

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

April 3, 2018 Meeting Minutes

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

Present: Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Alternate Solicitor Zachary Mills, Roadmaster Brian Arentz, and Secretary Wendy Peck.

Not Present: Chief Brand Briggs, Solicitor John Lisko.

At 7:32 Mr. Bostek called the regular meeting to order and stated that the public comment period would be held after the guest presenter.

Guest Presenter – Mr. Jackson announced that representatives from the Smith Elliott Kearns & Company, LLC. were invited to present the 2017 Financial Audit and DCED report at the meeting. He stated that this presentation was for information purposes and the public was not permitted to ask questions of the presenters. The Supervisors would be permitted to ask questions. He introduced Auditors Craig Witmer and Teena Curnow. Teena Curnow went over the DCED report and financial statements. Craig Witmer presented information on the lack of segregation of duties finding and recommendations which are listed in the 2017 Audit Report. Mr. Witmer acknowledged the Township's effort to add more oversight by having the elected auditors perform quarterly reviews of the township's finances, including payroll. Mr. Bostek commented that he checked with the Township's bank ACNB to see if the lockbox recommendation could be implemented and that the bank expressed that it would not be able to provide that service. Mr. Witmer also presented information and statistics on fraud and fraud discovery from a 2016 ACFE Fraud Study Report. The Board thanked SEK for the presentation.

Public Comments:

Cindy Arentz 1734 Tract Road expressed her concern with comments in a recent news article that seemed to report Planning Commission member Vince Gee making comments on behalf of the Supervisors.

Luther Ridge 15 Liberty Hall Road asked questions regarding the former secretary/treasurer alleged theft issue inquiring on the bond claim and a status with the District Attorney. He also spoke of the 2014 health insurance error and payment by the township and the possibility of crimes related to the payment.

Donna Powers 608 Pecher Road and several other members of the public asked questions regarding the former secretary/treasurer alleged theft issue. Mr. Mills addressed the topic stating that it is an ongoing investigation and many details cannot be discussed. He also commented that anyone who has evidence of a crime may report it.

Dave Abplanap 545 Harbaugh Valley Road asked for a copy of the scope of work and the bids for the bathroom project. Mr. Barlow responded that there was no detailed scope of work. A list of items to be addressed was provided and bidders were instructed to contact Land and Sea for further details. It was suggested that Mr. Abplanap file a Right-to-Know request for additional information and documents.

Supervisor Comments:

Mr. Jackson had no comments.

Mr. Barlow commented that Karen Frey had issued a revised report on the former Secretary/Treasurer's alleged fraud. He stated that he will continue to push to recover the funds from Shaffer and will continue to talk to the District Attorney.

Mr. Bostek thanked Vince Gee for donating additional filing cabinets to the Township. He also thanked the Elected Auditors for their diligent work with Mr. Mills on the bond claim. Mr. Bostek spoke of two letters from the Liberty Township Supervisors that were previously sent to residents who live on private roads. The letters were about homeowner responsibility for maintenance of private roads. He distributed the information to the other supervisors. The Supervisors agreed that the letters should be posted to the website.

Minutes: Mr. Barlow moved to accept the minutes of the March 6 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved to accept the minutes of the March 20 Workshop Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

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

3/31/2018	General - Oper & Payroll Fund	Capital Reserve Fund	PLGIT General Fund	Fire Tax Fund	Highway Aid Fund	Escrow Fund
Beginning Balance	193,261.24	128,125.71	127.21	2,088.31	12,342.06	1,788.18
Checks & Payments	-36,009.03	0.00	0.00	0.00	-1,239.43	0.00
Deposits & Credits	32,458.04	10.88	0.13	4,173.00	12.74	0.00
Cleared Balance	189,710.25	128,136.59	127.34	6,261.31	11,115.37	1,788.18
Uncleared Transactions	-1,002.10	0.00	0.00	0.00	0.00	0.00
Available Balance	188,708.15	128,136.59	127.34	6,261.31	11,115.37	1,788.18

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

Expenses: Mr. Barlow stated that his name was incorrectly listed on the invoice from Mr. Mills. Ms. Peck stated that she would hand-correct it before filing. Mr. Barlow made a motion to pay the March 21 - April 3 invoices. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to process the 3/18-3/31 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow stated he would come to the Secretary's office on Wednesday to process the payroll and sign the checks.

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

Zoning Officer's Report – Mr. Bostek reported that four land use permits were issued in March totaling \$1,025 in fees.

Roadmaster Report – Mr. Arentz reported on the month's activities in the Road Department which included driving 1,059 miles, using 141 gallons of on road fuel, and 20 gallons of off-road fuel. Other work included clearing several trees that came down, cold patching, meeting with the bridge inspector, and truck maintenance. Mr. Bostek thanked Mr. Barlow and Mr. Arentz for their work during the snow storms. Mr. Ridge was permitted to make a comment and stated that the road near his property was caving away. Mr. Arentz acknowledged that he was aware of the problem. There was some discussion amongst the Supervisors and the Roadmaster about how to repair the road. Mr. Arentz stated that placing boulders could be a solution and that he would look in to it further.

Planning Commission Report: Planning Commission Chair Nancy Wenschhof reported that the Planning Commission met on March 20. Two sketch plans were presented. It was noted that Mr. Royer was scheduled to attend tonight's Board of Supervisors meeting to present the Greenview Estates sketch plan to the Supervisors, but he was not present. The plan for Greenview is a proposed development of 84 homes that is partially in Franklin County. The Planning Commission advised Mr. Royer of several things that need addressed before proceeding

including an agreement from Washington Township, Franklin County to provide water and sewer services. The other sketch plan was a combination of two parcels on Sydnor Trail.

Citizens Advisory Committee: Resignations were received today from Cindy Arentz, Karen Barlow, and Robert Keilholtz. It was noted that with only one member remaining on the committee, all future meetings would be cancelled until additional members are appointed and a quorum can be met.

Elected Auditors: Richard Swiat commented on the work that the Elected Auditors have been doing regarding gathering information for the Bond Claims. Additionally, the Elected Auditors will meet on April 11, to audit the Township's finances for the first quarter of 2018.

Old Business:

The Treasurer Bond Claim Status was reported as ongoing and Mr. Mills stated that because of the span of years, there are two bond companies and two claims.

Resident Complaint Response Status – Mr. Barlow reported that response letters have been sent and the complaint regarding the home base business is ongoing. He stated that there is conflict of definitions within the ordinance that needs to be addressed. He asked to add an item to the April 17 workshop agenda to consider revising Section 434 to be consistent with the definition listed on page 24.

New Business:

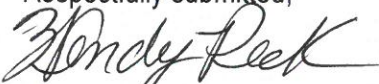
Consider a motion to choose fuel supplier – Roadmaster Arentz presented the bids to the board. He stated that three companies responded by phone or in writing. The bid from Shipley Energy was incomplete and deemed nonresponsive. There was some discussion about getting set prices or calling to check pricing as fuel was needed. The bids were as follows: Tevis Energy – Harrisburg NET OPIS Average + \$0.35 per gallon for On Road Diesel, + \$0.35 per gallon for On Road Diesel, + \$0.49 per gallon for Mid-Grade Gasoline; Talley Petroleum - OPIS Average + \$0.8812 per gallon for On Road Diesel, + \$0.8762 per gallon for On Road Diesel, + \$0.8479 per gallon for Mid-Grade Gasoline. Mr. Barlow made a motion to accept the bid from Tevis listing prices at Harrisburg NET OPIS Average + \$0.35 per gallon for On Road Diesel, + \$0.35 per gallon for On Road Diesel, and + \$0.49 per gallon for Mid-Grade Gasoline. 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. Mr. Arentz commented that keys to the fuel tanks have been distributed to various township officials and fuel companies over the year and the records do not show if they have been returned. He asked permission to purchase and change the locks on the fuel tanks. All Supervisors agreed to have the Roadmaster replace the locks on the fuel tanks.

Authorize Zach Mills to meet with the Elected Auditors – For the purpose of gathering information for the open bond claim, the Board was asked to consider a motion to authorize meeting between Zach Mills and the Elected Auditors. Mr. Bostek stated that the auditors would not be paid to attend the meeting. Mr. Barlow made a motion to authorize a meeting between Zach Mills and the Elected Auditors. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The meeting was scheduled for Wednesday, April 4 at 2:30 PM.

Adjourn

With no further business, Mr. Barlow moved to adjourn the meeting at 9:26 PM. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The next regularly scheduled meeting will be held on Tuesday, May 1, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer