

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

May 5, 2020 - Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, May 5, 2020 at 7:30 PM, 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 7:30 PM there were technical difficulties and the video was not streaming audio. The teleconference line was working. **At 7:42 PM** IT onsite support was requested, and Mr. Barlow called the regular meeting to order and roll call was taken. Mr. Barlow opened the meeting to public comment.

PUBLIC COMMENTS

Judie Hogan 685 Friends Creek Road by telephone – Mr. Barlow read a public comment that Mrs. Hogan submitted earlier by email. "I would like thank the Supervisors for completing the requested project of trimming back the bush along Ranch Trail. This has tremendously improved vision in both directions on the road. As you know I have brought this safety issue to the Board a number of times of times and I am very pleased it was completed prior to an accident."

Richard Swiat 385 Wenschhof Road – Mr. Swiat told the Board that they were doing a great job.

SUPERVISOR COMMENTS

Mr. Jackson had no comments.

Mr. Keilholtz addressed the citizens of the township asking them to please let the Supervisors know if the Township, including the Police Department, could be of any assistance during the pandemic. He went on to state that he hoped things will get back to normal soon.

At 7:49 PM Mr. Barlow announced that the Supervisors would go in to Executive Session while waiting for IT support to arrive.

At 8:12 PM The meeting resumed and the audio for the live stream was still not working. Mr. Barlow announced that the Board met in executive session to discuss a personnel matter and a legal matter.

At 8:17 PM Total Tech Solutions arrived to address the audio issue.

Minutes: *Mr. Keilholtz moved to accept the minutes of the April 7, 2020 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*

TREASURER'S REPORT: The Treasurer's Report was reviewed.

ACNB - General Operating & Payroll	see detail	\$126,080.90	
PLGIT - General Reserve	see detail	\$255,919.93	
PLGIT - Capital Reserve	see detail	\$96,824.84	\$478,825.67
PLGIT - Liquid Fuels	see detail	\$72,892.46	
ACNB - Fire Tax	No Activity	\$788.79	
ACNB - Escrow	see detail	\$6,408.45	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						90,759.03
Paycheck	04/02/2020	11782	Barlow {BOS}, Walter		-\$87.78	90,671.25
Paycheck	04/02/2020	EFT	Jackson, Robert		-\$87.78	90,583.47
Paycheck	04/02/2020	11783	Keilholtz, Jr. {BOS}, Robert		-\$87.78	90,495.69

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Paycheck	04/02/2020	11784	Barlow, Walter M		-\$594.87	89,900.82
Paycheck	04/02/2020	11785	Keilholtz, Jr., Robert E.		-\$212.69	89,688.13
Paycheck	04/02/2020	EFT	Peck, Wendy J.		-\$1,073.31	88,614.82
Paycheck	04/02/2020	EFT	Roosen, Christopher M.		-\$358.92	88,255.90
Paycheck	04/02/2020	EFT	Williams, Natalie		-\$363.35	87,892.55
Paycheck	04/02/2020	EFT	Hansen, Sherri		-\$1,836.07	86,056.48
Paycheck	04/02/2020	EFT	Weikert, Brian		-\$267.67	85,788.81
Check	04/02/2020	11795	Peck, Wendy J.	1st Qtr 2020 Reimburse	-\$258.57	85,530.24
Check	04/06/2020	ACH	8x8, Inc.	RW00354719	-\$241.67	85,288.57
Liab. Check	04/07/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,163.62	84,124.95
Liab. Check	04/10/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$190.53	83,934.42
Deposit	04/10/2020			Deposit	\$12,057.25	95,991.67
Check	04/10/2020	ACH	ACNB		-\$27.40	95,964.27
Check	04/12/2020	ACH	Intuit QuickBooks	Monthly fee for payroll serv	-\$22.00	95,942.27
Paycheck	04/13/2020	11797	Pecher, Bruce E.		-\$56.88	95,885.39
Liab. Check	04/14/2020	11798	Security Benefit Retire Services	610257	-\$182.22	95,703.17
Check	04/14/2020	11799	SEK&Co.	Invoice 129990	-\$1,575.00	94,128.17
Check	04/14/2020	11800	911 Rapid Response LLC	I-71217	-\$2,348.00	91,780.17
Check	04/14/2020	11809	General Code	PG000021239	-\$3,315.00	88,465.17
Check	04/14/2020	11802	Total Tech Solutions LLC	Invoice 5923	-\$1,138.42	87,326.75
Check	04/14/2020	11803	PA Municipal Code Alliance	26093	-\$727.50	86,599.25
Check	04/14/2020	11804	LEAF	100-4990181-001	-\$78.00	86,521.25
Check	04/14/2020	11805	West Penn Power	100090757368	-\$209.05	86,312.20
Check	04/14/2020	11806	Hamiltonban Township	Invoice #595	-\$19.26	86,292.94
Check	04/14/2020	11807	Hansen, Sherri	Reimburse-04/06/2020	-\$117.64	86,175.30
Check	04/14/2020	11808	Gettysburg Times	159232	-\$717.64	85,457.66
Paycheck	04/16/2020	11810	Barlow, Walter M		-\$730.39	84,727.27
Paycheck	04/16/2020	EFT	Peck, Wendy J.		-\$1,073.29	83,653.98
Paycheck	04/16/2020	EFT	Roosen, Christopher M.		-\$143.57	83,510.41
Paycheck	04/16/2020	EFT	Williams, Natalie		-\$259.79	83,250.62
Paycheck	04/16/2020	EFT	Hansen, Sherri		-\$1,836.06	81,414.56
Deposit	04/20/2020			Deposit	\$15,951.01	97,365.57
Deposit	04/21/2020			Deposit	\$24,696.05	122,061.62
Liab. Check	04/21/2020	ACH	York/Adams County EIT	000095043	-\$523.58	121,538.04
Liab. Check	04/23/2020	ACH	PSATS UC Group Trust	0104573	-\$1,367.53	120,170.51
Liab. Check	04/23/2020	ACH	PA UC Fund	01-04573M3	-\$18.33	120,152.18
Paycheck	04/30/2020	11812	Keilholtz, Jr. {BOS}, Robert		-\$87.78	120,064.40
Paycheck	04/30/2020	11811	Barlow {BOS}, Walter		-\$87.78	119,976.62
Paycheck	04/30/2020	EFT	Jackson, Robert		-\$87.78	119,888.84
Paycheck	04/30/2020	11813	Barlow, Walter M		-\$738.17	119,150.67
Paycheck	04/30/2020	11814	Keilholtz, Jr., Robert E.		-\$600.67	118,550.00
Paycheck	04/30/2020	11815	Pecher, Bruce E.		-\$13.12	118,536.88
Paycheck	04/30/2020	EFT	Peck, Wendy J.		-\$1,073.30	117,463.58
Paycheck	04/30/2020	EFT	Roosen, Christopher M.		-\$681.94	116,781.64
Paycheck	04/30/2020	EFT	Williams, Natalie		-\$526.99	116,254.65
Paycheck	04/30/2020	EFT	Hansen, Sherri		-\$1,836.06	114,418.59
Deposit	04/30/2020			Deposit	\$11,656.39	126,074.98

Deposit	04/30/2020			Interest	\$5.92	126,080.90
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$35,321.87	126,080.90
						126,080.90
01.101 · PLIGT General Fund						255,721.32
Deposit	04/30/2020			Interest	\$198.61	255,919.93
Total 01.101 · PLIGT General Fund					\$198.61	255,919.93
						255,919.93
30.101 · PLIGIT Capital Reserve Fund						96,746.82
Deposit	04/30/2020			Interest	\$78.02	96,824.84
Total 30.101 · PLIGIT Capital Reserve Fund					\$78.02	96,824.84
						96,824.84
100.00 · PLIGT State						76,729.75
Check	43935	577	TEVIS	Account 1109398	-\$67.02	76,662.73
Check	43935	578	Commonwealth of PA	P24008520-414	-\$3,421.17	73,241.56
Check	43935	579	Harringtons Equipment Co	account 107367	-\$58.63	73,182.93
Check	43935	580	SEI	Account 112665	-\$341.26	72,841.67
Deposit	04/30/2020			Interest	\$50.79	72,892.46
Total 100.00 · PLIGT State					-\$3,837.29	72,892.46
						72,892.46
03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						2,350.18
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)					\$0.00	2,350.18
						2,350.18
Liberty Township Escrow						6,078.45
* Check	03/03/2020	185	KPI	7908	-\$470.00	5,608.45
Deposit	04/10/2020			Deposit	\$800.00	6,408.45
Total Liberty Township Escrow					\$330.00	6,408.45
						6,408.45

*missing from the March report

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 04/08/2020-05/05/2020 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion for retroactive approval of the 03/29-04/11/2020 and 04/12-04/25/2020 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

TOWNSHIP REPORTS

Police Officer's Report: Mr. Keilholtz asked Chief Hansen if she was able to use the mouthpieces that were discovered during a recent organization of the garage. The Chief stated that she was not sure they would fit with the new portable breath test that she has requested. Chief Sherri Hansen distributed a written report to the Supervisors and reported that the department worked 238 hours with 151 patrol hours, 45 on call hours and 24 traffic details which resulted in 24 citations, and five warnings. She also stated that the department responded to 17 incidents and that PA State Police covered one call for the Township. Chief Hansen announced that the Police Department received a donation of \$1,500 from ABATE of PA Monterey Pass Chapter to help pay for the body armor. The Chief has sent them a thank you letter. The Chief stated that the department is continuing to check on shut ins and some of the elderly residents. She went on to report that she filled out a request for a portable breath test through a nonprofit that provides PBTs to police at a reduced cost.

Zoning Officer's Report: Mr. Barlow reported that no zoning permits were issued in April. He went on to announce that Darrin Catts has resigned from PMCA, stating that Friday would be his last day. Clem Malot will oversee the zoning needs of Liberty Township until a new zoning officer is assigned.

Roadmaster Report: Mr. Barlow reported on Road Department activities for the month of April which included mowing, replacing a tractor battery, installing signs, attending to water runoff on township roads, clearing pipes, cleaning up downed trees, adding Rip Rap and ditching work. He also stated that storage shelves were built to store township records and the decals were removed from the police truck to be used by the road crew. Several letters were sent to residents to resolve tree issues and the Township residents were working with the township in a positive manner.

Secretary Report: Ms. Peck stated that the Board was requesting a report on her activities and that she prepared a report for the month and asked the Supervisors to provide feedback if they would like a different format or content. The Secretary stated that she worked on several inquiries regarding stormwater management and permitting and that Timothy Arentz 2858 Pumping Station Road has requested a release from his Sewage Enforcement Bond. The SEO has been contacted and the Township is waiting on confirmation that all terms of the bond have been met. **Mr. Barlow made a motion to release the Arentz bond once the SEO confirms that the conditions of the bond have been met. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Other activities included collecting and compiling a summary of the floodplain ordinance comments from Planning, Zoning, and the Township Engineer. She stated that she is working with General Code for the next step of review of the codification and has a meeting with them on Thursday at 2 PM. The Ethics Commission Inquiry is still ongoing and taking up several hours of time on some days. General activities include responding to resident inquiries some of which have been about meeting attendance. She spent some amount of time working on collecting information and responding to inquiries regarding the tax collector position. Ms. Peck noted that she recently processed a request for pension withdraw from the 457 Plan. Ms. Peck addressed the Board's question on whether or not the NonUniform Plan was rebalanced as approved by the Board at the February 18 meeting. She stated that it was not performed and that she confirmed with RJ Hall why there was a delay. RJ Hall stated that at our last meeting they made the recommendation to rebalance the accounts as well as add new investments to the lineup. Adding the new accounts had an urgency but rebalancing the accounts was still a priority. RJ Hall was working on adding new accounts and getting the contract straightened out when the market dropped and as a result, they advised that moving the assets at that point in time should be delayed until the volatility in the market subsided. The agreement of terms did not have an impact on rebalancing within the current investments. RJ Hall did not have the Township make the adjustments and the new investment accounts became active around the 3rd - 4th week of March. Ms. Peck reported that she has been attending a 5- part QuickBooks Training and the second session is tomorrow. She went on to stated that she processed the first quarter payroll reports and that the YATB showing Retrieved By Tax Collector, but not yet approved and the payment is not showing as processed. She stated that she will follow up with YATB this week. The transition from Treysta to Total Tech for IT support is finalizing this month and approval is needed to upgrade some equipment. Jeff Baum from Total Tech was present working on the audio issue and explained to the Board the need for the new equipment stating that when he took over the support contract it was believe the current NAS was purchased recently and could be used to replace the server. It has been discovered that it is actually older and no longer supported. **Mr. Barlow made a motion to order the new NAS to replace the server at a cost of for \$950 which includes setup and installation. Mr. Jackson seconded the motion. All voted yes, and the motion passed.** Other IT topics included putting in a request for separate internet connections for phone and computer in the meeting room and ordering a table top wireless microphone. Ms. Peck reported that she requested a quote from Comcast to upgrade internet service. She was waiting for a call back from a municipal account manager to give the special pricing. In the meantime, business services gave a quote for upgrading and without a two year contract that would triple the current cost. The current service is 35Mbps/5. 1 Static IP, and one modem at a monthly cost of \$89.90. The quoted upgrade to Business Internet 200Mbps/20, Static IP remains identical, and a modem is included. The cost to upgrade with a 2 year agreement is \$138.39 per month, and to pay on monthly basis without a two-year contract the cost would be \$298.35 per month. It was determined that upgrading the internet service was not a priority with the pricing that was available.

Planning Commission Report: Planning Commission Chair Judie Hogan reported via teleconference line. She stated that there were no plan submissions and that the April and May Planning Commission meetings were cancelled. She also stated that the Adams County Planner Rob Thaeler had been furloughed.

At 8:47 PM the sound to the video was working.

Elected Auditors Report: Richard Swiat reported that Elected Auditors would resume their review when Adams County is in the yellow stage.

OLD BUSINESS

- **Treasurer Bond Claim Status:** Mr. Barlow stated that this topic was covered in Executive Session.
- **Uniform (Police) Pension Plan Investments:** Ms. Peck stated that she would be processing the request to approve the changes to add the new investments that the Board approved at a previous meeting.
- **Flood Plain Ordinance:** The Board reviewed the comments from the Planning Commission, the Engineer, and the Zoning Officer. Judy Hogan was on the telephone and participated in the discussion. It was noted that the word "of" was missing in Board of Supervisors in a section and would be corrected. **Mr. Barlow made a motion to have Mr. Lisko prepare the advertisement for the Floodplain Ordinance. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

PUBLIC COMMENTS - None.

NEW BUSINESS

• **Tax Collector**

Resignation: Mr. Barlow reported that the Township received a resignation letter from current Tax Collector Natalie Williams with an effective date of May 4, 2020. There was some discussion about her responsibility to continue to collect the taxes that were issued in the January 2020 Tax Duplicate and account for those taxes in January of 2021. Mr. Barlow thanked Natalie Williams for serving the Township for 21 years as tax collector. **Mr. Barlow made a motion to accept her resignation. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Appointment: Mr. Barlow announced that the Township had received several letters of interest for the position of Tax Collector. Applicants included Township Residents Jessica Ilko and Kristin Gee, and current tax collectors Tammy Knight and Kim Beckett. The Board reviewed the applicants. Tammy Knight was present on the telephone. After much consideration, **Mr. Jackson moved to appoint Jessica Ilko as Tax Collector until the next election. Mr. Keilholtz seconded the motion. All vote yes, and the motion passed.** Mr. Barlow stated that Mrs. Ilko was also interested in the back-up Secretary/Treasurer position. **Mr. Barlow made a motion to appoint Jessica Ilko as back-up Secretary/Treasurer. The motion died for lack of a second.** The Board discussed meeting with Jessica Ilko for an interview before moving forward hiring as a backup Secretary/Treasurer. The Board agreed to interview her prior to the June meeting and revisit the topic then.

- **Storage of Tax Records:** Mr. Barlow reported that the township recently received several years worth of tax records from the tax collector. He commented on storage, retention and the process for purging records.
- **June Meeting-** It was stated that the June meeting is currently schedule for June 2 but that conflicts with the rescheduling primary election . **Mr. Barlow made a motion to move the June Board of Supervisors meeting to Wednesday, June 3 at 7:30 PM. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **RRMC EISI - SWM Agreement:** **Mr. Barlow made a motion to approve the government's changes to the Raven Rock Mountain Complex Stormwater Management Agreement. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **PLGIT 2020 Proxy** – PLGIT has requested the Township's proxy to vote at the May 22 annual meeting. There was some discussion about the location of the meeting. **Mr. Barlow moved to allow a proxy vote. Mr. Jackson seconded the motion. All voted yes, and the motion passed.** The Secretary would mail in the proxy form.
- **Parking Lot Project** – Mr. Barlow reported on the parking lot project. There was some discussion about leveling the parking lot and eliminating the steep grade as well as paving. It was noted that the Township now had an experienced backhoe operator and most of the work could be done in house. After a lengthy discussion about grading, drainage and paving vs tar and chip, **Mr. Barlow made a motion to move forward with the regrading in house which included purchasing stone and drainage supplies. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Cleaning Services** – Mr. Keilholtz reported that he recently had been working with the current cleaning company to address some of the issues with the dissatisfaction in services. Mr. Barlow suggested that he could take over the cleaning and the work could be done in house. **Mr. Barlow made a motion to end the contract with The Good Life Cleaning Service. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Floor Stripping** – Mr. Barlow spoke about the need to have the floors stripped and waxed. It was noted that quotes were obtained in a previous year and the Board approved the service, but it was never scheduled. **Mr. Barlow made a motion to obtain updated quotes to have the floors stripped and waxed. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Tax Deadline Resolution:** Mr. Barlow stated that since Resolution 2020-05 Extending the Tax Deadlines was adopted, Adams County had adopted a resolution with different extension dates. It was agreed that the township would align the extension dates with Adams County. **Mr. Barlow made a motion to adopt a new Resolution Extending the Tax Deadlines to June 30 for a 2% discount and to after October 31 for assessing a 10% late fee. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

- Mr. Barlow added an item to the agenda. He stated that the police department is asking for a shopvac. He stated that it would be used by the Road Department and the Police Department to clean the vehicles. **Mr. Barlow moved to approve the purchase of a shop vac. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

At 9:42 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 Wednesday, June 3, 2020, at 7:30 PM at the Township Municipal Building and live streaming on YouTube with a conference line.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer