

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

The Board of Supervisors of Liberty Township, Adams County met Tuesday, February 1, 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 6:02 PM Mr. Barlow called the meeting to order and welcomed Pension Plan Administrator RJ Hall. Liberty Township Pension Plan Administrators Kevin Hall and Rob Lutz from RJ Hall were in attendance to review the 2021 valuation and year-end market report. They presented an annual report of the Police Pension Plan and discussed it with the Board of Supervisors. The plan continues to be overfunded. After a thorough review, it was determined that the investments would be rebalanced.

Public Comments:

- **Jack Messner and Bailey Cool of 178 Gladhill Road** were present and addressed the Board of Supervisors discussing an issue they were having with their recently purchased property. They purchased a home with outbuildings a few years ago, but recently learned that they did not own a portion of their property where their outbuildings were located. Although a lot addition was approved and recorded by the previous owner, it was deeded separately and was sold at a tax sale. The Supervisors expressed their compassion and advised them to seek an attorney to address this civil issue.
- **Adam Sanders 23 Strausbaugh Trail** expressed his concern over the poor condition of the private roads in the township. Mr. Sanders also expressed dissatisfaction with responses to his recent complaints and donated a decibel meter to the township.
- **Planning Commission Chair Judie Hogan** stated that some people are not cut out for the Planning Commission.

Supervisor Comments

Mr. Keilholtz expressed concern with water running on to township roads and asked residents to make sure that water coming from their property is diverted away from the township roads.

Mr. Lowe had no comments.

Mr. Barlow had no comments.

Minutes: *Mr. Keilholtz moved to accept the minutes of the January 3 Reorganization meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the January 10 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 Jan 31, 2022
Presented at Feb 1, 2022 BOS Meeting

ACNB - Gen Oper	97,926.17	PLGIT - Liquid Fuels	\$7,815.00
PLGIT - Gen Reserve	\$306,469.05	ACNB - Escrow	\$10,396.97
PLGIT - Cap Reserve	\$122,066.60	ACNB - ARP Funds	\$66,375.29
	\$526,461.82		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						103,270.74
Deposit	12/31/2021			Interest	11.27	103,282.01
LiabCheck	01/03/2022	ACH	PA Dept. of Revenue	1641 9699	-203.25	103,078.76
Deposit	01/03/2022			Deposit	2,984.11	106,062.87
Paycheck	01/06/2022	12493	Barlow {BOS}, Walter		-87.78	105,975.09
Paycheck	01/06/2022	ACH	Jackson {BOS}, Robert		-87.78	105,887.31
Paycheck	01/06/2022	12495	Keilholtz, Jr. {BOS}, Robert		-87.78	105,799.53
Paycheck	01/06/2022	12496	Barlow, Walter M		-806.35	104,993.18
Paycheck	01/06/2022	ACH	Hansen, Sherri		-1,812.53	103,180.65
Paycheck	01/06/2022	ACH	Ilko {Tax Collector}, Jessica L.		-68.87	103,111.78
Paycheck	01/06/2022	ACH	Ilko, Jessica		-45.84	103,065.94
Paycheck	01/06/2022	ACH	Munsee, Bridget		-227.55	102,838.39

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Paycheck	01/06/2022	ACH	Peck, Wendy J.		-1,118.14	101,720.25
Paycheck	01/06/2022	ACH	Roosen, Christopher M.		-599.95	101,120.30
Paycheck	01/06/2022	ACH	Ammerman, Cory M.		-172.55	100,947.75
LiabCheck	01/06/2022	ACH	PA UC Fund	01-04573M3	-29.63	100,918.12
LiabCheck	01/06/2022	ACH	PSATS UC Group Tru	0104573	-617.15	100,300.97
LiabCheck	01/06/2022	ACH	York/Adams Cty EIT	000095043	-747.41	99,553.56
Check	01/06/2022	12498	Roberts Car Wash	10 car washes in 2021	-100.00	99,453.56
Check	01/06/2022	12499	FREMA	FREMA 2021 Expenses-Liberty Twp	-125.37	99,328.19
Check	01/06/2022	12500	Staples	Acct 601110005005657	-228.46	99,099.73
Check	01/06/2022	12501	PSATS	Annual Membership Inv	-665.00	98,434.73
Check	01/06/2022	12502	Total Tech Solutions	Invoice 7857	-450.00	97,984.73
Check	01/06/2022	12503	John M. Lisko	Solicitor Fees	-3,360.00	94,624.73
Check	01/06/2022	12504	KPI Technology	Invoice #8890	-2,045.12	92,579.61
Check	01/06/2022	12506	Advanced Auto Parts	Account #1872651533	-150.77	92,428.84
Check	01/06/2022	12508	Premiere Property S	Overpayment for Septic Report	-25.00	92,403.84
Check	01/06/2022	12510	Harrington Equipt Co	Invoice 194274/194297/194325	-154.67	92,249.17
Check	01/06/2022	12507	East Trail Automoti	01-05-22 Police Car Repairs	-712.85	91,536.32
Check	01/06/2022	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-784.43	90,751.89
Deposit	01/06/2022			Deposit	217.99	90,969.88
LiabCheck	01/07/2022	ACH	US TreasuryDept/IRS	23-2110946	-1,437.00	89,532.88
LiabCheck	01/07/2022	ACH	PA Dept. of Revenue	1641 9699	-203.29	89,329.59
LiabCheck	01/10/2022	12509	Franklin Cty ATB	23-2110946	-22.97	89,306.62
Deposit	01/10/2022			Deposit	44.00	89,350.62
Check	01/10/2022	ACH	ACNB	Payroll - Direct Deposit ServCharge	-28.94	89,321.68
Check	01/12/2022	ACH	Intuit QuickBooks	Monthly fee for payroll service	-28.00	89,293.68
Check	01/18/2022	12511	Comcast-Phone	901156234	-189.86	89,103.82
Check	01/18/2022	12512	Rabold's Services	Invoice 25556	-101.00	89,002.82
Check	01/18/2022	12513	Borough of Fairfield	Fairfield Fire&EMS Workers Comp.	-1,451.02	87,551.80
Check	01/18/2022	12514	DataWorks Plus LLC	Invoice 22-067	-350.00	87,201.80
Check	01/18/2022	12515	Hockley & O'Donnell	Policy 106847166	-103.00	87,098.80
Check	01/18/2022	12516	LEAF	100-4990181-001	-78.00	87,020.80
Check	01/18/2022	12517	West Penn Power	100090757368	-207.70	86,813.10
Check	01/18/2022	12518	U.S. Postal Service	Box 58 Yearly Rental	-62.00	86,751.10
Check	01/18/2022	12519	Hamiltonban Twp	Invoice #676	-18.41	86,732.69
Check	01/18/2022	12520	KPI Technology	Invoice #8902	-99.00	86,633.69
Check	01/18/2022	12521	Gettysburg Times	159232	-27.28	86,606.41
Deposit	01/18/2022			Deposit	8,074.29	94,680.70
Deposit	01/18/2022			Deposit	330.00	95,010.70
Paycheck	01/20/2022	ACH	Bostek {Elected}, Kathryn		-13.13	94,997.57
Paycheck	01/20/2022	ACH	Hansen, Sherri		-1,812.53	93,185.04
Paycheck	01/20/2022	ACH	Hek {Elected}, Susan		-13.13	93,171.91
Paycheck	01/20/2022	ACH	Ilko {Tax Collector}, Jessica L.		-167.63	93,004.28
Paycheck	01/20/2022	ACH	Ilko, Jessica		-66.66	92,937.62
Paycheck	01/20/2022	12522	Keilholtz, Jr., Robert E.		-735.74	92,201.88
Paycheck	01/20/2022	ACH	Peck, Wendy J.		-1,118.14	91,083.74
Paycheck	01/20/2022	ACH	Roosen, Christopher M.		-1,412.79	89,670.95
Paycheck	01/20/2022	ACH	Swiat {Elected}, Richard		-13.13	89,657.82
Paycheck	01/20/2022	12523	Pecher, Bruce E.		-39.38	89,618.44
Deposit	01/20/2022			Deposit	9,981.31	99,599.75
LiabCheck	01/21/2022	ACH	US TreasuryDept/IRS	23-2110946	-1,461.40	98,138.35

LiabCheck	01/24/2022	ACH	PA Dept. of Revenue	1641 9699	-212.18	97,926.17
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-5,699.00	97,926.17
35.100 · PLIGT State						11,722.57
Deposit	12/31/2021		Interest		0.16	11,722.73
Check	01/07/2022	673	Commonwealth of PA	P24008520-414	-3,421.17	8,301.56
Check	01/18/2022	674	Tractor Supply Co	6035301205291766	-102.92	8,198.64
Check	01/18/2022	675	New Enterprise.	Acct 93038	-383.64	7,815.00
Total 35.100 · PLIGT State					-3,907.57	7,815.00
10.100 · Liberty Township Escrow					No Activity	10,396.97
Total 10.100 · Liberty Township Escrow					0.00	10,396.97
95.100 · PLGIT Gen Reserve Fund						306,459.80
Deposit	12/31/2021		Interest		9.25	306,469.05
Total 95.100 · PLGIT Gen Reserve Fund					9.25	306,469.05
30.101 · PLIGIT Capital Reserve Fund						122,062.43
Deposit	12/31/2021		Interest		4.17	122,066.60
Total 30.101 · PLIGIT Capital Reserve Fund					4.17	122,066.60
ACNB ARP FUND						66,372.47
Deposit	12/31/2021		Interest		2.82	66,375.29
					2.82	66,375.29

*Interest not available at time of report.

Mr. Keilholtz asked about an item in the Treasurer's report from December listed in the minutes. It was determined that we had already reviewed and approved that report. Mr. Keilholtz moved for acceptance of the January Treasurer's report. Mr. Lowe seconded the motion. All voted yes, and the motion passed.

Expenses: Mr. Keilholtz moved for retroactive approval of the 01/11-02/01/2022 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 01/02-01/15/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for approval of the 01/16-01/29/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Chief Hansen reported on the January Police Department activities which included working 315.5 hours in Liberty Township, driving 1681 miles, and using 144.7 gallons of fuel. Other activities included: 12 911 incidents; 44 traffic citations, 0 faulty equipment, 4 warnings, 1 misdemeanor/felony arrests, 1 non-traffic and 8 PSP calls. Service to Freedom Township included: Working 25 hours with 2 911 incidents, 29 traffic citations, and 12 warnings. Service to Highland Township included: Working 25 hours with 2 911 incidents, 13 traffic citations, and 3 warnings. Other activities included, attending a meeting about grants that are available for Townships and Police Departments. The transmission in Car 2 is slipping and a boot was replaced. Patrols have started in Highland Township, and everything is going well so far. The tasers that were ordered have not arrived yet, and neither have the batteries that were ordered for the Police Department and Road Department.

Zoning Officer's Report – One Land Use Permit was issued in January bringing in \$90 in fees.

- **Mr. Barlow moved to approval of the Piper Junkyard Application Renewal for 245 Waynesboro Pike. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **2650 Bullfrog Road Ongoing Zoning Violations:** The Board discussed the open violation at 2650 Bullfrog Road. No action was taken.
- **2657 Bullfrog Road Ongoing Zoning Violations:** The Board discussed the open violation at 2657 Bullfrog Road. Mr. Keilholtz asked Chief Hansen to do a site visit. No other action was taken.

Roadmaster Report – Mr. Barlow reported that the Road Department drove 1,327.6 miles, used 57.1 gallons of gasoline, and used 125.5 gallons of diesel fuel. He went on to report that pallet forks were purchased for the backhoe for \$529. Repair on the Old Waynesboro Bridge Repair is expected to start in April or May. He stated that the department may perform some of the repair work in-house. He stated that that the ballast replacement will probably be completed in house. Mr. Barlow reported on continuing issues with ice on roadways from driveway runoff after the last winter storm. The Roadmaster identified those areas of concern, and a letter will be sent out to the property owners advising them to divert their runoff water according to the Township Second Class Code Section 2326. The Roadmaster has been participating in continuing education classes. He is enrolled in the L-TAP Program and will be taking several more continuing education virtual classes in the coming months. On February 24, 2022, PSATS is hosting a Flagger Force class certification. It is a one-day course and there is a fee associated with it. Flagger Certification is required every three years. **Under the advice of the Solicitor, Mr. Barlow made a motion to amend the agenda to include Flagger Force training for the Road Crew. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to approve sending the Road Crew to Flagger training on February 24. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The annual PSATS Conference will be held in April 2022 and Walter Barlow plans to attend the Roadmaster roundtable discussion.

Planning Commission Report: Planning Commission Chair Judie Hogan reported that the Planning Commission met on January 18 to reorganize and review submissions. Judie Hogan was appointed as Chair, Rich Luquette was appointed as Vice Chair, and Barbara Ruppert was appointed as Secretary for the Planning Commission. The Commission reviewed the Land Development Plan of Brett and Christine Thomas dated 09/09/21 to build a hanger on 25000-0049---000 at 150 Pecher Rd. Numerous conditions needed to be addressed before the plan could be recommended for approval. Mr. Thomas indicated that he would be applying for an extension to allow time to address the conditions which included an Erosion and Sediment Control plan. The Commission reviewed Crum Subdivision Plan Dated 11-03-21 Wenschhof Rd 25D17-0026--000. Mr. Royer was present with a revised plan dated 11-13-22. The Planning Commission recommends conditional approval of the plan. The Commission also approved the Request for Planning Non-Building Waiver for Crum Subdivision Plan Dated 11-03-21 Wenschhof Rd 25D17-0026---000. The Planning Commission discussed the Freedom Township Application for Conditional Use for Campground – Trider 25D16-0007--000. The Planning Commission has several concerns about the application including the open subdivision plan, traffic impacts on Bullfrog Road, planned usage of the entire 300-acre property, the actual size of the campground and what portion is in Liberty, riparian buffers around the creek, and clearing up the township boundary dispute within the property. Judie Hogan requested that someone from Liberty Township attend the upcoming meetings related to review of the application.

- **Mr. Barlow made a motion to add the Planning Non-Building Waiver Crum Subdivision Plan Date 11-03-21 Wenschhof Rd 25D17-0026---000 to the agenda. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Consider Plan Approval for Crum Subdivision Plan Date 11-03-21 Wenschhof Rd 25D17-0026---000** – There was some discussion on whether or not the required notes were added to an updated plan that Mr. Royer had presented during the Planning Commission meeting. After much discussion, and a thorough consideration of the review comments and the recommendation from the Liberty Township Planning Commission, **Mr. Barlow made a motion for conditional approval of the Crum Subdivision Plan Date 11-03-21 Wenschhof Rd 25D17-0026---000, with the condition that all Liberty Township Notes be placed on the plan as recommended by the Liberty Township Planning Commission. Mr. Keilholtz seconded the motion. All vote yes, and the motion passed. Mr. Barlow made a motion to approve the application for the Planning Non-Building Waiver Crum Subdivision Plan Date 11-03-21 Wenschhof Rd 25D17-0026---000 to the agenda. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Consider Commenting on Freedom Township, Adams County Conditional Use Application for Trider Campground** – The Board discussed the application for the campground and the Planning Commissions comments. It was determined that a Supervisor would attend the upcoming Freedom Township Planning Commission meeting to discuss the application.
- **Consider Request for Waiver of SALDO Section 302.A submittal of a preliminary plan for Thomas Hanger 25000-0049---000 Land Development Plan dated 09/09/21** - It was determined that additional conditions needed to be met before the Board could consider the request for waiver of SALDO Section 302.A submittal of a preliminary plan for Thomas Hanger 25000-0049---000 Land Development Plan dated 09/09/21.
- **Considered Request for Waiver for SALDO Section 303.B.2 that the Erosion & Sedimentation Plan be reviewed by the Adams County Conservation District Office for Thomas Hanger 25000-0049---000 Land Development Plan dated 09/09/21** - It was determined that additional conditions needed to be met before the Board could consider **the Request for Waiver for SALDO Section 303.B.2 that the Erosion & Sedimentation Plan.**
- **Consider Approval of Thomas Hanger 25000-0049---000 Land Development Plan:** It was determined that additional conditions needed to be met before the Board could consider approval of the Consider Thomas Hanger 25000-0049---000 Land Development Plan dated 09/09/21 – Revised 12/22/2021.
- **Mr. Barlow made a motion to grant the 2022 January 13 – Folsom Request for extension of the Thomas Hanger 25000-0049---000 Land Development Plan review until April 05, 2022, for Thomas Hanger 25000-0049---000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Secretary/Treasurer: None.

Elected Auditors: *Mr. Keilholtz made a motion to send a letter to the Elected Auditors thanking them for reviewing the township files and relieving them from that duty per the Second-Class Township Code Section 917 subsection (c). Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

Old Business

- **Waste Contract Request for Bid** – Ms. Peck reported that the Southwest Group is currently reviewing the meaning of aggregate total as reported on the bids. *Mr. Barlow make a motion to table the Waste Contract bid award until the March 1 meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*
- **Update on Cable Franchise Fee Contract** – No update at this time.

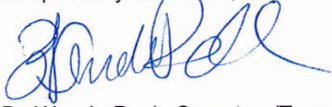
New Business Public Comments: None.

New Business

- **Resolution 2022-XX Authorizing Paid Leave For Employees Who Are Unable To Work For Specified Reasons Related To COVID-19** – The Supervisors reviewed a resolution authorizing paid leave for employees who are unable to work for specified reasons related to COVID-19 which would be paid for with the ARP funds. *Walter Barlow moved for adoption of the Resolution Authorizing Paid Leave For Employees Who Are Unable To Work For Specified Reasons Related To COVID-19. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **Appoint Planning Commission Solicitor** – The Board discussed the error of appointing the Zoning Hearing Board Solicitor Harold Eastman as the Planning Commission Solicitor at the Reorganization meeting in January. *Mr. Barlow made a motion to remove Harold Eastman as the Planning Commission Solicitor. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to appoint John Lisko as the Planning Commission Solicitor. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

At 8:19 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, March 1, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer