

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

**September 7, 2021, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, September 7, 2021, at 7:30 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, Vice Chairman Robert Jackson, Supervisor Robert Keilholtz, Solicitor John Lisko, Police Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

**Not Present:** Assistant Secretary/Treasurer and Tax Collector Jessica Ilko.

At 7:30 PM Mr. Barlow called the regular meeting to order and opened the meeting to Public Comments

**Public Comments:** Planning Commission Chair Judie Hogan 685 Friends Creek Rd stated that she supported the Board of Supervisors supporting the M-ASA grant application.

**Supervisor Comments**

**Mr. Jackson** gave a report on his meeting with Insurance Broker H A Thompson.

**Mr. Keilholtz** stated that he had no comments other than he hoped everyone got through the recent rain okay.

**Mr. Barlow** – no comments.

**Minutes:** *Mr. Keilholtz moved to accept the minutes of the August 3 Board of Supervisors meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.* It was stated that the August 11 public meeting with HA Thompson regarding insurance coverage was cancelled due to lack of quorum. Mr. Jackson met with HA Thompson in a one-on-one meeting.

**Treasurer's Report:**

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of Aug 31, 2021  
Presented at Sep 7, 2021 BOS Meeting**

ACNB - GenOper & Pay	\$163,858.77	PLGIT - Liquid Fuels	\$83,453.69
PLGIT - Gen Reserve	\$306,423.11	ACNB - Escrow	\$9,897.66
PLGIT - Capital Reserve	\$122,045.82	ACNB - ARP Funds	\$66,361.37
	\$592,327.70		

Type	Date	Num	Name	Memo	PD Amt	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>\$174,501.22</b>
Deposit	07/31/2021			July Interest	\$16.69	174,517.91
Check	08/03/2021	12328	Total Tech Solutions LLC	Invoice 7349	-\$450.00	174,067.91
Check	08/03/2021	12330	Rabold's Services	Invoice 26048	-\$76.00	173,991.91
Check	08/03/2021	12327	WatchGuard Video	Police Dept body cameras	-\$2,810.00	171,181.91
Check	08/03/2021	12331	PA Municipal Code Alliance	34334	-\$573.75	170,608.16
Check	08/03/2021	12332	Staples	Acct 601110005005657	-\$186.71	170,421.45
LiabChk	08/03/2021	12333	Security Ben Ret Serv	610257	-\$237.41	170,184.04
Deposit	08/03/2021			Deposit	\$297.74	170,481.78
Deposit	08/03/2021			Deposit	\$2,729.82	173,211.60
Paycheck	08/05/2021	12322	Barlow {BOS}, Walter		-\$87.78	173,123.82
Paycheck	08/05/2021	ACH	Jackson, Robert		-\$87.78	173,036.04
Paycheck	08/05/2021	12323	Keilholtz, Jr. {BOS}, Robert		-\$87.78	172,948.26
Paycheck	08/05/2021	12324	Ruppert, Barbara L.		-\$43.79	172,904.47
Paycheck	08/05/2021	ACH	Ammerman, Cory M.		-\$172.55	172,731.92
Paycheck	08/05/2021	12325	Barlow, Walter M		-\$655.31	172,076.61
Paycheck	08/05/2021	ACH	Hansen, Sherri		-\$1,803.53	170,273.08
Paycheck	08/05/2021	ACH	Haywood, Richard K		-\$564.25	169,708.83
Paycheck	08/05/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$88.63	169,620.20
Paycheck	08/05/2021	ACH	Ilko, Jessica		-\$191.66	169,428.54
Paycheck	08/05/2021	12326	Pecher, Bruce E.		-\$278.57	169,149.97
Paycheck	08/05/2021	ACH	Peck, Wendy J.		-\$1,116.15	168,033.82

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Paycheck	08/05/2021	ACH	Roosen, Christopher M.		-\$977.33	167,056.49
Paycheck	08/05/2021	ACH	Weikert, Brian		-\$141.84	166,914.65
Paycheck	08/05/2021	ACH	Bostek, Kathryn		-\$26.28	166,888.37
Check	08/05/2021	ACH	BMO Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-\$59.99	166,828.38
LiabChk	08/06/2021	ACH	Revenue	1641 9699	-\$246.46	166,581.92
Check	08/10/2021	ACH	ACNB	Payroll - Direct Deposit Service	-\$29.78	166,552.14
Deposit	08/11/2021			Deposit	\$732.49	167,284.63
LiabChk	08/13/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,681.10	165,603.53
Deposit	08/13/2021			Deposit	\$9,415.65	175,019.18
Check	08/13/2021	ACH	Intuit QuickBooks	Monthly fee for payroll service	-\$32.00	174,987.18
Deposit	08/18/2021			Deposit	\$4,845.00	179,832.18
Paycheck	08/19/2021	ACH	Ammerman, Cory M.		-\$365.09	179,467.09
Paycheck	08/19/2021	12334	Barlow, Walter M		-\$902.39	178,564.70
Paycheck	08/19/2021	ACH	Hansen, Sherri		-\$1,803.53	176,761.17
Paycheck	08/19/2021	ACH	Haywood, Richard K		-\$519.31	176,241.86
Paycheck	08/19/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$96.52	176,145.34
Paycheck	08/19/2021	ACH	Ilko, Jessica		-\$325.00	175,820.34
Paycheck	08/19/2021	12335	Keilholtz, Jr., Robert E.		-\$105.27	175,715.07
Paycheck	08/19/2021	12336	Pecher, Bruce E.		-\$425.86	175,289.21
Paycheck	08/19/2021	ACH	Peck, Wendy J.		-\$1,037.77	174,251.44
Paycheck	08/19/2021	ACH	Roosen, Christopher M.		-\$532.22	173,719.22
Paycheck	08/19/2021	ACH	Weikert, Brian		-\$133.90	173,585.32
Check	08/19/2021	12337	LEAF	100-4990181-001	-\$78.00	173,507.32
Check	08/19/2021	12338	Bankert Trophies & Tees	Invoice 13539	-\$17.50	173,489.82
			McLaughlin's Energy			
Check	08/19/2021	12339	Services	Cust 89482	-\$172.29	173,317.53
Check	08/19/2021	12340	Verizon Wireless	Acct 621280772-00001	-\$175.04	173,142.49
Check	08/19/2021	12341	West Penn Power	100090757368	-\$141.03	173,001.46
Check	08/19/2021	12342	Next Generation Exteriors	0062 - Gutter Replacement at Twp Bldg	-\$3,608.00	169,393.46
Check	08/19/2021	12343	AmTrust North America	17598140	-\$9,257.00	160,136.46
Check	08/19/2021	12344	John M. Lisko	Solicitor Fees	-\$2,028.00	158,108.46
Check	08/19/2021	12345	Aero Energy	Cust 59990	-\$264.34	157,844.12
Check	08/19/2021	12346	Gettysburg Times	159232	-\$70.66	157,773.46
				Septic Inspection 30 Spring		
Check	08/19/2021	12347	Borough of Carroll Valley	Trail	-\$10.00	157,763.46
Check	08/19/2021	12348	Comcast-Phone	901156234	-\$210.78	157,552.68
Check	08/19/2021	12349	PIRMA	R0694PC2021-1	\$17,183.00	140,369.68
LiabChk	08/20/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,711.42	138,658.26
Deposit	08/20/2021			Deposit	\$22,809.09	161,467.35
			Pennsylvania Dept. of			
LiabChk	08/23/2021	ACH	Revenue	1641 9699	-\$244.90	161,222.45
Deposit	08/24/2021			Deposit	\$38.50	161,260.95
Deposit	08/27/2021			Deposit	\$2,648.62	163,909.57
Check	08/31/2021	12356	Comcast Cable	8993110110006912	-\$154.74	163,754.83
Check	08/31/2021	12357	PSATS	ABC Elect Audit Train- J. Ilko	-\$35.00	163,719.83
LiabChk	08/31/2021	12358	Security BenRetServices	610257	-\$228.11	163,491.72
Check	08/31/2021	12359	PA Municipal Code Alliance	34948	-\$855.00	162,636.72
Check	08/31/2021	12360	Staples	Acct 601110005005657	-\$295.25	162,341.47
Deposit	08/31/2021			Deposit	\$1,517.30	163,858.77
				Aug Interest Not Available	\$0.00	163,858.77
					<b>\$10,642.45</b>	<b>\$163,858.77</b>

01.101 · PLIGT General Fund

306,413.78

7/31/21

July Interest

\$9.33

306,423.11

				Aug Interest not available	\$0.00	306,423.11
<b>TOTAL</b>					<b>\$9.33</b>	<b>\$306,423.11</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						
	<b>7/31/21</b>			July Interest	\$4.25	122,045.82
				Aug Interest not available	\$0.00	122,045.82
<b>TOTAL</b>					<b>\$4.25</b>	<b>\$122,045.82</b>
<b>100.00 · PLIGT State</b>						
						<b>84,563.76</b>
Deposit	07/31/2021			July Interest	\$0.88	\$84,564.64
Check	08/31/2021	652	Harringtons Equipment Co	Invoice 192901	-\$2.99	\$84,561.65
Check	08/31/2021	653	Aero Energy	59990	-\$335.87	\$84,225.78
Check	08/31/2021	654	New Enterprise Stone Co.	Acct 93038	-\$471.21	\$83,754.57
Check	08/31/2021	655	Specialty Granules, Inc.	7005366060	-\$300.88	\$83,453.69
				Aug Interest not available	\$0.00	83,453.69
					<b>-\$2,220.14</b>	<b>\$83,453.69</b>
<b>10.100 · Liberty Township Escrow</b>						
						<b>\$8,448.10</b>
Deposit	08/13/2021			Deposit	\$1,300.00	\$9,748.10
Deposit	08/24/2021			Deposit	\$1,300.00	\$11,048.10
Check	08/31/2021	196	KPI	8659 & 8695	-\$1,150.44	\$9,897.66
<b>TOTAL</b>					<b>\$1,449.56</b>	<b>9,897.66</b>
<b>10.100 · ARP Funds</b>						
	<b>07/31/2021</b>			July Interest	\$1.09	66,361.37
				Aug Interest not available	\$0.00	66,361.37
<b>TOTAL</b>					<b>\$1.09</b>	<b>\$66,361.37</b>

\*Interest not available at time of report.

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

**Expenses: Mr. Keilholtz moved for retroactive approval of the 08/01/21-09/07/2021 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 08/01/21-08/28/2021 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

**Police Officer's Report** – Chief Sherri Hansen reported on the August Police Department activities which included working 268.5 hours in Liberty Township, driving 1572 miles and using 127.5 gallons of fuel. Other activities included: 911 Incidents - 11; Traffic Citations -72; Faulty Equipment -8; Warnings -22; Misdemeanor/Felony Arrests -1; and PSP Calls-5. Service to Freedom Township included: Working 25 hours with one 911 incident, 29 traffic citations, and 18 warnings. She went on to report that the new ENRADD was delivered on Friday and is now up and running. Officer Roosen did a roving DUI patrol and made 1 DUI arrest in August. The Chief will be attending the Highland Township meeting in October to discuss possible 20200 police coverage. Chief Hansen attend the Franklin Township meeting in August to answer questions about possible police coverage. The department has been discussing having a citizen's police academy. This would involve a few hours one evening for the Liberty and Freedom Township residents to meet with the Liberty Township Police Department and to learn about the equipment used and services that are provided.

**Zoning Officer's Report** – Mr. Barlow reported that five land use permits, and one driveway permit were issued in August with \$470 permit fees collected.

**Roadmaster Report** – Roadmaster Barlow reported that in August the crew drove 1,385 miles, used 150 gallons of gasoline, 144 gallons of On-Road Diesel, and 44 gallons of Off-Road Diesel. He went on to state that base repair work was done on McLaughlin Road. Six different spots were filled with 2RC and the work took three days to complete. More trees came down during the storms. Friends Creek had a major problem with flooding on the entire road. The Road Crew regreaved the east side of the creek and some on the west before it rained again. After the storm came through 65 tons of 2RC stone had to be put down. It cost approximately \$1,050 for labor and equipment, in addition to \$1,865 for stone. A total of \$2,915 was spent to repair Friends Creek crossing. Bruce Pecher has completed five mowing's in the township, one more cutting will be done along the roadways. Seasonal Part-Time help has been cut back because of budget reasons. In the coming

weeks, blacktop patching will be performed on McGlaughlin Road on the south side. The floor in the Municipal building will be installed starting on Thursday of this week. The roadcrew is planning to perform the canopy opening along Bullfrog Road and McGlaughlin Road in October. Mr. Barlow presented a proposed joint effort with Hamiltonban Township to rent a chipper and a lift for one month and split the costs between the townships. The cost is estimated to be \$2,200 for each township for equipment expense. Labor will be swapped between the two townships with each township designating to help each other for a two-week time frame. **Mr. Barlow made a motion to enter in to an intermunicipal agreement with Hamiltonban Township to perform the Tree Canopy Opening with the costs not to exceed the budgeted amount of \$5,000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Barlow reported that he contacted Kinsley Construction and American Paving to obtain quotes for paving the upper half of McGlaughlin Road and tar and chipping the lower half. The pricing came in with the upper half of McGlaughlin Road at \$200,000 for .54 miles and the lower half tar/chip cost at \$38,000 for .47 miles. He stated that \$238,000 for one road is out of our price range. Another contractor has been contacted and they are coming to see if they can submit a less expensive proposal. They recommend a two-inch overlay and blacktop the existing road instead of a total reclaim on the upper part of McGlaughlin Road. They will give a quote on the entire project and a price quote on the labor and equipment separate. If the Township purchases the asphalt directly, sales tax costs would be avoided. Mr. Barlow is hoping to have a new proposal in time for discussion at the October meeting. This is the only road project we are looking at for 2022. McGlaughlin is considered a low volume road traveled by less than 200 cars a day. We are eligible for grant money through the county to help with road projects, but we must abide by their rules to receive the money. Maximum amount of money they would give was \$50,000 and we would have to replace two culverts for \$54,000 just for that section to qualify for the money which won't help us. A bunch of resets were done on that road so it should be in good shape. Once the quote comes in, we will bring it back to the board and hopefully it will be less than \$200,000. The Road Crew has adopted the philosophy that we can do one road a year and do it right the first time. We don't want to borrow money to fix roads. It's too much of a burden on the township. We can't keep tar/chipping roads every three years. If we just do it right the first time and pave the road it should last 20 years. These quotes coming in are only for budget purposes. The schedule is to put the project out for bid in March with an award in April in hopes of scheduling the work to begin in May. All road work must be completed by October 15th each year to comply with PennDOT standards.

**Planning Commission Report:** Planning Commission Chair Judie Hogan was present and reported on the August 17 Planning Commission meeting. She reported that the Liberty Township Planning Commission considered the Final Minor Subdivision Plan Parcel #s 25D17-0026C--000 and 25D17-0026E---000 Jerry Stein Property, 295 Stultz Road Plan Date: July 7, 2021 and recommends that the Supervisors ask the township solicitor to add a note to the plan similar to the following: "This 1.96-acre tract was previously depicted as a lot addition to the 11.74-acre tract, parcel 25D17-0026C---000. The purpose of this note is to confirm that this 2-acre tract is to be considered as a separate lot from the main tract as of Feb. 15, 2001." The Planning Commission also recommends that the Supervisors grant conditional approval of this plan based on: The Supervisors' acceptance of Mr. Lisko adding the above note; Addressing all of KPI's Aug. 4, 2021, letter minus notes 1, 2 and 11; and Having the zoning officer confirm what setbacks apply to the plan. Chairman Hogan thanked the Supervisors for allowing the Solicitor and Adams County Planning to attend the Planning Commission Meeting. She reported that the Talcotts and Crums were present to discuss their proposed subdivision of Parcel 25D17-0026---001 along Crum Road and Wenschhof Road. The Planning Commission also accepted BROWN Minor Subdivision Final Plan dated 06/21/2021 25B18-0019A---000 for review. **Mr. Barlow made a motion to conditionally approve the Final Minor Subdivision Plan Parcel #s 25D17-0026C---000 and 25D17-0026E---000 Jerry Stein Property, 295 Stultz Road Plan Date: July 7, 2021 with the Planning Commission conditions. Mr. Jackson seconded the motion.**

**Secretary/Treasurer:** Ms. Peck requested the Board move on the request to exonerate the per capita tax for a resident who was put in to delinquent status over delayed postal delivery. **Mr. Barlow made a motion to exonerate the 2020 municipal per capita tax for or Julia Bolin. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

#### Old Business

- **Mr. Barlow made a motion to instruct the Solicitor and Secretary to take whatever action necessary to move forward with the advertisement and adoption of the Codification of Ordinances once the proper name of the township was resolved. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to appoint SEK CPA firm to perform 2021 Audit. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- A draft 2022 budget worksheet which listed individual budget proposals for all three supervisors was distributed to the Board.
- Mr. Barlow presented price quotes for 2022 propane purchases. **Mr. Keilholtz made a motion to award the contract to Masons for \$1.50 per gallon. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

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

#### New Business

- **Mr. Keilholtz made a motion to grant the request for Waiver Dated July 7, 2021 for Greer Lot Recombination 25AA0-0031---000 and 25AA0-0032---000. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

- **Mr. Keilholtz made a motion to grant the request for an Extension of Time for Review on Trider Final Minor Subdivision Plan 25D16-0007---000 dated June 7, 2021 Freedom Township /Liberty Township. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Jackson made a motion to accept for review the Final Minor Subdivision Plan dated June 07, 2021 for Review - Greenview LLC – Washington Township, Franklin County/Liberty Township Adams County. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Jackson made a motion to authorize the Board Chairman to sign the 2022 Freedom Township Police Contract. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt the Resolution for Intermunicipal Police - 2022 Freedom Township Police Contract. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the 2022 Minimum Municipal Obligation for Pension Plans. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to request a written response from Adams County Tax Office in response to the inquiry regarding Property Tax Assessment for 9 East Wind Trail. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to respond to the ACTPO request for support regarding its Long Range Transportation Plan (LRTP) and advise they present at an upcoming Planning Commission meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to reply with no comment to the notice from Washington Township, Franklin County regarding their proposed Zoning Ordinance and Comprehensive Plan Amendments. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Community Media Donation Request – After some discussion, it was decided that Mr. Jackson would reach out to Community Media and gather additional information to report back to the Board of Supervisors.**
- **SPCA Donation Request – Mr. Barlow made a motion to donate the budgeted amount of \$300 to the SPCA. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**At 8:26 PM Mr. Barlow 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, October 5, 2021, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer