

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

**December 1, 2020 - Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, December 1, 2020 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 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, and Secretary/Treasurer Wendy Peck.

At 7:30 PM, Mr. Barlow called the regular meeting to order and roll call was taken.

**PUBLIC COMMENTS**

**Mr. Barlow** opened public comments and invited State Trooper Lt. Todd Witalec to say a few words. Trooper Witalec explained that he was stopping by various municipal meetings to introduce himself as a new trooper at the Gettysburg barracks.

**Dale Piper 245 Waynesboro Pike** addressed the Board of Supervisors with comments about his junkyard application. He stated that previous Zoning Officers told him that he was allowed to have three vehicles outside the fence line that he was offering for sale. He went on to state that when Liberty Township contracted with PMCA for zoning, he was instructed that they were not allowed. He expressed communication issues that he was experiencing with PMCA and stated that he was unaware that he was in violation until recently. He also stated that he was currently working to bring the junkyard in to compliance. Mr. Lisko referenced a 2017 letter of violation from former zoning officer Jamie Harbaugh outlining the violation with the vehicles at Mr. Piper's junkyard. Clem Malot from PMCA was present and reported that he had an inspection scheduled at the junkyard for Friday, December 4 and unless the Supervisors objected, he would like to continue with that inspection.

**SUPERVISOR COMMENTS**

**Mr. Jackson** had no comments.

**Mr. Keilholtz** commented about the ongoing pandemic and advised everyone to be mindful.

**Mr. Barlow** thanked everyone for voting and stated that more than 80% of the registered voters had voted. He reported that Liberty Township now has a monthly article in the Emmitsburg Journal and thanked Michael Hillman for the opportunity. He welcomed feedback from the readers.

**Minutes:** *Mr. Jackson moved to accept the minutes of the November 4, 2020 Budget Meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the November 4, 2020 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*

**TREASURER'S REPORT:** The Treasurer's Report was reviewed.

**LIBERTY TOWNSHIP, ADAMS COUNTY  
TREASURER'S REPORT - NOVEMBER  
Presented at Dec 1, 2020 BOS Meeting**

ACNB - General Operating & Payroll	see detail	\$172,534.05	
PLGIT - General Reserve	no activity	\$256,312.60	
PLGIT - Capital Reserve	no activity	\$96,994.74	\$525,841.39
PLGIT - Liquid Fuels	see detail	\$37,548.75	
ACNB - Fire Tax	no activity	\$32,300.96	
ACNB - Escrow	see detail	\$4,645.00	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						149,227.22
Liability			Pennsylvania Dept. of			
Check	11/02/2020	ACH	Revenue	1641 9699	-\$222.79	149,004.43

Liberty Township, Adams County, PA BOS Meeting Minutes

Deposit	11/03/2020			Deposit	\$2,585.04	151,589.47
Deposit	11/05/2020			Deposit	\$10.72	151,600.19
Check	11/09/2020	ACH	8x8, Inc.	RW00354719	-\$288.64	151,311.55
Liability			Security Benefit Retirement			
Check	11/10/2020	12046	Services	610257	-\$333.03	150,978.52
Check	11/10/2020	12047	National Energy	10/22/2020 Delivery	-\$141.78	150,836.74
Check	11/10/2020	12048	Shealers Septic Service	Inv 30786	-\$60.00	150,776.74
Check	11/10/2020	12049	KPI Technology	Invoice #8256	-\$255.65	150,521.09
Check	11/10/2020	12050	Total Tech Solutions LLC	Invoice 6467	-\$450.00	150,071.09
Check	11/10/2020	12051	Gettysburg Times	159232	-\$351.91	149,719.18
Check	11/10/2020	12052	TEVIS ENERGY INC	Account 1109398	-\$462.60	149,256.58
Check	11/10/2020	12053	U.S. Postal Service	200 Stamps	-\$110.00	149,146.58
Check	11/10/2020	ACH	ACNB	Payroll - Direct Deposit Service Charge	-\$27.04	149,119.54
Paycheck	11/12/2020	ACH	Ammerman, Cory M.		-\$347.09	148,772.45
Paycheck	11/12/2020	12043	Barlow, Walter M		-\$761.48	148,010.97
Paycheck	11/12/2020	ACH	Hansen, Sherri		-\$1,836.07	146,174.90
Paycheck	11/12/2020	ACH	Hartley, Craig		-\$71.41	146,103.49
Paycheck	11/12/2020	ACH	Ilko, Jessica		-\$449.99	145,653.50
Paycheck	11/12/2020	12044	Keilholtz, Jr., Robert E.		-\$344.79	145,308.71
Paycheck	11/12/2020	12045	Pecher, Bruce E.		-\$146.78	145,161.93
Paycheck	11/12/2020	ACH	Peck, Wendy J.		-\$1,073.28	144,088.65
Paycheck	11/12/2020	ACH	Roosen, Christopher M.		-\$464.48	143,624.17
Paycheck	11/12/2020	ACH	Weikert, Brian		-\$107.12	143,517.05
Paycheck	11/12/2020	ACH	Williams, Natalie		-\$87.12	143,429.93
Paycheck	11/12/2020	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.87	143,361.06
Liability						
Check	11/13/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,327.22	142,033.84
Deposit	11/13/2020			Deposit	\$7,641.51	149,675.35
Deposit	11/13/2020			Deposit	\$15,244.06	164,919.41
Check	11/13/2020	ACH	Intuit QuickBooks	Monthly fee for payroll service	-\$30.00	164,889.41
Liability			Pennsylvania Dept. of			
Check	11/16/2020	ACH	Revenue	1641 9699	-\$218.94	164,670.47
Deposit	11/20/2020			Deposit	\$18,239.42	182,909.89
Deposit	11/20/2020			Deposit	\$2,589.77	185,499.66
Check	11/24/2020	12058	LEAF	100-4990181-001	-\$78.00	185,421.66
Check	11/24/2020	12059	West Penn Power	100090757368	-\$115.48	185,306.18
Check	11/24/2020	12060	Gettysburg Times	159232	-\$67.64	185,238.54
Check	11/24/2020	12061	Verizon Wireless	Acct 621280772- 00001	-\$132.33	185,106.21
Check	11/24/2020	12062	Shealers Septic Service	Inv	-\$60.00	185,046.21
Check	11/24/2020	12063	PA Municipal Code Alliance	29781	-\$987.50	184,058.71
Check	11/24/2020	12064	TEVIS ENERGY INC	Account 1109398	-\$416.90	183,641.81
Check	11/24/2020	12065	Comcast Cable	8993110110006912	-\$179.80	183,462.01
Check	11/24/2020	12066	Hansen, Sherri	Reimburse- 11/24/2020	-\$519.46	182,942.55
Check	11/24/2020	12067	Blubaugh's Tire and Wheel Sales	Invoice 341023	-\$1,168.00	181,774.55
Check	11/24/2020	12068	Aero Energy	Cust 59990	-\$83.15	181,691.40
Check	11/24/2020	12069	Staples	Acct	-\$63.38	181,628.02

601110005005657						
Check	11/24/2020	12070	Atlantic Tactical	LIB1201		181,578.03
Check	11/24/2020	12071	Flohr Lumber Company	650		181,552.70
Check	11/24/2020	12072	H. A. Thomson Co	Treasurer Bond-Peck		180,427.70
Paycheck	11/25/2020	ACH	Ammerman, Cory M.			180,249.16
Paycheck	11/25/2020	12054	Barlow, Walter M			179,464.36
Paycheck	11/25/2020	ACH	Bostek, Kathryn			179,435.90
Paycheck	11/25/2020	ACH	Hansen, Sherri			177,599.84
Paycheck	11/25/2020	ACH	Ilko, Jessica			177,110.35
Paycheck	11/25/2020	12055	Keilholtz, Jr., Robert E.			176,479.59
Paycheck	11/25/2020	12056	Pecher, Bruce E.			176,259.67
Paycheck	11/25/2020	ACH	Peck, Wendy J.			175,186.37
Paycheck	11/25/2020	ACH	Roosen, Christopher M.			174,450.95
Paycheck	11/25/2020	12057	Swiat, Richard			174,365.56
Paycheck	11/25/2020	ACH	Williams, Natalie			174,296.85
Paycheck	11/25/2020	ACH	Ilko {Tax Collector}, Jessica L.			174,227.99
Liability			Pennsylvania Dept. of			
Check	11/25/2020	EFT	Revenue	1641 9699		173,992.05
Liability						
Check	11/25/2020	ACH	US Treasury Dept/IRS	23-2110946		172,534.05
	11/30/2020			Interest NOT AVAILABLE		172,534.05
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						172,534.05
<b>TOTAL</b>						<b>172,534.05</b>
<b>01.101 · PLIGT General Fund</b>						<b>256,312.60</b>
	11/30/2020			Interest NOT AVAILABLE		256,312.60
Total 01.101 · PLIGT General Fund						256,312.60
<b>TOTAL</b>						<b>256,312.60</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						<b>96,994.74</b>
	11/30/2020			Interest NOT AVAILABLE		96,994.74
Total 30.101 · PLIGIT Capital Reserve Fund						96,994.74
<b>TOTAL</b>						<b>96,994.74</b>
<b>100.00 · PLIGT State</b>						<b>40,442.63</b>
Check	11/10/2020	617	Statler's Upholstering	26717		40,407.63
Check	11/10/2020	618	NAPA	ACCT#3135		40,397.90
Check	11/23/2020	619	Tractor Supply Co	6035301205291766		39,897.35
Check	11/24/2020	620	Morton Salt Inc	Customer #3684741		38,470.39
Check	11/24/2020	621	CONTECH	21744433		38,260.39
Check	11/24/2020	622	Patterson's Diesel, Inc	Invoice #8899		37,583.35
Check	11/24/2020	623	Steve's Repair	Inv 17748		37,548.75
	11/30/2020			Interest NOT AVAILABLE		37,548.75
Total 100.00 · PLIGT State						37,548.75
<b>TOTAL</b>						<b>37,548.75</b>
<b>03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)</b>						<b>32,300.96</b>
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						32,300.96

<b>TOTAL</b>							<b>32,300.96</b>	
10.100 · Liberty Township Escrow							5,097.00	
Check	11/24/2020	192	KPI	8256		-\$452.00	4,645.00	
Total 10.100 · Liberty Township Escrow							-\$452.00	4,645.00
<b>TOTAL</b>							<b>-\$452.00</b>	<b>4,645.00</b>

*Interest not available at time of report*

*PLGIT - General Reserve Total was reported incorrectly in the summary portion of the October Report. The detail was correct.*

**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 acceptance of the 11/5-30/2020 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz made a motion for retroactive approval of the 10/25-11/7/2020 and approval of the 11/08-21/2020 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

**TOWNSHIP REPORTS**

**Police Officer's Report:** Chief Sherri Hansen distributed a report to the supervisors and read the statistics in to the record. She stated that the gas gauge was broken so the fuel numbers may not be accurate. She reported that she finalized the contract with coverage for Freedom Township. **Mr. Keilholtz made a motion to approve the authorize Chairman Barlow to sign the intermunicipal police contract with Freedom Township. Mr. Jackson seconded the motion. All voted yes, and the motion passed.** The Chief reported that the body-worn cameras were on back order. Chief Hansen reported that Officer Herring has started and last night was her first night alone. She went on to report that she accompanied Supervisors Barlow and Keilholtz to do an onsite inspection of the police vehicle the township was purchasing. **Mr. Keilholtz made a motion to approve the authorize Chairman Barlow to sign the necessary paperwork for the purchase of the vehicle. Mr. Jackson seconded the motion. All voted yes, and the motion passed.** She stated that she and Officer Ammerman have completed pistol qualifications. Chief Hansen spoke about the township towing ordinance and asked that the Board of Supervisors allow police discretion on use of towing companies. There was much discussion about what was allowed according to the PA Second-class Township Code and the need to use whatever company is available for towing especially when oversized vehicles need towed. **Mr. Barlow made a motion to allow the Police to use discretion in selecting a towing company. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Chief Hansen referenced an email that she previously sent to the Supervisors requesting the purchase of patrol rifle. She distributed price quotes which included trade-in values of the currently owned two Glocks and one Remington shotgun. There was some discussion about the ammunition, training and accessories needed. Chief Hansen commented that that each officer would need to qualify and that the current officers were already trained to use that type of rifle. **Mr. Jackson made a motion to move forward with purchase the DEPT Genesis V3 patrol rifle for \$740 with the trade-ins totaling \$725 for a total cost of \$15. Mr. Keilholtz seconded the motion but asked that the Chief check to see if they would include in a sling at no cost. All voted yes, and the motion passed.**

**Zoning Officer's Report:** Zoning and Code Enforcement Officer Clem Malot was presented and gave a detailed report on activities for zoning. Mr. Jackson who at PMCA should be contacted for Liberty Township Zoning. Clem stated that Andrew Miller was working on the Liberty Township account. Mr. Barlow request that Andrew Miller be brought in to formally meet with the supervisors for a proper introduction.

**Roadmaster Report:** Mr. Barlow reported on Road Department activities. He stated that the Township has received approval from PennDOT to install the additional signs on Route 16 for the no left turn on to Steelman Marker Road. He stated that the township has contracted with Aero Energy as the fuel supplier. He also reported that it was recently discovered that the fuel tank gauges were not functioning, and an inspection and repair was performed on the pumps. Road Department work in November included culvert maintenance and pipe work has been performed on several roads to allow for a wider turning radius. Thomas Wells Company graded and blacktopped the shoulder on Orchard Road at Route 16. Township has been dealing with trees falling and cleared about six trees in one day alone. He asked the public to report trees in danger of falling on the township roads. He stated that cold patching needs performed on several roads. He reported that Bruce Pecher will not be working as often as he had been and will be called in on an as needed basis. He also reported that repair work was recently performed on the backhoe and starter on the 4500-truck had to be replaced.

**Secretary Report:** Ms. Peck requested the Board authorize the budgeted transfer of funds from the ACNB General Fund to PLGIT Operating Reserve Fund and PLGIT Capital Reserve Fund. She noted that this transfer was part of the approved 2021 budget. **Mr.**



**Jackson made a motion to authorize the Secretary/Treasurer to transfer \$50,000 from the ACNB General Fund to the PLGIT Operating Reserve Fund and \$25,000 from the ACNB General Fund to the PLGIT Capital Reserve Fund. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Planning Commission Report:** Mr. Barlow stated that there was no activity for the Planning Commission in the month of November and the meeting was cancelled.

#### OLD BUSINESS

- **2021 Budget – Mr. Jackson made a motion to adopt the previously advertised 2021 Budget which included the General Fund- \$345,840, Fire Tax - \$42,600, Liquid Fuels \$142,614, Operating Reserve Fund - \$300,120.00 and the Capital Reserve Fund -128,120.00. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Fire Tax Distribution-** The Supervisors considered the distribution of the 2020 Fire Tax. Chairman Barlow noted that Adams Regional EMS was not previously part of the fire tax distribution. He asked if there were any comments. Mr. Jackson and Mr. Keilholtz had no comments. The distribution was based on percentage of calls from January 1 – October 31, 2020. **Mr. Jackson made a motion to distribute the fire tax as follows: Fairfield Fire Department – 12.5%, Fountaindale Fire Department – 10%, Vigilant Hose in Emmitsburg – 35%, and Adams Regional EMS – 42.5%. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **G-11 Permit for Bridge on Old Waynesboro Road –** Mr. Barlow spoke about the condition of bridge on Old Waynesboro Road and summarized the need for repairs based on the annual bridge inspections. He stated that a quote from the township Engineer KPI quoted a price of \$3,500 - \$4,000 to prepare and submit the necessary the G-11 permit in order to perform repairs. Mr. Barlow reported that Assistant Secretary Jessica Ilko researched options for government assistance and other ways to save on costs but there were none. Mr. Jackson asked if this could wait until next year. The Board discussed the permit process and the numerous studies that would be required before actual work on the bridge could begin. **Mr. Barlow moved to instruct KPI to start the G-11 permit process for the bridge repair. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

PUBLIC COMMENTS - None.

#### NEW BUSINESS

- **Assistant Treasurer Bond –** The Board discussed the Assistant Treasurer bond, and it was determined that the Assistant Treasurer should have the same bond as the Treasurer. **Mr. Barlow made a motion to purchase the same \$800,000 bond as the Treasurer for the Assistant Treasurer for a cost of \$1,125. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Tax Ordinance – Mr. Barlow made a motion to authorize the Solicitor and Staff to perform necessary steps to move forward with the adoption of the Earned Income and Net Profits Tax Ordinance.**
- **CPA Firm for 2020 Audit –** The Board had previously received price quotes from CPA firms to perform the 2020 audit. SEK proposed a price of \$6,250 and Hamilton Musser quoted a price of \$5,450. It was noted that the intent to use a CPA firm for the 2020 was previously advertised as required. **Mr. Jackson made a motion to award the 2020 audit preparation to Hamilton Musser. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Zoning Hearing Board Appointment –** Chairman Barlow announced that he recently received a letter of interest for the open position on the Zoning Hearing Board from Cindy Arentz 1734 Tract Road. **Mr. Barlow made a motion to appoint Cindy Arentz to the Zoning Hearing Board to fill the one-year unexpired term of Lee Flinner. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **2021 Meeting Dates –Mr. Keilholtz made a motion to advertise the meeting dates for 2021 as follows: Annual Organizational Meeting on Monday, January 4, 2021 at 7:30 PM; Board of Supervisors Regular January Monthly Meeting immediately following Organizational Meeting; Annual Auditors Meeting on Tuesday, January 7, at 7:30 PM; Board of Supervisors 2021 Meetings on the first Tuesday of each month at 7:30 PM; Planning Commission Meetings on the third Tuesday of each month at 7:30 PM. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

At 9:15 PM, **Mr. Keilholtz made a motion to adjourn the meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.** The Annual Organization meeting is scheduled for Monday, January 4, at 7:30 PM at the Township Municipal Building and live streaming on YouTube with a conference line with the next regular monthly immediately following.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer