

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

July 7, 2020 - Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, July 7, 2020 at 7:30 PM, at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320. Because of the COVID-19 Pandemic, social distancing measures were taken. Public in person attendance was limited to four people. 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 Jackson, Supervisor Robert Keilholtz, Solicitor John Lisko, Police Chief Sherri Hansen, Secretary/Treasurer Wendy Peck, and Assistant Secretary and Tax Collector Jessica Ilko.

At 7:32 PM, Mr. Barlow called the regular meeting to order and roll call was taken. Mr. Barlow stated that the meeting handouts could be found on the Liberty Township page of the Adams County website along with a link for the video and the call-in number.

PUBLIC COMMENTS – **Brad Sanders** (non-resident) and **Duane Sanders 90 Steelman Marker Rd** spoke about their discontent regarding the new No Left turn Signs posted at Steelman Marker Road. They believe it is an inconvenience to local residence and that one sign obstructs the view of drivers when pulling out from Steelman Marker Road. They wanted to know why the signs were placed there recently. In their research they found that from 2010-2018 there have been eight accidents. Mr. Barlow informed the gentleman that the township simply complied with what the State suggested to do after the State completed their road study that began 3 years ago, stemming from the accident on Orchard Road. He further stated that if the Township did not comply with State recommendations, that Township could be held liable for any future accidents at that location. In order for the signs to be moved or totally removed, the State would have to authorize such action. Mr. Barlow stated that the township is concerned with the safety of all citizens in the township, including those passing through the township. Mr. Barlow instructed Mr. Sanders to contact District 8 to see if the State would repeal their decisions about the signs. **Cindy Arentz 1734 Tract Rd** was on the phone line and she said the original petition requesting change at Orchard Road did not include anything about Steelman Marker Road. She also said that if the signs are going to be posted, they need to be enforced. It was announced that a grace period was given after the installation of the signs and enforcement began on July 1, 2020.

Concern was also expressed about the Yellow line paintings on Steelman Marker Road. Mr. Duane Sanders said he could not drive his truck and trailer without crossing the line. Mr. Barlow explained to him that Liquid Fuels Tax money only pays for double lines. Additionally, for the Police to enforce the crossing of a yellow line, there must be a double line. Mr. Barlow stated that Steelman Marker Road met the 18-foot requirement for double lines.

SUPERVISOR COMMENTS

Mr. Jackson had no comments.

Mr. Keilholtz had no comments.

Mr. Barlow stated that the Fire Company meetings have not resumed. Mr. Barlow introduced the new tax collector and back up Secretary, Jessica Ilko. He also spoke about having Jessica Ilko take a notary certification course either in person or online. The class is 3 hours, at the cost of \$365 plus the test fee which is \$65. It was discussed that upon becoming a Notary Jessica would only be doing notary work for Township business. **Mr. Barlow moved to motion the township paying for the class, Mr. Keilholtz second the motion. All voted yes, the motion passed.**

At 8:07 PM Chief Sherri Hansen left the meeting.

COMCAST HEARING - *At 8:07 PM Solicitor Lisko announced that it was time for the advertised Comcast Hearing to begin. Mr. Lisko asked all who intended to give testimony take an oath. Comcast Representative Kristen Ritchie and Secretary/Treasurer Wendy Peck took the oath. Wendy Peck confirmed she advertised the hearing in the Gettysburg Times per the legal requirements. Ms. Ritchey stated that the franchise agreement between the Township and Comcast expires on August 2022. There have been no significant complaints from citizens. Comcast does provide, Cable TV, Internet, and Security Services. Comcast has a new Internet Essential Program for their customers. It is \$9.95 a month and is accessible to families with low income. Ms. Ritchey stated that 5% franchise fee is from cable service revenue only. Comcast has sent out a letter to extend cable services to residents. Comcast has provided a list of residents to the Township who currently subscribe to their services. There was discussion about the recent negotiations with Carroll Valley Borough and the possibility of a survey sent to residents in the Township where service is not currently available to see how many would be interested. Ms. Ritchey agreed to send a draft of franchise agreement to the township as well as a list of address*

where service is currently unavailable in Liberty Township. There was some discussion about Community Media and a PEG fee. The hearing ended at 8:30 PM.

At 8:31 PM the regular meeting resumed.

Minutes: Mr. Keilholtz moved to accept the minutes of the June 3, 2020 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

TREASURER'S REPORT: The Treasurer's Report was reviewed.

ACNB - General Operating & Payroll	see detail	\$176,058.80	
PLGIT - General Reserve	see detail	\$256,138.75	
PLGIT - Capital Reserve	see detail	\$96,915.33	\$529,112.88
PLGIT - Liquid Fuels	see detail	\$64,340.22	
ACNB - Fire Tax	see detail	\$27,142.25	
ACNB - Escrow	see detail	\$4,324.95	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						174,046.51
Check	06/04/2020	ACH	8x8, Inc.	RW00354719	-\$250.60	173,795.91
Deposit	06/05/2020			Deposit	\$1,461.74	175,257.65
Check	06/08/2020	11858	Monarch Products Co., Inc.	Inv 222609	-\$640.00	174,617.65
Check	06/09/2020	11859	Lowe's	98004701524	-\$639.09	173,978.56
Check	06/09/2020	11860	LEAF	100-4990181-001	-\$78.00	173,900.56
Check	06/09/2020	11861	West Penn Po	100090757368	-\$131.10	173,769.46
Check	06/09/2020	11862	KPI Technology	Invoice #8050	-\$94.00	173,675.46
Check	06/09/2020	11863	Gettysburg Tim Brubaker	159232	-\$391.45	173,284.01
Check	06/09/2020	11864	Connaughto Total Tech	Invoice 31868	-\$154.00	173,130.01
Check	06/09/2020	11865	Solutions Keilholtz, Jr.,	Invoice 6037	-\$450.00	172,680.01
Check	06/09/2020	11866	Robert E Barlow {BOS},	Reimburse - tire for hand truck	-\$10.99	172,669.02
Check	06/09/2020	11867	Walter	Reimbursement	-\$76.78	172,592.24
Check	06/09/2020	11868	John M. Lisko	Solicitor Fees	-\$1,896.00	170,696.24
Check	06/09/2020	11869	Napa Auto Pa	Acct 3135	-\$373.15	170,323.09
Check	06/09/2020	11870	Econo Signs	Inv 10-960461	-\$132.28	170,190.81
Check	06/09/2020	11871	Specialty Granules, LLC		-\$1,364.94	168,825.87
Check	06/09/2020	11872	Iiko {Tax Collector} PA Dept. of	Deposit loan to open new account	-\$100.00	168,725.87
LiabCheck	06/09/2020	ACH	Revenue	1641 9699	-\$234.52	168,491.35
Check	06/10/2020	ACH	ACNB Barlow {BOS},	Payroll - Direct Deposit Ser Charge	-\$26.20	168,465.15
Paycheck	06/11/2020	11852	Walter		-\$87.78	168,377.37
Paycheck	06/11/2020	EFT	Jackson, R		-\$87.78	168,289.59
Paycheck	06/11/2020	11857	Keilholtz, Jr. {BOS}, Robert		-\$87.78	168,201.81
Paycheck	06/11/2020	11854	Barlow, Walter		-\$1,049.05	167,152.76
Paycheck	06/11/2020	11855	Keilholtz, Jr., Robert E.		-\$521.56	166,631.20

Paycheck	06/11/2020	11856	Pecher, Bruce		-\$418.11	166,213.09
Paycheck	06/11/2020	EFT	Peck, Wendy J.		-\$1,140.47	165,072.62
Paycheck	06/11/2020	EFT	Roosen, Christopher M.		-\$735.77	164,336.85
Paycheck	06/11/2020	EFT	Williams, Natali		-\$135.72	164,201.13
Paycheck	06/11/2020	EFT	Hansen, Sherri		-\$1,836.06	162,365.07
Deposit	06/11/2020			Deposit	\$8,766.72	171,131.79
LiabCheck	06/12/2020	ACH	US Treasury Dept	23-2110946	-\$1,502.94	169,628.85
Check	06/15/2020	ACH	Intuit QuickB	Monthly fee for payroll service	-\$14.00	169,614.85
Deposit	06/22/2020			Deposit	\$12,925.93	182,540.78
Check	06/23/2020	11876	Comcast Cable	8993110110006912	-\$89.90	182,450.88
Check	06/23/2020	11877	Ilko {Tax Collect.	Reimburse for Check Order/ stamp	-\$157.52	182,293.36
Check	06/23/2020	11878	Verizon Wirele	Acct 621280772-00001	-\$134.78	182,158.58
Check	06/23/2020	11879	Total Tech	Invoice 6077/6079	-\$1,090.00	181,068.58
LiabCheck	06/23/2020	11880	Security Benefit	610257	-\$227.44	180,841.14
Check	06/23/2020	11881	Doceo	LT03 Contract C12477-01	-\$141.01	180,700.13
Check	06/23/2020	11882	Rabold's Servic	Invoice 24922	-\$68.00	180,632.13
Check	06/23/2020	11883	Keilholtz, Jr., Robe	Reimburse - duplicate keys	-\$8.44	180,623.69
Check	06/23/2020	11884	Napa Auto Part	Acct 3135	-\$9.73	180,613.96
Deposit	06/24/2020			Deposit	\$3,365.34	183,979.30
Paycheck	06/25/2020	11873	Barlow, Walter		-\$831.43	183,147.87
Paycheck	06/25/2020	EFT	Ilko, Jessica		-\$564.47	182,583.40
Paycheck	06/25/2020	EFT	Hansen, Sherri		-\$1,836.06	180,747.34
Paycheck	06/25/2020	11874	Keilholtz, Jr., Robert E.		-\$422.52	180,324.82
Paycheck	06/25/2020	11875	Pecher, Bruce		-\$328.45	179,996.37
Paycheck	06/25/2020	EFT	Peck, Wendy J.		-\$1,073.31	178,923.06
Paycheck	06/25/2020	EFT	Roosen, Christopher M.		-\$933.18	177,989.88
Paycheck	06/25/2020	EFT	Weikert, Brian		-\$140.83	177,849.05
Paycheck	06/25/2020	EFT	Williams, Natal		-\$114.69	177,734.36
LiabCheck	06/25/2020	ACH	US Treasury Dept/I	23-2110946	-\$1,452.90	176,281.46
LiabCheck	06/25/2020	ACH	PA Dept. of Revenu	1641 9699	-\$237.12	176,044.34
Deposit	06/30/2020			Interest	\$14.46	176,058.80
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$2,012.29	176,058.80
TOTAL					\$2,012.29	176,058.80
01.101 · PLIGT General Fund						256,049.57
Deposit	06/30/2020			Interest	\$89.18	256,138.75
Total 01.101 · PLIGT General Fund					\$89.18	256,138.75
TOTAL					\$89.18	256,138.75
30.101 · PLIGIT Capital Reserve Fund						96,877.03
Deposit	06/30/2020			Interest	\$38.30	96,915.33
Total 30.101 · PLIGIT Capital Reserve Fund					\$38.30	96,915.33
TOTAL					\$38.30	96,915.33
100.00 · PLIGT State						69,104.46
Check	43991	586	Harringtons Equipment Co		-\$21.72	69,082.74
Check	43991	587	US Municipal	Invoice #6167898	-\$1,357.90	67,724.84
Check	43991	588	Specialty Granules, Inc.		-\$572.58	67,152.26
Check	43991	589	Alpha Space Control	Invoice 54340	-\$2,711.76	64,440.50

Check	43991	590	NAPA	ACCT#3135	-\$111.99	64,328.51
Deposit	06/30/2020			Interest	\$11.71	64,340.22
Total 100.00 · PLIGT State					-\$4,764.24	64,340.22
TOTAL					-\$4,764.24	64,340.22
03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						29,696.25
Check	06/23/2020	111	Hamiltonban Twp	600	-\$2,554.00	27,142.25
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)					-\$2,554.00	27,142.25
TOTAL					-\$2,554.00	27,142.25
Liberty Township Escrow						5,042.45
Check	06/23/2020	187	Refund-HOGAN	25C18-0028A--000	-\$637.50	4,404.95
Check	44005	188	KPI	8050	-\$80.00	4,324.95
Total Liberty Township Escrow					-\$717.50	4,324.95
TOTAL					-\$717.50	4324.95

Mr. Keilholtz moved for acceptance of the Treasurer’s report. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

EXPENSES: Mr. Keilholtz remarked that the PMCA invoice was being reviewed and ***moved for acceptance of the 06/04/2020-07/07/2020 expenses with the exception of the PMCA invoice. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion for retroactive approval of the 05/24-06/06/2020, 06/07-06/20/2020 and 06/21-07/04/2020 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.***

TOWNSHIP REPORTS

Police Officer’s Report: Chief Sherri Hansen had stepped out and Chairman Barlow read her report. Mr. Barlow commended the police department.

Zoning Officer’s Report: Mr. Barlow reported that four land use permit was issued bringing in \$360 in fees.

Roadmaster Report: Mr. Barlow reported on Road Department activities. This month they did a lot of brush cutting, opened pipe lines, working on the wall at the township building, preparing the township parking lot for paving, projects on Gladhill Road and culvert clean-up. There was some discussion on how Gladhill Road is starting to come apart and will need repaired. It was confirmed that money was set aside during the settlement with New Enterprise to cover some of the costs of the repairs. Additionally, Steelman Marker Road also will need some repairs completed in the near future.

Secretary Report: Ms. Peck noted that the township has been receiving a lot of calls from people requesting information on properties within Liberty Township. Most of the calls are from non-residents and realtors interested in purchasing property. The high number of calls are related to septic permit, perc test and zoning. She said that some of the extra billing from PMCA more than likely is from people calling and asking PMCA questions on the land they are interested in buying. She asked the Supervisors to direct her on how to handle the calls and to determine how to cover the costs from PMCA for the inquiries. The township is being billed for the calls to PMCA and could be part of the increase in costs on the current bill from PMCA. She asked the Supervisors to clarify on how to direct specific calls from citizens interested in purchasing land. Mr. Barlow stated he would be in contact with PMCA to discuss the situation and how to handle billing of those calls.

Planning Commission Report: Mr. Barlow reported that there was no Planning Commission meeting in June. He also read aloud a memo from Planning Commission Chair Judie Hogan.

OLD BUSINESS

- **Treasurer Bond Claim Status:** Treasure Bond Claim Status: Cincinnati Insurance Final Release was to be completed. Ms. Peck noted that a check has not yet been received. ***Mr. Jackson made a motion to instruct the Board Chairman to sign the final release to Cincinnati Bond Company. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.***
- **Parking Lot Paving Bids:** Three bids were received: Wells Tar/Chip \$10,500, Paved \$15,000; AAA paving -\$15,365.00 paved; Ganoe \$25,405.00-paved. There was discussion on the importance of keeping the ice off the parking lot once it is paved. **Mr.**

Barlow moved to accept the Wells Paving proposal for \$15,000 and Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

- **Codification** – Mr. Barlow stated that KPI and the Solicitor had submitted comments on the codification. The Township is still waiting on comments from PMCA.
- Mr. Barlow announced that an Executive Session was held that morning at 11 AM to complete the required Sunshine Act Training as part of the Barlow Lawsuit settlement agreement. Mr. Barlow, Mr. Jackson, and Mr. Keilholtz all attended. Mr. John Bostek who is named in the lawsuit was not invited to the training because he is not currently a Supervisor.

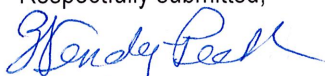
PUBLIC COMMENTS - At 9:21 PM Mr. Barlow asked if there were any Public Comments on the New Business items. Cindy Arentz was on the phone line and expressed disappointment in the outcome of the Treasurer Bond Claim.

NEW BUSINESS

- **Budget Schedule, Workshop Dates:** A budget form was distributed to the Supervisors and the 2021 Budget Workshop was set for Wednesday, August 19 at 7 PM. Ms. Peck agreed to advertise the public meeting.
- **Deputy Tax Collector** – Mr. Barlow made a motion to approve the appointment of Tammie Knight as Deputy Tax Collector for Liberty Township. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **ACNB Resolution to Update Account** – Mr. Barlow made a motion to approve the ACNB Resolution to require a third signature on checks. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **Insurance Quotes** – It was agreed that Mr. Keilholtz would work with Ms. Peck on reviewing current insurance needs and obtaining quotes. It was noted that the current insurance renews on September 1.
- **Landlord Renter Registration** – The Board discussed the topic of the landlord renter registration. It was noted that it was not currently being enforced. **After some discussion, Mr. Keilholtz made a motion to keep the ordinance as is and include it in the codification. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Adams County Tax Appeal- Middle Creek** – An Executive Session was not needed and Solicitor Lisko suggested that the Board consider a motion to sign the agreement to tax along the border of Middle Creek beginning in 2021 but not to be effective until after Fairfield Area School District agrees to the motion. **Mr. Barlow made the motion sign the agreement to tax along the border of Middle Creek beginning in 2021 but not to be effective until after Fairfield Area School District signs the agreement. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Tax Records Resolution** – Mr. Barlow made a motion to approve the Resolution for disposition of tax records prior to 2013. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **Transfer Fairfield School District** – It was noted that the Tax Records received from Natalie Williams that belong to the School District will be delivered to them.
- **Central Air Conditioning** – The Supervisors discussed getting quotes on central air conditioning for the township building for budget of 2021. Mr. Barlow said he would obtain bid quotes.
- The Supervisors discussed reviewing Well Ordinance with Randy Alexander before approval of adding it to codification.

At 9:56 PM, Mr. Keilholtz made a motion to adjourn the meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The next public meeting is scheduled for Tuesday, August 4, 2020, at 7:30 PM at the Township Municipal Building and live streaming on YouTube with a conference line.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer