

The regular monthly meeting of the Liberty Township Board of Supervisors was called to order on February 7, 2019 at 7 p.m.

Present were Doug Sivers, Alton Wilber, Dave Bailey, Lori Raub, Mary Jane Bolles, Clifford Reed, Lennie Kalechitz, and Linda Rockwell.

Pledge of Allegiance was said.

Public Comments None.

Minutes Dave made a motion to accept the January 2019 Reorganizational Meeting Minutes as presented. Alton seconded and Doug voted yes.

Dave noted that on the January 2019 Meeting Minutes, page two, paragraph two that the Emergency Management Elected Officials Briefing was Wednesday, January 23, 2019, not January 30, 2019 as written. Dave made a motion to accept the January 2019 Meeting Minutes with the correction noted. Doug seconded and Alton voted yes.

Road Report Dave reported the following January 2019 activities: fixing potholes on Shadow Brook, Stone Crop, and Hunsinger; picked up the new trucks; and cindering and plowing as needed. Alton reviewed the starting problems with one of the new trucks with only 200 miles.

Linda reviewed the following bid ads to be run the weeks of February 18 and 25 in the Independent, Transcript, and Mulligan Shopping Guide: road materials, fuel, cinders, and dust control. The bids are due by Monday, March 4 to be opened at the Board of Supervisors meeting on March 7, 2019.

Treasurer's Report Dave made a motion to accept the January 2019 Treasurer's Report, pay Bill List 02-19, pay any bills which are normally paid during the month, and pay the payroll for February. Alton seconded and Doug voted yes.

Scheduled Public Input None.

Old Business Linda reviewed the following 2018 reports filed: 2018 W2 and W3, 2018 MS-965 Liquid Fuels (approved), 2018 Survey of Financial Condition (approved), and 2018 Floodplain Management Activities Annual Report.

Linda also reviewed the 2019 reports filed: 2019 Tax Information Report (approved), 2019 Tax Bill Information for Susquehanna County Assessment Office, 2019 Report of Elected and Appointed Officials (approved), 2019 Pennsylvania One Call System—Member Database Verification, 2019 PSATS Membership Information Form, and the Act 13 Reports: 2017 Budget, and 2017 Gas Well Usage Report. She explained that these were for the funds actually received in July 2018.

Linda noted that the CPA picked up the records for the 2018 Audit on January 28, 2019, but will be coming tomorrow, February 9 to review a few other items.

At this point Mary Jane Bolles took us back to the reorganization meeting minutes, paragraph 13 on page 1. It stated that the Treasurer's Bond limit is set for \$500,000 for 2019. Her concern was if anyone else is covered by the bond should Linda become incapacitated. She wondered who is taking care of the checkbooks in Linda's absence. Linda tried to reassure her that when she was hospitalized, the checks were brought to her for signature. They are then attached to a backup invoice and presented to one of the supervisors for an additional signature. After much discussion, the supervisors will check with the solicitor and report at the next meeting. Alton asked Linda if she had advertised for an assistant. She responded that she had not due to the overabundance of reports that needed submission.

New Business Linda reviewed the Snake Creek Fire Company proposed agreement for Fire Protection. Doug made a motion to adopt **Resolution 19-03: Agreement for Fire Protection Snake Creek Fire Company**. Dave seconded and Alton voted yes. Linda will give the fire company a copy of the resolution and ask that it be submitted to the township by November 2019.

Linda noted that the Statement of Financial Interests are due May 1 to be kept in the office.

Doug reviewed the paperwork needed for Pennsylvania Emergency Management Agency to help recover some of the flood expenses: Designation of Agent Resolution (he volunteered to be the agent for the township), Public Disaster Assistance Application and Agreement for Financial Assistance, Federal Funding Accountability and Transparency Act Sub-recipient Data Sheet, and Pennsylvania Electronic Payment Program (PEPP) Enrollment Form. Doug made a motion to be adopt **Resolution 19-04: Designation of Agent Resolution**. Dave seconded and Alton voted yes. Linda will use certified mail to mail the forms.

Doug explained that he will be going on Saturday to residents of the township affected by the floods. He knows of ten families. If they are not home, he will leave information for them. Someone felt that this should be posted on the building also. Lori stated the Grange Hall also received damage and would that receive funds. Doug responded that he did not know right now.

Alton referred to an insurance walk-through with the recommendation that the building be equipped with a fire alarm system. The solicitor will be contacted to see if a "recommendation" must be done.

Meetings The supervisors coordinated their calendars to attend upcoming meetings. Doug also stated that he will be attending flood meetings.

Correspondence Linda reviewed an email from openrecords.pa.gov. to review their database. It was last updated on July 14, 2016. Also noted that Section 504(b) of the Right-to-Know Law requires that an agency post certain information at the agency and on the agency's website. To be posted: contact information for the agency open records officer; contact information for the Office of Open Records; a form which may be used to file a request (a sample was provided); and any agency regulations, policies and procedures related to the RTKL. Linda will contact Lennie Kalechitz when the information has been updated to post on the website. She will post it at the township building.

Other routine correspondence was handled during the month or is in the supervisor's pass-around folder.

Check Signing The supervisors signed the checks presented for payment.

Adjournment Doug made a motion to adjourn the meeting at 7:55 p.m. Dave seconded and Alton voted yes.