

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

March 6, 2018 Meeting Minutes

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

Not Present: Chief Brand Briggs.

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

Public Comments: None.

Guest Presenter – Adams County Library. Representatives from the Adams County Library were invited to present at the meeting. The purpose was to discuss the current contribution rate and the benefits of the Carroll Valley Branch. Executive Director Karla Trout stated that the history of the Fairfield/Carroll Valley Library began as a partnership in 1998 between Liberty and Hamiltonban Townships and the Boroughs of Fairfield and Carroll Valley. Beth Cool, Director of HR and Finance also presented. Several other library representatives were present. The four municipalities currently share the cost of rent based on population. Liberty's current contribution of \$1,541 is \$1.25 per resident. The library reported that in 2017 Liberty Township residents circulated nearly 6,800 items and that 13% of the borrowers at the Carroll Valley branch are from Liberty Township. The Board thanked the library for the presentation. Nancy Wenschhof spoke up in support of the partnership.

Supervisor Comments:

Mr. Bostek reported that Executive Sessions were held on February 9 and February 23 to discuss the open bond claim against former Secretary/Treasurer Shaffer. Mr. Bostek announced that Sheri Kipe had resigned from the Citizens Advisory Committee. He thanked her for her service. He invited residents to apply for the vacancy.

Mr. Jackson reported that the Board of Supervisors voted to remove the Township Secretary from the Planning Commission at the February 20 Workshop Meeting. He stated that it may have been a premature decision and based on the needs of the planning commission the board may reconsider. Mr. Jackson polled the public for a needle disposal survey. Mr. Barlow stated that sharps boxes can be purchased at local pharmacies to aid with sharps disposal. Mr. Jackson spoke about the electronics recycling drop off program with Parks which will be held at the Highland Township municipal building, 8 AM to noon on Saturday April 14, July 14, and October 13. Flyers with the information were made available to the public. Concerns were raised about the lack of glass recycling. Mr. Jackson stated that he would look in to the issue of glass recycling.

Mr. Barlow had no comments.

Minutes: Mr. Barlow moved to accept the minutes of the February 6 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved to accept the minutes of the February 20 Workshop Meeting. Mr. Jackson seconded the motion. Mr. Barlow and Mr. Jackson voted yes. Mr. Bostek did not attend the workshop and abstained from voting. The motion passed.

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

2/28/2018	General - Oper & Payroll Fund	Capital Reserve Fund	PLGIT General Fund	Fire Tax Fund	Highway Aid Fund	Escrow Fund
Beginning Balance	205,368.51	128,115.88	127.10	3,906.74	15,545.25	3,016.68
Checks & Payments	-39,247.56	0.00	0.00	-1,818.43	-3,216.46	-1,228.50
Deposits & Credits	27,140.29	9.83	0.11	0.00	13.27	0.00
Cleared Balance	193,261.24	128,125.71	127.21	2,088.31	12,342.06	1,788.18
Uncleared Transactions	-10,383.13	0.00	0.00	0.00	0.00	0.00
Available Balance	182,878.11	128,125.71	127.21	2,088.31	12,342.06	1,788.18

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

Expenses: Mr. Barlow made a motion to pay the February 21 - March 6 invoices. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to process the 2/17-3/3 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Chief Briggs was not present, and no report was given.

Zoning Officer's Report – Mr. Bostek reported that no zoning permits were issued in February.

Roadmaster Report – Mr. Arentz reported on the month's activities in the Road Department which included driving 901 miles, using 219 gallons of on road fuel, snow, and ice removal, removing a few trees, and cold patching. He also reported that a stop ahead sign was installed on Orchard Road indicating the intersection with PA Route 16. The Roadmaster stated that he received an estimate of \$850 for the 12-foot line painting. He commented that a 15-foot roll of line tape cost \$150 but needs a torch to install. He also talked about purchasing line paint. The Roadmaster stated that he did not place the recent order for propane and that it must be on auto delivery. The Secretary was instructed to contact Gene's propane and cancel auto delivery.

Planning Commission Report: Planning Commission Chair Nancy Wenschhof reported that the Planning Commission met on February 20 and that they have completed the review of the SALDO though Article III. The Planning Commission will meet on March 20 to review two sketch plans. One is a proposed development of 84 homes that is partially in Franklin County. Another is a combination of two parcels on Sydnor Trail. Nancy Wenschhof commented that the Planning Commission would create a job description for the position of Planning Commission Secretary and present it to the Board for consideration. She stated that the Planning Commission would try to adjust under the current arrangement of having a member serve as Secretary for a few months and report any issues to the Board.

Citizens Advisory Committee: Karen Barlow reported that the March 1 Citizens Advisory Committee meeting was cancelled and that the next meeting will be held on March 15.

Elected Auditors: Secretary Sue Hek reported that next quarterly review meeting will be in April. Richard Swiat mentioned that he attended a draft audit review meeting presented by SEK. The Secretary/Treasurer and Mr. Jackson were also in attendance. Initially all Supervisors were invited to the review but were advised by PSATS that attendance may violate the Sunshine Act. Mr. Swiat asked the Solicitor some general questions about the Sunshine Act. The Solicitor responded with the topics that were allowed for Executive Sessions.

Old Business:

The Treasurer Bond Claim Status was reported as ongoing.

Resident Complaint Response Status – Mr. Barlow reported that he met with the Zoning Officer, the Police Chief and the Township Solicitor last week and that a written response would be going out within a week.

New Business:

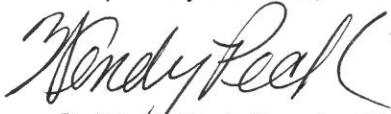
Consider a motion to award township municipal building bathroom upgrade bid. The Board reviewed the bids and it was noted that specifications of the quotations varied slightly. Alexander's Plumbing bid did not include drywall repair and totaled \$3,975. Ritchies Plumbing and Heating included all work and totaled \$4,500. Sanders Lawn and Beyond included all work for \$2,175 but was reusing and not replacing the toilet. There was some discussion about licenses, references, scheduling, construction time, replacing vs reusing the toilet and alternative bathroom arrangements for employees. Mr. Barlow addressed the Solicitor to confirm that the Township was required to accept the lowest bid. The Solicitor agreed. Mr. Barlow made a motion to award the bid to Sanders Lawn and Beyond for \$2,175. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Secretary Peck was instructed to send letters to the bidders notifying them of the outcome.

Authorize meeting and payment to Zach Mills and Karen Frey – For the purpose of gathering information for the open bond claim, the Board was asked to consider a motion to authorize meeting and payment to Zach Mills and Karen Frey regarding Treasurer Fraud Report. Mr. Barlow made a motion to authorize a meeting and payment to Zach Mills and Karen Frey regarding Treasurer Fraud Report. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Adjourn

With no further business, Mr. Barlow moved to adjourn the meeting at 8:34 PM. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The next regularly scheduled meeting will be held on Tuesday, April 3, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer