

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

**January 21, 2020 Board of Supervisors Workshop Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, January 21, 2020 at 11 AM at the Township Municipal Building at 39 Topper Road in Fairfield Pennsylvania.

**Present:** Chairman Walter Barlow attended by telephone. Vice Chairman Robert Jackson, Supervisor Robert Keilholtz, Solicitor John Lisko, and Secretary/Treasurer Wendy Peck were all in attendance.

At 11 AM, Mr. Jackson called the meeting to order and opened the meeting to public comments.

**Public Comments**

- **Richard Luquette 710 Boyle Rd** announced that a public meeting on the Grand History Trail Bike Path would be held on Monday, January 27 from 5:30-7:30 PM.

**Supervisor Comments**

**Mr. Jackson** commented on the importance of the Township Supervisors being involved and attending meetings for the different organizations throughout Adams County. He went on to state that he attended the Adams County Bureaus Association (ACBA) meeting last evening and Congressman John Joyce was in attendance and spoke about medical insurance issues. ACBA also covered the importance of the 2020 Census and the impact of \$2,000 per person of government funding lost for anyone not counted. Mr. Jackson went on to report that he attended the Council of Governments (COG) Legislative meeting earlier that day which covered the need for more Service Activities such as Fire and Police, the importance of Broadband, and other topics of proposed legislation.

**Mr. Keilholtz** had no comments.

**Mr. Barlow** commented that he is scheduled to attend the YATB meeting on Monday, January 27, 2020 but he is unable to attend and would like to switch dates with someone. Mr. Jackson stated that he would make sure that Liberty Township was represented at the meeting. Mr. Barlow stated that he recently attended the Emmitsburg Fire Department meeting and the Vigilant Hose Company expressed thanks for Liberty Township's attendance at the meeting and gratitude for the recent Fire Tax Distribution from Liberty Township. Mr. Barlow referred to the sample revised complaint form and a sample nuisance ordinance provided by the zoning officer and asked that the other board members review and consider the items for discussion at the next meeting. He also stated that he had asked the Zoning Officer to look into a burn ordinance for the Township. Mr. Barlow went on to state that the Secretary had received a proposal for recording and streaming the township meetings and encouraged that the Board consider options to make the meetings more accessible to the public. He asked that the video recording proposal be added to the next meeting's agenda.

**Expenses:** Mr. Keilholtz moved for approval of the 01/07-01/21/2020 invoices. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for approval of the 01/05-01/18/2020 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**Township Staff Reports:**

**Road Department:**

- Interim Roadmaster Mr. Barlow reported that the private road signs on Oak Grove Road and Terry Lane had been replaced. He reported that he went to the intersection of PA Route 16 and Orchard Road with Mr. Keilholtz to level the berm to address the problem until paving can be done to the shoulder in the spring. He commented that he cleared a tree that came down on Bullfrog Road during the recent snow storm. Mr. Barlow referred to the PennDOT 2020 road work proposals. He asked that the supervisors review them for discussion at the next meeting. He went on to state that he took the yellow truck in to Patterson's for service and that the backhoe and mower would be serviced soon. The road department will be implementing a regular service schedule for all vehicles and equipment with a monthly checklist for the maintenance program. He also noted that he was looking in to opening up the canopy on Stoops Road and Liberty Hall Road. Mr. Jackson commented that residents on Oak Grove Road were thrilled about the road sign replacement.

**Secretary/Treasurer:**

- Ms. Peck reminded the Supervisors that Mr. Bruce Pecher was hired at the January 6 meeting to operate a backhoe for the Road Department as needed but his pay rate was not set. There was some discussion amongst the Supervisors about the \$20 pay rate recently set by the Elected Auditors for Supervisors working in the Road Department. **Mr. Barlow made a motion to pay Bruce Pecher \$20 per hour to work as needed operating a backhoe and some summer work for the road department. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.**
- Ms. Peck stated that the Elected Auditors met on January 7 to set the rates for the Working Supervisors as follows :
  - Interim Roadmaster, (Mr. Walter Barlow) - \$20.00 per hour.
  - Part-Time Road Crew, (Mr. Robert Keilholtz) - \$20.00 per hour.
  - Alternate Secretary, (Mr. Robert Keilholtz) - \$15.61 per hour.
  - Alternate Treasurer, (Mr. Robert Jackson) - \$15.61 per hour.
- Ms. Peck announced that she would be confirming the 2020 Real Estate Tax Rates with the Adams County Tax Office in accordance with the 2019-07 Resolution setting the Real Estate Tax Rate at 0.815 mils for 2020 and the Fire Tax remaining at 0.25 mils. No supervisors objected.
- Ms. Peck reported that she recently received information on the US Census Bureau Boundary Validation Program and the program requests that the highest ranking elected official review and sign off on the maps. The deadline for completing the review was discussed and it was determined that Chairman Barlow would be able to fulfill the duties of the review.

**Old Business**

- **The Treasurer Bond Claim Status:** Mr. Lisko stated that he left a message for the Bond Claim attorney, but he did not have an update at the time of the meeting. Mr. Lisko commented that the Township should not honor any right to know request for information on names of persons filing complaints. Mr. Lisko referred to the PA Second Class Township Code Section 2330 on Bike Paths, which states "The board of supervisors may provide for the construction and maintenance of bike paths for the protection or convenience of the traveling public."
- **Mr. Keilholtz made a motion to adopt Resolution 2020-02 Fee Schedule for Administration Of The Sewage Facilities Act And The Appointment Of Sewage Officers. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **2020 Updated Flood Plain Ordinance:** Mr. Keilholtz reported that he had reviewed the documents related to the Flood Plain and that he has spoken to Leslie Rhoads from The Pennsylvania Municipal League who is working with Adams County Municipalities to update flood plain ordinances to comply with FEMA regulations. He stated that will be attending a meeting about the Flood Plain Ordinance on Tuesday, February 4 to learn more. He went on to say that Leslie Roads asked him to ride the roads of the Township to see what is in the current floodplain. Mr. Keilholtz reported that the Township needed to appoint a Floodplain Administrator and if they did not appoint one, the Township could be liable in the event of a flood and would not receive support from FEMA. He stated that Leslie Roads would draft the ordinance which has to be completed and adopted by July 22, 2020. Mr. Keilholtz reported that he would keep track of the timeline.
- **Hazard Mitigation Project** - Mr. Jackson talked about the upcoming Hazard Mitigation Project meeting on Thursday, January 23, 2020 1:30 PM. After some discussion, it was decided that Mr. Jackson would attend the meeting to represent Liberty Township.

At 11:34 AM, **Mr. Keilholtz made a motion to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed.** The next public meeting is scheduled for Tuesday, February 4, 2020, at 7:30 PM at the Township Municipal Building.



Respectfully submitted,  
By Wendy Peck, Secretary/Treasurer