

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

**January 18, 2018
11 AM**

Board of Supervisors Workshop Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Thursday, January 18, 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; Roadmaster Brian Arentz, and Secretary Wendy Peck.

Chairman Bostek called the meeting to order at 11:04 AM. The Secretary performed a roll call. A quorum was present.

At 11:05 AM The Board of Supervisors went in to Executive Session.

Chief Brand Briggs arrived at 11:13 AM.

At 12:10 PM The meeting was called to order.

Public Comments: None.

Supervisor Comments:

Mr. Bostek commented that the Board of Supervisors met for Executive Session on January 9, January 12 to interview applicants for the Planning Commission. He stated that on January 12 the Board waited for 15 minutes, but the applicant did not show up. During that time, the Board discussed fire call boxes.

Mr. Jackson commented on the township complaint process and proposed that the supervisors rotate the responsibility of drafting a recommended response which would be presented to the Board of Supervisors for approval before distribution on their behalf.

Mr. Barlow had no comments.

TOWNSHIP STAFF REPORTS

Road Department: The Roadmaster reported that repairs to the air brakes were performed on the yellow dump truck.

Police Department: Chief Briggs gave a summarized report for 2017 police activity.

Secretary/Treasurer

The Secretary reported that Adams County is working on the township website and it should be available by the February 6 meeting. She announced that the Citizens Advisory Committee has scheduled its first meeting for Monday, January 29 at 7:30 PM.

Cindy Arentz 1734 Tract Rd asked the Solicitor if the Citizens Advisory Committee was required to have a public comment period at their meetings and take an oath of office. The Solicitor would get the information to the township and the Secretary will communicate the information to the committee.

Mr. Barlow spoke about the area Fire Departments and call boxes. He distributed handouts to the board and spoke about the number of responses that each fire department had in Liberty Township. There was talk about reviewing the current fire tax ordinance and adjusting the distribution amounts based on percentage of service calls.

Old Business

Appoint CPA Firm - Mr. Barlow made a motion to appoint the CPA firm SEK to perform the 2017 audit and DCED report. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Resolution 2018-01 Appoint Planning Commission Members and alternates - Mr. Bostek thanked all that applied to the planning commission. Mr. Jackson made a motion to appoint Geoff Grant to the planning commission with a term ending December 31, 2020. Mr. Barlow seconded the motion, and all voted yes. Mr. Barlow made a motion to appoint Sheri Kipe as alternate planning commission member. The motion died for lack of a second. Mr. Jackson made a motion to appoint Rich Luquette as alternate planning commission member. Mr. Bostek seconded the motion. Mr. Jackson and Mr. Bostek voted yes, Mr. Barlow abstained from voting. The motion passed. There was some discussion regarding the applicants and the details of the resolution allowing for alternates. Mr. Barlow made a motion to appoint Sheri Kipe as second alternate planning commission member. The motion died for lack of a second.

Appoint Township Representatives – Mr. Jackson made a motion to appoint the following supervisors as representatives for 2018: York Adams Tax Bureau: John Bostek, representative; Robert Jackson, 1st alternate; Walter Barlow 2nd alternate. Adams County Tax Committee: Robert Jackson, representative. Adams County Council of Governments: Walter Barlow, representative; Robert Jackson, alternate. COG Legislative Committee: Robert Jackson. Adams County Borough Assoc: John Bostek, representative; Robert Jackson, alternate. Fairfield Regional Emergency Assoc : Robert Jackson, representative; Walter Barlow, alternate. Fairfield & Fountaindale Fire Dept.: Walter Barlow, representative; Robert Jackson, alternate. Emmitsburg Fire Dept. John Bostek, representative; Walter Barlow, alternate. Adams County Assoc of Township Officials – none. PA State Assoc of Township Supervisors – none. Mr. Barlow seconded the motion. All vote yes and the motion passed.

Review suggestion of reduction of hours for full-time staff – Mr. Bostek made comments regarding the suggested recommendation of reducing the hours of the full-time staff.

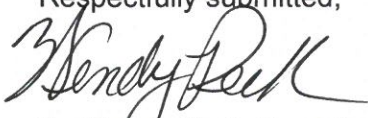
New Business

Review process for approval of payroll and expenses – Solicitor Lisko made a recommendation to the Board that they consider approving expenses ahead of time when possible. He went on to suggest voting on approving expenses at workshops and regular meetings. There was some discussion on how this would be accomplished. It was concluded that the process for payroll approval and processing needed to be worked out since meetings do not coincide with pay dates. Mr. Jackson made a motion to move forward with the new process of approving expenses at meetings and prior to payment when possible starting in February. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Appoint Supervisor to oversee required building upgrades – Mr. Bostek made a motion to appoint Mr. Barlow to oversee the building improvements related to the ADA compliance and occupancy permit. Mr. Jackson seconded the motion, and all voted yes.

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 1:18 PM. The next regularly scheduled Board of Supervisors meeting will be held on Tuesday, February 6, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer