

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

January 4, 2021 Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Monday, January 4, 2021 at 7:47 PM, directly following the Reorganization Meeting 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, and Secretary/Treasurer Wendy Peck.

At 8 PM Mr. Barlow called the regular meeting to order and gave information on the call-in line and video broadcast for the meeting. He then opened the meeting to public comments.

Public Comments – None.

Supervisor Comments

Mr. Jackson had no comments.

Mr. Keilholtz Thanked the citizens for stepping up to fill the open Zoning Hearing Board and Planning Commission positions in the Township.

Mr. Barlow also thanked the volunteers for serving on the Township committees. He also thanked the Road Department for their work on the recent snowfall. Mr. Barlow went on to announce that there were Executive Sessions held on December 1 and December 28 to discuss personnel matters.

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

Treasurer's Report:

LIBERTY TOWNSHIP, ADAMS COUNTY
TREASURER'S REPORT - DECEMBER 2020
Presented at Jan 4, 2021 BOS Meeting

ACNB - General Operating & Payroll	<i>see detail</i>	\$99,672.87	
PLGIT - General Reserve	<i>see detail</i>	\$306,328.20	
PLGIT - Capital Reserve	<i>see detail</i>	\$122,001.99	\$528,003.06
PLGIT - Liquid Fuels	<i>see detail</i>	\$36,012.09	
ACNB - Fire Tax	<i>see detail</i>	\$34,322.88	
ACNB - Escrow	<i>see detail</i>	\$5,145.00	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						172,534.05
	11/30/2020			November Interest	\$13.78	172,547.83
Check	12/02/2020	12073	HD Defense	Invoice 50505	-\$15.00	172,532.83
General Journal	12/03/2020	2020-2FT	Transfer to Fire Tax Fund	EFT Transfer to Fire Tax Account Nov 2020	-\$2,374.71	170,158.12
Check	12/03/2020	ACH	Liberty Township PLGIT Gen Reserve Fund	Transfer to PLGIT General Fund per BOS 12/1/2020	-\$50,000.00	120,158.12
Check	12/03/2020	ACH	Liberty Township Capital Reserve Fund	Transfer to PLGIT Capital Reserve per BOS 12/1/2020	-\$25,000.00	95,158.12
Deposit	12/04/2020			Deposit	\$385.00	95,543.12

Check	12/08/2020	12081	Total Tech Solutions LLC	Invoice 6467	-\$450.00	95,093.12
Check	12/08/2020	12082	PA Municipal Code Alliance	30088	-\$783.90	94,309.22
Liability Check	12/08/2020	12083	Security Benefit Retirement Services	610257	-\$227.44	94,081.78
Check	12/08/2020	12084	Aero Energy	Cust 59990	-\$217.67	93,864.11
Check	12/08/2020	12085	Hansen, Sherri Shealers Septic Service	Reimburse-12/04/2020 Inv 30938	-\$31.76 -\$60.00	93,832.35 93,772.35
Check	12/08/2020	12087	LEAF	100-4990181-001	-\$78.00	93,694.35
Check	12/08/2020	12088	Lowe's	98004701524	-\$343.24	93,351.11
Paycheck	12/10/2020	12074	Barlow {BOS}, Walter		-\$87.78	93,263.33
Paycheck	12/10/2020	ACH	Jackson, Robert		-\$87.78	93,175.55
Paycheck	12/10/2020	12075	Keilholtz, Jr. {BOS}, Robert		-\$87.78	93,087.77
Paycheck	12/10/2020	12076	Barlow, Walter M		-\$521.92	92,565.85
Paycheck	12/10/2020	ACH	Bostek, Kathryn		-\$35.03	92,530.82
Paycheck	12/10/2020	ACH	Hansen, Sherri		-\$1,836.06	90,694.76
Paycheck	12/10/2020	12077	Hek, Susan		-\$35.03	90,659.73
Paycheck	12/10/2020	ACH	Ilko, Jessica		-\$367.10	90,292.63
Paycheck	12/10/2020	12078	Keilholtz, Jr., Robert E.		-\$243.77	90,048.86
Paycheck	12/10/2020	12079	Pecher, Bruce E.		-\$43.76	90,005.10
Paycheck	12/10/2020	ACH	Peck, Wendy J.		-\$1,073.29	88,931.81
Paycheck	12/10/2020	ACH	Roosen, Christopher M.		-\$890.26	88,041.55
Paycheck	12/10/2020	12080	Swiat, Richard		-\$43.79	87,997.76
Paycheck	12/10/2020	ACH	Williams, Natalie		-\$97.63	87,900.13
Paycheck	12/10/2020	ACH	Herring, Courtney M. Ammerman, Cory		-\$140.83 -\$178.54	87,759.30 87,580.76
Paycheck	12/10/2020	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.88	87,511.88
Deposit	12/10/2020			Deposit Payroll - Direct Deposit Service	\$220.00	87,731.88
Check	12/10/2020	ACH	ACNB Pennsylvania Dept. of Revenue	Charge	-\$27.04	87,704.84
Liability Check	12/11/2020	ACH	Revenue	1641 9699	-\$219.92	87,484.92
Liability Check	12/11/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,281.02	86,203.90
Check	12/11/2020	ACH	8x8, Inc.	RW00354719	-\$288.64	85,915.26
Check	12/14/2020	12089	Barlow, Walter M	Reimbursement	-\$93.00	85,822.26
Check	12/14/2020	ACH	Intuit QuickBooks	Monthly fee for payroll service	-\$34.00	85,788.26
Deposit	12/15/2020			Deposit	\$3,344.44	89,132.70
Deposit	12/21/2020			Deposit	\$15,532.52	104,665.22
Check	12/22/2020	12090	Assurity Life Insurance Company	Policy - 4150967242-Hansen 82812-N9G5/84390-ZIN2/84389-L8S8	-\$1,909.67	102,755.55
Check	12/22/2020	12091	PSATS		-\$885.00	101,870.55
Check	12/22/2020	12092	West Penn Power	100090757368	-\$151.69	101,718.86
Check	12/22/2020	12093	County of Adams	2019 & 2020 Tax Duplicates	-\$1,184.11	100,534.75
Check	12/22/2020	12094	Doceo	LT03 Contract C12477-01	-\$263.71	100,271.04
Check	12/22/2020	12095	Advanced Auto Parts	Account #1872651533	-\$40.18	100,230.86
Check	12/22/2020	12096	Comcast Cable	8993110110006912	-\$89.90	100,140.96
Check	12/22/2020	12097	Hansen, Sherri	Reimburse-12/17/2020	-\$27.87	100,113.09

Check	12/22/2020	12098	Ilko, Jessica	Reimbursement for Notary Test		-\$65.00	100,048.09
Check	12/22/2020	12103	Rabold's Services	Invoice 25340		-\$72.00	99,976.09
Check	12/22/2020	12100	H. A. Thomson Co	Asst Treasurer Bond-Ilko		-\$1,125.00	98,851.09
			Talcotts Auto				
Check	12/22/2020	12101	Repair	Repair Order 9013969		-\$49.33	98,801.76
Check	12/22/2020	12102	Verizon Wireless	Acct 621280772-00001		-\$132.60	98,669.16
Liability			Pennsylvania Dept. of				
Check	12/23/2020	ACH	Revenue	1641 9699		-\$248.16	98,421.00
Paycheck	12/24/2020	12104	Barlow, Walter M			-\$1,218.04	97,202.96
Paycheck	12/24/2020	ACH	Hansen, Sherri			-\$1,836.06	95,366.90
Paycheck	12/24/2020	ACH	Herring, Courtney M.			-\$172.55	95,194.35
Paycheck	12/24/2020	ACH	Ilko, Jessica			-\$485.53	94,708.82
Paycheck	12/24/2020	12105	Keilholtz, Jr., Robert E.			-\$665.22	94,043.60
Paycheck	12/24/2020	ACH	Peck, Wendy J.			-\$1,073.29	92,970.31
Paycheck	12/24/2020	ACH	Roosen, Christopher M.			-\$870.90	92,099.41
Paycheck	12/24/2020	ACH	Williams, Natalie			-\$102.86	91,996.55
Paycheck	12/24/2020	ACH	Ilko {Tax Collector}, Jessica L.			-\$68.87	91,927.68
Liability							
Check	12/24/2020	ACH	US Treasury Dept/IRS	23-2110946		-\$1,575.98	90,351.70
Liability			York/Adams County				
Check	12/24/2020	ACH	EIT	000095043		-\$804.80	89,546.90
Liability							
Check	12/24/2020	ACH	PA UC Fund	01-04573M3		-\$30.15	89,516.75
Deposit	12/29/2020			Deposit		\$9,503.33	99,020.08
Deposit	12/29/2020	ACH	Fire Tax Fund	Transfer Tax Coll Commission		\$352.79	99,372.87
Deposit	12/30/2020		Escrow Fund	Transfer 2020 Admin Fees		\$300.00	99,672.87
	12/31/2020			Interest NOT AVAILABLE		\$0.00	99,672.87
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						-\$72,861.18	99,672.87
TOTAL						-\$72,861.18	99,672.87
01.101 · PLIGT General Fund							256,312.60
	11/30/2020			November Interest		\$15.60	256,328.20
	12/03/2020		LIBERTY TWP	Transfer from Gen Fund		\$50,000.00	306,328.20
	12/31/2020			Interest NOT AVAILABLE		\$0.00	306,328.20
Total 01.101 · PLIGT General Fund						\$0.00	306,328.20
TOTAL						\$50,000.00	306,328.20
30.101 · PLIGIT Capital Reserve Fund							96,994.74
	11/30/2020			November Interest		\$7.25	97,001.99
	12/03/2020	ACH	LIBERTY TWP	Transfer from Gen Fund		\$25,000.00	122,001.99
	12/31/2020			Interest NOT AVAILABLE		\$0.00	122,001.99
Total 30.101 · PLIGIT Capital Reserve Fund						\$25,007.25	122,001.99
TOTAL						\$25,007.25	\$122,001.99
100.00 · PLIGT State							37,548.75
	11/30/2020			November Interest		\$0.34	37,549.09
Check	12/8/2020	634	Barlow Ag Service & Sales, Inc.	0038		-\$281.72	37,267.37
Check	12/8/2020	635	Tractor Supply Co	6035301205291766		-\$544.67	36,722.70
			Specialty Granules, Inc.				
Check	12/8/2020	636	Inc.	7005366060		-\$376.38	36,346.32
Check	12/22/2020	624	Advanced Auto Parts	1872651533		-\$69.31	36,277.01

Check	12/22/2020	625	Mar-Bar Tire	Invoice #78086		-\$255.10	36,021.91
Check	12/22/2020	626	Harrington & Sons, Inc.	189042		-\$9.82	36,012.09
	12/31/2020			Interest NOT AVAILABLE		\$0.00	36,012.09
Total 100.00 · PLIGT State						-\$1,536.66	36,012.09
TOTAL						-\$1,536.66	36,012.09
03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)							32,300.96
Transfer	12/3/2020	ACH	LIBERTY GEN FUND	Aug - Nov Fire Tax Collected		\$2,374.71	34,675.67
Transfer	12/29/2020	ACH	LIBERTY GEN FUND	Nov 2019-Dec 2020 Commission		-\$352.79	34,322.88
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						\$2,021.92	34,322.88
TOTAL						\$2,021.92	34,322.88
10.100 · Liberty Township Escrow							4,645.00
Deposit	12/29/2020			Deposit		\$800.00	5,445.00
Transfer	12/30/2020		GENERAL FUND	Transfer Admin Fees to Gen Fund		-\$300.00	5,145.00
Total 10.100 · Liberty Township Escrow						\$500.00	5,145.00
TOTAL						\$500.00	5,145.00

Adjusted with previous month's interest. Current month interest not available at time of report

PREPARED BY: WENDY PECK, LIBERTY TOWNSHIP SECRETARY/TREASURER

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 acceptance of the 12/01/20-01/04/2021 Expenses and Payroll for 11/22/20-12/05/2020 - retroactive, 12/06/20-12/19/2020 - retroactive); and 12/20/20-01/02/2021. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Chief Sherri Hansen distributed a written report to the Supervisors for the month of December which included working 249 hours, driving 1542 miles, issuing 65 traffic citations, and 13 warnings. She announced that a policy and procedures manual was completed for the police department and all officers will receive a printed and digital copy. The Chief also reported that she completed performance evaluations for the officers.

Zoning Officer's Report – Mr. Barlow reported that six zoning permits were issued in December 2020 with \$455 permit fees collected. Mr. Barlow reported that the Palmer property cleanup extension had expired on December 31 and that Mr. and Mrs. Palmer had requested additional time to complete the work. Mr. Barlow stated that he did see improvement lately on the cleanup and the Supervisors discussed the issue in detail. **Mr. Barlow made a motion to allow an additional 90 days before proceeding with zoning violations provided monthly inspections of the property still show improvement. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Roadmaster Report – Mr. Barlow reported that a sign inventory was taken and approximately 145 signs need to be replaced to bring them in to compliance with PennDOT regulations. The estimated cost is \$4,350 for the signs and \$4,200 for the breakaway sign posts. He also reported on activities that included snow removal, tree trimming, culvert cleaning, washing, and servicing trucks, and responding to an accident. Mr. Barlow stated that he spoke to Hamiltonban Township and was quoted a price of \$119 per hour for one man and machine for cutting with a high reach mower. The Supervisors discussed the sign replacement in detail. **Mr. Barlow made a motion to move forward with the replacement of the signs. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

Planning Commission Report: Planning Commission Chair Judie Hogan reported via telephone. She stated that the Planning Commission has been meeting by zoom on one of the member's personal accounts and asked that the township subscribe to a Zoom account for the Planning Commission to use. She estimated that it would cost about \$15 per month. Mr. Barlow made a motion to sign up for a zoom account. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The Planning Commission did not meet in December.

Secretary/Treasurer: Ms. Peck reported that she received a request for reimbursement from Natalie Williams for mileage and hours for tax collector training of Jessica Ilko. Mr. Barlow asked that it be added to the February meeting agenda to allow time for the Board to review the matter.

Old Business

- **Christ Apostolic Church 25A18-0007---000 Real Estate Tax Assessment Settlement Agreement – Mr. Barlow made a motion to authorize the Solicitor sign the settlement agreement once it was signed by Fairfield Area School District. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Fire Tax Distribution – Mr. Barlow gave an overview of conversations that he had recently with the Solicitor, the fire departments, AREMS and Kevin Moul. In summary, the current fire tax cannot be distributed to ARMES this year and the fire tax distribution has been readjusted. Mr. Barlow made a motion to distribute the fire tax as follows with the reimbursable amounts allowed with the submitted invoices: Fairfield Fire Department - \$16,131.75, Fountaindale Fire Department - \$6,178.12, and Vigilant Hose of Emmitsburg - \$12,013.01. After much discussion, Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

New Business Public Comment – None.

New Business: Chairman Barlow changed the order of the agenda items to address the fee schedule prior to the Junkyard Permit Application.

- **Resolution 2021-04 Resolution 2021-04 Amend Fee Schedule – Mr. Barlow discussed the amended fee schedule and explained the justification for the elimination of the demolition fee and the increase in the Junkyard Permit fee. After much discussion, Mr. Barlow made a motion to adopt Resolution 2021-04 Resolution 2021-04 Amend Fee Schedule. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt Resolution 2021-01 Eliminating Employee Contributions to The Police Pension Plan For 2021. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt Resolution 2021-02 Repealing the Fire Service/EMS Tax Resolution No. 2014-R-3 and rolling the Fire Tax Budget in to the General Fund. It was noted that no changes were made to the overall real estate taxes, the total budget income, or expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt Resolution 2021-03 Adams County Hazard Mitigation Plan Adoption. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Review Junkyard Permit Application dated 12/07/2020 for 245 Waynesboro Pike #25C18-0074---000 – The Board reviewed the Piper application for a junkyard permit. After much discussion it was determined that the application was not filled out accurately. Mr. Barlow made a motion to return the Piper Junkyard application and fee and allow Mr. Piper to reapply correctly and with the new fee that was set for 2021. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt Ordinance 2021-01 Earned Income And Net Profits Tax Ordinance. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Set Mileage Rate for Township Mileage Reimbursement to the Federal Rate 56 cents per mile for 2021 with the option to reconsider if the Federal Rate Changes. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to advertise Road Project Bids for 2021. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Consider a motion to award HVAC installation for Township Municipal Building- Mr. Barlow made a motion to award the HVAC installation bid to the Key Services for a total cost of \$9,280. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to pay the 50% deposit of \$4,640 and schedule the service. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Appoint representatives and alternate representatives to attend meetings and vote on behalf of Liberty Township for YATB, Adams County Tax Committee, ACBA, ACCOG, ACCOG Legislative Committee, FREMA, Area Fire Companies and Attendance at ACATO and PSATS Conferences. The Supervisors agreed to continue rotating attendance at the meetings.**
- **Mr. Barlow made a motion to not oppose distribution from the Tax Upset Sale. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

At 8:58 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

The next public meeting is scheduled for Tuesday, February 2, at 7:30 PM at the Township Municipal Building.


Respectfully submitted,

By Wendy Peck, Secretary/Treasurer