

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

February 10, 2021, 2021 Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Wednesday, February 10, 2021 at 7:30 PM at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320. The meeting had been rescheduled from February 2 due to weather. Because of the COVID-19 Pandemic, social distancing measures were taken. Public in person attendance was limited to four people. 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 Alternate Secretary/Treasurer Jessica Ilko.

At 7:30 PM Mr. Barlow called the regular meeting to order and gave information on the call-in line and video broadcast for the meeting. He then opened the meeting to public comments.

Public Comments – None.

Supervisor Comments

Mr. Keilholtz Thanked the Walter Barlow and Bruce Pecher for their work in the recent snowstorm stating that he was out of town.

Mr. Jackson reminded the Supervisors the need to send an additional Statement of Financial Interest to YATB and ACTCC. He mentioned that he was appointed to the YATB Hearing Appeals Board. Mr. Jackson stated that he had previously completed the NIMS training for 700 and 100 certification and noted that the 200 certification was optional. He went on to state that the certification for elected officials was required for the township to receive Federal funds for an emergency.

Mr. Barlow announced that the Supervisors and the Solicitor held an executive Session at 7 PM that evening to discuss personnel matters.

Minutes: Mr. Keilholtz moved to accept the minutes of the January 4 Organization meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the January 4 BOS meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Treasurer's Report:

LIBERTY TOWNSHIP, ADAMS COUNTY
TREASURER'S REPORT - JANUARY 2021
Presented at Feb 10, 2021 BOS Meeting

REVISED
02-08-21

ACNB - General Operating & Payroll	see detail	\$90,911.47	
PLGIT - General Reserve	see detail	\$306,363.88	
PLGIT - Capital Reserve	see detail	\$122,018.63	\$519,293.98
PLGIT - Liquid Fuels	see detail	\$31,987.36	
ACNB - Fire Tax	see detail	\$0.00	
ACNB - Escrow	no activity	\$5,145.00	

Type	Date	Num	Name	Memo	Paid Amt	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$99,672.87
Deposit	12/31/2021		ACNB	December Interest	\$5.93	99,678.80
Deposit	01/01/2021		Verizon	VOID OCT CHECK 12032	\$132.60	99,811.40
Liab Check	01/01/2021	12106	PSATS UC Group Trust	0104573	-\$561.69	99,249.71
Liab Check	01/05/2021	12107	Franklin County Area Tax Bureau	23-2110946	-\$11.24	99,238.47
Liab Check	01/05/2021	12108	Security Benefit Retirement Services	610257	-\$227.44	99,011.03
Check	01/05/2021	12109	Gettysburg Times	159232	-\$56.09	98,954.94

Liberty Township, Adams County, PA BOS Meeting Minutes

Check	01/05/2021	12110	Staples	Acct 601110005005657	-\$125.60	98,829.34
Check	01/05/2021	12111	PA Municipal Code Alliance	30418	-\$527.50	98,301.84
Check	01/05/2021	12112	Ilko, Jessica	Reimbursement for Notary Fees	-\$38.75	98,263.09
Check	01/05/2021	12113	Borough of Fairfield	2019 FREMA Shared Costs	-\$119.77	98,143.32
Check	01/05/2021	12114	Joshua Holmes	Refund of Overpayment for Driveway permit applications	-\$115.00	98,028.32
Check	01/05/2021	12115	Total Tech Solutions LLC	Invoice 6737	-\$450.00	97,578.32
Check	01/05/2021	12116	Key Services Heating & Cooling	9/9/2020 AC Installation Proposal	-\$4,640.00	92,938.32
Paycheck	01/07/2021	12118	Barlow {BOS}, Walter		-\$87.78	92,850.54
Paycheck	01/07/2021	ACH	Jackson, Robert		-\$87.78	92,762.76
Paycheck	01/07/2021	12119	Keilholtz, Jr. {BOS}, Robert		-\$87.78	92,674.98
Paycheck	01/07/2021	ACH	Ammerman, Cory M.		-\$348.07	92,326.91
Paycheck	01/07/2021	12120	Barlow, Walter M		-\$793.57	91,533.34
Paycheck	01/07/2021	ACH	Hansen, Sherri		-\$1,838.06	89,695.28
Paycheck	01/07/2021	ACH	Herring, Courtney M.		-\$284.51	89,410.77
Paycheck	01/07/2021	ACH	Ilko, Jessica		-\$414.47	88,996.30
Paycheck	01/07/2021	12121	Keilholtz, Jr., Robert E.		-\$248.16	88,748.14
Paycheck	01/07/2021	ACH	Peck, Wendy J.		-\$1,074.29	87,673.85
Paycheck	01/07/2021	ACH	Roosen, Christopher M.		-\$648.34	87,025.51
Paycheck	01/07/2021	ACH	Williams, Natalie		-\$91.04	86,934.47
Paycheck	01/07/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.87	86,865.60
Check	01/11/2021	ACH	8x8, Inc.	RW00354719	-\$290.33	86,575.27
Check	01/11/2021	ACH	ACNB	Payroll - Direct Deposit Service Charge	-\$27.04	86,548.23
Deposit	01/11/2021			Deposit	\$38.50	86,586.73
Check	01/12/2021	ACH	US Treasury Dept/IRS	Fed Payroll Tax Charges	-\$20.31	86,566.42
Deposit	01/13/2021			Deposit	\$12.71	86,579.13
Check	01/13/2021	ACH	Intuit QuickBooks Pennsylvania Dept. of Revenue	Monthly fee for payroll service	-\$34.00	86,545.13
Liab Check	01/15/2021	ACH	US Treasury Dept/IRS	1641 9699	-\$230.02	86,315.11
Liab Check	01/15/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,385.48	84,929.63
Check	01/19/2021	12125	West Penn Power	100090757368	-\$259.72	84,669.91
Check	01/19/2021	12126	DataWorks Plus LLC	Invoice 21-055	-\$350.00	84,319.91
Check	01/19/2021	12127	Comcast Cable	8993110110006912	-\$89.90	84,230.01
Check	01/19/2021	12128	Verizon Wireless	Acct 621280772-00001	-\$266.29	83,963.72
Check	01/19/2021	12129	U.S. Postal Service	Box 58 Yearly Rental	-\$56.00	83,907.72
Check	01/19/2021	12130	McLaughlin's Home Heating	Cust 89482	-\$157.26	83,750.46
Check	01/19/2021	12131	Gettysburg Times	159232	-\$669.17	83,081.29
Check	01/19/2021	12132	LEAF	100-4990181-001	-\$78.00	83,003.29
Check	01/19/2021	12133	Econo Signs	Inv 10-964397	-\$135.42	82,867.87
Check	01/19/2021	12134	Total Tech Solutions LLC	Invoice 6811	-\$99.96	82,767.91
Check	01/19/2021	12135	Thomas Wells III, Inc.	Invoice 1825	-\$3,000.00	79,767.91
Check	01/19/2021	12136	H. A. Thomson Co	Add Freedom Twp to Insurance	-\$239.00	79,528.91

Check	01/19/2021	12137	Shealers Septic Service	Inv 31089	-\$60.00	79,468.91
Check	01/19/2021	12138	Aero Energy	Cust 59990	-\$404.86	79,064.05
Check	01/19/2021	12139	Lowes	98004701524	-\$27.92	79,036.13
Deposit	01/20/2021			Deposit	\$7,568.46	86,604.59
Paycheck	01/21/2021	ACH	Ammerman, Cory M.		-\$316.39	86,288.20
Paycheck	01/21/2021	12122	Barlow, Walter M		-\$1,023.34	85,264.86
Paycheck	01/21/2021	ACH	Hansen, Sherri		-\$1,838.06	83,426.80
Paycheck	01/21/2021	12123	Hek, Susan		-\$2.18	83,424.62
Paycheck	01/21/2021	ACH	Ilko, Jessica		-\$566.67	82,857.95
Paycheck	01/21/2021	ACH	Peck, Wendy J.		-\$1,074.30	81,783.65
Paycheck	01/21/2021	ACH	Roosen, Christopher M.		-\$716.07	81,067.58
Paycheck	01/21/2021	ACH	Weikert, Brian		-\$141.83	80,925.75
Paycheck	01/21/2021	ACH	Williams, Natalie		-\$102.87	80,822.88
Paycheck	01/21/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.86	80,754.02
Paycheck	01/21/2021	12124	Keilholtz, Jr., Robert E.		-\$248.16	80,505.86
Deposit	01/22/2021			Deposit	\$7,827.87	88,333.73
Deposit	01/22/2021			Deposit	\$2,190.28	90,524.01
Liab Check	01/27/2021	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$231.14	90,292.87
Liab Check	01/27/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,398.10	88,894.77
Deposit	01/28/2021			Deposit	\$2,012.05	90,906.82
Deposit	1/31/2021			Interest	\$4.65	90,911.47
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-\$8,761.40	90,911.47
TOTAL					-\$8,761.40	90,911.47
01.101 · PLIGT General Fund						306,328.20
	12/31/2020			December Interest	\$17.79	306,345.99
	01/31/2021			January Interest	\$17.89	306,363.88
Total 01.101 · PLIGT General Fund					\$35.38	306,363.88
TOTAL					\$35.38	306,363.88
30.101 · PLIGIT Capital Reserve Fund						122,001.99
	12/31/2020			December Interest	\$8.30	122,010.29
	01/31/2021			January Interest	\$8.34	122,018.63
Total 30.101 · PLIGIT Capital Reserve Fund					\$16.64	122,018.63
TOTAL					\$16.64	\$122,018.63
100.00 · PLIGT State						36,012.09
	12/31/2020			December Interest	\$0.41	36,012.50
General Journal	1/1/2021	2020-01R	Harrington & Sons, Inc. Talcott's Auto Repair	Reverse of CHK 626 voided on 01/07/2021	\$9.82	36,022.32
Check	1/5/2021	627	Harringtons Equipment Co	2012 GMC Sierra	-\$75.37	35,946.95
Check	1/19/2021	628	Commonwealth of PA	pole Saw Repair	-\$9.82	35,937.13
Check	1/19/2021	629	Aero Energy	P24008520-414	-\$3,421.17	32,515.96
Check	1/19/2021	630	Aero Energy	59990	-\$465.02	32,050.94
Check	1/19/2021	631	Harner Machine Co.	39034	-\$64.00	31,986.94
Total 100.00 · PLIGT State					January Interest \$0.42	31,987.36
					-\$4,024.73	31,987.36

TOTAL						-\$8,049.46	31,987.36
03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)							34,322.88
Check	1/5/2021	115	VIGILANT HOSE CO.	2020 Fire Tax Distribution		-\$12,013.01	22,309.87
			FOUNTAINDALE				
Check	1/5/2021	116	VOLUNTEER FIRE CO	2020 Fire Tax Distribution		-\$6,178.12	16,131.75
Check	1/5/2021	117	FAIRFIELD FIRE EMS	2020 Fire Tax Distribution		-\$16,131.75	0.00
Check	1/5/2021	112	PRINTING ERROR	PRINTING ERROR		\$0.00	0.00
Check	1/5/2021	113	PRINTING ERROR	PRINTING ERROR			0.00
Check	1/5/2021	114	PRINTING ERROR	PRINTING ERROR			0.00
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						<u>-\$34,322.88</u>	<u>0.00</u>
TOTAL						-\$34,322.88	0.00
10.100 · Liberty Township Escrow							5,145.00
Total 10.100 · Liberty Township Escrow						<u>\$0.00</u>	<u>5,145.00</u>
TOTAL						\$0.00	5,145.00

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 01/05/21-02/10/2021 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved for approval of the 02/16/2021 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 01-03-16/21 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 01-17-30/21 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 January which included working 279 hours, driving 1237 miles, issuing 87 traffic citations, and 10 warnings. She reported that she attended Freedom Township’s Supervisor meeting that evening and they seemed pleased with the police services that Liberty Township was providing. The Chief stated that several drug arrests were made by the part-time officers and went on to state that she performed an arrest for the recent illegal dumping on Gladhill Road. She thanked Talcott’s Auto Repair responding quickly to provide repair services for recent unexpected brake issues. Mr. Keilholtz asked if the officers were qualified to use the new rifle. Chief Hansen reported that the ammunition was on order and that she has spoken to Officer Hartley who can qualify the Liberty Township Officers at the Blue Ridge Sportsman’s Club.

Zoning Officer’s Report – Mr. Barlow reported that four zoning permits and one well permit was issued in January with \$410 permit fees collected.

Roadmaster Report – Mr. Barlow reported that the road department drove 1,260 miles which was mostly from snow plowing. The Department used 1020 gallons of diesel fuel and 93 gallons of gasoline. He went on to report that the township sent out request for a sign quote, but a few modifications needed to be made. He also reported that responses are being received for the sealed road work bids that are due to be opened at the March meeting. Mr. Barlow reported that there were some issues with the new HVAC system installation and a new unit needed to be ordered for the meeting room. Jessica Ilko asked Mr. Barlow to talk about the letters to residents asking them to put up address markers. The Board discussed the cost and benefit of bulk mailings and how it could be used to communicate with the residents throughout the year. It was reported that the annual permit fee was about \$245 plus the cost of the reduced postage. **Mr. Jackson made a motion for the Township to sign up for a bulk mailing permit and send out a mailing to the residents regarding address markers. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Planning Commission Report: Mr. Barlow read a report from Planning Commission Chair Judie Hogan. The Planning Commission met on Tuesday January 19, 2021 with some members present in the Township Office and some members on Zoom. The Planning Commission Reorganized as follows: Judie Hogan, Chair; Rich Luquette, Vice Chair; and Barb Ruppert, Secretary. Joshua Holmes presented a Sketch Plan via Zoom asking questions about a land addition from a property currently owned by a neighbor (Smith). Currently the neighbor does not have enough land to subdivide. There is a question about lots being put together without having a new deed drawn up. Josh’s desire is because he wants to put a shed on his property; he is time driven, but the neighbor is not, although he is in agreement of selling to Josh. Dominic suggested that the best thing to do would be to have a reverse subdivision that joins his two

lots as one, adding the portion he purchases from Smith, and do the same on the Smith property. It was suggested that Josh talk with a surveyor or engineer. There is no business before the Planning Commission and the meeting for February 16, 2021 has been cancelled.

Secretary/Treasurer: Ms. Peck commented that several Supervisors expressed a need for a township supervisor to review the recent census boundary certificate and asked for a volunteer. Mr. Keilholtz stated that he would review the information. Ms. Peck reported that General Code has returned a draft of the Codification and asked for a Supervisor to oversee the review of the documents. Mr. Barlow volunteered to oversee the codification review.

Old Business

- **Natalie Williams Reimbursement Request** – Mr. Barlow stated that additional information would be needed before moving forward with a decision on this request and the Township would contact Natalie Williams. **Mr. Barlow moved to table Natalie Williams Reimbursement Request. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Project Updates: Road Project Bids, HVAC installation for Township Municipal Building** – It was noted that these items were already covered in the road department report.

Public Comments: There were no public comments.

Mr. Jackson took the time to discuss the recent proposal provided by Kevin Moul for AREMS services to the township. The Township Supervisors discussed the possibility of contracting with AREMS directly to provide unlimited services to the residents of Liberty Township in place of the individual ambulance subscription. The proposal from Kevin Moul was a cost of \$50 per household which came to approximately \$28,500 annually. There was discussion regarding funding and contacting the residents to get feedback on the proposed idea.

Mr. Barlow stated that the Supervisors just received a copy of the Police Procedures developed by Chief Hansen and **moved to table the topic until the March meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** He also announced that the Board of Supervisors issued certificates of appreciation to township residents who ended their terms on the Township Planning Commission and Zoning Hearing Board. The Township would like to thank Vince Gee, Geoff Grant, Dr. Lee Flinger, and Tom Keilholtz for volunteering their time and service to these important roles.

New Business

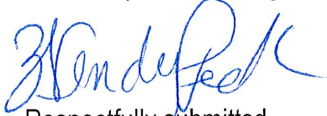
- **Junkyard Permit** – Mr. Barlow noted that a new application was received from Dale and Annette Piper for their Junkyard at 245 Waynesboro Pike (25C18-0074--000). He stated that it had been reviewed by the zoning officer who recommended that it be approved. **Mr. Barlow moved to approve the junkyard permit for Dale and Annette Piper for their Junkyard at 245 Waynesboro Pike effective February 10, 2021 with an expiration of twelve months from the date of this approval. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Appoint Jessica Ilko as Tax Collector for 2021 Retroactive to Jan 4** – **Mr. Barlow made a motion to Appoint Jessica Ilko as Tax Collector for 2021 Retroactive to Jan 4. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Tax Collector Audit** – Mr. Barlow spoke about the need to regularly audit the tax collector. He reported that Hamilton Musser has been contacted to provide a quote for a tax collector audit. **Mr. Barlow made a motion to audit the tax collector on a regular basis. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Workers Compensation for Fire Companies** – The current agreement for providing a percentage of the Workers Compensation Insurance for Fairfield and Fountaindale Fire Departments was reviewed. **Mr. Jackson made a motion to continue to pay for a portion of the workers compensation insurance for Fairfield and Fountaindale Fire Departments. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Gutter Replacement Proposals** – Mr. Barlow reviewed the quotes to replace the gutters on the Township Municipal Buildings. The use of gutter guards was discussed. Next Generation Exteriors quoted \$1,700 and Alan Weaver Restoration quoted a price of \$2,576 for 6" gutters and 3x4 downspouts. The township did not ask for gutter guards at the time of the proposals. **Mr. Keilholtz made a motion to accept the bid from Next Generation for a cost of \$1,700 and approve an additional allowance of \$1,750 for gutter guards. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Hamiltonban Township Intergovernmental Service Agreement and Resolution** – The Board reviewed the intergovernmental agreement and resolution from Hamiltonban Township to provide road work. **Mr. Barlow made a motion to accept the agreement and approve resolution for Hamiltonban Township. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Telephone Service Proposals** – Quotes were presented for telephone services. It was noted that the current service with 8x8 has become increasingly unreliable and expensive at a current monthly rate of \$290.33. Vantage Unified Communications proposed a monthly fee of \$179.30. Comcast proposed a monthly fee of \$164.95 or a fee of \$303.25 which include internet service, both would also require an activation fee of \$249.66. CenturyLink proposed a monthly fee of \$158.90 with an activation fee of \$165. After much

discussion, **Mr. Barlow made a motion to accept the proposal from Comcast for telephone and internet service. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

- **Tree Removal Ordinance - Mr. Barlow made a motion to instruct the staff and the solicitor to take the appropriate steps to move forward with the adoption of Tree Removal Ordinance Amendment. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Driveway Ordinance Amendment - Mr. Barlow made a motion to approve the Driveway Ordinance Amendment. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Junkyard Ordinance Amendment – Mr. Barlow made a motion to approve the Junkyard Ordinance Amendment. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Tax Upset Sale Distribution - Mr. Barlow made a motion to not oppose distribution from the Tax Upset Sale for the Pamela Carter property. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **DL George Release form – The Board and Solicitor reviewed the release form with comments from the Liability Insurance Company concerning use of DL George's boom lift. Mr. Barlow made a motion to approve the release form. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

At 8:58 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, March 2, at 7:30 PM at the Township Municipal Building.



Respectfully submitted,
By Wendy Peck, Secretary/Treasurer