

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

**May 4, 2021, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday May 4, 2021 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. The meeting was streamed live on Liberty Township's YouTube Channel. A call-in number was provided for public comment, but was out of order.

**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.

At 7:32 PM Mr. Barlow called the regular meeting to order and announced that the call-in line was out of service and we would make every effort to get it back online by the next meeting. He then opened the meeting to public comments.

**Public Comments** – None.

**Supervisor Comments**

**Mr. Jackson** asked Chairman Barlow if he was attending the Waste Management Contract negotiation meetings and Mr. Barlow confirmed that he was. It was noted that there was a consideration of reducing the number of e-cycle events from four to three annually.

**Mr. Keilholtz** noted that the Red Cross was in need and encouraged people to donate.

**Mr. Barlow** recommended reaching out to the Red Cross to offer the Township Municipal building as a site for a blood drive. He also asked the Assistant Secretary to look in to the option offering the building as a site for vaccinations. Mr. Barlow publicly stated his appreciation to Chief Hansen, Secretary/Treasurer Peck, and Assistant Secretary/Treasurer Ilko for their hard work.

**Minutes:** *Mr. Jackson moved to accept the minutes of the April 6 meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

**Treasurer's Report:**

**LIBERTY TOWNSHIP, ADAMS COUNTY  
TREASURER'S REPORT -APR 2021  
Presented at May 4, 2021 BOS Meeting**

<b>ACNB - General Operating &amp; Payroll</b>	<i>see detail</i>	<b>\$142,405.50</b>	
<b>PLGIT - General Reserve</b>	<i>no activity</i>	<b>\$306,386.52</b>	
<b>PLGIT - Capital Reserve</b>	<i>no activity</i>	<b>\$122,029.10</b>	<b>\$570,821.12</b>
<b>PLGIT - Liquid Fuels</b>	<i>see detail</i>	<b>\$100,800.04</b>	
<b>ACNB - Escrow</b>	<i>see detail</i>	<b>\$7,979.04</b>	

Type	Date	Num	Name	Memo	Amount	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>\$90,039.77</b>
	03/31/2021		Mar Interest		\$3.11	<u>\$90,042.88</u>
Check	04/01/2021	12199	John M. Lisko	Solicitor Fees	-\$2,652.00	\$87,390.88
Paycheck	04/01/2021	12200	Barlow {BOS}, Walter		-\$87.78	87,303.10
Paycheck	04/01/2021	ACH	Jackson, Robert		-\$87.78	87,215.32
Paycheck	04/01/2021	12201	Keilholtz, Jr. {BOS}, Robert		-\$87.78	87,127.54
Paycheck	04/01/2021	ACH	Ammerman, Cory M.		-\$87.12	87,040.42
Paycheck	04/01/2021	12202	Barlow, Walter M		-\$813.49	86,226.93
Paycheck	04/01/2021	ACH	Hansen, Sherri		-\$1,738.07	84,488.86
Paycheck	04/01/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$535.00	83,953.86
Paycheck	04/01/2021	ACH	Ilko, Jessica		-\$300.50	83,653.36
Paycheck	04/01/2021	12203	Keilholtz, Jr., Robert E.		-\$438.06	83,215.30
Paycheck	04/01/2021	12204	Pecher, Bruce E.		-\$309.57	82,905.73
Paycheck	04/01/2021	ACH	Peck, Wendy J.		-\$1,074.30	81,831.43

Liberty Township, Adams County, PA BOS Meeting Minutes

Paycheck	04/01/2021	ACH	Roosen, Christopher M.		-\$1,316.03	80,515.40
Paycheck	04/01/2021	ACH	Weikert, Brian		-\$141.83	80,373.57
Liab Check	04/05/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,761.10	78,612.47
Deposit	04/06/2021			Deposit	\$5,319.92	83,932.39
Check	04/06/2021	ACH	BMO Harris Bank-PLGIT C	PLGIT CREDIT ACCOUNT	-\$751.69	83,180.70
Liab Check	04/08/2021	ACH	York/Adams County EIT	000095043	-\$728.86	82,451.84
Liab Check	04/08/2021	ACH	PA UC Fund	01-04573M3	-\$26.89	82,424.95
Liab Check	04/08/2021	ACH	PSATS UC Group Trust	0104573	-\$2,197.71	80,227.24
Check	04/08/2021	ACH	8x8, Inc.	RW00354719	-\$285.57	79,941.67
Deposit	04/08/2021			Deposit	\$35.54	79,977.21
Deposit	04/09/2021			Deposit	\$30.20	80,007.41
Deposit	04/09/2021			Deposit	\$33.00	80,040.41
Check	04/12/2021	ACH	ACNB	Payroll - Direct Dep Charge	-\$27.76	80,012.65
Liab Check	04/13/2021	12215	Security Benefit RetireServ	610257	-\$227.44	79,785.21
Liab Check	04/13/2021	12217	Franklin County Area Tax B	23-2110946	-\$3.77	79,781.44
Check	04/13/2021	12218	Aero Energy	Cust 59990	-\$376.08	79,405.36
Check	04/13/2021	12219	LEAF	100-4990181-001	-\$78.00	79,327.36
Check	04/13/2021	12220	KPI Technology	Invoice #8501	-\$1,522.68	77,804.68
Check	04/13/2021	12221	Rentals Unlimited, Inc	Old Waynesboro Rd	-\$466.45	77,338.23
Check	04/13/2021	12222	Lowe's	98004701524	-\$13.28	77,324.95
Check	04/13/2021	12223	Total Tech Solutions LLC	Invoice 7096	-\$450.00	76,874.95
Check	04/13/2021	12224	Gettysburg Times	159232	-\$5.00	76,869.95
Check	04/13/2021	12225	West Penn Power	100090757368	-\$194.74	76,675.21
Check	04/13/2021	12226	Napa Auto Parts	Acct 3135	-\$308.38	76,366.83
Check	04/13/2021	12227	Rabold's Services	Invoice 25860	-\$60.00	76,306.83
General Journal	04/13/2021	2020-5FT	Rabold's Services	For CHK 12216 voided on 04/13/2021	-\$72.00	76,234.83
General Journal	04/13/2021	2020-5FTR	Rabold's Services	Reverse of 12216 voided on 04/13/2021	\$72.00	76,306.83
Deposit	04/13/2021			Deposit	\$2,286.17	78,593.00
Check	04/13/2021	ACH	Intuit QuickBooks	Monthly fee for payroll service	-\$30.00	78,563.00
Paycheck	04/15/2021	ACH	Ammerman, Cory M.		-\$423.35	78,139.65
Paycheck	04/15/2021	12212	Barlow, Walter M		-\$887.84	77,251.81
Paycheck	04/15/2021	ACH	Hansen, Sherri		-\$1,738.06	75,513.75
Paycheck	04/15/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$288.76	75,224.99
Paycheck	04/15/2021	ACH	Ilko, Jessica		-\$454.17	74,770.82
Paycheck	04/15/2021	12213	Keilholtz, Jr., Robert E.		-\$201.53	74,569.29
Paycheck	04/15/2021	12214	Pecher, Bruce E.		-\$371.59	74,197.70
Paycheck	04/15/2021	ACH	Peck, Wendy J.		-\$1,074.28	73,123.42
Paycheck	04/15/2021	ACH	Roosen, Christopher M.		-\$1,074.13	72,049.29
Paycheck	04/15/2021	ACH	Weikert, Brian		-\$141.83	71,907.46
Deposit	04/15/2021			Deposit	\$8,520.92	80,428.38
Liab Check	04/16/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,708.94	78,719.44
Liab Check	04/19/2021	ACH	Pennsylvania Dept. of Rev	1641 9699	-\$269.28	78,450.16
Liab Check	04/19/2021	ACH	Pennsylvania Dept. of Rev	1641 9699	-\$257.00	78,193.16
Deposit	04/19/2021			Deposit	\$4,557.07	82,750.23
Deposit	04/20/2021			Deposit	\$5,325.08	88,075.31
Deposit	04/20/2021			Deposit	\$14,553.41	102,628.72
Check	04/27/2021	12233	Shealers Septic Service	Inv 31450	-\$70.00	102,558.72
Check	04/27/2021	12234	U.S. Postal Service	200 Forever First Class Stamps	-\$110.00	102,448.72
Check	04/27/2021	12235	John M. Lisko	Solicitor Fees	-\$1,584.00	100,864.72
Check	04/27/2021	12236	Hamiltonban Township	Invoice #635	-\$16.90	100,847.82
Check	04/27/2021	12237	Verizon Wireless	Acct 621280772-00001	-\$175.14	100,672.68
Check	04/27/2021	12238	Quality Termite & Pest Cont	04/16/21 Pest Control Service	-\$45.00	100,627.68
Check	04/27/2021	12239	Gettysburg Times	159232	-\$162.20	100,465.48
Check	04/27/2021	12240	Lowe's	Reissue of CHECK 12156	-\$69.95	100,395.53

Check	04/27/2021	12241	E Plus Copy Center	173074	-\$715.99	99,679.54
Check	04/27/2021	12242	Specialty Granules, LLC	stone	-\$2,352.07	97,327.47
Check	04/27/2021	12243	Staples	Acct 601110005005657	-\$444.53	96,882.94
Check	04/27/2021	12244	PA Municipal Code Alliance	32371	-\$656.10	96,226.84
Check	04/27/2021	12245	Comcast Cable	8993110110006912	-\$264.46	95,962.38
Deposit	04/27/2021			Deposit	\$22,451.74	118,414.12
Deposit	04/27/2021			Deposit	\$1,285.00	119,699.12
Deposit	04/28/2021			Deposit	\$29,929.38	149,628.50
Paycheck	04/29/2021	12228	Barlow {BOS}, Walter		-\$87.78	149,540.72
Paycheck	04/29/2021	ACH	Jackson, Robert		-\$87.78	149,452.94
Paycheck	04/29/2021	12229	Keilholtz, Jr. {BOS}, Robert		-\$87.78	149,365.16
Paycheck	04/29/2021	12230	Ruppert, Barbara L.		-\$43.79	149,321.37
Paycheck	04/29/2021	12231	Barlow, Walter M		-\$663.07	148,658.30
Paycheck	04/29/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$332.21	148,326.09
Paycheck	04/29/2021	ACH	Ilko, Jessica		-\$312.50	148,013.59
Paycheck	04/29/2021	12232	Pecher, Bruce E.		-\$177.79	147,835.80
Paycheck	04/29/2021	ACH	Peck, Wendy J.		-\$1,074.31	146,761.49
Paycheck	04/29/2021	ACH	Roosen, Christopher M.		-\$793.48	145,968.01
Paycheck	04/29/2021	ACH	Hansen, Sherri		-\$1,738.06	144,229.95
Paycheck	04/29/2021	ACH	Weikert, Brian		-\$141.84	144,088.11
Liab Check	04/30/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,466.10	142,622.01
Liab Check	04/30/2021	ACH	Pennsylvania Dept. of Rev	1641 9699	-\$216.51	142,405.50
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$52,365.73	\$142,405.50
<b>TOTAL</b>					<b>\$52,365.73</b>	<b>\$142,405.50</b>
<b>01.101 · PLIGT General Fund</b>						<b>306,386.52</b>
	04/30/2021			Apr Interest Not Available	\$0.00	306,386.52
Total 01.101 · PLIGT General Fund					\$0.00	306,386.52
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$306,386.52</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						<b>122,029.10</b>
	04/30/2021			Apr Interest Not Available	\$0.00	122,029.10
Total 30.101 · PLIGIT Capital Reserve Fund					\$0.00	122,029.10
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$122,029.10</b>
<b>100.00 · PLIGT State</b>						<b>104,936.22</b>
Check	04/13/2021	639	Commonwealth of PA	P24008520-414	-\$3,421.17	101,515.05
Check	04/13/2021	640	New Enterprise Stone & Lim	Acct 93038	-\$540.71	100,974.34
Check	04/27/2021	641	Barlow Ag Service & Sales,	003821-0131	-\$174.30	100,800.04
	04/30/2021			Apr Interest Not Available	\$0.00	100,800.04
Total 100.00 · PLIGT State					-\$4,136.18	\$100,800.04
<b>TOTAL</b>					<b>-\$4,136.18</b>	<b>\$100,800.04</b>
<b>10.100 · Liberty Township Escrow</b>						<b>5,879.04</b>
Deposit	04/14/2021			Deposit	\$2,100.00	7,979.04
Total 10.100 · Liberty Township Escrow					\$2,100.00	7,979.04
<b>TOTAL</b>					<b>\$2,100.00</b>	<b>7,979.04</b>

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

**Expenses: Mr. Jackson moved for retroactive approval of the 04/07/21-05/04/2021 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 03/28/21-04/10/2021 and 04/11/21-04/24/2021 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

**Police Officer's Report** – Chief Sherri Hansen distributed a written report to the Supervisors for the month of April. The report of Police Department activities included working 288 hours and 25 hours in Freedom Township. The department drove 1639 miles and used 132.7 gallons of fuel. Activity included: 911 Incidents - 14; Traffic Citations -72; Faulty Equipment -9; On Call Hours -20.5; Warnings -8; Misdemeanor/Felony Arrests -0; and PSP Calls-7. Service to Freedom Township included: Working 25 hours with two 911 incidents, 34 traffic citations and nine warnings. She went on to report that the body cameras were received. Two older VASCAR units were purchased from Hamiltonban Township and Roy Kent will be contacted to test and install them. Officer Roosen attended the Drug Take Back Event on April 24. Chief Hansen mentioned that she spent a lot of time in April taking NIBRS skills test scenarios.

**Zoning Officer's Report** – Mr. Barlow reported that six zoning permits and two driveway permits were issued in April with \$670 permit fees collected.

**Roadmaster Report** – Mr. Barlow reported that the Road Department drove 901 miles, used 43 gallons of diesel and 87 gallons of gas. He stated that many trees had fallen in the Township, including 11 trees in a 24-hour period. The Road Crew continues to remove hazardous trees along the roadways. The road signs were received from Chemung and sign replacement will start in June. Mowing in the Township has started. Irishtown Road needed 387 square yards of base repair instead of the proposed 150. Irishtown Road was damaged due to heavy truck traffic on a road that was never designed to hold heavy trucks. The Maryland side of the road is paved. To fix the road and bring it up to standards, the Township should consider removing McGlaughlin Road repairs from their 2021 project list. This change will make the contract over budget by \$8,344 but is necessary to make sure the road had a solid base. Mr. Keilholtz made a motion to accept the change order removing the work for McGlaughlin Road at \$29,663 and add the cost of additional base repair for \$38,007.70 changing the contract amount from \$114,420 to \$122,764.70. Brent Road base repair was completed without any issues. Tar and chip should occur during the month of June. Bullfrog Road restorations went well. There is a spring underneath part of the road and that issue must be addressed. It was recommended that we dig it up and install a French Drain. The Roadmaster discussed applying for a grant to help pay for the repairs to McGlaughlin Road. He stated that the Chief performed a traffic count, and it was under 200 therefore the road may qualify for a Low Volume Road Grant. Mr. Barlow commented on the work on Old Waynesboro Road and was considering tar and chip for the road and hoped to have those bids by June.

**Planning Commission Report:** Chair Judie Hogan reported that the Planning Commission met on April 20 to review Final Minor Subdivision Plan - DAYHOFF - 25D15-0070---000; Sketch Plan - WILDERS -25A18-0009---000/25A18-0009B---000, and Final Plan Greenview Estates (Jacobs Church Road, Gladhill Road & Staley Road) Adams County & Franklin County. She stated that the Planning Commission tabled review of the Greenview Estates because Adams County's comments and the previously requested agreement had not been received. She went on to state that since the meeting, Lee Royer had requested a meeting with the Planning Commission to review the Adams County Planning comments on Greenview.

**Review Sketch Plan - WILDERS -25A18-0009---000/25A18-0009B---000** – The Board reviewed Mr. Wilders request for a review of his sketch plan to subdivide parcels 25A18-0009---000/25A18-0009B---000 located along Harbaugh Valley Road. It was noted that a previous Zoning Hearing Board ruling prevented the Wilders properties at 201 and 203 Harbaugh Valley Road from being further subdivided. After much discussion, **Mr. Keilholtz made a motion to instruct Mr. Wilders that he would need to reapply to the Zoning Hearing Board to have that decision overturned. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

- **Request for Extension Final Minor Subdivision Plan Review Request Greenview Estates (Jacobs Church Road, Gladhill Road & Staley Road) Adams County & Franklin County. Mr. Barlow made a motion to grant the request for an extension until July 6 for the review of the Greenview Subdivision plans. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Request for Waiver sidewalk requirement** – The Board of Supervisor reviewed the request for a waiver of the sidewalk requirement- Final Minor Subdivision Plan Review Request Greenview Estates (Jacobs Church Road, Gladhill Road & Staley Road) Adams County & Franklin County- Lee Royer. **Mr. Barlow made a motion to table the waiver request until next month and after the township determines what Washington Township, Franklin County sidewalk requirements will be for the plan. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Final Minor Subdivision Plan Review Request Dayhoff 25D15-0070---000 – Mr. Barlow made a motion to grant a conditional approval on the Dayhoff Subdivision plan under the condition that a response from Highland Township granted an approval or a waiver for submission and that following notes be added “The existing riparian buffer along this portion of Middle Creek should be retained intact to the highest degree possible. Also, any development along the creek should be performed in a manner that absolutely minimized impacts to the creek, and to the water quality within the creek.” Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**



**Secretary/Treasurer:** Ms. Peck had nothing to report.

### Old Business

- **Police Department Policy and Procedure Manual** – Mr. Keilholtz stated that he and Chief Hansen had reviewed and updated the Police Department Policy and Procedures Manual.
- **Policies And Procedures Manual Revisions** – Mr. Barlow stated that changes were proposed to limit the number of accumulated compensatory time to 80 hours with a limit of 40 hours of annual carryover, to decrease the number of hours part-time employees need to be eligible for holidays to 14, and to allow for hiring of relatives if they do not work in the same department reporting directly to a relative. **Mr. Barlow made a motion to have the Solicitor make the changes. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

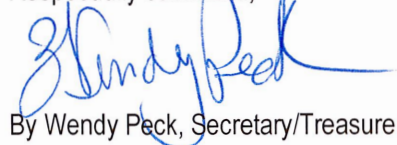
**New Business Public Comments:** There were no public comments related to new business items.

### New Business

- **SPCA Donation Request** – The Board reviewed a recent request from the Adams County SPCA. It was noted that \$500 was budgeted for this item. Mr. Jackson suggested that the donation be increased to \$1,000. After some discussion, it was agreed that the 2021 budgeted amount of \$500 would stand and the Board would request statistics from the SPCA and reconsider an increase when planning the 2022 budget.
- **PLGIT Proxy for Shareholders-** PLGIT has requested the Township's proxy to vote at the May Annual Shareholders Meeting. **Mr. Barlow moved to allow a proxy vote. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The Secretary would mail in the proxy form.
- **Permit Renewal Request - 25D16-0029---000 Denchfield 1585 Tract Rd** – The Board reviewed the email from former Zoning and Code Enforcement Officer, Wilbur Slothour of Land and Sea services. The email reported that the land use and building permits of Mr. Denchfield of 1585 Tract Road had expired and that Mr. Denchfield was present and requested that he be allowed a six-month extension to continue work on his construction. Concerns were raised over the amount of time that had lapsed since the property was last inspected and the multiple attempts over the years to contact Mr. Denchfield to renew his permits. The Supervisors did not grant Mr. Denchfield's request and instructed him to reapply for permits through the township's current zoning officer.
- **Fairfield Fire Dept Box Alarm Card Update** – Fire Chief Bill Jacobs was present and explained the updates to the Box Alarm Cards did not include changes to first due. He stated that the changes were made to the apparatus. The Board of Supervisors reviewed the request from Fairfield Fire Department to make changes to the Box Alarm Card. **Mr. Barlow made a motion to accept the Fairfield Fire Dept Box Alarm Card Update. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Fire Protection Development Standards** –Fairfield Fire Department Fire Chief Bill Jacobs was present and discussed the Fire Protection Development Standards. Mr. Barlow asked the Planning Commission to review the Fire Protection Development Standards to see if it was in line with Liberty Township's SALDO.
- **Chairman Barlow announced that a public comment was received from Rich Luquette** proposing that the Septic Pumping schedule be amended. He stated that in 2020 because of financial hardships incurred by the Pandemic, the deadline for Phase I was extended to October 2021. Mr. Luquette was requesting that Phase II be extended to 2022. It was noted that no calls had been received from property owners requesting an extension. The township would review the status of the pumping inspections and revisit the request at the next meeting.
- **Ms. Peck asked the Board to add an item to the agenda regarding the quote for Ambulance Services from AREMS.** She stated that she had been contacted by AREMS regarding the Township's decision on the proposal to provide Ambulance Services. Mr. Barlow instructed the Secretary to respond that the Board would reconsider the option for 2022 after they receive input from the Township residents.
- **Affidavit of Noninvolvement - Mr. Jackson made a motion to permit Chairman Barlow to sign the affidavit of Non-Involvement for the January 2018 automobile accident that occurred at the intersection of PA Route 116 and Orchard Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

At 9:19 PM **Mr. Jackson 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 Tuesday, June 1, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer