

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
July 5, 2022, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, July 5, 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.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Brandon Lowe, Solicitor John Lisko, Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

At 6 PM Mr. Barlow called the meeting to order and announced that the Board and the Solicitor were going in to an Executive Session to discuss personnel and legal matters.

At 6:13 PM Mr. Barlow reconvened the meeting and stated that the Board and the Solicitor held an Executive Session to discuss personnel and legal matters.

Public Comments:

- **Adam Sanders 23 Strausbaugh Trl** expressed dissatisfaction with the management of the budget and activities of the road department. He also expressed concern over sightings of municipal vehicles outside of Liberty Township's municipal boundary. Mr. Sanders also commented that he could provide a list of volunteers to perform road department services to the township for no cost. **Chairman Barlow** welcomed the offer from Mr. Sanders to provide volunteers to perform road department services for Liberty Township. **Chief Hansen** stated several examples that would require the Liberty Township Police Department to travel outside the Liberty Township municipal boundaries while performing their duties. Some of the activities were performing contracted duties in Highland Township, Freedom Township, and traveling to and from the County Court House, County Prison, and area Hospitals. Mr. Sanders also asked how to file trespassing charges against someone in the township. Chief Hansen informed Mr. Sanders to contact the magistrate. It was later determined that Mr. Sanders was referring to persons "trespassing" on the private roads in the Township. It was explained that the label of private road is used in the township to apply to maintenance responsibility and that it does not prohibit general public use or access of a road.
- **Ryan Astheimer of 585 Friends Creek Rd** asked the Board for information on the agenda item concerning the Request from Carroll Valley Borough Council Regarding Friends Creek Road. He stated that he has been living there for a couple of years and is happy with the road as is and with the Township's maintenance of the washouts. Chairman Barlow responded by reading the request from Carroll Valley Borough and the proposed replies from Liberty Township. He explained that CVB was inquiring about the condition of the road over Friends Creek and any long-term plans for improvement. Friends Creek Road does not have a bridge over the creek and is prone to flooding and washouts. Carroll Valley Borough was gathering information on the road while considering a request from a Friends Creek Road property owner to construct an alternative access drive via a Carroll Valley Borough lot. **Mr. Astheimer** seemed satisfied with the comments from Mr. Barlow, as he originally thought the topic was concerning proposed changes to Friends Creek Road.
- **Yanni Tousimis of 470 Friends Creek Rd** stated that he was also curious about the topic of Friends Creek Road, but his questions were answered during the previous comments.

Supervisor Comments:

- **Mr. Keilholtz** suggested sending a welcome letter to new residents providing them with contact information for the township, permitting policies and other applicable resources. The Secretary was instructed to draft a letter for the Supervisors to review.
- **Mr. Lowe** had no comments.
- **Mr. Barlow** acknowledged Harrington's for their donation and efforts to get "no truck traffic" signs installed for Orchard Road. He also thanked Dan Rumbaugh from East Trail Automotive for providing same day emergency service on one of our police cars recently. He requested that the township send thank you letters to both parties.

Minutes: *Mr. Keilholtz moved to accept the minutes of the June 7 Codification Ordinance Hearing. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of and the June 7 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 June 30, 2022
Presented at July 5, 2022 BOS Meeting

ACNB - Gen Op		\$367,284.79	PLGIT - Liquid Fuels	\$64,920.67
PLGIT - GenRes		\$306,824.22	ACNB - Escrow	\$9,941.13
PLGIT - CapRes		\$122,223.45	ACNB - ARP Funds	\$66,389.03
		\$796,332.46		

Type	Date	Num	Name	Memo	PD AMT	Balance
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01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)**333,277.92**

Deposit	05/31/2022			Interest	26.69	333,304.61
Check	06/02/2022	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-1,763.50	331,541.11
Check	06/07/2022	12654	West Penn Power	100090757368	-132.71	331,408.40
Check	06/07/2022	12655	LEAF	100-4990181-001	-78.00	331,330.40
Check	06/07/2022	12656	Shealers Septic	Inv 33250	-60.00	331,270.40
Check	06/07/2022	12657	Gettysburg Times	Cust 159232	-77.60	331,192.80
Check	06/07/2022	12658	Keilholtz, Robert	Reimbur Parts for 2016 Explor	-17.06	331,175.74
Check	06/07/2022	12659	Hamiltonban Tow	Invoice #696	-2,482.00	328,693.74
Check	06/07/2022	12660	PA Municipal Code	39807	-542.00	328,151.74
Check	06/07/2022	12661	Comcast Cable	8993110110006912	-154.67	327,997.07
Check	06/07/2022	12662	Lowe's	98004701524	-41.21	327,955.86
Check	06/07/2022	12663	Total Tech Soluti	Invoice 8275	-450.00	327,505.86
Paycheck	06/09/2022	12648	Barlow {BOS}, Walter		-87.78	327,418.08
Paycheck	06/09/2022	12649	Keilholtz, Jr. {BOS}, Robert		-87.78	327,330.30
Paycheck	06/09/2022	12650	Lowe {BOS}, Brandon C.		-87.78	327,242.52
Paycheck	06/09/2022	ACH	Ammerman, Cory M.		-365.09	326,877.43
Paycheck	06/09/2022	12651	Barlow, Walter M		-443.95	326,433.48
Paycheck	06/09/2022	ACH	Haywood, Richard K		-528.91	325,904.57
Paycheck	06/09/2022	ACH	Ilko {Tax Collector}, Jessica L.		-78.37	325,826.20
Paycheck	06/09/2022	12652	Keilholtz, Jr., Robert E.		-285.95	325,540.25
Paycheck	06/09/2022	ACH	Munsee, Bridget		-490.11	325,050.14
Paycheck	06/09/2022	12653	Pecher, Bruce E.		-342.59	324,707.55
Paycheck	06/09/2022	ACH	Peck, Wendy J.		-1,110.11	323,597.44
Paycheck	06/09/2022	ACH	Roosen, Christopher M.		-1,499.90	322,097.54
Paycheck	06/09/2022	ACH	Hansen, Sherri		-1,812.53	320,285.01
Deposit	06/09/2022			Deposit	5.50	320,290.51
Deposit	06/09/2022			Deposit	37.30	320,327.81
LiabCheck	06/10/2022	ACH	PA Dept. of Rev	1641 9699	-276.26	320,051.55
LiabCheck	06/10/2022	ACH	US Treas Dept/IRS	23-2110946	-1,784.68	318,266.87
Check	06/10/2022	ACH	ACNB	Payroll - Dir Dept Service Charge	-29.06	318,237.81
Deposit	06/13/2022			Deposit	2,861.86	321,099.67
Check	06/13/2022	ACH	Intuit QuickBooks	Monthly fee for payroll service	-22.00	321,077.67
Check	06/21/2022	12667	East Trail Automo	06-13-22 Police Car - 2018 Servi	-259.70	320,817.97
Check	06/21/2022	12668	Verizon Wireless	Acct 621280772-00001	-184.72	320,633.25
Check	06/21/2022	12669	Comcast-Phone	901156234	-189.00	320,444.25
Check	06/21/2022	12670	D. E. Gemmill Inc	INV I22-1472	-115.00	320,329.25
Check	06/21/2022	12671	Aero Energy	Cust 59990	-939.03	319,390.22
Check	06/21/2022	12672	Doceo	LT03 Contract C12477-01	-214.18	319,176.04
Check	06/21/2022	12673	Adams Reg EMS,	CPR/FIRST AID May 16, 2022	-120.00	319,056.04
Check	06/21/2022	12674	Packer, Todd	INV #100	-250.00	318,806.04
Check	06/21/2022	12675	Inter Prod Inc.	158798	-228.10	318,577.94
Deposit	06/21/2022			Deposit	49,684.13	368,262.07
Deposit	06/21/2022			Deposit	1,540.89	369,802.96
Paycheck	06/23/2022	ACH	Ammerman, Cory M.		-268.82	369,534.14
Paycheck	06/23/2022	12664	Barlow, Walter M		-1,047.74	368,486.40
Paycheck	06/23/2022	ACH	Haywood, Richard K		-224.96	368,261.44
Paycheck	06/23/2022	ACH	Ilko {Tax Collector}, Jessica L.		-38.87	368,222.57
Paycheck	06/23/2022	ACH	Ilko, Jessica		-50.00	368,172.57
Paycheck	06/23/2022	12665	Keilholtz, Jr., Robert E.		-110.52	368,062.05

Paycheck	06/23/2022	ACH	Munsee, Bridget		-210.05	367,852.00
Paycheck	06/23/2022	12666	Pecher, Bruce E.		-350.33	367,501.67
Paycheck	06/23/2022	ACH	Peck, Wendy J.		-1,102.07	366,399.60
Paycheck	06/23/2022	ACH	Roosen, Christopher M.		-928.96	365,470.64
Paycheck	06/23/2022	ACH	Hansen, Sherri		-1,812.53	363,658.11
LiabCheck	06/24/2022	ACH	PA Dept. of Rev	1641 9699	-240.72	363,417.39
LiabCheck	06/24/2022	ACH	US TreasDept/IRS	23-2110946	-1,665.52	361,751.87
Deposit	06/30/2022			Deposit	2,958.17	364,710.04
Deposit	06/30/2022			Deposit	2,574.75	367,284.79
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					34,006.87	367,284.79

100.00 · PLIGT State						75,432.85
Deposit	04/30/2022			Interest	32.03	75,464.88
Check	06/21/2022	685	Foster F Wineland	C02658 Backhoe- repairs 5/20/22	-7,122.93	68,341.95
Check	06/21/2022	686	Commonw of PA	P24008520-414	-3,421.28	64,920.67
Total 100.00 · PLIGT State					-10,512.18	64,920.67

10.100 · Liberty Township Escrow						10,376.13
Check	06/07/2022	203	KPI	9079	-435.00	9,941.13
Total 10.100 · Liberty Township Escrow					-435.00	9,941.13

95.100 · PLGIT Gen Reserve Fund						306,732.54
Deposit	06/01/2022			Adjustment	91.68	306,824.22
Total 95.100 · PLGIT Gen Reserve Fund					91.68	306,824.22

30.101 · PLIGIT Capital Reserve Fund						122,187.15
Deposit	06/01/2022			Adjustment	-45.22	122,141.93
Deposit	06/01/2022			Accrual Dividend	81.52	122,223.45
Total 30.101 · PLIGIT Capital Reserve Fund					81.52	122,223.45

ACNB ARP FUND					NO ACTIVITY	66,389.03
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*Interest not available at time of report.

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

Expenses: Mr. Keilholtz moved for retroactive approval of the 06/08/22 – 07/05/2022 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 06/05/22-06/18/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 06/19/22-07/02/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Hansen reported on the June Police Department activities which included working 335.5 in Liberty Township, driving 2,227 miles; Other activities included: 15 911 incidents; 56 traffic citations, 3 faulty equipment, 3 warnings, 3 misdemeanor/felony arrests, 3 non-traffic and 5 PSP calls. Service to Freedom Township included working 25 hours with 1 911 Incident, 10 Warnings, and 27 Traffic Citations. Service to Highland Township included working 25 hours with 11 911 Incident, 5 Warnings, and 23 Traffic Citations. Officer Roosen had 3 DUIs this month. The Department participated in the Roving DUI patrols in June and will be participating in Aggressive Driving details from July 5-August 21. Body cam videos over 60 days old have been purged in accordance with the police policy manual. She reported that Car 2 is still having issues and is back at the Ford Dealership for transmission issues. The department decided not to apply for the COPS grant. The funding was not going to be as much as originally thought, and it would not have been beneficial to the Township. She stated that they will reconsider applying next year.

Zoning Officer's Report – Mr. Barlow reported that two land use permits, and two driveway permits were issued in June bringing in \$330 in fees. The zoning officer bill for the month was \$650.

- **2650 Bullfrog Road Ongoing Zoning Violations** – Mr. Barlow reported that PMCA has confirmed the structure is being removed and they will monitor the progress until complete. The owner has not obtained the required trailer demolition permit, and PMCA has no plans to continue to request that one be obtained.
- **3257 Bullfrog Road Ongoing Zoning Violations** – Mr. Barlow reported that PMCA has provided pictures of the cleanup at 3257 Bullfrog Road. He commented that it does not appear to be a significant change but noted that it is still progress in the cleanup process.
- **340 Brent Road Unpermitted Earth Disturbance** – It was reported that the DEP is handling the matter and compliance is due by August 30.

SEO's Report – Mr. Barlow reported that KPI is drafting a notice of violation letter to the outstanding property owners and will be sending it to the Solicitor for review.

Roadmaster Report – Mr. Barlow reported that the Road Department drove 161 miles in truck 161, 342 miles in the 550, and 161.4 miles in the yellow dump truck. The logs showed the department used 80.6 gallons of gasoline, 82.4 gallons of on-road diesel fuel and 93.5 gallons of off-road diesel. Mr. Barlow stated that he met with New Enterprise on June 10 regarding the base repair and blacktop of McGlaughlin Road, met with Todd Packer to install radio charges in the trucks on June 11, and attended an 811 safety conference on June 16. He went on to report that ditching work was performed with Hamiltonban Township per the intergovernmental agreement. Hamiltonban Township has provided 93 hours of labor and a grader. Liberty Township previously provided 106 hours of labor to Hamiltonban Township. He went on to state that the intergovernmental agreement is saving the townships money and that in the past ditching work cost the township \$10,000 when using a contractor. The Roadmaster reported that work has begun on the Old Waynesboro Road bridge which has been in need of repairs for about a decade.

Planning Commission Report: Chairman Barlow read Planning Commission Chair Judie Hogan's written report. The Planning Commission met on June 21, 2022 and considered the Smith's request for waiver of a subdivision application for a recombination of their Charnita lots on Collie Trail. The property would be split by Collie Trail, but there is nothing in the Township Ordinance that would prohibit that type of configuration. After discussion, the Planning Commission conditionally recommended granting a waiver of the reverse subdivision plan based on comments from the Adams County Planning Office. The next meeting is scheduled for July 19, 2022, at 7:30 PM.

Secretary/Treasurer: The Secretary stated that she is working with General Code to have the recently adopted Township Code online by the end of the month.

Old Business

- **Update on Cable Franchise Fee Contract** – Mr. Lisko stated that he has been in contact with Comcast and spoke about the recent emails discussing the updates to the contract. He reported that the contract is currently being reviewed by the Comcast legal team. He went on to report that if the contract is not finalized by the renewal deadline of August 2022, the township will continue under the current contract. Mr. Lisko also reported that Comcast was interested in more information on the digging incident that discovered the incorrectly buried cables. Mr. Barlow agreed to respond to Comcast and provide additional details.
- **Insurance Bids** – It was reported that no additional bids were received.
- **Carmel of Jesus Mary & Joseph Tax Appeal** – Mr. Lisko commented on the recent email communications and filings regarding the Carmel of Jesus Mary & Joseph Tax Appeal. The Township previously agreed not to participate but instead allow the attorneys for Adams County to handle the matter.

New Business Public Comments: None.

New Business

- **Request from Carroll Valley Borough** – *Mr. Barlow made a motion to respond to the Carroll Valley Borough Council request regarding Friends Creek Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **Mileage Rate** - *Mr. Barlow made a motion confirming the mileage rate increase to 62.5 cents per mile to match the current federal rate. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **Letter of Intent to the Governor's Center** – *Mr. Keilholtz made a motion to submit a Letter of Intent to the Governor's Center for Local Government Services Requesting Technical Assistance for Police Services. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

At 6:58 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. The next monthly Board of Supervisors meeting is scheduled for Tuesday, August 2, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer