

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
March 1, 2022, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, March 1, 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. A call-in number was provided for public comment.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Brandon Lowe, Solicitor John Lisko, Chief Sherri Hansen, Secretary/Treasurer Wendy Peck, and Assistant Secretary/Treasurer and Tax Collector Jessica Ilko.

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

Public Comments: None.

Supervisor Comments

Mr. Keilholtz had no comments.

Mr. Lowe had no comments.

Mr. Barlow thanked the Liberty Township Road Crew and Police Department for their aid in handling the recent road issues due to downed trees and excessive ice.

Minutes: *Mr. Keilholtz moved to accept the minutes of the February 1 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 Feb 28, 2022
Presented at Mar 1, 2022 BOS Meeting

ACNB - Gen Oper	109,554.52	PLGIT - Liquid Fuels	\$7,524.41
PLGIT - Gen Reserve	\$306,478.40	ACNB - Escrow	\$10,906.22
PLGIT - Cap Reserve	\$122,070.85	ACNB - ARP Funds	\$66,378.11
	\$538,103.77		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						97,926.17
<i>LiabCheck</i>	01/03/2022	ACH	PA Dept. of Revenue	Adjustment State	-265.42	97,660.75
Check	02/01/2022	12531	PA Mun Code Alliance	37475	-555.00	97,105.75
Check	02/01/2022	12532	Shealers Septic Service	Inv 32862	-60.00	97,045.75
Check	02/01/2022	12533	Comcast Cable	8993110110006912	-154.68	96,891.07
Check	02/01/2022	12534	ACCOG	Invoice 2022-022	-100.00	96,791.07
Check	02/01/2022	12535	Gettysburg Times	159232	-34.04	96,757.03
Check	02/01/2022	12536	Aero Energy	Cust 59990	-583.29	96,173.74
Check	02/01/2022	12537	Mason's Propane	Invoice 173103	-242.45	95,931.29
Check	02/01/2022	12538	Verizon Wireless	Acct 621280772-00001	-359.62	95,571.67
Check	02/01/2022	12539	Harrington Equip Co	Invoice 195297	-82.24	95,489.43
Check	02/01/2022	12540	Staples	Acct 601110005005657	-78.74	95,410.69
Check	02/01/2022	12541	Total Tech Solutions	Invoice 7983	-450.00	94,960.69
Check	02/01/2022	12542	John M. Lisko	Solicitor Fees	-1,464.00	93,496.69
Deposit	02/02/2022			Deposit	2,857.97	96,354.66
Paycheck	02/03/2022	12524	Barlow {BOS}, Walter		-87.78	96,266.88
Paycheck	02/03/2022	12525	Keilholtz, Jr. {BOS}, Robert		-87.78	96,179.10
Paycheck	02/03/2022	12529	Lowe {BOS}, Brandon C.		-87.78	96,091.32
Paycheck	02/03/2022	12530	Ruppert {Planning Com}, Barbara L.		-43.78	96,047.54
Paycheck	02/03/2022	ACH	Ammerman, Cory M.		-541.63	95,505.91
Paycheck	02/03/2022	ACH	Bostek {Elected}, Kathryn		-45.98	95,459.93
Paycheck	02/03/2022	ACH	Hansen, Sherri		-1,812.53	93,647.40

Paycheck	02/03/2022	ACH	Hek {Elected}, Susan		-41.59	93,605.81
Paycheck	02/03/2022	ACH	Ilko {Tax Collector}, Jessica L.		-68.87	93,536.94
Paycheck	02/03/2022	ACH	Ilko, Jessica		-33.32	93,503.62
Paycheck	02/03/2022	12527	Keilholtz, Jr., Robert E.		-330.62	93,173.00
Paycheck	02/03/2022	ACH	Munsee, Bridget		-308.08	92,864.92
Paycheck	02/03/2022	12528	Pecher, Bruce E.		-35.01	92,829.91
Paycheck	02/03/2022	ACH	Peck, Wendy J.		-1,118.15	91,711.76
Paycheck	02/03/2022	ACH	Roosen, Christopher M.		-1,161.21	90,550.55
Paycheck	02/03/2022	ACH	Swiat {Elected}, Richard		-50.35	90,500.20
Paycheck	02/03/2022	12526	Barlow, Walter M		-1,301.49	89,198.71
Deposit	02/04/2022			Deposit	1,691.87	90,890.58
LiabCheck	02/04/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,932.70	88,957.88
LiabCheck	02/07/2022	ACH	PA Dept. of Revenue	1641 9699	-278.89	88,678.99
Check	02/07/2022	ACH	BMO PLGIT Card	PLGIT CREDIT ACCT	-1,056.87	87,622.12
Deposit	02/10/2022			Deposit	3,204.77	90,826.89
Check	02/10/2022	ACH	ACNB	Payroll - Dir Dep Serv Char	-29.18	90,797.71
Deposit	02/11/2022			Deposit	11.00	90,808.71
Check	02/12/2022	ACH	Intuit QuickBooks	Annual fee for payroll servi	-522.00	90,286.71
LiabCheck	02/15/2022	12547	Security Ben Ret Serv	610257	-236.56	90,050.15
Check	02/15/2022	12548	Lowe's	98004701524	-514.05	89,536.10
Check	02/15/2022	12549	Hamiltonban Township	Septic Inspection Fee	-10.00	89,526.10
Check	02/15/2022	12550	ACTCC	2022 Dues	-8.59	89,517.51
Check	02/15/2022	12551	LEAF	100-4990181-001	-78.00	89,439.51
Check	02/15/2022	12552	West Penn Power	100090757368	-244.67	89,194.84
Check	02/15/2022	12553	PSATS	INV 107973-COG4	-235.00	88,959.84
Check	02/15/2022	12554	Shealers Septic Service	Inv 32911	-60.00	88,899.84
Check	02/15/2022	12555	Comcast-Phone	901156234	-189.86	88,709.98
Check	02/15/2022	12556	PA MunicCode Alliance	37806	-150.00	88,559.98
Check	02/15/2022	12557	PA DUI Association	2022 Team DUI Membersh	-35.00	88,524.98
Paycheck	02/17/2022	12545	Barlow, Walter M		-1,649.12	86,875.86
Paycheck	02/17/2022	ACH	Roosen, Christopher M.		-936.08	85,939.78
Paycheck	02/17/2022	ACH	Weikert, Brian		-246.68	85,693.10
Paycheck	02/17/2022	ACH	Ammerman, Cory M.		-345.09	85,348.01
Paycheck	02/17/2022	ACH	Hansen, Sherri		-1,812.53	83,535.48
Paycheck	02/17/2022	ACH	Ilko {Tax Collector}, Jessica L.		-61.87	83,473.61
Paycheck	02/17/2022	ACH	Ilko, Jessica		-242.83	83,230.78
Paycheck	02/17/2022	12546	Keilholtz, Jr., Robert E.		-73.89	83,156.89
Paycheck	02/17/2022	ACH	Munsee, Bridget		-294.08	82,862.81
Paycheck	02/17/2022	ACH	Peck, Wendy J.		-1,136.23	81,726.58
LiabCheck	02/18/2022	ACH	US Treasury Dept/IRS	23-2110946	-2,078.58	79,648.00
Deposit	02/18/2022			Deposit	4,789.00	84,437.00
Deposit	02/22/2022			Deposit	25,117.52	109,554.52
Total 01.100 · GEN OPER &		PAYROLL	- ACNB Checking Acct		11,628.35	109,554.52
100.00 · PLIGT State						7,815.00
Deposit	01/31/2022			Interest	0.16	7,815.16
Check	02/15/2022	200	US Municipal	Invoice 6193274	-290.75	7,524.41
Total 100.00 · PLIGT State					-290.59	7,524.41

10.100 · Liberty Township Escrow				10,396.97
Deposit	02/04/2022			800.00 11,196.97
Check	02/08/2022	KPI	Engineering Reviews	-290.75 10,906.22
Total 10.100 · Liberty Township Escrow				509.25 10,906.22
95.100 · PLGIT Gen Reserve Fund				306,469.05
Deposit	01/31/2022		Interest	9.35 306,478.40
Total 95.100 · PLGIT Gen Reserve Fund				9.35 306,478.40
30.101 · PLIGIT Capital Reserve Fund				122,066.60
Deposit	01/31/2022		Interest	4.25 122,070.85
Total 30.101 · PLIGIT Capital Reserve Fund				4.25 122,070.85
ACNB ARP FUND				66,375.29
Deposit	01/31/2021		Interest	2.82 66,378.11
				2.82 66,378.11

**Interest not available at time of report.*

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

Expenses: *Mr. Lowe moved for retroactive approval of the 02/02-03/01/2022 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 01/30-02/12/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for approval of the 02/13-02/26/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

Police Officer's Report – Chief Hansen reported on the February Police Department activities which included working 287.5 hours in Liberty Township, driving 1757 miles, and using 146.5 gallons of fuel. Other activities included: 18 911 incidents; 16 traffic citations, 5 faulty equipment, 8 warnings, 0 misdemeanor/felony arrests, 0 non-traffic and 7 PSP calls. Service to Freedom Township included: Working 25 hours with 1 911 incidents, 34 traffic citations, and 5 warnings. Service to Highland Township included: Working 25 hours with 5 911 incidents, 12 traffic citations, and 5 warnings. She further reported that Car 2 is in the shop having the transmission replaced. Axon states that they are having supply chain issues and cannot give a delivery time on the Tasers that have been ordered. Other activities included Officer Roosen citing a DUI in Highland Township. Chief Hansen stated that the department is in the process of applying for a grant to get a new police cruiser. Officer Roosen is working on it. She will approach Highland Township and Freedom Township for letters of support for the grant application. Bodycam videos over sixty days old have been purged in accordance with the Police Policy manual.

Zoning Officer's Report – Mr. Barlow reported that four land use permits were issued in February bringing in \$360 in fees.

At 6:10 PM Mr. Barlow called an Executive Session to Discuss outstanding zoning violations.

At 6:35 PM Mr. Barlow called the meeting back to order and announced that an Executive Session was held to discuss outstanding zoning violations.

- **Mr. Barlow moved to grant an extension to comply with zoning violations for 25D16-0006B—000 Ott, Beverly J at 2650 Bullfrog Road until April 30, 2022. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow moved to authorized PMCA to obtain a search warrant for the grounds and buildings in relation to the zoning violations for 25D15-0009---000 McMasters, Michael L at 3257 Bullfrog Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Roadmaster Report – Mr. Barlow reported that the Road Department drove 1010 miles, used 73 gallons of gasoline, and used 50.1 gallons of on-road, and 26 gallons of off-road diesel fuel. He went on to report that he met with the bridge inspector to discuss the bridge on Old Waynesboro Road. The Roadmaster also met with the District 8 PennDOT representative to finalize road projects for 2022 which includes work on McGlaughlin, Bullfrog, and Sanders Roads. A bid packet for road work will be presented in April. The Road Department attended PSATS Flagger Training on February 24, and Mr. Keilholtz, Mr. Barlow, and Bruce Pecher all received 3-year Flagger certification. Mr. Barlow opened a credit account with Ag/Com for purchase of magnesium chloride for use in the next winter season. Mr. Barlow and Mr. Keilholtz worked on addressing the water issues on McGlaughlin Road. Mr. Barlow continues to meet with property owners to address their water runoff issues.

Planning Commission Report: Mr. Barlow reported that Planning Commission did not meet in February, and he read a report from Chair Judie Hogan stating no updates for the hangar Land Development Plan on Pecher Road were submitted and there was no further business. The Chair was considering getting input from the Township SEO regarding the new proposals for the Carmel Of Jesus Mary & Joseph located at 327 Water Street. The buildings proposed are not in Liberty Township, but the SEO concerns are in Liberty Township. There was further discussion about temporary trailers placed on the property and PMCA will be instructed to check on removal status.

Secretary/Treasurer: The Secretary reported that the payroll update issue with QuickBooks has still not been resolved. She stated that a meeting is scheduled for Thursday with a QuickBooks expert at SEK.

Old Business

- **Waste Contract Request for Bid** – Mr. Barlow read the bid totals that were previously opened at a public meeting on January 29. The aggregate total bid for 3171 customers by Waste Management was \$1,157,320.80 and for Parks/Apple Valley bid \$1,038,537.00 **Mr. Barlow made a motion to award the Municipal Solid Waste Collection/Disposal And Recycling Contract to Parks /Apple Valley with Option 1. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Update on Cable Franchise Fee Contract** – **Mr. Barlow made a motion to instruct the Solicitor to contact Comcast and have the proposed agreement amended to include the suggestions that Mr. Lisko presented at a previous meeting that included removal of all Comcast equipment at the end of service. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

New Business Public Comments:

Adams Sanders of 23 Strausbaugh Trail made several comments including updating the website and safety concerns with Stoops Road. Chairman Barlow asked Chief Hansen for an opinion on traffic incidents on Stoops Road. The Chief reported that she has not noticed any significant issues and that the department does run speed checks in that area. There was talk with the Solicitor about obtaining the adjoining land to make modifications to the road and there was a discussion about the eminent domain process. Chief Hansen agreed to do a traffic count on the road while the department was in the area monitoring speed.

New Business

- **Mr. Barlow made a motion to adopt ACNB Resolution 2022-XX to Change Authorized Check Signers retroactive to January 3, 2022. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to comply with ACNB request to complete Certification Regarding Beneficial Owners Of Legal Entity Customers. Mr. Lisko recommended that the signature on the document should be changed from the Secretary/Treasurer to the Chairman of the Board of Supervisors. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- There was discussion about the proposed resolution Tax Collector Fees that was requested by the Tax Collector. The Solicitor advised that fees could be adopted, but it would need to be by Ordinance. **Mr. Keilholtz made a motion to instruct the Solicitor to prepare an Ordinance for the Tax Collector Fees in time for adoption at the April meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to adopt Resolution 2022-XX Authorize Non-CDL Drivers during Winter Weather Emergency. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **The Board discussed Septic Program Pumping Inspection Compliance.** Jessica Ilko presented a report showing the 62 outstanding properties. It was stated that the latest deadline was set for February 11 and all forms were due from the septic haulers within 30 days of the deadline. The staff will follow up with the haulers for outstanding inspection forms and the topic will be placed on the April agenda.

At 7:08 PM Mr. Lowe 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, April 5, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer