

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
October 5, 2021, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, October 5, 2021, at 7:30 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 Jackson, Supervisor Robert Keilholtz, Solicitor John Lisko, Police Chief Sherri Hansen, Secretary/Treasurer Wendy Peck, and Assistant Secretary/Treasurer and Tax Collector Jessica Ilko. Clem Malot from PMCA was also in attendance.

At 7:30 PM Mr. Barlow called the regular meeting to order and introduced Adams County Department of Planning and Development Representative Laura Neiderer who gave a presentation on the Long Range Transportation Plan. She confirmed that she had received Liberty Township's list of transportation planning needs, but clarified that the project was for state owned roads located in the township. Ms. Neiderer stated that the county would review Liberty's needs and consider other ways to address some of the critical issues that were not on state owned roads. They discussed a bridge over Friends Creek and upgrading the private roads to allow for emergency vehicle access.

Public Comments: At 7:43 PM Mr. Barlow opened the meeting to public comments. There were none.

Supervisor Comments

Mr. Jackson reported that he spoke with Adams County Tax Services Director Daryl Crum to get further information on the recent email stating requirements for reviewing tax sale bidders. He stated that it is not the municipality's responsibility to determine the validity of the bidders, but Tax Services is requesting that each municipality review the list for anyone who is known to be a potential problem.

Mr. Keilholtz reminded the public to please check with the Township before doing any construction and apply for the proper permits.

Mr. Barlow had no comments except to also remind residents to get proper permits.

Minutes: *Mr. Keilholtz moved to accept the minutes of the September 7 Board of Supervisors meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved to accept the minutes of the September 7 M-ASA Public Meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved to retroactively support the M-ASA grant application for a new hanger noting that it was not an approval of a permit for the hanger. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of Sep 29, 2021
Presented at Oct 5, 2021 BOS Meeting

ACNB - Gen Oper & Payroll	\$150,133.38	PLGIT - Liquid Fuels	\$83,106.61
PLGIT - General Reserve	\$306,432.24	ACNB - Escrow	\$13,597.66
PLGIT - Capital Reserve	\$122,049.98	ACNB - ARP Funds	\$66,364.19
	\$578,615.60		

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$163,858.77
Deposit	08/31/2021			Aug Interest	\$15.32	163,874.09
Check	09/01/2021	12361	YIS/Cowden Group, Inc.	Invoice #227570	-\$4,395.00	159,479.09
Paycheck	09/02/2021	12350	Barlow {BOS}, Walter		-\$87.78	159,391.31
Paycheck	09/02/2021	ACH	Jackson {BOS}, Robert		-\$87.78	159,303.53
Paycheck	09/02/2021	12351	Keilholtz, Jr. {BOS}, Robert		-\$87.78	159,215.75
Paycheck	09/02/2021	12352	Ruppert {Planning Com}, Barbara L.		-\$43.78	159,171.97
Paycheck	09/02/2021	12353	Barlow, Walter M		-\$1,008.20	158,163.77
Paycheck	09/02/2021	ACH	Haywood, Richard K		-\$349.35	157,814.42
Paycheck	09/02/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$78.09	157,736.33
Paycheck	09/02/2021	ACH	Ilko, Jessica		-\$195.85	157,540.48
Paycheck	09/02/2021	12354	Keilholtz, Jr., Robert E.		-\$310.33	157,230.15
Paycheck	09/02/2021	12355	Pecher, Bruce E.		-\$216.55	157,013.60
Paycheck	09/02/2021	ACH	Peck, Wendy J.		-\$1,116.14	155,897.46
Paycheck	09/02/2021	ACH	Ammerman, Cory M.		-\$153.29	155,744.17
Paycheck	09/02/2021	ACH	Hansen, Sherri		-\$1,803.53	153,940.64

berty Township, Adams County, PA BOS Meeting Minutes

Paycheck	09/02/2021	ACH	Roosen, Christopher M.		-\$928.97	153,011.67
Paycheck	09/02/2021	ACH	Weikert, Brian		-\$141.83	152,869.84
LiabChk	09/03/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,792.28	151,077.56
Deposit	09/03/2021			Deposit	\$464.52	151,542.08
Check	09/08/2021	ACH	BMO Bank-PLGIT Card	PLGIT CREDIT	-\$1,190.00	150,352.08
Deposit	09/10/2021			Deposit	\$126.50	150,478.58
Check	09/10/2021	ACH	ACNB	Payroll-Direct Deposit	-\$30.74	150,447.84
Check	09/13/2021	ACH	Intuit QuickBooks	Monthly payroll Svc	-\$32.00	150,415.84
Paycheck	09/16/2021	12362	Barlow, Walter M		-\$887.84	149,528.00
Paycheck	09/16/2021	ACH	Hansen, Sherri		-\$1,803.53	147,724.47
Paycheck	09/16/2021	ACH	Haywood, Richard K		-\$123.72	147,600.75
Paycheck	09/16/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$82.04	147,518.71
Paycheck	09/16/2021	ACH	Ilko, Jessica		-\$120.83	147,397.88
Paycheck	09/16/2021	12363	Keilholtz, Jr., Robert E.		-\$170.44	147,227.44
Paycheck	09/16/2021	12364	Pecher, Bruce E.		-\$433.61	146,793.83
Paycheck	09/16/2021	ACH	Peck, Wendy J.		-\$1,124.19	145,669.64
Paycheck	09/16/2021	ACH	Roosen, Christopher M.		-\$1,316.03	144,353.61
Paycheck	09/16/2021	ACH	Ammerman, Cory M.		-\$153.28	144,200.33
Paycheck	09/16/2021	ACH	Weikert, Brian		-\$141.84	144,058.49
Deposit	09/17/2021			Deposit	\$12,214.69	156,273.18
Check	09/20/2021	12365	Keilholtz, Jr. {BOS}, Robert	Ammo for Police De	-\$242.69	156,030.49
Deposit	09/21/2021			Deposit	\$8,950.14	164,980.63
Deposit	09/23/2021			Deposit	\$9,258.36	174,238.99
Deposit	09/23/2021			Deposit	\$2,112.38	176,351.37
JE	09/24/2021	2021-GR	Staples	CHK 12302 voided	\$85.51	176,436.88
LiabChk	09/27/2021	12374	Security Ben Ret Services	610257	-\$354.43	176,082.45
LiabChk	09/27/2021	12395	Franklin Cty Area Tax Bure	23-2110946	-\$27.86	176,054.59
Check	09/28/2021	12375	Comcast Cable	8993110110006912	-\$154.74	175,899.85
Check	09/28/2021	12376	Staples	VOID	\$0.00	175,899.85
Check	09/28/2021	12377	Gettysburg Times	159232	-\$165.72	175,734.13
Check	09/28/2021	12378	West Penn Power	100090757368	-\$147.05	175,587.08
Check	09/28/2021	12379	BFPE	2664517	-\$256.60	175,330.48
Check	09/28/2021	12380	Aero Energy	Cust 59990	-\$264.34	175,066.14
Check	09/28/2021	12381	LEAF	100-4990181-001	-\$78.00	174,988.14
Check	09/28/2021	12382	Doceo	Contract C12477-0	-\$217.26	174,770.88
Check	09/28/2021	12383	Harold Eastman	70307179	-\$276.00	174,494.88
Check	09/28/2021	12384	County of Adams	Website	-\$60.00	174,434.88
Check	09/28/2021	12385	PIRMA	R0694PC2021-1	-\$14.00	174,420.88
Check	09/28/2021	12386	Total Tech Solutions LLC	Invoice 7416	-\$450.00	173,970.88
Check	09/28/2021	12387	Comcast-Phone	901156234	-\$202.71	173,768.17
Check	09/28/2021	12388	John M. Lisko	Solicitor Fees	-\$2,148.00	171,620.17
Check	09/28/2021	12389	PA Municipal Code Alliance Whitmer Public Safety	35558	-\$1,278.90	170,341.27
Check	09/28/2021	12390	Group	2158289	-\$858.97	169,482.30
Check	09/28/2021	12391	Rabold's Services	Invoice 26092	-\$88.00	169,394.30
Check	09/28/2021	12392	Ron Trostle Enterprises	Balance for flooring	-\$2,708.00	166,686.30
Check	09/28/2021	12393	Specialty Granules, LLC	7005415834& 5835	-\$272.29	166,414.01
Check	09/28/2021	12394	New Enterprise	7646603 & 8070	-\$1,797.55	164,616.46
Check	09/28/2021	12396	Staples	601110005005657	-\$157.30	164,459.16
Check	09/28/2021	12397	KPI Technology	#8605/8659/8695	-\$4,499.28	159,959.88
Check	09/28/2021	12398	Lowe's	98004701524	-\$827.66	159,132.22
LiabChk	09/28/2021	ACH	PSATS UC Group Trust	0104573	-\$610.32	158,521.90
Deposit	09/28/2021			Deposit	\$2,732.95	161,254.85
Paycheck	09/30/2021	ACH	Ammerman, Cory M.		-\$365.09	160,889.76
Paycheck	09/30/2021	12366	Barlow, Walter M		-\$842.20	160,047.56
Paycheck	09/30/2021	ACH	Hansen, Sherri		-\$1,803.53	158,244.03

Paycheck	09/30/2021	12367	Hartley, Craig		-\$142.83	158,101.20	
Paycheck	09/30/2021	ACH	Haywood, Richard K		-\$145.56	157,955.64	
Paycheck	09/30/2021	12368	Hek {Elected}, Susan		-\$26.27	157,929.37	
Paycheck	09/30/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.87	157,860.50	
Paycheck	09/30/2021	ACH	Ilko, Jessica		-\$395.85	157,464.65	
Paycheck	09/30/2021	12369	Keilholtz, Jr., Robert E.		-\$201.53	157,263.12	
Paycheck	09/30/2021	12370	Pecher, Bruce E.		-\$170.04	157,093.08	
Paycheck	09/30/2021	ACH	Peck, Wendy J.		-\$1,104.59	155,988.49	
Paycheck	09/30/2021	ACH	Roosen, Christopher M.		-\$551.57	155,436.92	
Paycheck	09/30/2021	12371	Barlow {BOS}, Walter		-\$87.78	155,349.14	
Paycheck	09/30/2021	ACH	Jackson {BOS}, Robert		-\$87.78	155,261.36	
Paycheck	09/30/2021	12372	Keilholtz, Jr. {BOS}, Robert		-\$87.78	155,173.58	
Paycheck	09/30/2021	12373	Ruppert {Planning Com}, Barbara L.		-\$43.79	155,129.79	
LiabChk	09/30/2021	ACH	PA Dept. of Revenue	1641 9699	-\$258.34	154,871.45	
LiabChk	09/30/2021	ACH	PA Dept. of Revenue	1641 9699	-\$249.27	154,622.18	
LiabChk	09/30/2021	ACH	PA Dept. of Revenue	1641 9699	-\$239.70	154,382.48	
LiabChk	09/30/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,738.10	152,644.38	
LiabChk	09/30/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,649.36	150,995.02	
LiabChk	09/30/2021	ACH	York/Adams County EIT	000095043	-\$829.30	150,165.72	
LiabChk	09/30/2021	ACH	PA UC Fund	01-04573M3	-\$32.34	150,133.38	
				Sep Int Not Avail	\$0.00	150,133.38	
						-\$13,725.39	\$150,133.38
01.101 - PLIGT General Fund							306,423.11
	8/31/21			Aug Interest	\$9.13	306,432.24	
				Sep Int Not Avail	\$0.00	306,432.24	
TOTAL						\$9.13	\$306,432.24
30.101 - PLIGIT Capital Reserve Fund							122,045.82
	8/31/21			Aug Interest	\$4.16	122,049.98	
				Sep Int Not Avail	\$0.00	122,049.98	
TOTAL						\$4.16	\$122,049.98
100.00 - PLIGT State							83,453.69
Deposit	08/31/2021			Aug Interest	\$0.82	83,454.51	
Check	09/28/2021	656	Advanced Auto	Headlight & misc parts	-\$29.20	83,425.31	
Check	09/28/2021	657	Aero Energy	178.2 gal On Road	-\$318.70	83,106.61	
				Sep Int Not Avail	\$0.00	83,106.61	
						-\$1,457.15	\$83,106.61
10.100 - Liberty Township Escrow							9,897.66
	09/29/2021			DEPOSIT	\$3,700.00	13,597.66	
TOTAL						\$3,700.00	\$13,597.66
10.100 - ARP Funds							66,361.37
	08/31/2021			Aug Interest	\$2.82	66,364.19	
				Sep Int Not Avail	\$0.00	66,364.19	
TOTAL						\$2.82	\$66,364.19

*Interest not available at time of 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. Jackson moved for retroactive approval of the 09/08/21-10/05/2021 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 08/29-09/11/2021 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved for retroactive approval of the 09/12-09/25/2021 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Chief Sherri Hansen reported on the September Police Department activities which included working 288 hours in Liberty Township and driving 1289 miles. Fuel usage was not reported because the fuel gauges were not functioning. Other activities included: 911 Incidents - 17; Traffic Citations -35; Faulty Equipment -2; Warnings -6; Misdemeanor/Felony Arrests -2; and PSP Calls-7. Service to Freedom Township included: Working 25 hours with zero 911 incident, 27 traffic citations, and 8 warnings. She went on to report that Officer Ammerman made two drug arrests as a result of a traffic stop. The Department had three audits in September and all went well. The department will be attending the Highland Township meeting in October to discuss possible police coverage in 2022. The Chief announced that there will be a Drug Take Back Event on October 23 at Carroll Valley Borough from 10 AM to 2 PM. Officer Roosen will be attending. She went on to report that the drug take back box has been removed from Liberty Township and all future drop offs can be made at the Carroll Valley Borough location. Chief Hansen announced that she will be at the Fairfield Fire Department on October 10 and that she has been invited to Greenmount Fire Department in Freedom Township for Halloween. Chairman Barlow asked that the Drug Take Back information be added to the website. Chairman Barlow asked the Chief if the department responded to a recent call on Kelly Trail. She replied that the department did not receive that call but did respond to a call on Gladhill Road.

Zoning Officer's Report –

- **Permits** - Mr. Barlow read the September Zoning Report which included seven land use permits, and one driveway permit with \$695 permit fees collected.
- **Zoning Hearing Board** - Mr. Barlow announced that after decades of service to the Township, Dr. Bart Hogan has submitted his resignation from the Zoning Hearing Board. It was noted that Dr. Hogan had served the Township for many years, first on the Planning Commission and later on the Zoning Hearing Board. **Mr. Barlow made a motion to accept Dr. Bart Hogan's resignation from the Zoning Hearing Board. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Chairman Barlow reported that an application has been made to fill the open position. **Mr. Barlow made a motion to appoint resident and former Liberty Township Police Chief Jim Holler residing at 420 Crum Road to the remainder of the unexpired term of Dr. Hogan on the Zoning Hearing Board. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Nonconformance to the Zoning Ordinance Discussion with PMCA** - Zoning Enforcement Officer Clem Malot from PMCA was present and gave an overview of nonconforming use and structures and described the purpose of the Nonconforming Use Certification Application. Mr. Jackson expressed concern that the application might create an avalanche of violation activity for the hundreds of nonconforming situations that occurred prior to any zoning ordinance. Mr. Malot commented that the application would not be used for driveway nonconformance. He stated that the nonconforming Use Certification Application was primarily for buildings and structures. Chairman Barlow commented that a few situations involving nonconformance currently exist in Liberty Township. He mentioned several areas where recreational vehicles were parked and stated that nothing could be done because they preceded the adoption of the camping ordinance.
- **Nonconforming Use Certification Application – Mr. Barlow made a motion to approve the Nonconforming Use Certification Application for Township use. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Camping Permit Application** – After a lengthy discussion on who would review the SEO requirements for the camping permit, **Mr. Barlow made a motion to table the application until the SEO requirements were resolved. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The Secretary was instructed to gather additional information for the application from the SEO so that the terms could be met on the application and the SEO would not be required to review the camping permit applications.

Roadmaster Report– Roadmaster Barlow reported that the crew drove 1,056 miles, used 76.5 gallons of gasoline, 0 gallons of On-Road Diesel, and 48.6 gallons of Off-Road Diesel in August. He stated that the base repair on McGlaughlin Road was completed and he distributed costs for several options for improvements to McGlaughlin Road. He explained that if the lower cost option of overlay was chosen over reclaiming, then funds would be available to include overlaying Sanders Road. He projected that after the overlay, the roads wouldn't need additional work for 15-20 years. The Township would be looking at spending \$152,245 to complete the two roads for 2022. Friends Creek Road had two major flooding incidents. The Township had to purchase 65 tons of stones to repair the flooding area. It cost the Township approximately \$2000 labor and materials. Safety is a concern for the residents that live beyond the crossing at Friends Creek Road. When flooding occurs, they can't get out and Fire and emergency vehicles can't get in. The estimated cost to put a bridge along the area that floods on Friends Creek Road is \$500,000. Tree canopy opening will begin on Monday October 11, 2021 in coordination with Hamiltonban Township. The Roadmaster also reported that three calls were received after hours in September for trees down. Mr. Barlow additionally reported that the municipal building floor has been replaced and interior painting has been completed. Central air and heat were also installed earlier in the year and necessary upgrades to the building will continue in to 2022 if the budget allows.

Secretary/Treasurer: Ms. Peck reminded everyone that there would be an electronics recycling event on Saturday, October 16 from 8-11 AM at 14 Ranch Trail. She also expressed the need to discuss the renewal of the waste management contract and the cable franchise agreement and stated that she would add those items to the November 3 agenda.

Planning Commission Report: Planning Commission Chair Judie Hogan was present and reported on the September 21 Planning Commission meeting. She reported that Brandon Guiher from KPI was in attendance. Luther Ridge of 15 Liberty Hall Road attended the Planning Commission meeting and expressed interest in applying for the open position on the Planning Commission. Mr. George Wilders spoke during the public comment period regarding his proposed subdivision sketch plan. During the meeting the Liberty Township Planning Commission tabled

the review for the Final Minor Subdivision Plan dated June 07, 2021 - Greenview LLC – Washington Township, Franklin County/Liberty Township Adams County; tabled the review of the Request for Planning Non-Building Waiver for Final Minor Subdivision Plan dated June 07, 2021 - Greenview LLC – Washington Township, Franklin County/Liberty Township Adams County; tabled the review of the BROWN Minor Subdivision Final Plan dated 06/21/2021 25B18-0019A—000; and approved the Request for Planning Non-Building Waiver for BROWN Minor Subdivision Final Plan dated 06/21/2021 25B18-0019A—000.

- **Mr. Jackson made a motion to approve the Request for Planning Non-Building Waiver for BROWN Minor Subdivision Final Plan dated 06/21/2021 25B18-0019A—000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the Land Development Plan – Thomas Hanger - 25000-0049---000 150 Pecher Road – dated 09/09/21 for review. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to appoint Luther Ridge to the Planning Commission to fill the unexpired term of John Hutzel. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Old Business

- **2022 Draft Budget Review Update** – The Treasurer reported that budget updates from Supervisors were still needed and that an additional budget meeting would be required in November. She asked the Supervisors to check their availability for November 8-11 and report back to her as soon as possible.

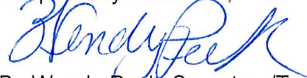
New Business Public Comments: There were no public comments related to new business items.

New Business

- **Retroactive Correction to Policy and Procedures Manual** – Mr. Barlow clarified some of the updates that were recently made to the Policy and Procedures Manual that were not consistently expressed during the July 6 meeting regarding holiday pay and paid time off. **Mr. Barlow made a motion to adopt the policy and procedures manual issued on October 3, 2017; Revised April 16, 2019; Revised July 6, 2021 with new pages 16 and 17 as presented at the October 5, 2021 meeting effective retroactively to July 6, 2021. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Update Fee Schedule** – The Board of Supervisors reviewed the proposed updated fee schedule. It was noted that additional information was needed before determining campground and camping permit application fees. **Mr. Barlow made a motion to add a \$90 Nonconforming Use Certification Application fee to the current fee schedule. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Foreign Fire Insurance Distribution** – **Mr. Barlow made a motion to distribute the \$8,950.14 state aid allocation supporting the Volunteer Fire Relief Association 50% to Fairfield Fire and 50% to Fountaindale Fire. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **2021 Pension Plan MMO Distribution** –The CAO presented the Board with a report detailing the General Municipal Pension System State Aid Allocation of \$2,732.95 and the proposed distribution in accordance with the 2021 Minimum Municipal Obligation. **Mr. Barlow made a motion to distribute the state aid allocation in accordance with the 2021 MMO for the NonUniform and the Uniform Pension Plans. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Quote for Fuel Pump Meter Replacement** – Roadmaster and Chairman Barlow reported that the fuel pump gauges have stopped working. **Mr. Barlow made a motion to accept the quote from Aero Energy to replace the three gauges for a total of \$854.85. Mr. Keilholtz asked that the Township look in to adding a cover to protect the gauges. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- Mr. Jackson stated that he was still working on getting more information from the Adams County Office of Aging and the Historical Society regarding their recent requests for a donation.
- **Mr. Barlow made a motion to vote for both candidates listed for the two open positions on the PSATS ballots for Board of Trustees Cooperative Trust and Unemployment Compensation Group Trust. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Addition to the agenda related to the Policy and Procedures Manual Change** - It was noted that Chief Hansen had a previously planned vacation for 2022 prior to amendments limiting the PTO carryover. **Mr. Keilholtz made a motion to grant Chief Sherri Hansen an exemption of this policy for the year 2021 and allow carry over up to 80 hours of paid time off in to 2022. This exemption will expire in 2022. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

At 9:16 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, November 3, 2021, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer