

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
January 10, 2022, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, January 10, 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. A call-in number was provided for public comment.

Present: Chairman Walter Barlow by phone, Vice Chairman Robert Keilholtz, Supervisor Brandon Lowe, Solicitor John Lisko, Chief Hansen, Secretary/Treasurer Wendy Peck, and Assistant Secretary/Treasurer and Tax Collector Jessica Ilko.

At 6 PM Mr. Keilholtz called the meeting to order and opened the meeting to public comments.

Public Comments: **Planning Commission Chair Judie Hogan** asked the Supervisors the status of the ordinance codification. Secretary Peck stated that she would give details to Chair Hogan after the meeting. **Elected Auditor Richard Swiat** commended the Road Department on the good job they were doing with the roads. **Elected Auditor Kate Bostek** welcomed Supervisor Lowe to the team.

Supervisor Comments

Mr. Keilholtz presented a plaque and thanked Bart Hogan for his decades of service to the Township serving on the Planning Commission and the Zoning Hearing Board. Mr. Hogan was not present, and Judie Hogan accepted the plaque. Mr. Keilholtz went on to read an email from Former Supervisor Bob Jackson expressing appreciation for the award that he received at his last Township meeting, stating that he feels the Township management is in good hands and will continue to provide excellent service to our community.

Mr. Barlow had no comments.

Mr. Lowe had no comments.

Minutes: *Mr. Lowe moved to accept the minutes of the December 7 Board of Supervisors meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved to accept the minutes of the December 13 Budget meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

ACNB – Gen Oper	103,270.74	PLGIT - Liquid Fuels	\$11,722.57
PLGIT - Gen Reserv	\$306,460.20	ACNB - Escrow	\$10,396.97
PLGIT - CapReserv	\$122,062.43	ACNB - ARP Funds	\$66,372.47
	\$531,793.37		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						134,865.80
LiabCheck		12457	Security BenRetServ	VOIDED SEPT CHECK	354.43	135,220.23
	11/30/2021		October Interest		11.14	135,231.37
LiabCheck	12/07/2021	12457	Sec Ben Ret Services	610257	-236.56	134,994.81
Check	12/07/2021	12458	Axon Enterprise Inc	Inv. INUS029972	-4,344.00	130,650.81
			Anthony Solano/Holly			
Check	12/07/2021	12459	Solano	2021 Real Estate Tax Refund	-24.43	130,626.38
Check	12/07/2021	12460	Total Tech Solutions	Invoice 7686	-450.00	130,176.38
Check	12/07/2021	12461	Gettysburg Times	159232	-80.52	130,095.86
Check	12/07/2021	12462	D. E. Gemmill Inc	Inv 2109266	-578.00	129,517.86
Check	12/07/2021	12463	KPI Technology	Invoice #8841	-180.32	129,337.54
Check	12/07/2021	12464	Lowes	98004701524	-168.98	129,168.56
Check	12/07/2021	12465	Comcast Cable	8993110110006912	-154.73	129,013.83
Check	12/07/2021	12466	PA Mun Code Alliance	36677	-1,822.50	127,191.33
Check	12/07/2021	12467	Napa Auto Parts	Acct 3135	-86.87	127,104.46
Check	12/07/2021	12468	Bankert TrophiesTees	Invoice 13737	-21.00	127,083.46
Check	12/07/2021	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-386.60	126,696.86
Paycheck	12/09/2021	12469	Barlow {BOS}, Walter		-87.78	126,609.08
Paycheck	12/09/2021	ACH	Jackson {BOS}, Robert		-87.78	126,521.30

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Paycheck	12/09/2021	12470	Keilholtz, Jr. {BOS}, Robert		-87.78	126,433.52
Paycheck	12/09/2021	ACH	Hansen, Sherri		-1,803.53	124,629.99
Paycheck	12/09/2021	ACH	Ilko {Tax Collector}, Jessica L.		-136.02	124,493.97
Paycheck	12/09/2021	ACH	Ilko, Jessica		-204.17	124,289.80
Paycheck	12/09/2021	ACH	Peck, Wendy J.		-1,116.15	123,173.65
Paycheck	12/09/2021	ACH	Roosen, Christopher M.		-1,016.05	122,157.60
Paycheck	12/09/2021	12471	Barlow, Walter M		-921.33	121,236.27
Paycheck	12/09/2021	ACH	Haywood, Richard K		-116.45	121,119.82
Paycheck	12/09/2021	12472	Keilholtz, Jr., Robert E.		-232.61	120,887.21
Paycheck	12/09/2021	12473	Pecher, Bruce E.		-205.42	120,681.79
Deposit	12/10/2021			Deposit	16.50	120,698.29
Check	12/13/2021	ACH	Intuit QuickBooks	Monthly fee for payroll service	-28.00	120,670.29
Check	12/14/2021	ACH	ACNB	Payroll - Direct Deposit Service Charge	-29.18	120,641.11
Deposit	12/15/2021			Deposit	29.50	120,670.61
Deposit	12/15/2021			Deposit	3,795.87	124,466.48
LiabCheck	12/16/2021	ACH	US Treasury Dept/IRS	23-2110946	-1,633.50	122,832.98
LiabCheck	12/20/2021	ACH	PA Dept. of Revenue	1641 9699	-235.91	122,597.07
Deposit	12/20/2021			Deposit	17,094.09	139,691.16
Check	12/21/2021	12476	Gettysburg Times	159232	-65.68	139,625.48
Check	12/21/2021	12477	Aero Energy	Cust 59990	-316.41	139,309.07
Check	12/21/2021	12478	Emmitsburg Fire Dept	2021 Donation for Fire/EMS	-10,000.00	129,309.07
Check	12/21/2021	12479	Fountaindale Fire Co	2021 Donation for Fire/EMS	-5,000.00	124,309.07
Check	12/21/2021	12480	Fairfield Fire Dept	2021 Donation for Fire/EMS	-10,000.00	114,309.07
Check	12/21/2021	12481	Adams Regional EMS	2021 Donation	-2,500.00	111,809.07
Check	12/21/2021	12482	West Penn Power	100090757368	-172.36	111,636.71
Check	12/21/2021	12483	LEAF	100-4990181-001	-78.00	111,558.71
Check	12/21/2021	12484	Verizon Wireless	Acct 621280772-00001	-184.86	111,373.85
LiabCheck	12/21/2021	12485	Security Ben Ret Serv	610257	-236.56	111,137.29
Check	12/21/2021	12486	Comcast Cable	8993110110006912	-154.73	110,982.56
Check	12/21/2021	12487	Russell Insurance	Asst Treasurer Bond-Ilko	-1,125.00	109,857.56
Check	12/21/2021	12488	PA Mun Code Alliance	37004	-922.50	108,935.06
Check	12/21/2021	12489	Doceo	LT03 Contract C12477-01	-386.90	108,548.16
Check	12/21/2021	12490	Harold Eastman	70326957	-629.00	107,919.16
Check	12/21/2021	12491	Mason's Propane Ser	Invoice 171036	-197.55	107,721.61
Check	12/21/2021	12492	Comcast-Phone	901156234	-191.07	107,530.54
GenJour	12/21/2021	2021-GRF-4	Comcast-Phone	For CHK 12475 voided on 12/21/2021	-201.68	107,328.86
GenJour	12/21/2021	2021-GRF-4R	Comcast-Phone	Reverse For CHK 12475 voided 12/21/2021	201.68	107,530.54
Paycheck	12/23/2021	ACH	Ammerman, Cory M.		-172.55	107,357.99
Paycheck	12/23/2021	12474	Barlow, Walter M		-678.61	106,679.38
Paycheck	12/23/2021	ACH	Hansen, Sherri		-1,803.53	104,875.85
Paycheck	12/23/2021	ACH	Ilko {Tax Collector}, Jessica L.		-68.87	104,806.98
Paycheck	12/23/2021	ACH	Ilko, Jessica		-325.00	104,481.98
Paycheck	12/23/2021	ACH	Peck, Wendy J.		-1,116.15	103,365.83
Paycheck	12/23/2021	ACH	Roosen, Christopher M.		-812.84	102,552.99
Paycheck	12/23/2021	ACH	Weikert, Brian		-141.84	102,411.15
Deposit	12/28/2021			Deposit	235.20	102,646.35
Deposit	12/29/2021			Deposit	2,410.62	105,056.97
LiabCheck	12/30/2021	ACH	US Treasury Dept/IRS	23-2110946	-1,431.80	103,625.17
LiabCheck	12/31/2021		Sec Ben RetServices	610257	-354.43	103,270.74

Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)

-31,960.63 103,270.74

100.00 · PLIGT State					14,137.18
	11/30/2021		October Interest	0.54	14,137.72
Check	12/07/2021	668	Specialty Granules, In 7005366060	-319.20	13,818.52
Check	12/07/2021	669	Valk Manufacturing Co 0299523-IN	-716.60	13,101.92
Check	12/07/2021	670	Aero Energy 59990	-494.55	12,607.37
Check	12/21/2021	671	East Trail Automotive VOID: PRINTING ERROR GJE, RGJE creat	0.00	12,607.37
Check	12/21/2021	672	East Trail Automotive 12/03/21- 2012 GMC Sierra 2500	-884.80	11,722.57
GenJournal	12/21/2021	2021-0402	East Trail Automotive For CHK 671 voided on 12/21/2021	-884.80	10,837.77
GenJournal	12/21/2021	2021-0402R	East Trail Automotive Reverse For CHK 671 voided on 12/21/2021	884.80	11,722.57
Total 100.00 · PLIGT State				-2,415.15	11,722.57
10.100 · Liberty Township Escrow					12,206.81
Check	12/07/2021	199	KPI 8841	-2,077.50	10,129.31
Deposit	12/15/2021		Deposit	267.66	10,396.97
Total 10.100 · Liberty Township Escrow				-1,809.84	10,396.97
95.100 · PLGIT Gen Reserve Fund					306,450.69
Deposit	11/30/2021		Interest	9.51	306,460.20
Total 95.100 · PLGIT Gen Reserve Fund				9.11	306,460.20
30.101 · PLIGIT Capital Reserve Fund					122,058.39
Deposit	11/30/2021		Interest	4.04	122,062.43
Total 30.101 · PLIGIT Capital Reserve Fund				4.04	122,062.43
ACNB ARP FUND					66,369.74
Deposit	11/30/2021		Interest	2.73	66,372.47
				2.73	66,372.47

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

Expenses: *Mr. Barlow moved for retroactive approval of the 12/08/21-01/10/2022 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 12/05-18/2021 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for approval of the 12/19/21-01/01/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

Police Officer's Report – Chief Hansen reported on the December Police Department activities which included working 232.5 hours in Liberty Township, driving 1261 miles, and using 86.4 gallons of fuel. Other activities included: 911 Incidents - 22; Traffic Citations -11; Faulty Equipment -3; Warnings -2; Misdemeanor/Felony Arrests -1; and PSP Calls-9. Service to Freedom Township included: Working 25 hours with zero 911 incident, 31 traffic citations, and 6 warnings. Other activities included participating in several roving DUI patrols, replacing the battery in Car 1 meeting with Highland Township Supervisors, and completing some online training. **John Bostek 2633 Tract Road** commented to the Chief about the black Cadillac that many Fairfield residents had been complaining about. Chief Hansen replied that area police are doing everything they can to cite the individual when possible.

Zoning Officer's Report –Three Land Use permits, two Driveway permits, and one well permit were issued in December bringing in \$450 in fees. Mr. Keilholtz announced that an Executive Session would be held at the end of the meeting to discuss several zoning violations.

Roadmaster Report – Mr. Keilholtz stated that he and Bruce Pecher took care of the roads during the recent snowfall while Mr. Barlow was out with an illness.

Secretary/Treasurer: Ms. Peck reported that Bridget Munsee's trial period was a success and recommended that the Board proceed with hiring her on a part-time basis. **Mr. Barlow made a motion to hire Bridget Munsee as Administrative Assistant to the Secretary/Treasurer continuing her rate of \$16 per hour for up to 15 hours per week. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Planning Commission Report: Planning Commission Chair Judie Hogan reported that the Planning Commission did not meet in December but would meet in January to review several submissions. **Mr. Barlow made a motion to grant an extension for conditions to be met for plan approval until Mar 31, 2022 - Trider 25D16-0007---000 Subdivision Plan Dated 06/17/2021. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Elected Auditors Report: Elected Auditor Sue Hek reported on the recent meeting to reorganize and set working supervisors pay rates. There was a lengthy discussion on how the auditors determined the mechanic rate for a working supervisor. The report concluded with the Auditors agreeing to contact the township Secretary to set a meeting date to be advertised to reconsider the mechanic rate for a working supervisor.

Old Business

- **NIMS Certification** – It was reported that Mr. Keilholtz and Mr. Lowe still needed to complete their NIMS 100 and 700 certifications. Chief Hansen offered to review the training and testing process with them.
- **Waste Contract Request for Bid** – Ms. Peck reported that the Southwest Group would be rejecting all bids and rebidding the waste contract.
- **Update on Cable Franchise Fee Contract** – Mr. Lisko gave a report on his review of the draft Comcast Cable Franchise Fee agreement and made suggestions based on his experience with other municipalities negotiating Franchise Fee agreements.

New Business Public Comments: None.

New Business

- **Mr. Barlow made a motion to adopt a Resolution Eliminating Employee Contributions to The Police Pension Plan For 2022. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt a Resolution Authorizing And Directing The Emergency Succession Of Municipal Officers And The Continuity Of Municipal Government. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to respond with no comments to the letter from Washington Township, Franklin County regarding proposed Zoning Ordinance and Comprehensive Plan Amendments. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- The Board discussed the recent **Freedom Township Conditional Use Application** from Trider for a Campground located on the boundary of Parcel 25D16-0007---000. Adams County. After much discussion including the current open conditional plan approval pending an unresolved boundary issue, **Mr. Barlow made a motion to direct the Planning Commission to review the submission at their next meeting and make a recommendation to the Board of Supervisors. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to continue a rotation of meeting attendance instead of appointing specific representatives and alternate representatives to attend meetings and vote on behalf of Liberty Township for YATB, Adams County Tax Committee, ACCOG, FREMA, PSATS, and Area Fire Companies. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Set Mileage Rate for Township Mileage Reimbursement to the Federal Rate 58.5 cents per mile for 2022 with the option to reconsider if the Federal Rate Changes. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Consider Objecting to Adams County Tax Upset Sales** – Solicitor Lisko read a list of upcoming properties that were listed for the Adams County Tax Upset Sale. **Mr. Barlow made a motion for the Board not to object to the sale. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

At 7:15 PM Mr. Keilholtz announced that the Board would go in to Executive Session to discuss legal matters regarding zoning violations.

At 7:29 PM Mr. Barlow left the meeting.

At 7:29 PM Mr. Keilholtz reconvened the meeting and announced that the Board held an Executive Session to discuss legal matters regarding zoning violations.

At 7:30 PM Mr. Keilholtz made a motion to adjourn the meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.

The next monthly Board of Supervisors meeting is scheduled for Tuesday, February 1, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer