

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

**October 3, 2017
7:30 PM**

Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, October 3, 2017 at 7:30 PM at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320, for a regular monthly meeting.

Present: Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Solicitor John Phillips, Chief Brand Briggs, Roadmaster Brian Arentz, and Secretary Wendy Peck.

Chairman Bostek called the meeting to order at 7:30 PM. Secretary Peck performed a roll call. A quorum was present. Mr. Bostek announced that to allow more time for the public to speak, the Board would refrain from answering questions during the public comment period and would include any replies during the Supervisor Comment period, or at a later time. Chairman Bostek opened the meeting to public comments.

Public Comments:

Richard Swiat 385 Wenchhof Road asked if any action had been taken on his request for an additional road sign for Irishtown Road. Mr. Swiat went on to comment on issues surrounding the spelling of Wenschhof Road by the USPS and other parties outside of the Township. He stated that his efforts to have it corrected were proving fruitless and asked the Board of Supervisors to step in. Mr. Swiat commented that the yellow line on Wenschhof Road is off-center and suggested the public ignore the line for safe driving. Mr. Swiat spoke about Wormald and their recent activity regarding development with the Township.

Cindy Arentz 1734 Tract Road distributed a packet she had prepared from a recent right to know request regarding Vince Gee's April 11 right to know request. Ms. Arentz stated that although Mr. Gee cancelled his request before it was fulfilled, it appeared that he was in possession of some of the documents he requested.

Vince Gee 2628 Tract Road commented on Ms. Arentz statements about his right to know request. He stated that Mr. Jackson had announced at a public meeting that any resident was welcome to look at his files and that he had obtained the information that way.

Agatha Foscatto 45 Oak Grove Road commented on Mr. Barlow's recent newspaper article. Ms. Foscatto gave her opinion surrounding Mr. Barlow's refusal to work during a snow storm earlier in the year.

Rick Myers 20 Crum Road addressed Ms. Foscatto's comments regarding Mr. Barlow's change in employment status and not working during the snow storm.

Diane Bittle 1340 Tract Road commented on the Karen Frey Forensic Report and gave her interpretation of the report. Ms. Bittle went on to ask the Board what internal controls were now in place to help prevent recurrence.

Bobby Keilholz 24 Steelman Marker Road commented on his observations of the outcome of the recent events in the township and considered the implication. He gave an opinion that the situation is now hostile.

Bruce Weatherly 2858 Tract Road spoke about the Township's septic pumping and inspection fee and asked what the fee was for.

At 8 PM Chairman Bostek closed the public comments portion of the meeting.

Supervisor Comments:

Mr. Bostek announced that two Executive Sessions were held in September. An Executive Session was held on September 12 to discuss direction with the outcome of the Forensic Report. An Executive Session was held on September 21 to discuss the cost of living increase for the Township employees. Mr. Bostek announced that the Secretary's office would be closed on Friday, October 6 and that the Secretary would be attending training.

Mr. Jackson announced that he would be available to respond to the public's comments after the meeting. He went on to respond to Ms. Bittle's comments regarding new procedures. Mr. Jackson stated that over the past few years the Township was working to tighten the procedures. He stated that on a rotating basis, one supervisor is responsible for physically reviewing and signing off on all documents related to payroll and expenses each pay-period. He commented that the practice was for all three Supervisors to take turns with this responsibility. Mr. Jackson went on to read an unsent email that he composed to Mr. Barlow regarding his recent statement declining to participate in reviewing and signing off on the payroll and expenses. Mr. Jackson asked Mr. Barlow if he intended to reimburse the Township for the payroll error that caused Mr. Barlow to receive unwarranted holiday pay. Mr. Jackson explained his calculations and gave a total of \$734 for the amount.

Mr. Bostek paused the comments to address Mr. Keilhotz to correct an error in his earlier comment. Mr. Bostek stated that the Township accounting firm used for the audit is SEK (Smith, Elliott, Kearn) and not KPI.

Mr. Barlow responded to Mr. Jackson's comments. He stated that he would not sign paychecks until the audit was resolved. He also stated that he had no problem paying back the holiday pay. Mr. Barlow responded to comments about his recent article. He stated that he wrote the article with input from others. He reaffirmed the total loss of funds that he stated in the article and explained that he was including funds that were suspected but could not be confirmed like the questionable Capital One credit card expenses. Mr. Barlow also commented that the 2017-02 Ordinance amendment is addressing issues that are occurring throughout the Township and not just on one or two roads. He particularly described numerous reoccurring incidents on Sanders Road.

Minutes:

September 5 BOS – Mr. Bostek asked the supervisors if they had received and reviewed the minutes from the September 5 Board of Supervisors meeting. All confirmed that they had received and reviewed them. Mr. Jackson made a motion to accept the September 5 meeting minutes. Mr. Barlow seconded the motion, and approval was unanimous.

September 19 Special Meeting – Mr. Bostek asked the supervisors if they had received and reviewed the minutes from the September 19 Special Meeting regarding Liberty Estates and Liberty Valley. All confirmed that they had received and reviewed them. Mr. Jackson made a motion to accept the September 19 special meeting minutes. Mr. Barlow seconded the motion, and approval was unanimous.

September 21 Workshop Meeting – Mr. Bostek asked the supervisors if they had received and reviewed the minutes from the September 21 Workshop Meeting. All confirmed that they had received and reviewed them. Mr. Barlow made a motion to accept the September 21 Workshop Meeting minutes. Mr. Jackson seconded the motion, and approval was unanimous.

Treasurer's Report: Ms. Peck read the September Treasurer's Report. Mr. Jackson noted that the report had an incorrect date of August. Ms. Peck confirmed it was the September report and corrected the date manually.

	General - Oper & Payroll Fund	Capital Reserve Fund
Beginning Balance	205,549.18	201,355.72
Checks & Payments	-35,235.83	0.00
Deposits & Credits	49,826.94	16.55

Cleared Balance	220,140.29	201,372.27
Uncleared Transactions	-4,701.05	0.00
Available Balance	215,439.24	201,372.27

Restricted Funds

	Fire Tax Fund	Highway Aid Fund
Beginning Balance	29,554.26	19,781.27
Checks & Payments	-1,036.06	-5,788.99
Deposits & Credits	2,855.62	8,080.83
Cleared Balance	31,373.82	22,073.11
Uncleared Transactions	0.00	-18.14
Available Balance	31,373.82	22,054.97

Mr. Jackson moved for acceptance of the September Treasurer’s report. Mr. Barlow seconded the motion and motion passed unanimously.

Approval of Expenses: Mr. Bostek asked Supervisors if they had received and reviewed the September expenses. Mr. Jackson moved for acceptance of the September expenses. Mr. Barlow seconded the motion and the motion passed unanimously.

Police Officer’s Report – Chief Briggs read his report on September activities. The Chief reported that fraud continues to be an issue and once again cautioned the public. Chief Briggs announced that the Fairfield Fire Department will be holding an Open House on October 15 from 1-4 PM and that a Drug Take Back Event was being held at the Carroll Valley Municipal Building on October 28 from 10 AM – 2 PM.

Zoning Officer’s Report – Mr. Bostek read the September Zoning Officer’s Report which consisted of two Land Use Permits on Steelman Marker totaling \$500. One was for a pole building and one was for a detached garage.

Roadmaster Report – Mr. Arentz responded to Mr. Swiat’s question regarding the sign on Irishtown Road. He reported that he had the new sign and expected to have it installed on Friday once he received a response from One Call. The Roadmaster reported on September Road Department activities which included mowing, some cold patching and sign installation. Mr. Arentz stated that he would not be at the October 19 workshop because he would be attending an LTAP Training Class on Road Surfacing given by Jason Snyder. Mr. Keilholtz asked permission from the Chairman to address the Roadmaster. Permission was given and Mr. Keilholtz asked the Roadmaster if anything was being done about his request for fixing the ditch on Steelman Marker. The Roadmaster replied that riprap had been delivered, but the job has yet to be completed.

Planning Commission Report: Planning Commission Chair Nancy Wenschhof reported that there was no meeting in September. The next meeting is scheduled for October 17. She went on to state that if there were no submission the Planning Commission will be continue to their review of the SALDO.

Old Business

a) Ordinance 2017-02: An Ordinance Amending The Liberty Township Ordinance No 2, 1999 Prohibiting Certain Traffic And Vehicular Conduct In The Township Of Liberty, Adams County, Pennsylvania. Mr. Bostek announced that the ordinance had been re-advertised as required. Mr. Barlow made a motion to pass Ordinance 2017-02. Mr. Jackson seconded the motion. Mr. Bostek

opened public comments. Mr. Gee made several comments opposing the ordinance amendment. A vote was taken. Mr. Barlow and Mr. Jackson voted for adopting the ordinance. Mr. Bostek voted against. The motion passed.

b) New Enterprise: The Solicitor stated that there has been no response from New Enterprise. Mr. Bostek asked the Solicitor if the Township could contact New Enterprise and place a deadline on their response time. The Solicitor responded that the township could do that.

New Business:

a) It was noted that the agenda proposed a Budget workshop meeting for October 19, but that would not meet the 20-day advertisement requirement. Mr. Barlow made a motion to advertise the 2018 Budget Workshop for October 26. Mr. Jackson seconded the motion and approval was unanimous.

b) Mr. Bostek stated that the Township had been working on the updated Policies and Procedures for over a year and asked for a motion to adopt the manual. Mr. Jackson made a motion adopt the new Policies and Procedures manual dated October 3, 2017. Mr. Barlow seconded the motion and approval was unanimous.

c) Mr. Bostek presented a request from the Tax Collector Natalie Williams to be paid \$50 to attend the ACATO – Adams County Association of Township Officials Conference on November 8. Mr. Bostek noted that only \$20 was remaining in the Tax Collector conferences and training budget. Mr. Jackson reported that he contacted other municipalities to see if this was a common practice. Within those he contacted, it was not. Mr. Barlow reported that he attended the conference last year with Ms. Williams and it was more of a trade show with vendors and a dinner and felt there was no benefit in attendance. The Supervisors instructed the Secretary to contact Ms. Williams and notify her of their decision to deny the request.

Propane: Mr. Jackson asked the Chairman if he could give an update on the propane and propane tank topic even though it wasn't on the agenda. He summarized the situation and why the Township was seeking a refurbished tank and a new propane supplier. He reported on his progress and went into detail of what was required to install the different size tanks. There was some discussion back and forth between the Supervisors and the public. The item was tabled and would be placed on the October 19 Workshop Meeting agenda.

At 8:38 PM, Mr. Jackson made a motion to adjourn, Mr. Barlow seconded the motion, and approval was unanimous.

The next regularly scheduled Board of Supervisors meeting will be held on Tuesday, November 14, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer