

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
September 6, 2022, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, September 6, 2022, 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.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Brandon Lowe, Solicitor John Lisko, Officer Christopher Roosen, and Secretary/Treasurer Wendy Peck.

At 6:01 PM Mr. Barlow called the meeting to order.

Public Comments: None.

Supervisor Comments:

- **Mr. Lowe** had no comments.
- **Mr. Keilholtz** reminded residents to be sure to obtain permits before beginning projects in Liberty Township. He commented that he learned of a few recent instances where property owners invested money in a project prior to obtaining a permit, only to learn that their project was not permitted as intended.
- **Mr. Barlow** announced that FREMA would have an information table with a volunteer signup sheet at Pippenfest on Saturday September 24. Chairman Barlow spoke in length about the importance and benefits of intermunicipal agreements. He discussed a recent meeting with DCED to plan for economic sustainability. He is also planned to meet with area municipalities to share information on how exchanging labor, equipment, and other resources can benefit the entire community and keep costs down. He went on to discuss the current problem with employee retention with the state of the economy and commented that he would be attending a seminar hoping to gain some ideas to improve employee retention for Liberty Township.

Minutes: *Mr. Keilholtz moved to accept the minutes of the August 2 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 August 31, 2022
Presented at Sep 6, 2022 BOS Meeting

| | | | | |
|-----------------|--|---------------------|----------------------|--------------------|
| ACNB-GenFund | | \$352,131.62 | PLGIT - Liquid Fuels | \$63,730.50 |
| PLGIT - Gen Res | | \$307,497.79 | ACNB - Escrow | \$9,694.13 |
| PLGIT - CapRes | | \$122,503.61 | ACNB - ARP Funds | \$57,024.62 |
| | | \$782,133.02 | | |

| Type | Date | Num | Name | Memo | PD AMT | Balance |
|--|------------|-------|------------------------------|----------------|-----------|-------------------|
| 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) | | | | | | 376,596.59 |
| Deposit | 07/29/2022 | | | Interest | 31.35 | 376,627.94 |
| Check | 08/02/2022 | 12706 | John M. Lisko | Solicitor Fees | -1,332.00 | 375,295.94 |
| Check | 08/02/2022 | 12707 | Total Tech Solutions | Invoice 8473 | -450.00 | 374,845.94 |
| Check | 08/02/2022 | 12708 | BFPE | 2781045 | -96.50 | 374,749.44 |
| Check | 08/02/2022 | 12709 | PMCA | 40980 | -478.50 | 374,270.94 |
| LiabCheck | 08/02/2022 | 12710 | Security Ben Retire | 610257 | -234.87 | 374,036.07 |
| Deposit | 08/03/2022 | | | Deposit | 2,912.97 | 376,949.04 |
| Paycheck | 08/04/2022 | 12700 | Barlow {BOS}, Walter | | -87.78 | 376,861.26 |
| Paycheck | 08/04/2022 | 12701 | Keilholtz, Jr. {BOS}, Robert | | -87.78 | 376,773.48 |
| Paycheck | 08/04/2022 | 12702 | Lowe {BOS}, Brandon C. | | -87.78 | 376,685.70 |
| Paycheck | 08/04/2022 | ACH | Ammerman, Cory M. | | -403.59 | 376,282.11 |
| Paycheck | 08/04/2022 | 12703 | Barlow, Walter M | | -509.64 | 375,772.47 |
| Paycheck | 08/04/2022 | ACH | Hansen, Sherri | | -1,812.53 | 373,959.94 |
| Paycheck | 08/04/2022 | ACH | Ilko, Jessica | | -16.68 | 373,943.26 |
| Paycheck | 08/04/2022 | 12704 | Keilholtz, Jr., Robert E. | | -41.44 | 373,901.82 |
| Paycheck | 08/04/2022 | 12705 | Pecher, Bruce E. | | -229.67 | 373,672.15 |
| Paycheck | 08/04/2022 | ACH | Peck, Wendy J. | | -1,118.15 | 372,554.00 |

| | | | | | | |
|-----------|------------|-------|----------------------------------|---------------------------------|------------|------------|
| Paycheck | 08/04/2022 | ACH | Roosen, Christopher M. | | -1,393.44 | 371,160.56 |
| Paycheck | 08/04/2022 | ACH | Ilko {Tax Collector}, Jessica L. | | -54.67 | 371,105.89 |
| Check | 08/04/2022 | ACH | BMOPLGIT Card | PLGIT CREDIT ACCOUNT | -63.88 | 371,042.01 |
| Deposit | 08/05/2022 | | | Deposit | 17.12 | 371,059.13 |
| Deposit | 08/08/2022 | | | Deposit | 2,076.80 | 373,135.93 |
| LiabCheck | 08/12/2022 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,504.96 | 371,630.97 |
| LiabCheck | 08/12/2022 | ACH | PA Dept. of Revenue | 1641 9699 | -226.96 | 371,404.01 |
| Deposit | 08/12/2022 | | | Deposit | 3,604.74 | 375,008.75 |
| Check | 08/15/2022 | ACH | Intuit QuickBooks | Monthly fee for payroll service | -30.00 | 374,978.75 |
| Check | 08/15/2022 | ACH | ACNB | Payroll - Direct Deposit Charge | -29.18 | 374,949.57 |
| Check | 08/16/2022 | 12714 | Verizon Wireless | Acct 621280772-00001 | -184.96 | 374,764.61 |
| Check | 08/16/2022 | 12715 | Comcast-Phone | 901156234 | -191.23 | 374,573.38 |
| Check | 08/16/2022 | 12716 | West Penn Power | 100090757368 | -163.59 | 374,409.79 |
| Check | 08/16/2022 | 12717 | Aero Energy | Cust 59990 | -741.89 | 373,667.90 |
| Check | 08/16/2022 | 12718 | LEAF | 100-4990181-001 | -78.00 | 373,589.90 |
| Check | 08/16/2022 | 12719 | Shealers | Inv 33671 | -120.00 | 373,469.90 |
| Check | 08/16/2022 | 12720 | Gettysburg Times | Cust 159232 | -265.26 | 373,204.64 |
| Paycheck | 08/18/2022 | ACH | Ammerman, Cory M. | | -57.01 | 373,147.63 |
| Paycheck | 08/18/2022 | 12711 | Barlow, Walter M | | -745.75 | 372,401.88 |
| Paycheck | 08/18/2022 | ACH | Beckett, Hannah | | -129.52 | 372,272.36 |
| Paycheck | 08/18/2022 | ACH | Hansen, Sherri | | -1,812.53 | 370,459.83 |
| Paycheck | 08/18/2022 | ACH | Hartley, Craig | | -36.76 | 370,423.07 |
| Paycheck | 08/18/2022 | ACH | Haywood, Richard K | | -491.67 | 369,931.40 |
| Paycheck | 08/18/2022 | ACH | Ilko {Tax Collector}, Jessica L. | | -42.83 | 369,888.57 |
| Paycheck | 08/18/2022 | ACH | Ilko, Jessica | | -33.32 | 369,855.25 |
| Paycheck | 08/18/2022 | 12712 | Keilholtz, Jr., Robert E. | | -101.31 | 369,753.94 |
| Paycheck | 08/18/2022 | 12713 | Pecher, Bruce E. | | -488.87 | 369,265.07 |
| Paycheck | 08/18/2022 | ACH | Peck, Wendy J. | | -1,044.30 | 368,220.77 |
| Paycheck | 08/18/2022 | ACH | Roosen, Christopher M. | | -232.24 | 367,988.53 |
| LiabCheck | 08/19/2022 | ACH | PA Dept. of Revenue | 1641 9699 | -206.87 | 367,781.66 |
| LiabCheck | 08/19/2022 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,464.88 | 366,316.78 |
| Deposit | 08/19/2022 | | | Deposit | 14,162.06 | 380,478.84 |
| Deposit | 08/24/2022 | | | Deposit | 7,974.00 | 388,452.84 |
| Check | 08/30/2022 | 12725 | John M. Lisko | Solicitor Fees | -1,104.00 | 387,348.84 |
| Check | 08/30/2022 | 12726 | PMCA | 41627 | -525.00 | 386,823.84 |
| Check | 08/30/2022 | 12727 | Roosen, Christopher | Reimburse for Police Patches | -48.00 | 386,775.84 |
| Check | 08/30/2022 | 12728 | AmTrust NAmerica | 17598140 | -12,643.00 | 374,132.84 |
| Check | 08/30/2022 | 12729 | PIRMA | R0694PC2022-1 | -20,089.00 | 354,043.84 |
| Check | 08/30/2022 | 12730 | Rabold's Services | Invoice 26454 | -106.00 | 353,937.84 |
| Check | 08/30/2022 | 12731 | Comcast Cable | 8993110110006912 | -154.63 | 353,783.21 |
| Check | 08/30/2022 | 12732 | Staples | Acct 601110005005657 | -784.00 | 352,999.21 |
| Check | 08/30/2022 | 12733 | Aero Energy | Cust 59990 | -951.59 | 352,047.62 |
| Check | 08/30/2022 | 12734 | Lowe's | 98004701524 | -156.01 | 351,891.61 |
| Check | 08/30/2022 | 12735 | KPI Technology | Invoice #9210 | -192.38 | 351,699.23 |
| Check | 08/30/2022 | 12736 | Pennsylvania DEP | Hobbs Sew Fac Planning Modu | -35.00 | 351,664.23 |
| Deposit | 08/31/2022 | ACH | Ilko - Tax Collect | 08/08-31/2022 | 467.39 | 352,131.62 |

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

-24,464.97 352,131.62

100.00 · PLIGT State

64,971.20

Deposit 07/31/2022

Interest

69.13

65,040.33

| | | | | | | |
|---|------------|-----|----------------------|---------------|------------------|-------------------|
| Check | 08/02/2022 | 687 | New Enterprise Stone | Acct 93038 | -353.34 | 64,686.99 |
| Check | 08/30/2022 | 688 | Aero Energy | 59990 | -956.49 | 63,730.50 |
| Total 100.00 · PLIGT State | | | | | -1,240.70 | 63,730.50 |
| 10.100 · Liberty Township Escrow | | | | | | 9,970.63 |
| Check | 08/30/2022 | 205 | KPI | 9210 | -276.50 | 9,694.13 |
| Total 10.100 · Liberty Township Escrow | | | | | -276.50 | 9,694.13 |
| 95.100 · PLGIT Gen Reserve Fund | | | | | | 307,093.54 |
| Deposit | 08/01/2022 | | | July Interest | 404.25 | 307,497.79 |
| Total 95.100 · PLGIT Gen Reserve Fund | | | | | 404.25 | 307,497.79 |
| 30.101 · PLIGIT Capital Reserve Fund | | | | | | 122,336.03 |
| Deposit | 08/01/2022 | | | July Interest | 167.58 | 122,503.61 |
| Total 30.101 · PLIGIT Capital Reserve Fund | | | | | 167.58 | 122,503.61 |
| ACNB ARP FUND | | | | | | 57,022.05 |
| Deposit | 07/29/2022 | | | July Interest | 2.57 | 57,024.62 |
| Total ARP Fund | | | | | 2.57 | 57,024.62 |

*Interest not available at time of report.

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

Expenses/Payroll: **Mr. Keilholtz moved for retroactive approval of the 08/03/22 – 09/06/2022 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 07/31/22-08/13/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 08/14/22-08/27/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Police Department Report – Officer Roosen reported on the August Police Department activities which included working 135 in Liberty Township, driving 1,007 miles; Other activities included: 12 911 incidents; 34 traffic citations, 2 faulty equipment, 3 warnings, 3 misdemeanor/felony arrests, 0 non-traffic and 7 PSP calls. Service to Freedom Township included working 25 hours with 3 911 Incident, 11 Warnings, and 20 Traffic Citations. Service to Highland Township included working 25 hours with 1 911 Incident, 5 Warnings, and 27 Traffic Citations. Officer Roosen had 3 DUs this month. The Department will be participating in Aggressive Driving details in September. Body cam videos over 60 days old have been purged in accordance with the police policy manual.

Zoning Officer's Report – Mr. Barlow reported that three land use permits, three renewals, and one well permit were issued in August bringing in \$475 in fees. The zoning officer bill for the month was \$525.

- **2650 Bullfrog Road Ongoing Zoning Violations** – The debris from the demolished structure remains on the property. **Mr. Barlow made a motion to instruct the Zoning/Code Enforcement Officer to resume enforcement on the violation for demolition of an unsafe structure at 2650 Bullfrog Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **3257 Bullfrog Road Ongoing Zoning Violations** – It was reported that there is a hearing scheduled for September 26.
- **340 Brent Road Unpermitted Earth Disturbance** – The August 30 deadline has passed, and the DEP is following up on the noncompliance.

SEO's Report – The SEO filed the non-traffic citations forms for pumping inspection noncompliance on August 8, 2022. **Craig McCleaf 620 Gladhill Rd** asked the Board to cancel his citation for pumping inspection non-compliance and presented a receipt from Shealer Septic Service dated August 31, 2022. It was noted that during a three-year period, Mr. McCleaf confirmed that he had received three of the four notices ordering him to comply before the citations were filed on August 8, 2022. After a lengthy discussion, the Board denied Mr. McCleaf's request and agreed to support the Magistrate's decision on the citation. Mr. McCleaf also spoke of his dissatisfaction of having his zoning and building permits revoked in 2020. Mr. McCleaf was encouraged to re-file an application for a zoning application if he intended to continue his project.

Roadmaster Report – Mr. Barlow stated that he received report for a bridge inspection report that occurred in June. It was noted that inspection was performed before a month before the recent repairs. The township will call to schedule an updated inspection. He continued to report on the August Road Department activities that included work performed on the Old Waynesboro Road bridge, and roadside mowing. Work on

McGlaughlin road will be completed in September and tree canopy opening is scheduled for October. He went on to report that the Road Department drove 778 miles, used 41.2 gallons of gasoline, 11.1 gallons of on-road diesel, and 51 gallons of off-road diesel.

Planning Commission Report: Planning Commission Chair Judie Hogan reported that there was no meeting in August.

Secretary/Treasurer: The Treasurer reported that she is currently working with department heads on the 2023 budget and expects to have an update for the October meeting.

Old Business – None.

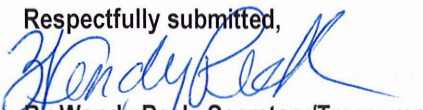
New Business Public Comments: None.

New Business:

- **Mr. Barlow made a motion to approve request for Waiver of Zoning Hearing Board Application Fees for 2022 Aug 30 – Zoning Hearing Board Application for Variance - 25C17-0026---000 1005 Pecher Rd – Mallette. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow announced that two Zoning Hearing Board Applications were recently received, and hearings are being scheduled for the end of September: 2022 Aug 30 – Zoning Hearing Board Application for Variance – Accessory Apartment - 25C17-0026---000 1005 Pecher Rd – Mallette and 2022 Aug 31 – Zoning Hearing Board Application for Special Exception – Shooting Range - 25C18-0050---000 Waynesboro Pike - NOLA Holdings LLC.
- **Mr. Barlow made a motion to approve request for Waiver of Plan Submission Beckett –Bullfrog Road 25AD0-0060---000&0061---000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion for approval of Charnita Lot Consolidation Plan Beckett –Bullfrog Road 25AD0-0060---000&0061---000. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to approve request for Waiver of Plan Submission Ridenour –Parsons Trail 25AD0-0065---000&0066---000. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion for approval of Charnita Lot Consolidation Plan Ridenour –Parsons Trail 25AD0-0065---000&0066---000. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the 2023 Minimum Municipal Obligation from the CAO for the Police Uniform Pension Plan at \$0, and the Non-Uniform Pension Plan at \$4,120. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **2022 Adams County Library Request for Contribution –** The township received an invoice from Adams County Library for a donation of \$1,541. **Barlow made a motion to approve a donation payment to Adams County Library for the budgeted amount of \$500.**
- **Mr. Barlow made a motion to take no action in the September 30 Adams County Tax Upset Sale. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Employee Resignation: Mr. Barlow made a motion to accept the resignation of Richard Haywood from the Liberty Township Road Department. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Intermunicipal Agreements:** Chairman Barlow stated that this topic was covered in his Supervisors Comments and stated that he is planning to attend the Highland Township next week to present information to the Highland Township Supervisors.

At 6:44 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, October 6, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,


By Wendy Peck, Secretary/Treasurer