

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

**June 5, 2018 Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, June 5, 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, Chief Brand Briggs; Roadmaster Brian Arentz, and Secretary/Treasurer Wendy Peck.

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

**Public Comments:**

**Robert Keilholtz 24 Steelman Marker Road** noted that Chief Briggs was not present and asked the Supervisors why it seemed that the Chief had not been attending meetings lately. Mr. Bostek stated that the Chief only occasionally misses the meetings when he is on vacation or is called away to attend police business. At 7:32 PM Chief Briggs arrived. Mr. Keilholtz then noted that the Solicitor was absent and asked if he would be attending. Mr. Bostek stated that he expected him and at 7:33 Solicitor Lisko arrived.

**Supervisor Comments:**

**Mr. Jackson** addressed a prior month's public comment questioning why action against the former Secretary/Treasurer has seemed to take more than two years. He mentioned the time it took to perform multiple audits of the Township's records, lack of communication with the District Attorney's office, and difficulty to proceed with business when Township meetings are disrupted.

At 7:36 PM, Chief Briggs was called out of the meeting.

**Mr. Barlow** had no comments.

**Mr. Bostek** announced that the Township office would be closed next week because the Secretary would be on vacation. He noted that it would not affect the Police Department or the Zoning Officer.

**Minutes:** Mr. Barlow made a motion to accept the minutes of the May 1 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved to accept the minutes of the May 16 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 May 2018. She noted that the report included interest not reported in April.

5/31/2018	General - Oper & Payroll Fund	Capital Reserve Fund	PLGIT General Fund	Fire Tax Fund	Highway Aid Fund	Escrow Fund
April Report Balance	243,431.49	128,136.59	127.34	31,423.56	90,471.77	1,788.18
April Interest Adjustment	16.51	15.27	0.15	0	82.56	0
<b>Beginning Balance</b>	<b>243,448.00</b>	<b>128,151.86</b>	<b>127.49</b>	<b>31,423.56</b>	<b>90,554.33</b>	<b>1,788.18</b>
Checks & Payments	-33,462.34	0.00	0.00	-958.51	-2,394.07	0.00
Deposits & Credits	47,358.32	16.33	0.16	4631.65	114.91	0.00
<b>Cleared Balance</b>	<b>257,343.98</b>	<b>128,168.19</b>	<b>127.65</b>	<b>35,096.70</b>	<b>88,275.17</b>	<b>1,788.18</b>
Uncleared Transactions	-540.22	0.00	0.00	0.00	0.00	0.00
<b>Available Balance</b>	<b>256,803.76</b>	<b>128,168.19</b>	<b>127.65</b>	<b>35,096.70</b>	<b>88,275.17</b>	<b>1,788.18</b>

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

**Expenses:** Mr. Jackson made a motion to pay the 5/17– 6/5 invoices. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to approve the 5/13-5/26 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 six land use permits, and one driveway permit were issued in May totaling \$1,275 in fees.

**Roadmaster Report** – Mr. Arentz reported on the month's activities in the Road Department which included driving 669 miles, using 59 gallons of off road fuel and 16 gallons of on road fuel. Work included cold patching, placing more rip rap at Liberty Hall Road, shoulder work on Gladhill, mowing and weed-eating. The Roadmaster announced that he would be out of the office on June 8. There was some discussion of when the New Enterprise Fairfield quarry location would be closing. It was noted that they would remain open until they run out of inventory. SGI (Specialty Granules) in Blue Ridge Summit was mentioned as an alternate location for obtaining materials, but a contract/service account is required.

**Planning Commission Report:** No Planning Commission members were present at the meeting. It was noted that a meeting was held on May 15 to continue to review the SALDO.

**Citizens Advisory Committee:** It was noted that all future meetings are cancelled until additional members are appointed and a quorum can be met. The committee currently has one member and four openings.

**Elected Auditors:** Richard Swiat reported that the auditors will meet on July 11 to perform a quarterly audit of the Township records and will report at the August BOS meeting. It was also noted that auditor Sue Hek is doing well from her recent surgery. Mr. Bostek asked the Elected Auditors to determine the proper bond amount for the Township Treasurer and if it is necessary to include coverage of the fiduciary funds. The bond is currently \$500,000. This amount is enough to cover all funds except the Uniform Pension Fund which is currently an additional \$370,000.

#### **Old Business:**

**The Treasurer Bond Claim Status** – Mr. Bostek announced that this item would be postponed until after the Executive Session at the end of the meeting.

#### **New Business:**

- Mr. Barlow moved to accept the updated shared streetlight agreement with Hamiltonban Township agreeing to reimburse Hamiltonban Township for one half the cost of the electric bill for the streetlight located at the intersection of Jack's Mountain Road and PA Route 16 with Liberty Township's portion estimated to be less than \$200 per year. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- Mr. Jackson moved to adopt Resolution 2018-05 Repeals "Resolution: 2007-R8 Adopted April 2, 2007," And Readopts The Plan Adoption Agreement, Document And Summary Of Plan Descriptions for the Non-Uniform Pension Plan. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- Mr. Bostek asked the Board of Supervisors to consider a motion requiring Supervisors to fill out and sign the complaint/citation form that residents are currently required to submit. There was significant discussion about the topic and whether the current policy requiring all complaints to be submitted in writing already covered this issue. It was noted that while the complaint forms may be subject to the right to know law, information revealing the identity and other personal information of the individual submitting the form must be redacted. Mr. Jackson moved to require Supervisors to fill out written complaints when reporting potential violations. Mr. Bostek seconded the motion. All voted yes, and the motion passed.

At 8:13 PM, Chief Briggs called the Roadmaster out of the meeting.

- Mr. Bostek reported that the Township had received a FEMA Preliminary Flood Insurance Study for review and comment. Mr. Jackson stated that he would contact FREMA to get their opinion on the study. The Secretary stated that she would hang the maps of the proposed flood areas in the meeting room for public display.
- Mr. Bostek reported that the Township had received a Draft 2019-2020 Adams County Transportation Improvement Program for review and comment. Mr. Barlow suggested that the Township Engineer should review the documents and provide a report to the Board. Mr. Bostek made a motion to have the Township Engineer review the documents and provide a report to the Board. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- Mr. Bostek reported that Freedom Township has submitted revisions to Southwest Adams Joint Comprehensive Plan and is asking for review and comments. The Solicitor remarked that it is a recommended plan and not an ordinance and there would be no benefit to having a Township Engineer review. Mr. Bostek stated that he would talk to Freedom Township and discuss their proposed changes and report back to the Board.

At 8:26 PM, the meeting was recessed, and the Board of Supervisors and the Solicitor went in to an Executive Session to discuss to Treasurer Bond Claim for former Secretary/Treasurer Shaffer.

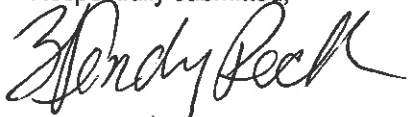
At 8:51 PM, the meeting resumed.

Mr. Bostek made a motion to approve the signing and notarization of a proof of loss statement and accompanying narrative statement for Cincinnati Insurance Company and one for Travelers Insurance Company as well, if needed. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**Adjourn**

At 8:54 PM Mr. Jackson made a motion to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed. The next regularly scheduled meeting will be held on Tuesday, July 3, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer