

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

March 2, 2021, 2021 Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday March 2, 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 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 Assistant Secretary/Treasurer and Tax Collector 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. He introduced Kevin Hall and Rob Lutz from RJ Hall who were there to make the annual presentation on the Police Defined Benefit Pension Plan.

Special Presentation – RJ Hall: Kevin Hall and Rob Lutz from RJ Hall distributed handouts to the Supervisors and talked about the Police Pension Plan performance for 2020. Kevin Hall reported that the plan had an 8.59% gain overall in 2020 and remarked that the plan was adjusted back to a 60/40 split during the year. Mr. Hall stated that the plan remains to be overfunded and therefore less State Aid is received. During the presentation Kevin Hall recommended that the Township consider reducing the interest assumption, which would increase the cost of the plan but would result in being eligible for more state funding. He went on to report that a study to implement this measure would cost the Township \$600. He stated that pension funds could be used to cover the cost of the report. Mr. Hall went on to explain that lowering the interest assumption will help when the market is not doing well. After much discussion and careful consideration, **Mr. Barlow made a motion to order the evaluation report for \$600. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Road Bid Opening: The Supervisors reviewed the three sealed bids that were received for 2021 Road Work by the March 2 noon deadline. The advertised bid was for 17,155 SY of Double Application Surface Treatment, 15,600 SY of Fog Seal Coat Treatment and 605 SY of Base Repair. AAA Excavating and Paving submitted a partial bid and quoted a price of \$46,730.00 to perform 605 SY of base repair. It was determined that this price was the highest for the base repair portion of the bid packet. Kinsley Construction proposed a cost of \$114,420.00 for the entire bid packet. Russell Standard proposed a cost of \$ 117,515.47 for the entire bid packet. There was discussion about awarding the bid as a whole or if it would be possible to award each item individually. The board discussed the pitfalls of scheduling conflicts and quality control measures that would occur by using different companies for different services on the same project. After much consideration, **Mr. Keilholtz made a motion to award the entire bid to the lowest responsible bidder Kinsley Construction for a total cost of \$114,420.00. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

Public Comments – None.

Supervisor Comments

Mr. Jackson had no comments.

Mr. Keilholtz announced that the Red Cross is in need of blood donations and encouraged the public to go to the Red Cross website to look for donation opportunities.

Mr. Barlow made no comments.

Minutes: **Mr. Keilholtz moved to accept the minutes of the February 10 meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

Treasurer's Report:

ACNB - General Operating & Payroll	see detail	\$79,933.61	
PLGIT - General Reserve	see detail	\$306,376.35	
PLGIT - Capital Reserve	see detail	\$122,024.41	\$508,334.37
PLGIT - Liquid Fuels	see detail	\$31,904.80	
ACNB - Fire Tax	no activity	\$0.00	

ACNB - Escrow

no activity

\$5,145.00

Type	Date	Num	Name	Memo	Pd Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$90,911.47
Check	02/02/2021	12140	Borough of Fairfield	Fairfield Fire & EMS Workers Comp. Invoice #8360 & 8407	-\$1,357.21	89,554.26
Check	02/02/2021	12141	KPI Technology		-\$4,520.32	85,033.94
Check	02/02/2021	12142	Hamiltonban Township	Invoice #625	-\$16.79	85,017.15
LiabCheck	02/02/2021	12143	Security Benefit RetServices	610257	-\$227.44	84,789.71
Check	02/02/2021	12144	John M. Lisko	Solicitor Fees	-\$7,236.00	77,553.71
Paycheck	02/04/2021	12147	Ruppert, Barbara L.		-\$43.78	77,509.93
Paycheck	02/04/2021	12145	Barlow {BOS}, Walter		-\$87.78	77,422.15
Paycheck	02/04/2021	ACH	Jackson, Robert		-\$87.78	77,334.37
Paycheck	02/04/2021	12146	Keilholtz, Jr. {BOS}, Robert		-\$87.78	77,246.59
Paycheck	02/04/2021	12149	Keilholtz, Jr., Robert E.		-\$35.09	77,211.50
Paycheck	02/04/2021	ACH	Ilko, Jessica		-\$479.18	76,732.32
Paycheck	02/04/2021	ACH	Peck, Wendy J.		-\$1,074.30	75,658.02
Paycheck	02/04/2021	ACH	Roosen, Christopher M.		-\$580.60	75,077.42
Paycheck	02/04/2021	12148	Barlow, Walter M		-\$1,220.04	73,857.38
Paycheck	02/04/2021	ACH	Ammerman, Cory M.		-\$316.38	73,541.00
Paycheck	02/04/2021	ACH	Hansen, Sherri		-\$1,838.07	71,702.93
Paycheck	02/04/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.88	71,634.05
Paycheck	02/04/2021	ACH	Weikert, Brian		-\$141.84	71,492.21
LiabCheck	02/05/2021	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$230.26	71,261.95
LiabCheck	02/05/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,405.62	69,856.33
Check	02/05/2021	ACH	BMO Harris Bank-PLGIT Card	PLGIT CRED CARD	-\$151.18	69,705.15
Deposit	02/08/2021			Deposit	\$2,663.24	72,368.39
Deposit	02/09/2021			Deposit	\$913.17	73,281.56
Deposit	02/10/2021			Deposit	\$16.50	73,298.06
Check	02/10/2021	ACH	8x8, Inc.	RW00354719	-\$290.33	73,007.73
Check	02/10/2021	ACH	ACNB	Payroll Service Charge	-\$27.04	72,980.69
Check	02/16/2021	12150	Total Tech Solutions LLC	Invoice 6891	-\$450.00	72,530.69
Check	02/16/2021	12151	West Penn Power	100090757368	-\$337.12	72,193.57
Check	02/16/2021	12152	Gettysburg Times	159232	-\$274.04	71,919.53
Check	02/16/2021	12153	LEAF	100-4990181-001	-\$78.00	71,841.53
Check	02/16/2021	12154	McLaughlin's Home Heating	Cust 89482	-\$274.87	71,566.66
Check	02/16/2021	12155	Barlow, Walter M	Reimb for CDL Physical	-\$50.00	71,516.66
Check	02/16/2021	12156	Lowe's	98004701524	-\$69.95	71,446.71
Check	02/16/2021	12157	PA Municipal Code Alliance	30822	-\$157.50	71,289.21
Check	02/16/2021	12158	Brenda Cassatt	Ref for Land Use Per- 25AA0-9999D--000	-\$90.00	71,199.21
Check	02/16/2021	12159	Williams, Natalie	Return of overpayment of Taxes Collected	-\$53.19	71,146.02
Check	02/16/2021	12160	Shealers Septic Service	Inv 31159	-\$60.00	71,086.02
Check	02/16/2021	12161	Comcast Cable	8993110110006912	-\$89.90	70,996.12
Check	02/16/2021	ACH	Intuit QuickBooks	Annual fee for payroll service	-\$480.00	70,516.12
Check	02/16/2021	12165	Borough of Gettysburg	Purchase 2016 Ford	-\$6,500.00	64,016.12
Paycheck	02/18/2021	ACH	Ammerman, Cory M.		-\$178.54	63,837.58

Paycheck	02/18/2021	12162	Barlow, Walter M		-\$1,604.20	62,233.38
Paycheck	02/18/2021	ACH	Ilko, Jessica		-\$579.17	61,654.21
Paycheck	02/18/2021	12163	Keilholtz, Jr., Robert E.		-\$291.40	61,362.81
Paycheck	02/18/2021	12164	Pecher, Bruce E.		-\$298.44	61,064.37
Paycheck	02/18/2021	ACH	Peck, Wendy J.		-\$1,074.29	59,990.08
Paycheck	02/18/2021	ACH	Roosen, Christopher M.		-\$928.97	59,061.11
Paycheck	02/18/2021	ACH	Hansen, Sherri		-\$1,838.06	57,223.05
Paycheck	02/18/2021	ACH	Ilko (Tax Collector), Jessica L.		-\$68.86	57,154.19
LiaCheck	02/19/2021	ACH	US Treasury Dept/IRS	23-2110946 QB	-\$1,658.00	55,496.19
Deposit	02/19/2021			Deposit	\$3,679.13	59,175.32
LiabCheck	02/22/2021	ACH	Pennsylvania Dept. of Revenue	1641 9699 QB Tracking	-\$261.61	58,913.71
Deposit	02/22/2021			Deposit	\$19,987.57	78,901.28
Deposit	2/26/2021			Deposit	\$1,032.33	79,933.61
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-\$10,977.86	79,933.61
TOTAL					-\$10,977.86	79,933.61
01.101 · PLIGT General Fund						306,363.88
	02/28/2021			Feb Interest	\$12.47	306,376.35
Total 01.101 · PLIGT General Fund					\$12.47	306,376.35
TOTAL					\$12.47	\$306,376.35
30.101 · PLIGIT Capital Reserve Fund						122,018.63
	02/28/2021			Feb Interest	\$5.78	122,024.41
Total 30.101 · PLIGIT Capital Reserve Fund					\$5.78	122,024.41
TOTAL					\$5.78	\$122,024.41
100.00 · PLIGT State						31,987.36
Check	2/16/2021	632	Barlow Road Repairs	145225	-\$25.00	31,962.36
Check	2/16/2021	633	Aero Energy	59990	-\$57.85	31,904.51
	02/26/2021		Feb Interest		\$0.29	31,904.80
Total 100.00 · PLIGT State					-\$82.56	\$31,904.80
TOTAL					-\$82.56	\$31,904.80
03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						0.00
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)					\$0.00	0.00
TOTAL					\$0.00	0.00
10.100 · Liberty Township Escrow						5,145.00
Total 10.100 · Liberty Township Escrow					\$0.00	5,145.00
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. Keilholtz moved for retroactive approval of the 02/10/21-03/02/2021 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved for retroactive approval of the 01/31-02/13/21 payroll and approval of the 02/14-27/21 payroll. Mr. Keilholtz 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 February. The report of Police Department activities included working 280 hours, driving 1323 miles, issuing 36 traffic citations, and 10 warnings. She reported that the township has taken possession of the 2016 Ford Explorer that was purchased from Gettysburg Borough and new tires were put

on. Chief Hansen also reported that the ENRADD needs repaired and may need to be replaced. She went on to state that police services with Freedom Township are going well.

Zoning Officer's Report – Mr. Barlow reported that two zoning permits, and one driveway permit were issued in February with \$245 permit fees collected.

Roadmaster Report – Mr. Barlow reported that there was a lot of snow this past month keeping the Road Department very busy. He went on to state that the Road Department drove 771 miles, used 289 gallons of diesel fuel, and 29 gallons of gasoline. Most of the mileage was from snow plowing. Mr. Barlow reported that the Township budgeted \$8,700 to replace road signs but lowest bid received was for \$11,006 to purchase all signs and posts. He stated that he reviewed the bid and was able to eliminate the 35 mph signs from the list and an adjustment was made on a bid item that reduce the unit price of \$25.77 to \$19. After these considerations, the total cost of the sign replacement from Chemung would be approximately \$10,500. Mr. Barlow said that the township has a few poles but does not have any sign hardware in stock. Mr. Jackson asked if Liberty Township had the labor to replace the signs. Mr. Barlow reported that he felt this project could be completed by working on it from April through July. He also stated that Hamiltonban Township could loan Liberty Township a machine to assist with the sign post installation. ***Mr. Jackson made a motion to order the signs from Chemung for \$10,500. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*** Chief Hansen asked if the Township had any extra Stop Signs that the Police Department could mount and use as a portable Stop sign. Mr. Barlow and Mr. Keilholtz discussed options and it was believed they could accommodate the Police Department's request. The Roadmaster went on to state that mowing started last week with the assistance of Hamiltonban Township. He noted that ditch work continues in an effort to prevent stormwater from running on to the roads. He reminded the residents to clean debris from their culverts. Mr. Barlow noted that Pecher Road is slated for Superpave in 2023 which is estimated to cost in the range of \$300,000. He remarked that the issues with water on the road need to be addressed before that project begins. He also noted that the Township assisted Mike Crum with replacing his culvert pipe at 845 Pecher Road. Mr. Barlow reported that diseased and damaged trees throughout the township have been marked for removal and property owners have been contacted. Mr. Barlow created a list of tree removal companies and asked that it be posted to the website.

Planning Commission Report: Mr. Barlow noted that the Planning Commission did not meet in February.

Secretary/Treasurer: Ms. Peck commented she is currently working with the Auditor General and Hamilton Musser to provide the information necessary to complete the Pension Plan and Township 2020 audits.

Old Business

- ***Natalie Williams Reimbursement Request*** – Mr. Barlow reviewed the reimbursement request from Natalie Williams. It was noted that County stated that training for new tax collectors is provided by Adams County at no cost to the Township. The Supervisors asked Jessica Ilko about the training that she received and if she had received everything that she needed from the former Tax Collector. Jessica Ilko reported that she did receive a thumb drive but was waiting for Adams County to assist her with importing the files. It was noted that the Board was unaware that there would be any fees when Natalie Williams offered to train the new tax collector. It was also stated that the Board consulted with the Solicitor and the Adams County Tax Office while considering the request. After much discussion and careful consideration, ***Mr. Barlow made a motion to not reimburse Natalie Williams for the training she provided. After some discussion, Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.***
- ***Tree Removal Ordinance*** - ***Mr. Barlow made a motion adopt the Tree Removal Ordinance. Mr. Jackson asked if this was for trees within the right of way. Mr. Barlow read part of the ordinance to give more information on the motion and after some discussion, Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.***
- ***Driveway Ordinance Amendment*** - Mr. Barlow explained the main purpose of the amendment was to correct inconsistencies between the Township Driveway Ordinance, the SALDO, and the Zoning Ordinance. ***Mr. Barlow made a motion to approve the Driveway Ordinance Amendment. Mr. Jackson seconded the motion. All voted yes, and the motion passed.***
- ***Junkyard Ordinance Amendment*** – ***Mr. Keilholtz made a motion to approve the Junkyard Ordinance Amendment. Mr. Jackson seconded the motion. All voted yes, and the motion passed.***
- ***Police Department Policy and Procedure Manual*** – Mr. Barlow stated that this topic would be discussed in Executive Session.

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

New Business

- ***Policies And Procedures Manual Revisions*** – Mr. Barlow stated that this topic would be discussed in Executive Session.
- ***Waste Contracts - County Assistance*** – It was noted that Adams County was once again offering assistance to coordinate an intermunicipal bidding process for the upcoming waste management contracts. ***Mr. Keilholtz made a motion to accept Adams***

County's assistance in coordinating the process of obtaining a waste management contract. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

At 9:15 PM Mr. Barlow paused the meeting for an Executive Session. Ms. Peck stated that the camera feed and telephone call would be paused during the executive session and every attempt would be made to reestablish the feed and call once the meeting resumed.

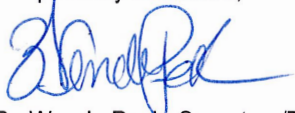
At 9:15 PM Assistant Secretary/Treasurer and Tax Collector Jessica Ilko left the meeting.

At 10:34 PM Ms. Peck dialed back in to the conference line and restored power to the video feed. Mr. Barlow brought the meeting back to order and announced that the Supervisors discussed personnel matters in the Executive Session.

At 10:35 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, April 6, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer