

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

February 4, 2020 Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, February 4, 2020 at 7:30 PM, at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320.

PRESENT: Chairman Walter Barlow, Vice Chairman Robert Jackson, Supervisor Robert Keilholtz, Solicitor John Lisko, Police Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

At 7:30 PM Mr. Barlow called the regular meeting to order and announced that the area fire departments were in attendance to discuss coverage in Liberty Township.

FIRE DEPARTMENT PRESENTATION

Fairfield Fire Department Chief Bill Jacobs, Adams Regional EMS Representative Eric Zaney, Emmitsburg Vigilant Hose Chief Chad Umbel and Fountaindale Fire Chief Dave Martin were in attendance. The departments explained how they had been working together on a solution to best serve Liberty Township. They proposed a change to the Box Call Cards for area 2-4 to have dual dispatch for Fairfield and Emmitsburg. They also spoke about ambulance subscription programs. Mr. Barlow expressed his appreciation to the fire departments and ems services for working together on a solution to better serve Liberty Township.

PUBLIC COMMENTS

At 8:07 PM Mr. Barlow opened public comment and announced that a representative from Parks Garbage was present to make comments.

- **A representative from Parks Garbage** stated that he was stopping by to visit and let the public know that they can contact Park's Garbage anytime with questions about the service they provide to the citizens of the township. They addressed issues about glass recycling, the changes in types of plastics to be recycled and paper recycling.
- **Wilmer Shank 9 Ranch Trl** expressed dissatisfaction with his recent experience with Liberty Township's zoning ordinance. He spoke about his activity of restoring old homes. His most recent experience involved a project he started several years ago under a different zoning officer and before Liberty Township opted "in" to the Uniform Construction Code. As his project progressed through the years and more work was needed, the Township had adopted new regulations. He explained how this impacted his project and restoration was no longer financially feasible. He was greatly disappointed that he would be demolishing the property instead of restoring it. The Supervisors expressed their sympathy and offered several suggestions such as moving the home to a new location. In the end Mr. Shank stated that the stipulations from the Liberty Township's Zoning and Building Code Officer at PA Municipal Code Alliance made it economically impossible to complete within the timeline allowed.

SUPERVISOR COMMENTS

Mr. Jackson commented that Mr. Keilholtz's recent attendance at the COG meeting was much appreciated. He also attended a Hazard Mitigation meeting. He stated that municipalities are required to participate in the Hazard Mitigation plan in order to receive FEMA relief funds in an emergency/disaster situation. He also attended the YATB meeting and stated that it is an efficiently run operation headed by Al Timko. He stated that YATB bills 2% commission for the taxes collected and regularly issues a refund. In comparison, the state of Pennsylvania was proposing to take over the same services for 5.5%.

Mr. Keilholtz addressed Mr. Shank expressing his sympathy for Mr. Shank's circumstances. He also praised the fire departments for working together on the fastest and best service for Liberty Township. Mr. Keilholtz went on to state that he attended training for Newly Elected Municipal Officials last week. He also attended the Floodplain meeting and stated that he would need to work with the Liberty Township Planning Commission to enact a new ordinance. He noted that a draft ordinance would be provided by Pennsylvania Municipal League. He also stated that he looked at the new FEMA floodplain maps and did not see any structures in the floodplain.

Mr. Barlow had no comments.

Minutes: Mr. Jackson moved to accept the minutes of the January 6 Organization Meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the January 6 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the January 21 Workshop Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

TREASURER'S REPORT: Ms. Peck read the fund balances listed on the Treasurer's Report.

ACNB - General Operating & Payroll	see detail	\$46,508.88	
PLGIT - General Reserve	no activity	\$254,714.97	
PLGIT - Capital Reserve	no activity	\$96,351.50	\$397,575.35
PLGIT - Liquid Fuels	see detail	\$7,520.76	
ACNB - Fire Tax	see detail	\$2,350.18	
ACNB - Escrow	see detail	\$3,678.45	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						60,548.48
Check	01/06/2020	11692	Staples	Acct 601110005005657	-\$103.05	60,445.43
Check	01/06/2020	11693	FREMA	FREMA 2019 Expenses-Liberty Township	-\$146.99	60,298.44
Check	01/06/2020	11694	PA Mun Code Alliance	24814	-\$922.50	59,375.94
Check	01/06/2020	11695	Peck, Wendy J.	4th Qtr 2019 Reimbursement	-\$163.94	59,212.00
Check	01/06/2020	11696	Arentz, Brian	12-19-19 Lowes purchase/Lowes card not working	-\$13.98	59,198.02
Check	01/06/2020	11697	911 Rapid Response LLC	I-65785 I-66119 I-67366 I-67367	-\$1,413.82	57,784.20
Check	01/06/2020	11698	Verizon Wireless	Acct 621280772-00001	-\$135.10	57,649.10
Check	01/06/2020	11699	Brubaker Connaughton	Sanders 11/20/19	-\$132.00	57,517.10
Check	01/06/2020	11700	Goss & Lucarelli	Acct 3135	-\$15.74	57,501.36
Check	01/06/2020	11701	Napa Auto Parts	56926	-\$490.00	57,011.36
Check	01/06/2020	11702	Treysta	159232	-\$93.84	56,917.52
Check	01/06/2020	11703	Gettysburg Times	Solicitor Fees	-\$2,832.00	54,085.52
Check	01/06/2020	11704	John M. Lisko	Customer # 041104L	-\$80.20	54,005.32
Check	01/06/2020	11705	Good Life Cleaning Servi	Invoice #7853	-\$167.60	53,837.72
Check	01/06/2020	11706	KPI Technology	Account 1109398	-\$351.68	53,486.04
Check	01/06/2020	EFT	TEVIS ENERGY INC	RW00354719	-\$235.27	53,250.77
Check	01/06/2020	EFT	8x8, Inc.		-\$284.66	52,966.11
Paycheck	01/09/2020	EFT	Ammerman, Cory M.		-\$1,258.86	51,707.25
Paycheck	01/09/2020	EFT	Arentz, Brian		-\$1,836.06	49,871.19
Paycheck	01/09/2020	EFT	Hansen, Sherri		-\$83.35	49,787.84
Paycheck	01/09/2020	EFT	Williams, Natalie		-\$1,039.39	48,748.45
LiabCheck	01/09/2020	EFT	Peck, Wendy J.		-\$776.08	47,972.37
LiabCheck	01/09/2020	EFT	York/Adams County EIT	000095043	\$16.50	47,988.87
Deposit	01/10/2020			Deposit	-\$1,231.08	46,757.79
LiabCheck	01/10/2020	EFT	US Treasury Dept/IRS	23-2110946	\$3,759.58	50,517.37
Deposit	01/10/2020			Deposit	-\$27.04	50,490.33
Check	01/10/2020	ACH	ACNB	Payroll - Direct Deposit Service Charge	-\$179.77	50,310.56
LiabCheck	01/13/2020	EFT	PennDept. of Revenue	1641 9699	-\$20.00	50,290.56
Check	01/13/2020	EFT	Intuit QuickBooks	Monthly fee for payroll service	-\$306.60	49,983.96
LiabCheck	01/15/2020	EFT	PSATS UC Group Trust	0104573	-\$26.54	49,957.42
LiabCheck	01/16/2020	EFT	PA UC Fund	01-04573M3	-\$8.59	49,948.83
Check	01/21/2020	11707	Adams Cty Tax Coll Com	ACTCC Annual Fee	-\$649.16	49,299.67
LiabCheck	01/21/2020	11708	Security Ben Ret Services	610257	-\$279.73	49,019.94
Check	01/21/2020	11709	West Penn Power	100090757368	-\$695.00	48,324.94
Check	01/21/2020	11710	PSATS	61398-K3X2 & 628797-C9S6		

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Check	01/21/2020	11711	LEAF	100-4990181-001	-\$78.00	48,246.94
Check	01/21/2020	11712	Shealers Septic Service	Inv 29400	-\$120.00	48,126.94
Check	01/21/2020	11713	Comcast Cable	8993110110006912	-\$89.90	48,037.04
Check	01/21/2020	11714	Williams, Natalie	2019 July - Dec Light Pole	-\$81.00	47,956.04
Check	01/21/2020	11715	John M. Lisko	Solicitor Fees	-\$3,948.00	44,008.04
Check	01/21/2020	11716	Verizon Wireless	Acct 621280772-00001	-\$134.87	43,873.17
Check	01/21/2020	11717	Hamiltonban Township	Invoice #587	-\$19.12	43,854.05
Deposit	01/21/2020			Deposit	\$4,979.18	48,833.23
Check	01/21/2020	11718	KPI Technology	Invoice #7850	-\$815.24	48,017.99
Check	01/21/2020	11719	Talcotts Auto Repair	Repair Order 9013119	-\$49.31	47,968.68
Check	01/21/2020	11720	Rabold's Services	Invoice 24777	-\$68.00	47,900.68
Check	01/21/2020	11721	U.S. Postal Service	Box 58 Yearly Rental	-\$56.00	47,844.68
Check	01/21/2020	11722	YIS/Cowden Group, Inc.	Invoice #224232	-\$7.65	47,837.03
LiabCheck	01/22/2020	EFT	US Treasury Dept/IRS	23-2110946	-\$962.16	46,874.87
Paycheck	01/23/2020	EFT	Ammerman, Cory M.		-\$151.76	46,723.11
Paycheck	01/23/2020	11723	Barlow, Walter M		-\$473.69	46,249.42
Paycheck	01/23/2020	11724	Bostek, Kathryn		-\$8.75	46,240.67
Paycheck	01/23/2020	EFT	Hansen, Sherri		-\$1,836.06	44,404.61
Paycheck	01/23/2020	11725	Hek, Susan		-\$8.75	44,395.86
Paycheck	01/23/2020	11726	Keilholtz, Jr., Robert E.		-\$109.64	44,286.22
Paycheck	01/23/2020	EFT	Peck, Wendy J.		-\$1,039.40	43,246.82
Paycheck	01/23/2020	11727	Swiat, Richard		-\$8.75	43,238.07
Paycheck	01/23/2020	EFT	Weikert, Brian		-\$267.66	42,970.41
Paycheck	01/23/2020	EFT	Williams, Natalie		-\$85.99	42,884.42
LiabCheck	01/23/2020	EFT	PennDept. of Revenue	1641 9699	-\$156.52	42,727.90
Deposit	01/23/2020			Deposit	\$3,780.98	46,508.88

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

-\$14,039.60 46,508.88

TOTAL

-\$14,039.60 46,508.88

01.101 · PLIGT General Fund

254,714.97

Total 01.101 · PLIGT General Fund

\$0.00 254,714.97

TOTAL

\$0.00 254,714.97

30.101 · PLIGIT Capital Reserve Fund

96,351.50

96,351.50

TOTAL

\$0.00 96,351.50

35.100 · PLIGT State

11,428.99

Check 01/06/2020 567 TEVIS Account 1109398

-\$487.06 10,941.93

Check 01/21/2020 568 Commonwealth of PA P24008520-414

-\$3,421.17 7,520.76

Total 100.00 · PLIGT State

-\$3,908.23 7,520.76

TOTAL

-\$3,908.23 7,520.76

03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)

2,350.18

Check 01/21/2020 109 Hamiltonban Township VOID: 2020-04 GJE, RGJE created on

\$0.00 2,350.18

General 2019-

Journal 1/21/2020 FT5 Hamiltonban Township For CHK 109 voided on 01/29/2020

-\$1,561.39 788.79

General 2019-

Journal 1/29/2020 FT5R Hamiltonban Township Reverse of GJE 2019-FT5 -- For CHK 109 voided on 01/29/2020

\$1,561.39 2,350.18

Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)				\$0.00	2,350.18
				\$0.00	2,350.18
Liberty Township Escrow					3,982.45
Check	1/6/2020	184	KPI	7853	-\$304.00
Total Liberty Township Escrow					3,678.45
					-\$304.00
					3,678.45

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

EXPENSES: Mr. Jackson moved for acceptance of the 01/21/2020-02/04/2020 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion for approval of the 01/19/2020-02/01/2020 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

TOWNSHIP REPORTS

Police Officer's Report: Chief Sherri Hansen distributed a written report to the Supervisors and reported that the department worked 232 hours with 30.5 on call hours and 15 traffic details. Chief Hansen talked about the truck traffic on Orchard Road. She stated that she had spoken to Tim Knoebel at KPI regarding the need for a traffic study and that he gave a price of \$1,000 - \$1,200 for one study, but if additional studies are performed the price per additional traffic study would be less. The Chief reported that the department is now using CNET exclusively so the monthly reports may look a little different. She stated that she interviewed two people who are interested in part-time police work. Mr. Barlow stated that he spoke with Chief Hansen about decommissioning the rarely used police pickup truck so that it can be used for the Road Department and general township use. He went on to state that the new Road Department truck is only a few months old and has almost 3,000 miles on it. Mr. Barlow asked the other Supervisor to think about it and have the topic added to a future workshop agenda for further discussion.

Zoning Officer's Report:

- **Permits:** Mr. Barlow reported that three land use permits were issued in January 2020 with \$270 permit fees collected.
- **Updated Zoning Complaint Form:** Mr. Barlow presented an updated zoning complaint form that the Zoning Officer proposed adopting and explained that the form was designed to deter repeated invalid complaints by allowing the Township to collect a fee from persons abusing the complaint process. Mr. Lisko mentioned adding the cost of the fee to the form and noted that the fee was to cover the cost of investigating false complaints and repeated frivolous complaints. Ms. Peck was instructed to give the form to the Zoning Officer and ask that the fee be added. Mr. Barlow voted to table the adoption of the form to another meeting, Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **Burn Ordinance:** Mr. Barlow presented a sample burn ordinance that the solicitor provided. Planning Commission Chair Judie Hogan asked if she could cover the topic under her report. Mr. Barlow agreed to allow the Planning Commission report at this time.

Planning Commission Report: Planning Commission Chair Judie Hogan reported that the Planning Commission met on meet on January 21 and voted to recommend that the Township adopt a Solar Ordinance. There was some discussion of details regarding setbacks, fencing and bonding to cover the decommissioning of solar panels. Mr. Lisko stated that this would be an amendment to the Zoning Ordinance and would require a hearing. Mr. Barlow made a motion to instruct the staff and solicitor to start the process for enacting a solar ordinance. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Judie Hogan went on to report that the Planning Commission reviewed a draft nuisance ordinance and voted against adopting a nuisance ordinance but recommends considering a burning ordinance. She went on to state that the Planning Commission would work on it.

Elected Auditors Report: Sue Hek reported that the Elected Auditors met on Tuesday, January 7 at 7:30 PM to set the wages for working supervisors and to confirm the Treasurer's bond. The wages were set as follows: Interim Roadmaster, (Mr. Walter Barlow) - \$20.00 per hour; Part-Time Road Crew, (Mr. Robert Keilholtz) - \$20.00 per hour; Alternate Secretary, (Mr. Robert Keilholtz) - \$15.61 per hour; and Alternate Treasurer, (Mr. Robert Jackson) - \$15.61 per hour. The Treasurer's Bond was confirmed at \$800,000.

Roadmaster Report: Mr. Barlow reported that the Road Department drove 453 miles and used 77 gallons of fuel in January. He further reported that a tree came down on Bullfrog Road, a snowfall occurred which Mr. Keilholtz helped with, maintenance services were performed on the large dump truck and the backhoe and mower have been scheduled for serviced. He stated that the is working on the COSTARS bulk salt purchase contract which is due on March 15. Mr. Barlow commented that he worked with Mr. Keilholtz to level out the shoulder at Route 16 and Orchard Road noting that the shoulder is past the 17 feet and he will need to check with

property owner before blacktopping the area. Mr. Barlow reported that the Road Department will be checking culvert pipes and cold-patching potholes tomorrow. He also stated that he met with Mr. Cameron for the bridge inspection report for the bridge on Old Waynesboro Road. He distributed a copy of the report to the Supervisors which listed wear under the bridge and exposed beams. Mr. Barlow spoke in great detail about recommended repairs and proposed costs. He also asked that the Supervisor consider what roads the township would be repairing in 2020 and suggested looking for a company that can blow out debris to clean the culverts. Mr. Barlow stated that the backhoe needed a knuckle-bucket. He recommended opening up the canopy on Liberty Hall Road and Stoops Road to keep the snow and ice from causing damage. Pennington Tree Experts provided a price of \$4,800 to complete the work. Mr. Barlow stated that no flaggers would be need and the road would be closed to thru traffic while the work was being performed.

- **2020 Road Projects** - Mr. Barlow referred to the PennDOT Road Work Request For Proposals handout. He noted the urgency of getting the road work bids out in soon so that scheduling could start in March. He also asked the Supervisors to pick a day in March to do a road inspection. Mr. Barlow moved to advertise a public meeting of a road inspection scheduled for March 19 at 9 AM returning to the township building directly after the inspections for a discussion. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

OLD BUSINESS

- **The Treasurer Bond Claim Status:** Mr. Lisko stated that there was no update on the Treasurer Bond Claim status.
- **Mr. Keilholtz added the item of Assistant Secretary/Treasurer to the agenda.** He asked that the Supervisors consider hiring a backup Secretary/Treasurer for the township noting that the current Supervisors serving as Alternate Secretary and Treasurer were not trained to perform the duties. Elected Auditor Sue Hek mentioned the need for separation of duties. Mr. Barlow recommending hiring a part-time secretary/treasurer and possibly separating the jobs in the future. It was decided that the next steps would be to put together a job description which Mr. Jackson volunteered to draft in time for discussion at February Workshop agenda for further discussion.

PUBLIC COMMENT – At 9:33 Chairman Barlow opened the meeting to public comment. There were no comments.

NEW BUSINESS

- **Consider Hiring Part-Time Police Officer** – Chief Sherri Hansen spoke about having only one part-time officer for scheduling until Officer Ammerman becomes available again in approximately six months. She gave a background and qualifications of Chris Roosen and recommended hiring him at the current part-time officer wage \$20.40 per hour. Mr. Keilholtz sated that he would like to meet with him. Mr. Barlow stated that the Board never met with any other officers before hiring in the past. Chief Hansen agreed to set up a meeting for the Board to meet with the candidate. Mr. Keilholtz made a motion to set up an Executive Session to meet with Chris Roosen for potential hire as a part-time police officer. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **IT Services Proposals** - Mr. Barlow mentioned that Mr. Jackson, Mr. Barlow and Ms. Peck recently met with the current provider Treysta to discuss the IT Service Proposal for 2020 and the Township is currently waiting on other proposals before moving forward.
- **Township Meeting Video Recording** - Mr. Barlow talked about the importance of having a Township controlled video of the public meetings and discusses a recent proposal by Total Tech Solutions. The proposal would include live streaming for a startup cost of about \$1,000 and a monthly fee of \$99. He stated that the Township is currently waiting on other proposals before moving forward.
- **FREMA Delegates** – Mr. Barlow announced that the although the Supervisors agreed at the January meeting to equally represent the township for all organizations, FREMA is requesting that the township designate a primary and an alternate. Mr. Jackson made a motion to appoint Mr. Keilholtz as the primary representative and Mr. Jackson as the Alternate. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
- Mr. Keilholtz asked that a road priority plowing list be put together and posted to the township website. Ms. Peck stated that she would post the list to the website once it was provided to her by the Road Department. Mr. Keilholtz stated that that the Township needed to shop its insurance.

At 9:46 PM, Mr. Barlow 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, February 18, 2020, at 11 AM at the Township Municipal Building.

Respectfully submitted,


Wendy Peck, Secretary/Treasurer