

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
May 3, 2022, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, May 3, 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. 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, and Secretary/Treasurer Wendy Peck.

At 6:02 PM Mr. Barlow called the meeting to order.

Presentation from Fairfield Fire Company - Chief Bill Jacobs presented information on dry hydrants and the use of ponds in the Township to assist the fire departments in fighting fires. Chief Jacobs stated that in most cases a dry hydrant is not needed, but access for the firetrucks is still required. The Board discussed reaching out to the community for landowners to come forward if they would like to permit use of their ponds for the area fire departments.

Executive Session to Discuss Personnel Matters – Chairman Barlow announced that the Executive Session would be held towards the end of the meeting.

Public Comments:

- **Adams Sanders of 23 Strausbaugh Trail** made comments about an article written by Mr. Barlow that was published in the May edition of the Emmitsburg Journal referencing an assessment of township roads by a PennDOT engineer.

Supervisor Comments:

Mr. Barlow had no comments.

Mr. Keilholtz had no comments.

Mr. Lowe had no comments.

Minutes: *Mr. Lowe moved to accept the minutes of the March 19 Road Audit meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the April 5 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 Apr 30, 2022
Presented at May 3, 2022 BOS Meeting

ACNB-Gen Ope		\$192,039.05	PLGIT - Liquid Fuels	\$77,423.70
PLGIT - Gen Res		\$306,533.60	ACNB - Escrow	\$10,376.13
PLGIT - CapRes		\$122,096.51	ACNB - ARP Funds	\$66,383.48
		\$620,669.16		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						135,781.60
Deposit	03/31/2022			Interest	8.73	135,790.33
LiabChck	04/01/2022	ACH	PA Dept. of Rev	1641 9699	-227.50	135,562.83
LiabChck	04/01/2022	ACH	PA Dept. of Rev	1641 9699	-278.53	135,284.30
LiabChck	04/01/2022	ACH	US TreasDept/IRS	23-2110946	-1,580.70	133,703.60
LiabChck	04/01/2022	ACH	US TreasDept/IRS	23-2110946	-1,856.88	131,846.72
Check	04/05/2022	12598	John M. Lisko	Solicitor Fees	-2,520.00	129,326.72
Deposit	04/05/2022			Deposit	8,129.43	137,456.15
Deposit	04/07/2022			Deposit	532.50	137,988.65
Check	04/07/2022	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-6,908.42	131,080.23
Deposit	04/11/2022			Deposit	11.00	131,091.23
Check	04/11/2022	ACH	ACNB	Payroll - Direct DepServ Charge	-30.02	131,061.21
Check	04/12/2022	12601	West Penn Power	100090757368	-174.11	130,887.10

Check	04/12/2022	12602	LEAF	100-4990181-001	-78.00	130,809.10
Check	04/12/2022	12603	Barlow, Walter M	Reimbursement	-13.25	130,795.85
Check	04/12/2022	12604	K&C Communicat	Invoice KC-100292	-59.45	130,736.40
Check	04/12/2022	12605	Premiere Propert	Overpayment for Septic Report	-25.00	130,711.40
Check	04/12/2022	12606	Total Tech Soluti	Invoice 8130	-450.00	130,261.40
Check	04/12/2022	12607	SEK&Co.	Invoice 180280	-2,085.00	128,176.40
Check	04/12/2022	12608	KPI Technology	Invoice #9010/9029	-695.22	127,481.18
Check	04/12/2022	12609	Shealers Septic S	Inv 33102	-60.00	127,421.18
Deposit	04/12/2022			Deposit	16,778.29	144,199.47
Check	04/13/2022	ACH	Intuit QuickBooks	Monthly fee for payroll service	-78.00	144,121.47
Paycheck	04/14/2022	12599	Pecher, Bruce E.		-35.01	144,086.46
Paycheck	04/14/2022	ACH	Weikert, Brian		-133.91	143,952.55
Paycheck	04/14/2022	12600	Barlow, Walter M		-892.13	143,060.42
Paycheck	04/14/2022	ACH	Hansen, Sherri		-1,812.53	141,247.89
Paycheck	04/14/2022	ACH	Ilko {Tax Collector}, Jessica L.		-272.96	140,974.93
Paycheck	04/14/2022	ACH	Ilko, Jessica		-8.34	140,966.59
Paycheck	04/14/2022	ACH	Munsee, Bridget		-420.09	140,546.50
Paycheck	04/14/2022	ACH	Peck, Wendy J.		-1,121.67	139,424.83
Paycheck	04/14/2022	ACH	Roosen, Christopher M.		-987.01	138,437.82
LiabChck	04/14/2022	ACH	York/Adams Coun	000095043	-863.26	137,574.56
LiabChck	04/14/2022	ACH	PA UC Fund	01-04573M3	-27.32	137,547.24
LiabChck	04/14/2022	ACH	PSATS UC Group T	0104573	-933.44	136,613.80
LiabChck	04/18/2022	ACH	PA Dept. of Rev	1641 9699	-223.02	136,390.78
LiabChck	04/18/2022	ACH	US TreasDept/IRS	23-2110946	-1,530.28	134,860.50
Deposit	04/18/2022			Deposit	7,559.32	142,419.82
Deposit	04/19/2022			Deposit	18,572.12	160,991.94
Deposit	04/19/2022			Deposit	24,583.93	185,575.87
Deposit	04/21/2022			Deposit	20.00	185,595.87
Check	04/26/2022	12610	Aero Energy	Cust 59990	-700.65	184,895.22
Check	04/26/2022	12611	Comcast-Phone	901156234	-189.00	184,706.22
Check	04/26/2022	12612	Hamiltonban Twp	Invoice #687	-18.57	184,687.65
Check	04/26/2022	12613	KPI Technology	Invoice #9029	-788.49	183,899.16
Check	04/26/2022	12614	Verizon Wireless	Acct 621280772-00001	-184.70	183,714.46
Check	04/26/2022	12615	Comcast Cable	8993110110006912	-154.67	183,559.79
Check	04/26/2022	12616	Staples	Acct 601110005005657	-219.68	183,340.11
Check	04/26/2022	12617	Gettysburg Times	Cust 159232	-37.11	183,303.00
Check	04/26/2022	12618	Lowes	98004701524	-146.26	183,156.74
Deposit	04/26/2022			Deposit	17,248.47	200,405.21
Paycheck	04/28/2022	12619	Barlow {BOS}, Walter		-87.78	200,317.43
Paycheck	04/28/2022	12620	Keilholtz, Jr. {BOS}, Robert		-87.78	200,229.65
Paycheck	04/28/2022	12621	Lowe {BOS}, Brandon C.		-87.78	200,141.87
Paycheck	04/28/2022	12622	Barlow, Walter M		-960.44	199,181.43
Paycheck	04/28/2022	ACH	Weikert, Brian		-142.84	199,038.59
Paycheck	04/28/2022	ACH	Hansen, Sherri		-1,812.53	197,226.06
Paycheck	04/28/2022	ACH	Peck, Wendy J.		-1,118.15	196,107.91
Paycheck	04/28/2022	ACH	Ammerman, Cory M.		-172.55	195,935.36
Paycheck	04/28/2022	ACH	Roosen, Christopher M.		-1,103.15	194,832.21
Paycheck	04/28/2022	ACH	Ilko {Tax Collector}, Jessica L.		-421.75	194,410.46
Paycheck	04/28/2022	ACH	Ilko, Jessica		-8.34	194,402.12

Paycheck	04/28/2022	ACH	Munsee, Bridget		-420.09	193,982.03
LiabChck	04/29/2022	ACH	US TreasDept/IRS	23-2110946	-1,693.10	192,288.93
LiabChck	04/29/2022	ACH	PADept. of Rev	1641 9699	-249.88	192,039.05
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					56,257.45	192,039.05

100.00 · PLIGT State						77,813.72
				Adj Prev Jan Interest	-0.06	-0.06
Deposit	02/28/2022			Adj Feb Interest	0.07	77,813.79
Deposit	03/31/2022			Mar Interest	2.38	77,816.10
					\$	
Check	04/12/2022	682	Steve's Repair	Inv 19882	(392.40)	77,423.70
Total 100.00 · PLIGT State					-390.01	77,423.70

10.100 · Liberty Township Escrow						9,272.13
Check	04/12/2022	202	KPI	9010	-496.00	8,776.13
Deposit	04/18/2022			Deposit	1,600.00	10,376.13
Total 10.100 · Liberty Township Escrow					1,104.00	10,376.13

95.100 · PLGIT Gen Reserve Fund						306,486.59
Deposit	03/31/2022			Interest	47.01	306,533.60
Total 95.100 · PLGIT Gen Reserve Fund					47.01	306,533.60

30.101 · PLIGIT Capital Reserve Fund						122,074.59
Deposit	03/31/2022			Interest	21.92	122,096.51
Total 30.101 · PLIGIT Capital Reserve Fund					21.92	122,096.51

ACNB ARP FUND						66,380.66
Deposit	03/31/2022			Interest	2.82	66,383.48
					2.82	66,383.48

*Interest not available at time of report.

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

Expenses: Mr. Keilholtz moved for retroactive approval of the 04/06/22 – 05/03/2022 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 03/27-04/09/2022 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for approval of the 04/10-04/23/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Chief Hansen reported on the April Police Department activities which included working 303.5 hours in Liberty Township, driving 2078 miles, and using 153.4 gallons of fuel. Other activities included: 12 911 incidents; 58 traffic citations, 5 faulty equipment, 9 warnings, 1 misdemeanor/felony arrests, 0 non-traffic and 4 PSP calls. Service to Freedom Township included: Working 25 hours with 12 911 incidents, 50 traffic citations, and 17 warnings. Service to Highland Township included: Working 25 hours with 5 911 incidents, 12 traffic citations, and 5 warnings. Officer Roosen had one DUI this month. Car #2 is back in service and there is an appointment in May for toe link warranty work, oil change, and inspection. Body Cam videos over 60 days have been purged. The department participated in a drug take back at Carroll Valley Borough on April 30. The department is participating in Pennsylvania's Occupancy Protection initiative May 16-June 5, 2022.

Zoning Officer's Report – Chairman Barlow covered the Septic Compliance issue at this point in the meeting.

- Septic Program Pumping Inspection Compliance – The Board of Supervisors reviewed an updated list of properties that were still out of compliance with the required septic pumping and inspection program. The Supervisors discussed at length the amount of effort the

township has already taken to contact and remind property owners to comply. After careful consideration, **Mr. Keilholtz made a motion to instruct the SEO to move forward with filing enforcement notices against the property owners who have not complied with the Sewage Management Ordinance. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

- Mr. Barlow reported two land use permits and two renewals were issued in April bringing in \$280 in fees. He went on to report that several residents inquired about the process of land use permits for accessory structures. There was a discussion about the requirement for land use permits for buildings under 1,000 square feet.
- **2650 Bullfrog Road Ongoing Zoning Violations** – it was reported that a zoning permit was issued, but the owner still has not applied for the demolition permit through PMCA.
- **3257 Bullfrog Road Ongoing Zoning Violations** – it was reported that the property has been condemned, additional charges have been filed, and a hearing has been scheduled.
- **340 Brent Road Fairfield Unpermitted Earth Disturbance** – It was reported that Adams County Conservation District and the DEP are investigating unpermitted earth moving activities and compliance notices have been issued for violation of The Clean Streams Law.
- **140 Airedale Trail Dumping** – Chairman Barlow reported that progress has been made to bring the property in to compliance.
- **17912 Harbaugh Valley Road Unpermitted Buildings and Septic Tanks** – The SEO has reported that he has not yet had an opportunity to look in the is matter.

Roadmaster Report – Mr. Barlow reported that the Road Department drove 843 miles, used 54.6 gallons of gasoline, and used 23 gallons of on-road diesel fuel and 38 gallons of off-road diesel. He went on to report that the signs and other flagging supplies were received. The Roadmaster reported that he met with Lobar to obtain a quote for repairs on Old Waynesboro Road Bridge. They quoted \$30,900 for patching the top and the membrane and quoted \$36,700 for the fascia work. He went on to report that some of the bridge repair work has been advertised for sealed bids. The Roadmaster reported that he was able to find professional vertical and overhead concrete patching available in 5-gallon buckets for \$187. **Mr. Keilholtz made a motion to purchase five gallons of the vertical concrete patching material and attempt to do the patch work in-house. Mr. Lowe seconded the motion. All voted yes, and the motion passed.** Mr. Barlow reported that he met with LTAP Traffic Engineer Marvin Ta to review the intersection of Water Street and McGlaughlin Road and determined that there were no issues for the Township to address. He will submit a report if there is anything that PennDOT should be aware of for the state-maintained road of Water Street. An inspection of the intersection of Bullfrog Road and Stoops Road was also performed. It was determined that there were no issues at the intersection, but the Engineer recommended removing shrubbery that was obstructing clear view. The property owner was contacted and agreed to have the vegetation cut back. He went on to report that the township has obtained permission from property owners to allow access through their property to perform work on the Old Waynesboro Road bridge. The plan is to start the work after school is out. Bruce Pecher has started mowing. Richard Haywood has been called back to work this season and has started ditching work and removing road markers. Signs have been installed on Wenschhof Road for road flooding. The backhoe has an issue with the controller module and a service appointment has been scheduled. The Road department was asked to address a water runoff issue on Steelman Marker Road for a Carroll Valley Borough resident. The maintenance was complete as part of the intermunicipal road maintenance agreement and after gaining permission from Carroll Valley Borough. Mr. Barlow reminded everyone of the CPR and First Aid training scheduled for May 16. He went on to state that he is meeting with New Enterprise to discuss the road project bids. It was reported that the at least five companies were contacted directly and invited to bid in addition to the required advertisement.

Planning Commission Report: Chair Judie Hogan stating that the Planning Commission did not meet in April, and to date there are no submissions for May. The May meeting will be held on Wednesday, May 18 because Primary Election Day is May 17. She also reported that we still have not received the final Thomas Land Development plans for signature. Richard Luquette is scheduled to attend the Solar Workshop on May 10.

Secretary/Treasurer: None.

Old Business

- **Update on Cable Franchise Fee Contract** – Mr. Lisko stated that there has been no update since the last meeting.
- **Codification Ordinance Adoption Hearing Scheduled** – It was announced that the Codification Ordinance Hearing is scheduled to take place during the Board of Supervisors on June 7.
- **Consider a request from Fairfield Fire Department for COVID-19 Relief Funds** – The Supervisors discussed the amount of money distributed to the fire department to date for 2022. **Mr. Keilholtz made a motion to respectfully decline the request to donate COVID-19 Relief funds to the Fairfield Fire Department at this time. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- Status of Request to PennDOT for Traffic Signs on PA Route 16 – A request was sent to PennDOT on April 26 and a response is expected within thirty days.
- **Road Bid Opening on May 10** – Chairman Barlow announced that the bids for road work were advertised, and the public bid opening meeting is set for May 10, at 12:30 PM.

At 7:19 – Chairman Barlow announced that the Board would go in to an Executive Session to discuss personnel and legal matters.

At 7:28 – Chairman Barlow reconvened the meeting and stated that the Board was in an Executive Session to discuss employee matters and legal matters.

New Business Public Comments: Adams Sanders of 23 Strausbaugh Trail made a comment referring to a past newspaper article from 2019 and stated that there were certain comments made by the Township Solicitor. Mr. Barlow interrupted Mr. Sanders to explain that the comment period was for New Business Agenda items only and with no relevant comments, the public comment period ended.

New Business

- **Road Department Wages** – *Mr. Keilholtz made a motion to increase the hourly rate for road department employee Richard Haywood from \$16.50 to \$17.00 per hour effective the next pay-period May 8, 2022. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*
- **2022 COPS Hiring Program Grant Application** – Chief Hansen outlined the 2022 COPS Hiring Program Grant Application and requested Board approval to apply for the grant, noting that this was a request for permission to apply only. The grant would fund 75% of the cost of a full-time police officer for three years with the Township commitment of funding the other 25% for three years and 100% for one additional year. She went on to state that if the grant was awarded, the Board would be asked to consider and vote on whether or not to accept and implement the grant. After careful consideration, *Mr. Keilholtz made a motion to support the 2022 COPS Hiring Program Grant application. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*
- **Letter from Property Owner Regarding Lot Addition Deed Requirements** – Chairman Barlow requested that the Board table addressing a letter regarding deed requirements to allow for more time to review the ordinances.
- **Letter from Property Owner Requesting Placement of Temporary Trailer** – The Board of Supervisors reviewed a request to place a temporary trailer on Terry Lane for several years until the property owner could afford to build their home. After some discussion, *Mr. Barlow made a motion to deny the request to allow a temporary trailer on the property at 31 Terry Lane. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **Insurance Bids Due June 3** – Chairman Barlow announced that he has reached out to several insurance companies to collect bids for 2023 insurance services and that the bids would be reviewed at the June 7 Board of Supervisors meeting.

At 7:37 PM Mr. Keilholtz made a motion to adjourn the meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.

The next monthly Board of Supervisors meeting is scheduled for Tuesday, June 7, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer