, Chief Brand Briggs, Roadmaster Brian Arentz, and Secretary Wendy Peck.

Mr. Bostek called the meeting to order at 11 AM. The Secretary performed a roll call. A quorum was present.

**Public Comments:** There were no public comments.

**Supervisor Comments:**

**Mr. Jackson** commented that at the April 3 meeting a member of the public asked about the bidding process and a bidders list. Mr. Jackson recommended that Township maintain a bidders list and anyone wishing to be placed on the list should provide their information to the Township Secretary.

**Mr. Barlow** reported that he attended a quarterly meeting at the Fairfield Fire Department. They discussed issues with the lack of volunteers and announced an Open House Event on May 20<sup>th</sup> from 1 – 4 PM at the fire hall. They also discussed the lack of compliance with the green address signs. Mr. Bostek stated that there was a letter to residents posted on the old website regarding the requirement for the address signs and Ms. Peck was asked to post it to the current website.

**Mr. Bostek** reported that Executive Sessions were held on April 3 at 6:30 PM and on April 17 at 10 AM to discuss the issue of the former Secretary/Treasurer. Mr. Bostek went on to state that he turned in his personal copies of township records to be used to fill gaps in the Township's records. Mr. Bostek asked that the 2017 \$11,000 Liquid Fuels Fund balance be set aside to begin saving for a new truck for the Road Dept. **Cindy Arentz 1734 Tract Road** asked Mr. Bostek what actions were being taken as a result of the Executive Session. Mr. Bostek stated that he had no comments.

**Expenses:** *Mr. Jackson made a motion to pay the 4/4 – 4/17 invoices. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to pay payroll for 4/1-4/14. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*

**TOWNSHIP STAFF REPORTS**

**Road Department:** The Roadmaster gave a report on recent activities. He stated that he has contacted the David H. Martin Company to schedule the ditching for 2018. He reported that on April 9 he contacted Comcast about a pole that is leaning over Stultz Road and that it has still not been fixed. Chief Briggs commented that he would follow-up. Mr. Bostek asked for a list of the roads to be addressed for ditching and a list of roads that will need resealing. Mr. Arentz reported that the driveway at 76 Brent Road is in need of repair, has no pipe, and is causing runoff that is damaging the township roadway. Mr. Bostek asked that a certified letter be sent to the owner notifying them of the issue and requiring corrective action be taken within a certain frame.

**Police Department:** Chief Briggs announced the Drug Take Back Event on April 28 from 10 AM – 2 PM at the Carroll Valley Municipal Building in Fairfield. He stated that he recently attended training to meet annual requirements. Chief Briggs reported that after a reoccurring issue with antifreeze and overheating, the sedan was taken out of service. He updated the Supervisors on the status of getting pricing on a replacement vehicle. The Chief stated that he is getting pricing through Co-Stars vendors. The price with upfitting is approximately \$35,000.

**Secretary/Treasurer:** Secretary/Treasurer Peck reported that the Elected Auditors continue to volunteer their time to the Township to assist with filing. A log is being kept recording the volunteered time.

**Old Business:**

- **Segregation of Duties for Additional Office Workers** - Mr. Bostek asked the Board of Supervisors to consider the topic of segregation of duties and hiring additional office workers. He stated that he felt it was unaffordable, burdensome, and unnecessary. Mr. Jackson stated that the suggestions so far have not been affordable and if implemented, would not have prevented the recent fraud. Mr. Barlow stated that he felt that it is necessary to implement a segregation of duties due. He also responded to Mr. Jackson's comment by stating that it most certainly could have prevented the fraud issue that we had in the past.

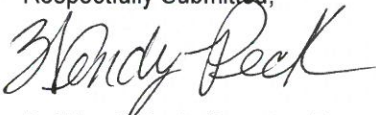
**New Business:**

- **SALDO and Zoning Ordinance Amendments** – Mr. Bostek commented that he had asked the Planning Commission to fast track the SALDO and Zoning Ordinance review of the section concerning the definition of front yard and allowing accessory buildings in the front yard. It was noted that enforcement of accessory building placement was inconsistent. Mr. Barlow commented that he would like to move forward with the correction of the conflicting definition of home-based business.
- **Planning Commission Training** – The Planning Commission has requested that the Board consider having the Township cover costs for their members to attend training. It was noted that training for Planning Commission members was not budgeted for 2018. Mr. Bostek asked that an allowance for Planning Commission training be added to future budgets. After some discussion, **Mr. Bostek made a motion to allow the Planning Commission members to submit reimbursements for the cost of training and mileage for the June 7 PATH: Duties of the Planning Commission training in Chambersburg. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Reschedule May 15 Workshop** - Mr. Bostek stated that the May workshop conflicts with the primary election. **Mr. Bostek made a motion to reschedule the May 15 Workshop to Wednesday, May 16 at 11 AM. Mr. Barlow seconded. All voted yes, and the motion passed.** Ms. Peck would advertise the change.
- **Approval of Payroll Outside of Scheduled Meetings** - It was noted that the 26 bi-weekly pay-periods do not match with the twice per month meetings. **Mr. Jackson made a motion for the Board to allow processing of payroll process payroll on the ten occasions in 2018 where the payroll occurs outside the scheduled meetings (5/31, 6/14, 6/28, 7/12, 7/26, 11/1, 11/15, 11/29, 12/13, 12/27) with one Supervisor to review and for the Board of Supervisors to vote on retroactive approval of the payroll at the next available meeting following each payroll. Mr. Barlow seconded the motion. All voted yes, and the motion carried.**

Mr. Bostek announced he was adding an item to New Business. **Mr. Bostek made a motion to instruct Special Counsel/Alternate Solicitor Zach Mills to contact the District Attorney to discuss filing criminal charges against the former Secretary/Treasurer whenever he is ready. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

With no further business, **Mr. Jackson motioned to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes, and the meeting was adjourned at 11:51 AM.** The next regularly scheduled Board of Supervisors meeting will be held on Tuesday, May 1, at 7:30 PM at the Township Municipal Building.

Respectfully Submitted,



By Wendy Peck, Secretary/Treasurer