

**Liberty Township Board of Supervisors, Adams County, PA**  
**39 Topper Road, Fairfield, PA 17320**  
**October 4, 2022, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, October 4, 2022, at 6 PM at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320. The meeting was streamed live on Liberty Township's YouTube Channel.

**Present:** Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Brandon Lowe, Solicitor John Lisko, and Secretary/Treasurer Wendy Peck.

**At 6 PM** Mr. Barlow called the meeting to order.

**Public Comments:** Adam Sanders 23 Strausbaugh Trail asked the Board for recommendations to resolve issues in the Residential Zoning District. Mr. Sanders inquired about site distance regulations and expressed concern regarding trees blocking the line of site. Mr. Barlow said that he would verify the site distance requirements and see if any recommendations can be made to resolve the issue. Mr. Sanders then asked if something could be done to address water runoff from private properties washing out the private roadways. Mr. Barlow suggested that the property owners contact the Adams County Conservation District to seek advice on stormwater management. Mr. Sanders then raised concern about an undeveloped property near his home that has accumulated junk. Mr. Barlow stated that he would have the zoning officer inspect the property.

**Supervisor Comments:**

- **Mr. Lowe** had no comments.
- **Mr. Keilholtz** had no comments.
- **Mr. Barlow** had no comments.

**Minutes:** *Mr. Keilholtz moved to accept the minutes of the September 6 Board of Supervisors' meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

**Treasurer's Report:**

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of September 30, 2022**  
**Presented at Oct 4, 2022, BOS Meeting**

ACNB - Gen Oper & Payroll	\$111,815.05	PLGIT - Liquid Fuels	\$34,698.53
PLGIT - General Reserve	\$408,077.81	ACNB - Escrow	\$9,694.13
PLGIT - Capital Reserve	\$122,741.30	ACNB - ARP Funds	\$123,597.13
	<b>\$642,634.16</b>		

Type	Date	Num	Name	Memo	PD AMT	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>352,131.62</b>
Deposit	08/31/2022			Interest	32.17	352,163.79
Paycheck	09/01/2022	ACH	Peck, Wendy J.		-1,118.14	351,045.65
Paycheck	09/01/2022	ACH	Beckett, Hannah		-122.53	350,923.12
Paycheck	09/01/2022	12724	Barlow, Walter M		-721.10	350,202.02
Paycheck	09/01/2022	ACH	Hansen, Sherri		-1,812.53	348,389.49
Paycheck	09/01/2022	ACH	Roosen, Christopher M.		-1,751.49	346,638.00
Paycheck	09/01/2022	ACH	Ross, Scott		-776.33	345,861.67
Paycheck	09/01/2022	ACH	Ammerman, Cory M.		-365.09	345,496.58
Paycheck	09/01/2022	ACH	Weikert, Brian		-79.81	345,416.77
Paycheck	09/01/2022	12721	Barlow {BOS}, Walter		-87.78	345,328.99
Paycheck	09/01/2022	12722	Keilholtz, Jr. {BOS}, Robert		-87.78	345,241.21
Paycheck	09/01/2022	12723	Lowe {BOS}, Brandon C.		-87.78	345,153.43
Paycheck	09/01/2022	ACH	Ilko {Tax Collector}, Jessica L.		-38.86	345,114.57
Check	09/01/2022	ACH	Liberty Twp State Fund	Transfer for 2022 Road Work	-152,238.00	192,876.57
Check	09/02/2022	ACH	LibtyTwp PLGIT Gen Res	Transfer to PLGIT General Fund	-100,000.00	92,876.57
Check	09/02/2022	ACH	Libty Township Cap Res	Transfer to PLGIT Cap	-7,000.00	85,876.57
Check	09/08/2022	ACH	BMO Harris Bank-PLGIT	PLGIT CREDIT ACCOUNT	-589.61	85,286.96
Deposit	09/09/2022			Deposit	66,570.09	151,857.05
Check	09/09/2022	ACH	Liberty Twp ARP Fund	2ND Tranche ARP Fund	-66,570.09	85,286.96

Deposit	09/12/2022			Deposit	300.00	85,586.96
Check	09/12/2022	ACH	ACNB	Payroll - Dir Dep Service Charge	-30.02	85,556.94
LiabCheck	09/13/2022	12739	Security Benefit Ret Ser	610257	-228.54	85,328.40
Check	09/13/2022	12740	Comcast-Phone	901156234	-191.23	85,137.17
Check	09/13/2022	12741	County of Adams	Website	-60.00	85,077.17
Check	09/13/2022	12742	Aero Energy	Cust 59990	-781.93	84,295.24
Check	09/13/2022	12743	West Penn Power	100090757368	-158.33	84,136.91
Check	09/13/2022	12744	RR Donnelley	Cust Number 2274063	-47.86	84,089.05
Check	09/13/2022	12745	Total Tech Solutions LLC	Invoice 8473	-450.00	83,639.05
Check	09/13/2022	12746	LEAF	100-4990181-001	-78.00	83,561.05
Check	09/13/2022	12747	Adams County Library	2022 - Fairfield Area Library	-500.00	83,061.05
Deposit	09/13/2022			Deposit	2,306.39	85,367.44
Check	09/13/2022	ACH	Intuit QuickBooks	Monthly fee for payroll service	-30.00	85,337.44
Paycheck	09/15/2022	ACH	Ammerman, Cory M.		-172.55	85,164.89
Paycheck	09/15/2022	12737	Barlow, Walter M		-574.32	84,590.57
Paycheck	09/15/2022	ACH	Beckett, Hannah		-63.03	84,527.54
Paycheck	09/15/2022	ACH	Hansen, Sherri		-1,812.53	82,715.01
Paycheck	09/15/2022	ACH	Ilko {Tax Collector}, Jessica L.		-67.85	82,647.16
Paycheck	09/15/2022	ACH	Ilko, Jessica		-16.67	82,630.49
Paycheck	09/15/2022	12738	Pecher, Bruce E.		-291.69	82,338.80
Paycheck	09/15/2022	ACH	Peck, Wendy J.		-1,118.14	81,220.66
Paycheck	09/15/2022	ACH	Roosen, Christopher M.		-1,674.07	79,546.59
Paycheck	09/15/2022	ACH	Ross, Scott		-465.79	79,080.80
LiabCheck	09/16/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,734.40	77,346.40
LiabCheck	09/16/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,596.44	75,749.96
LiabCheck	09/19/2022	ACH	PA Dept. of Revenue	1641 9699	-269.58	75,480.38
LiabCheck	09/19/2022	ACH	PA Dept. of Revenue	1641 9699	-241.90	75,238.48
Deposit	09/19/2022			Deposit	49,856.85	125,095.33
Check	09/20/2022	12748	Arentz, Brian	PENSION FULL PAYOUT	-46,334.95	78,760.38
Deposit	09/20/2022			Deposit	24,507.77	103,268.15
Deposit	09/28/2022			Deposit	77.00	103,345.15
Deposit	09/28/2022			Deposit	2,810.89	106,156.04
Deposit	09/28/2022			Deposit	11,388.04	117,544.08
Paycheck	09/29/2022	12749	Barlow, Walter M		-793.02	116,751.06
Paycheck	09/29/2022	ACH	Beckett, Hannah		-119.03	116,632.03
Paycheck	09/29/2022	ACH	Hansen, Sherri		-507.70	116,124.33
Paycheck	09/29/2022	ACH	Ilko {Tax Collector}, Jessica L.		-55.99	116,068.34
Paycheck	09/29/2022	12750	Keilholtz, Jr., Robert E.		-150.97	115,917.37
Paycheck	09/29/2022	12751	Pecher, Bruce E.		-257.31	115,660.06
Paycheck	09/29/2022	ACH	Peck, Wendy J.		-1,118.16	114,541.90
Paycheck	09/29/2022	ACH	Roosen, Christopher M.		-1,112.82	113,429.08
Paycheck	09/29/2022	ACH	Ross, Scott		-291.13	113,137.95
LiabCheck	09/30/2022	ACH	PA Dept. of Revenue	1641 9699	-171.81	112,966.14
LiabCheck	09/30/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,199.18	111,766.96
Deposit	09/30/2022			Deposit	445.35	112,212.31
Check	09/30/2022	ACH	US Treasury Dept/IRS	Fed Payroll Tax Charges	-397.26	111,815.05

**Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)**

**-240,316.57    111,815.05**

**100.00 · PLIGT State**

**63,730.50**

Deposit      08/31/2022

Interest

105.59

63,836.09

Deposit	09/01/2022		Deposit	152,238.00	216,074.09
Check	09/01/2022	689	New Enterprise Stone Customer 93038	-179,153.30	36,920.79
Check	09/13/2022	690	Tractor Supply Co 6035301205291766	-269.86	36,650.93
Check	09/13/2022	691	Barlow Road Repairs 145225	-25.00	36,625.93
Check	09/13/2022	692	Harringtons Equipment Invoice 198151/199263	-280.75	36,345.18
Check	09/13/2022	693	RentEquip of Shippens 147400	-1,010.00	35,335.18
Check	09/13/2022	694	Specialty Granules, Inc. 7005366060	-636.65	34,698.53
<b>Total 100.00 · PLIGT State</b>				<b>-29,031.97</b>	<b>34,698.53</b>
<b>10.100 · Liberty Township Escrow</b>					<b>9,694.13</b>
<b>No Activity</b>				0.00	9,694.13
<b>Total 10.100 · Liberty Township Escrow</b>				<b>0.00</b>	<b>9,694.13</b>
<b>95.100 · PLGIT Gen Reserve Fund</b>					<b>307,497.79</b>
Deposit	09/01/2022		Aug Interest	580.02	308,077.81
Deposit	09/01/2022		Transfer from Gen Fund	100,000.00	408,077.81
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>				<b>100,580.02</b>	<b>408,077.81</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>					<b>122,503.61</b>
Deposit	09/01/2022		Aug Interest	237.69	122,741.30
<b>Total 30.101 · PLIGIT Capital Reserve Fund</b>				<b>237.69</b>	<b>122,741.30</b>
<b>ACNB ARP FUND</b>					<b>57,024.62</b>
Deposit	08/31/2022		Aug Interest	2.42	57,027.04
Deposit	09/02/2022		2 Tranche Payment	66,570.09	123,597.13
<b>Total ARP Fund</b>				<b>66,572.51</b>	<b>123,597.13</b>

\*Interest not available at time of report.

**Mr. Lowe moved for acceptance of the September Treasurer's report. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Expenses/Payroll:** **Mr. Keilholtz moved for retroactive approval of the 08/28/22-09/10/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 09/11/22-09/24/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 09/07/22 –10/04/2022 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Police Department Report** – Chairman Barlow read the report on the September Police Department activities which included working 260 in Liberty Township, driving 1,669 miles; Other activities included: 7 911 incidents; 25 traffic citations, 3 faulty equipment, 3 warnings, 0 misdemeanor/felony arrests, 0 non-traffic and 9 PSP calls. Service to Freedom Township included working 25 hours with 2 911 Incident, 16 Warnings, and 36 Traffic Citations. Service to Highland Township included working 25 hours with 4 911 Incident, 6 Warnings, and 21 Traffic Citations. We received notification that the recent grant application was approved for funding towards a new police car. We are continuing to look for grants to help fund the Police Department. Body cam videos over 60 days old have been purged in accordance with the police policy manual.

**Zoning Officer's Report** – Mr. Barlow reported that three land use permits, and one renewal were issued in September bringing in \$345 in fees. The zoning officer bill for the month was \$1,867. Mr. Barlow went on to report that the Zoning Hearing Board met on September 28 to review two applications. The Board granted a Variance to Robert C. Mallette, Jr. for an accessory apartment. The Board denied a Special Exception to NOLA Holdings, LLC, for a shooting range stating that the applicant failed to meet requirement that it must be located at least 1,000 feet from any existing residential dwelling.

- **2650 Bullfrog Road Ongoing Zoning Violations** – The debris from the demolished structure remains on the property and the zoning officer issued 14 additional citations on 9/26/22.
- **3257 Bullfrog Road Ongoing Zoning Violations** – The Zoning Officer reported that the property owner was found guilty at the hearing on September 26. The zoning officer requested instruction from the Board for future actions whether it be additional citations or filing with the Court of Common Pleas. After some discussion with the Solicitor, **Mr. Barlow made a motion to request that the Liberty Township Police Department investigate the site to determine if it was a State Public Nuisance violation. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **340 Brent Road Unpermitted Earth Disturbance** – The August 30 deadline has passed, and the DEP is following up on the noncompliance issuing a new deadline of October 10.

- **603 Harbaugh Valley Road** – The Zoning Officer issues a NOV letter for the vehicle nuisance and no violation was observed for solid waste exceeding the storage time of seven days.

**SEO's Report** – The Board receive a status on the recently filed non-traffic citations for septic pumping and inspection noncompliance. **Mr. Barlow made a motion to instruct the SEO to send another round of notices following up with citations to anyone who does not comply. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Roadmaster Report** – Mr. Barlow reported that shoulder work on McGlaughlin Road was completed in September, and that the Road Department drove 586 miles, used 78 gallons of gasoline, 30 gallons of on-road diesel, and 26 gallons of off-road diesel. He went on to report that a meeting was held on Monday to review what was determined to be damage to McGlaughlin Road caused by water runoff from a private property. The meeting took place at the location of the damage and included representatives from the township, the road construction company, PennDOT, Adams County Conservation District, and the property owner. He presented a bid for repair was from New Enterprise Stone and Lime. **Mr. Barlow made a motion to accept the bid from New Enterprise to repair the road before October 31 at a cost of \$8,566.54. Mr. Lowe seconded the motion. All voted yes, and the motion passed.** Mr. Barlow reported that he is working on obtaining pricing for 2023 budgeting of repairs to Bullfrog Road and the decking on the Old Waynesboro Road bridge. Mr. Keilholtz discussed details of the bridge decking repairs with Mr. Barlow. Mr. Barlow stated that the Police Car that was in for brake repairs is ready to be picked up.

**Planning Commission Report:** Chair Judie Hogan reported that the Planning Commission met on September 20 to review the Zoning Hearing Board Application for Special Exception 25C18-0050---000 Waynesboro Pike - NOLA Holdings LLC. The Planning Commission issued comments stating that the applicant failed to meet the requirement that the Shooting Range must be located at least 1,000 feet from any existing residential dwelling.

**Secretary/Treasurer:** The Treasurer presented a draft 2023 budget and asked the Supervisors to present their proposed updates within the next two weeks so that an updated report can be presented at the November meeting.

**Old Business** – None.

**New Business Public Comments:** None.

**New Business:**

- **Mr. Lowe made a motion to approve a request for Waiver of Plan Submission– Perantoni/Bunton 25D18-0034---000 25 & D18-0096---000 Reverse Subdivision/Lot Recombination. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion for approval of Lot /Lot Recombination Plan - Perantoni/Bunton 25D18-0034---000 25 & D18-0096---000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to acknowledge the receipt of 2022 September 19 - Zoning Hearing Board Application for Special Exception - 25B18-0024---000 17912 Harbaugh Valley Rd Operation Second Chance-Indoor Riding Stables. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Consider 50/50 Distribution of Foreign Fire Consider** – It was reported that the annual Foreign Fire Insurance Tax funds have been received and the Secretary requested that the Board determine if the funds were to be distributed equally between Fountaindale Fire Department and Fairfield Fire Department as was done in previous years. **Mr. Barlow made a motion to distribute the funds equally between Fountaindale Fire Department and Fairfield Fire Department. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow presented a request from Officer Roosen for support and signatures from the Board Chairman and Solicitor on a grant application for computers with a due date of October 13. Mr. Lisko stated that he would be available. **Mr. Keilholtz made a motion to permit the Solicitor and Chairman to review and sign off on the request. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Consider Hoffman Home for Youth Request for ARP Funds:** The Board discussed a recent request for ARP Funds from Hoffman Home for Youth. **Mr. Keilholtz made a motion to reply to the request that Liberty Township was not interested in making a donation at this time. The motion died for lack of a second.** Mr. Lowe stated that the organization was helping young adults in need, and he was interested in obtaining more information and considering the request more thoroughly. The Secretary was instructed to obtain more information from Hoffman Homes for Youth and the request would be reconsidered at the November meeting.
- **Intermunicipal Agreements** – The Secretary reported that after Mr. Barlow's presentation at the Freedom Township meeting, the Freedom Township manager requested a draft intermunicipal agreement to consider at their October meeting.
- **2023 Propane Pricing-** Chairman Barlow reported that he recently obtained three telephone bids to lock in propane pricing for the 2022-2023 season. **Mr. Barlow made a motion to accept the bid from Mason's Propane at a cost of \$1.85 per gallon. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

With no further business, **at 6:39 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The next monthly Board of Supervisors meeting is scheduled for Tuesday, November 1, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,  
By Wendy Peck, Secretary/Treasurer