

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

July 6, 2021, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, July 6, 2021, at 7:30 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 Jackson, Supervisor Robert Keilholtz, Solicitor John Lisko, Secretary/Treasurer Wendy Peck, and Assistant Secretary/Treasurer and Tax Collector Jessica Ilko.

Not Present: Police Chief Sherri Hansen.

At 7:33 PM Mr. Barlow called the regular meeting to order and opened the meeting to public comments.

Public Comments – None.

Supervisor Comments

Mr. Jackson had no comments.

Mr. Keilholtz thanked the road department for a great job on the recent road work.

Mr. Barlow reported that he attended meetings last week to discuss the upcoming contract renewal for waste management services and Comcast. He welcomed comments from the public on current services for both. He also thanked the township staff for doing a great job.

Minutes: *Mr. Keilholtz moved to accept the minutes of the June 1 meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

**LIBERTY TOWNSHIP, ADAMS COUNTY
TREASURER'S REPORT -As of June 30, 2021**

ACNB - General Operating & Payroll	<i>see detail</i>	\$180,851.33	
PLGIT - General Reserve	<i>see detail</i>	\$306,413.78	
PLGIT - Capital Reserve	<i>see detail</i>	\$122,041.57	\$609,306.68
PLGIT - Liquid Fuels	<i>see detail</i>	\$89,576.59	
ACNB - Escrow	<i>see detail</i>	\$7,148.10	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$250,310.31
Deposit	05/31/2021			Interest	\$19.57	\$250,329.88
Deposit	06/01/2021			Deposit	\$1,878.91	\$252,208.79
Check	06/07/2021	ACH	BMO Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-\$14.99	\$252,193.80
Check	06/08/2021	12275	Kinsley Construction Inc.	AIA #1 Project 21-01213-001	-\$77,170.70	175,023.10
Check	06/08/2021	12276	West Penn Power	100090757368	-\$115.39	174,907.71
Check	06/08/2021	12277	John M. Lisko	Solicitor Fees	-\$1,224.00	173,683.71
Check	06/08/2021	12278	Aero Energy	Cust 59990	-\$401.86	173,281.85
Check	06/08/2021	12279	LEAF	100-4990181-001	-\$78.00	173,203.85
Check	06/08/2021	12280	Alexander Plumbing	Invoice #51676	-\$24.50	173,179.35
Check	06/08/2021	12281	Shealers Septic Service	Inv 31763	-\$120.00	173,059.35
Check	06/08/2021	12282	ACATO	2021-13	-\$25.00	173,034.35
Check	06/08/2021	12283	Total Tech Solutions LLC	Invoice 7244	-\$450.00	172,584.35
Check	06/08/2021	12286	KPI Technology	Invoice #8559	-\$180.32	172,404.03
LiabCheck	06/08/2021	12285	Sec BenRetServices	610257	-\$227.44	172,176.59
Deposit	06/08/2021			Deposit	\$658.46	172,835.05

Paycheck	06/10/2021	ACH	Ammerman, Cory M.		-\$556.88	172,278.17
Paycheck	06/10/2021	12271	Barlow, Walter M		-\$1,023.74	171,254.43
Paycheck	06/10/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$111.01	171,143.42
Paycheck	06/10/2021	ACH	Ilko, Jessica		-\$341.65	170,801.77
Paycheck	06/10/2021	12272	Keilholtz, Jr., Robert E.		-\$178.21	170,623.56
Paycheck	06/10/2021	12273	Pecher, Bruce E.		-\$399.21	170,224.35
Paycheck	06/10/2021	ACH	Peck, Wendy J.		-\$1,074.28	169,150.07
Paycheck	06/10/2021	ACH	Roosen, Christopher M.		-\$1,364.41	167,785.66
Paycheck	06/10/2021	12274	Swiat, Richard		-\$37.66	167,748.00
Paycheck	06/10/2021	ACH	Weikert, Brian		-\$141.83	167,606.17
Paycheck	06/10/2021	ACH	Hansen, Sherri		-\$1,738.06	165,868.11
Deposit	06/10/2021			Deposit	\$2,889.20	168,757.31
Deposit	06/10/2021			Deposit	\$27.50	168,784.81
Check	06/10/2021	ACH	ACNB	Payroll Dir DepServCharge	-\$29.30	168,755.51
LiabCheck	06/11/2021	ACH	PA Dept. of Revenue	1641 9699	-\$271.01	168,484.50
LiabCheck	06/11/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,867.82	166,616.68
Check	06/14/2021	ACH	Intuit QuickBooks	Monthly fee payroll service	-\$32.00	166,584.68
Deposit	06/15/2021			Deposit	\$603.96	167,188.64
Deposit	06/21/2021			Deposit	\$21,659.95	188,848.59
Check	06/22/2021	12290	Adams County Tax CC PA Municipal Code	ACTCC Annual Fee	-\$8.59	188,840.00
Check	06/22/2021	12291	Alliance	33644	-\$938.90	187,901.10
Check	06/22/2021	12292	East Trail Automotive	06-21-21 Police Car Service	-\$126.75	187,774.35
Check	06/22/2021	12293	Total Tech Solutions LLC	Invoice 7275	-\$1,188.00	186,586.35
Check	06/22/2021	12294	Rabold's Services	Invoice 51463 & 25926	-\$97.00	186,489.35
Check	06/22/2021	12295	Doceo	LT03 Contract C12477-01	-\$304.76	186,184.59
Check	06/22/2021	12296	Verizon Wireless	Acct 621280772-00001	-\$175.23	186,009.36
Check	06/22/2021	12297	Harrington Equipment Co	Invoice 191956	-\$264.00	185,745.36
Deposit	06/22/2021			Deposit	\$1,446.40	187,191.76
Paycheck	06/24/2021	ACH	Ammerman, Cory M.		-\$172.55	187,019.21
Paycheck	06/24/2021	ACH	Roosen, Christopher M.		-\$658.01	186,361.20
Paycheck	06/24/2021	ACH	Hansen, Sherri		-\$1,803.53	184,557.67
Paycheck	06/24/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$99.16	184,458.51
Paycheck	06/24/2021	ACH	Ilko, Jessica		-\$375.01	184,083.50
Paycheck	06/24/2021	ACH	Peck, Wendy J.		-\$1,116.14	182,967.36
Paycheck	06/24/2021	12287	Barlow, Walter M		-\$1,091.69	181,875.67
Paycheck	06/24/2021	12289	Pecher, Bruce E.		-\$460.24	181,415.43
Paycheck	06/24/2021	12288	Keilholtz, Jr., Robert E.		-\$248.16	181,167.27
Paycheck	06/24/2021	ACH	Haywood, Richard K		-\$498.73	180,668.54
Paycheck	06/24/2021	ACH	Weikert, Brian		-\$141.84	180,526.70
LiabCheck	06/25/2021	ACH	PA Dept. of Revenue	1641 9699	-\$261.72	180,264.98
LiabCheck	06/25/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,855.16	178,409.82
Deposit	06/25/2021			Deposit	\$2,441.51	180,851.33
Deposit	06/25/2021			Deposit	\$2,441.51	180,851.33
					-\$69,458.98	180,851.33
TOTAL					-\$69,458.98	\$180,851.33

05/31/2021	Interest	May Interest	\$9.41	\$306,405.01
06/30/2021	Interest	June Interest	\$8.77	\$306,413.78
			\$18.18	306,413.78
TOTAL			\$18.18	\$306,413.78

30.101 · PLIGIT Capital Reserve Fund

					122,033.23
05/31/2021	Interest	May Interest	\$4.32	\$122,037.55	
06/30/2021	Interest	June Interest	\$4.02	\$122,041.57	
			\$8.34	122,041.57	
TOTAL			\$8.34	\$122,041.57	

100.00 · PLIGT State

					100,737.28	
Deposit	05/31/2021		Interest	\$0.87	\$100,738.15	
Check	06/08/2021	643	Aero Energy	59990	-\$604.45	\$100,133.70
Check	06/22/2021	644	SEI	Account 112665	-\$61.95	\$100,071.75
Check	06/22/2021	645	Chemung Supply Corp	8433	-\$10,496.00	\$89,575.75
Deposit	06/30/2021		Interest	\$0.84	\$89,576.59	
					-\$11,160.69	\$89,576.59
					-\$11,160.69	89,576.59
TOTAL					-\$11,160.69	\$89,576.59

10.100 · Liberty Township Escrow

					\$7,643.60	
Check	06/08/2021	195	KPI	8559	-\$1,221.00	\$6,422.60
Deposit	06/10/2021			Deposit	\$1,300.00	\$7,722.60
Check	06/30/21		Liberty Twp Gen Fund	Solic Fees 01/21-05/31/2021	-\$574.50	\$7,148.10
					-\$495.50	7,148.10
TOTAL					-\$495.50	\$7,148.10

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 moved for retroactive approval of the 06/02-07/08/2021 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 05/23/21-06/05/2021 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 06/06/21-06/19/2021 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved for retroactive approval of the 06/20/21-07/03/2021 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Chief Sherri Hansen was not present, and Chairman Barlow read the report for the month of June. The report of Police Department activities included working 286 hours and 25 hours in Freedom Township. The department drove 1484 miles and used 118.9 gallons of fuel. Activity included: 911 Incidents - 15; Traffic Citations -75; Faulty Equipment -8; On Call Hours -29; Warnings -22; Misdemeanor/Felony Arrests -0; and PSP Calls-3. Service to Freedom Township included: Working 25 hours with zero 911 incidents, 31 traffic citations and 9 warnings. He went on to report that the old ENRADD had been repaired and a new one was on order. The report stated that Officer Roosen had completed Taser Instructor training and that the tasers need replaced. Chief Hansen is currently getting quotes for new tasers and a license plate reader. She worked on the contract with Freedom Township and the 2022 budget. Carroll Valley Borough has decided not to participate in National Night Out this year, but plans to participate next year.

Zoning Officer's Report – Mr. Barlow reported that three zoning permits were issued in June with \$205 permit fees collected.

Roadmaster Report – Roadmaster Barlow reported that Irishtown, Brent, Bullfrog and Old Waynesboro Road have been tarred and chipped and the fog seal is scheduled. All of the new road signs have been replaced and we are now in State compliance. He discussed working on McGlaughlin Road next year. The Roadmaster met with Adams County Conservation District to discuss getting a grant to complete McGlaughlin Road. The township qualifies for the grant however, there is only \$100,000 allocated for all the townships, therefore they cannot fund the entire project. They also have additional rules that must be followed if we apply and accept the grant. Their rules my put us over

budget. Currently, there are two pipes in the road on the lower half of McGlaughlin that need replaced. The county price for new pipes, head wall and to dig up the road is \$112,000 that does not include tar. The project will cost more than \$56,000. Liberty Township can do the project without the grant and not have to comply with county rules. Wildlife studies would also have to be conducted if we chose to use the Land Conservation District. The Roadmaster stated that he has a meeting with PennDOT on July 14, 2021 to get prices for the work needed on McGlaughlin Road. The Road Department swapped labor hours with Hamiltonban two weeks ago. We gave them 68-man hours of flagging. Hamiltonban is going to provide labor for some future projects. Hamiltonban also asked if we would be interested in splitting the cost of renting a grader for one month. Each township would get the grader for two weeks. The cost of the grader is \$4000.00, and that cost would be shared between the two townships. The Road Department drove 1400 miles, used 135 gallons of fuel and 115 gallons of diesel fuel was used. The Township hired Richard Haywood as a part-time seasonal road crew employee. KPI is working to complete the permit that will allow work on the Old Waynesboro Road Bridge.

Planning Commission Report: There was no meeting in June. Chairman Barlow reported that at the June 1 meeting the Board agreed to notify Mr. Hutzell of the Board's intent to remove him from the Planning Commission and notifying him of his right to appeal. He confirmed that Mr. Hutzel was notified in person and by letter at least 15 days prior to the scheduled removal on July. **Mr. Barlow made a motion to remove Mr. Hutzel from the Planning Commission effective immediately. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Chairman Barlow noted that Alternate Nancy Wenschhof could fill in until a replacement was found.

Secretary/Treasurer: Ms. Peck reminded everyone of the 2021 Budget Planning schedule and the deadline for departments to turn in their draft budgets. Mrs. Ilko had no comments.

Old Business

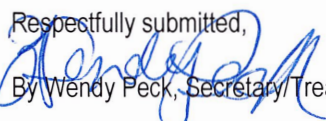
- **Policies And Procedures Manual Revisions – Mr. Barlow made a motion to accept the updated Policy and Procedures manual which removed comp time and lowered the average required hours for holiday eligibility from 24 to 14. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

New Business Public Comments: Mr. Barlow announced the call-in number for Public Comment. There were no public comments related to new business items.

New Business

- **Mr. Barlow made a motion to accept 25D16-0007---000 Trider subdivision plan dated 06/07/21 for review. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt a resolution to set up a new bank account for the ARPA Fund. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to instruct the staff and solicitor to take the necessary steps to prepare the codification ordinance for adoption as soon as possible. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow discussed the possibility of adopting a No Parking Ordinance for all the roads in the township. After much discussion, it was determined that a no parking order can be enforced by the Police through PA Vehicle Code Title 75 Section 3351 (a).
- **Mr. Barlow made a motion to Acknowledge the receipt of June 8, 2021 request to withdraw the Greenview Subdivision plan and confirmed that it is no longer subject to receiving any approval decision. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to present a proposal to Freedom Township for a renewal of Police Services for 2022. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Chairman Barlow stated that he recently met with KPI to discuss the Stormwater Management issues at 45 Pecher Road. He reported that KPI is preparing a letter to the property owner that would outline the issues and recommendations for correction.
- Mr. Barlow reported that he contacted several companies to provide estimates to replace the flooring in the township municipal building. Two companies responded with bids. **Mr. Barlow made a motion to accept the lowest bid from Ron Trostle Enterprises in the amount of \$5,000.79. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- Chairman Barlow talked about some ideas for improvements to the Township Municipal Building which included expanding the meeting room in to the police garage and constructing a new garage for the police department. There was discussion of using ARPA funds if possible, but no work would be scheduled unless the township is able to cover the costs with the current general reserve funds on hand. It would be determined later if ARPA funds could be used and then the appropriate funding adjustments would be made at that time.

At 8:20 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 3, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,

By Wendy Peck, Secretary/Treasurer