

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

July 3, 2018 Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, July 3, 2018 at 7:30 PM at the Liberty Township Municipal building.

PRESENT: Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow attended by phone, Solicitor John Lisko, Special Counsel Zach Mills, Chief Brand Briggs, Roadmaster Brian Arentz, and Secretary/Treasurer Wendy Peck.

At 7:31 Mr. Bostek called the regular meeting to order and opened the meeting to public comment.

PUBLIC COMMENTS:

Robert Keilholtz 24 Steelman Marker Road asked who was responsible for day to day maintenance at the Township building. Mr. Bostek answered that the entire Board of Supervisors is responsible. Mr. Keilholtz stated that the gutters on the buildings needed cleaning and repair. He also stated that he previously reported the issue to Mr. Barlow. Mr. Keilholtz went on to ask about the June 19 Workshop Meeting vote not to pursue civil action against the former Township Secretary/Treasurer. Mr. Lisko advised the Board to be careful in their comments and advised the Board not to discuss any issues that may present a weakness in a civil case because it will affect the open bond claim. He went on to state that one deterrent in pursuing the civil case was that costs of civil litigation could range from ten to thirty thousand dollars. Mr. Mills added that the recent action would not preclude civil action against the bonding company if a settlement could not be reached. Mr. Keilholtz responding by reading the oath of office and asked the board if they knew what fidelity meant.

Donna Powers 608 Pecher Road asked for an update on the criminal charges against Ms. Shaffer. Mr. Mills responded that the Township is in communication with the District Attorney's office and has presented them with the pertinent information. Ms. Powers asked what the statute of limitations was for theft. Mr. Lisko responded that it is a felony with a five-year statute of limitations.

Richard Swiat 385 Wenschhof Road thanked the Roadmaster Brian Arentz for his work on the roads stating that it looked nice.

SUPERVISOR COMMENTS:

Mr. Jackson had no comments.

Mr. Barlow had no comments.

Mr. Bostek addressed Mr. Keilholtz's comment from a previous meeting regarding the Chief's attendance. He stated that during the June 5 meeting, the Chief and the Roadmaster were called away to attend issues surrounding falling trees caused by the storm. He also reminded everyone of the E-Waste Recycling Collection event on July 14 at the Highland Township municipal building. Mr. Bostek read a letter that the township had received a letter from Dan Moul outlining the PennDOT project to address the traffic issue at Orchard Road and Route 16. The letter would be posted to the website.

MINUTES: Mr. Jackson made a motion to accept the minutes of the June 5 Regular Meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved to accept the minutes of the June 19 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 June 2018.

6/30/2018	General - Oper & Payroll Fund	Capital Reserve Fund	PLGIT General Fund	Fire Tax Fund	Highway Aid Fund	Escrow Fund
Beginning Balance	257,343.98	128,168.19	127.65	35,096.70	88,275.17	1,788.18

<i>Interest</i>	<i>20.85</i>	<i>15.80</i>	<i>0.17</i>		<i>117.29</i>	
Checks & Payments	-25,253.27	0.00	0.00	0.00	-190.98	0.00
Deposits & Credits	26,237.26	0.00	0.00	0.00	0.00	0.00
Cleared Balance	258,348.82	128,183.99	127.82	35,096.70	88,201.48	1,788.18
Uncleared Transactions	-1,029.41	0.00	0.00	0.00	0.00	0.00
Available Balance	257,319.41	128,183.99	127.82	35,096.70	88,201.48	1,788.18

Mr. Jackson made a motion to accept the June Treasurer’s Report. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

EXPENSES: Mr. Jackson made a motion to pay the 6/20– 7/3 invoices. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion to approve the 6/10-6/23 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

POLICE OFFICER’S REPORT: Chief Briggs read his report for June stating that the police department worked 212 hours, drove 942 miles and used 86.5 gallons of fuel. He also stated that the department assisted Carrol Valley, responded to two alarms, and one animal complaint. The Chief reminded everyone to be aware of phone scams and reported that he recently received one at the police station. He noted that the calls are being routed to appear on caller id as local numbers.

ZONING OFFICER’S REPORT: Mr. Bostek reported that three land use permits were issued in June totaling \$750 in fees.

ROADMASTER REPORT: Mr. Arentz reported on the month’s activities in the Road Department which included driving 833 miles, using 46 gallons of off road fuel and 80 gallons of on road fuel. Work included cutting brush, weed eating, sign repair on Wenschhof Road. He reported that a tire blew out on the tractor and stated that he received a quote from MarBar to replace the tire for \$1296.10. He stated that it happened on Steelman Marker Road and he was able to drive the tractor back to the shop. He would make calls on Thursday to obtain additional pricing. Mr. Keilholtz announced that Butler Tire in Frederick could provide a quote.

PLANNING COMMISSION REPORT: No Planning Commission members were present at the meeting. Mr. Bostek stated that he received an email from the Planning Commission concerning the proposed ordinance changes. Mr. Lisko stated that the three ordinances can be prepared separately, and all be addressed at the same hearing. He went on to explain that the three drafted ordinances should be sent to the Planning Commission and to the Adams County Planning Commission for comments before moving forward with advertising and a hearing. Mr. Jackson moved to send the Accessory Building Ordinance Amendment, No Impact Home Based Business Ordinance Amendment and Land Use Permit Ordinance Amendment to the Liberty Township Planning Commission for review at their next meeting. Mr. Bostek seconded the motion. All voted yes, and the motion passed.

CITIZENS ADVISORY COMMITTEE: It was noted the committee still does not have a quorum and is currently dormant.

ELECTED AUDITORS: Richard Swiat reported that the Auditor Sue Hek is doing well from her recent surgery. He stated that the auditors will meet on July 18 to perform a quarterly review of township finances. He also commented that it has been a busy summer and the auditors have not been able to volunteer recently to assist with record organization at the township. Mr. Bostek addressed last month’s topic of the Treasurer’s bond. He reported that he had contacted PSATS and that although they advised that it was not necessary to include the fiduciary funds in the bond amount, he felt that the cost of \$200 per year to increase the bond amount would be in the best interest of the Township.

OLD BUSINESS

The Treasurer Bond Claim Status: Mr. Mills stated that the claims have been submitted and the bonding companies are still reviewing them. He continues to provide additional information to the bonding companies as they request it. He stated that there are small gaps in the documentation, but he didn’t feel that it would be a concern.

NEW BUSINESS

ADA Parking Space: The Board was asked to consider a motion to award apparent low bidder for ADA Parking Space. Mr. Bostek read the bids: SKR Paving and Excavating - \$2,428, Asphalt Works – no bid, Thomas Wells - \$2,900. Mr. Jackson mad a motion to declare SKR as apparent low bidder. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

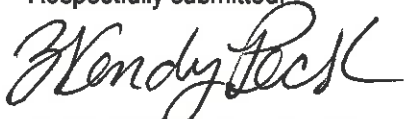
457 Retirement Plan: The Board discussed the option of allowing employees to take loans from the 457 Retirement Plan. It was noted that the plan is currently funded 100% by the employees and township does not contribute to the plan. Mr. Jackson moved to have RJ Hall draft an amendment and resolution to allow employees to take loans from the 457 Plan and the cost for the preparation will be \$300. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Desktop Computer: The Secretary reported that her current desktop computer is a tablet with a small amount of storage and although it stores only programs and supporting files, it has run out of space and is inoperable in its current condition. The board received a written proposal from current IT support contractor, Treysta. Treysta would supply and install a new desktop computer for a total of \$1,099. She reported the HP Business Desktop ProDesk 400 G4 costs \$799 and her research shows that to be a fair price. The additional \$300 would cover moving files, installing programs and setting it up for use. Mr. Jackson made a motion to order the new desktop computer and installation from Treysta, Mr. Barlow seconded the motion. All voted yes, and the motion passed.

ADJOURN

At 8:24 PM Mr. Jackson made a motion to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer