

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

**Board of Supervisors Workshop Meeting Minutes
March 16, 2017**

The Board of Supervisors of Liberty Township, of Adams County, met on Thursday, March 16, 2017 at 1 PM at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320.

Present: Chairman John Bostek, Vice Chairman Bob Jackson, Jamie Harbaugh, Zoning Officer; and Wendy Peck, Secretary/Treasurer.

Not Present: Supervisor Walter Barlow, Chief Brand Briggs, and Roadmaster Brian Arentz.

Public Present: Joan Jackson.

Roll Call was taken and there was a quorum.

Zoning: Zoning Officer Jamie Harbaugh was present and discussed current zoning issues. The topic of Mr. Palmer and his property cleanup came up and it was suggested that Ms. Peck contact Mr. Palmer to see when he could meet with the Supervisors to agree on a deadline for the cleanup of his property. Mr. Palmer will meet with the Supervisors at the April 20 Workshop meeting.

Employee Handbook: The handbook was reviewed thoroughly. Several suggestions and corrections were made. Ms. Peck was instructed to make the changes and redistribute to the supervisors for further review.

Snow Removal: There was a discussion regarding the recent snow storm. It was suggested that snow removal bids be collected in the fall and an appointment of a snow removal back up company be made at the January Reorganization meeting. Resident Catherine Carter has requested reimbursement of under \$100 for replacement of her mailbox that was damaged during the recent snow plowing. Mr. Jackson mad a motion to approve reimbursement of the replacement once Ms. Carter submitted the appropriate receipts. Mr. Bostek seconded the motion and the motion passed.

Secretary/Treasurer topics: The secretary presented information on the duties of the secretary and the responsibility of maintaining and preserving the township records. She noted the it would be difficult to preserve the township records when multiple persons have complete access to the records. Mr. Bostek made a motion to change the locks on the Township Secretary office issuing only two keys. One key would be issued to the Secretary and one key would be held by the police department. Mr. Jackson seconded the motion and the motion passed. Ms. Peck noted that she would have the locks changed at the earliest convenience, once the Police Chief returned from vacation.

The meeting ended at 4 PM.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer