

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

**April 7, 2020 - Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, April 7, 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 7:37 PM Mr. Barlow called the regular meeting to order and roll call was taken. Mr. Barlow announced that because of the COVID-19 Pandemic, social distancing measures were taken. He announced a call-in number so the viewers could call in for public comment. He stated that he would allow time for the public to take down the number and hold public comments after the Supervisor comments.

**SUPERVISOR COMMENTS**

**Mr. Jackson** had no comments.

**Mr. Keilholtz** had no comments.

**Mr. Barlow** restated that because of the COVID-19 Pandemic, social distancing measures were taken. He restated the call-in number so the public could call in for public comment. He then opened the meeting to public comments.

**PUBLIC COMMENTS** – None.

**Minutes:** Mr. Jackson moved to accept the minutes of the March 3, 2020 Regular Meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the March 19 Road Inspection Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the March 23 Emergency Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the March 25 Emergency 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 - MARCH  
Presented at April 7, 2020 BOS Meeting**

ACNB - General Operating & Payroll	<i>see detail</i>	\$90,759.03	
PLGIT - General Reserve	<i>see detail</i>	\$255,721.32	
PLGIT - Capital Reserve	<i>see detail</i>	\$96,746.82	\$443,227.17

PLGIT - Liquid Fuels	<i>see detail</i>	\$83,225.17	
ACNB - Fire Tax	<i>No Activity</i>	\$788.79	
ACNB - Escrow	<i>No Activity</i>	\$6,078.45	

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>61,687.76</b>
Liab Che	03/02/2020	11764	Security Benefit Retirement	610257	-\$303.24	61,384.52
Check	03/03/2020	11756	Staples	Acct 601110005005657	-\$157.90	61,226.62
Check	03/03/2020	11757	SEK&Co.	Invoice 126516	-\$4,500.00	56,726.62
Check	03/03/2020	11758	PA Municipal Code Alliance	25666	-\$382.50	56,344.12
Check	03/03/2020	11759	Treysta	57693 & 57696	-\$910.00	55,434.12
Check	03/03/2020	11760	John M. Lisko	Solicitor Fees	-\$2,388.00	53,046.12
Check	03/03/2020	11761	Verizon Wireless	Acct 621280772-00001	-\$134.87	52,911.25

Liberty Township, Adams County, PA BOS Meeting Minutes

Check	03/03/2020	11762	Borough of Carroll Valley	Septic Inspection	-\$10.00	52,901.25
Check	03/03/2020	11763	Rodney Yingling Repairs	345315	-\$50.00	52,851.25
Deposit	03/04/2020			Deposit	\$6,152.05	59,003.30
Check	03/04/2020	ACH	8x8, Inc.	RW00354719	-\$235.27	58,768.03
Paycheck	03/05/2020	11765	Barlow {BOS}, Walter		-\$87.78	58,680.25
Paycheck	03/05/2020	EFT	Jackson, Robert		-\$87.78	58,592.47
Paycheck	03/05/2020	11766	Keilholtz, Jr. {BOS}, Robert		-\$87.78	58,504.69
Paycheck	03/05/2020	11767	Ruppert, Barbara L.		-\$43.79	58,460.90
Paycheck	03/05/2020	11768	Barlow, Walter M		-\$368.43	58,092.47
Paycheck	03/05/2020	11769	Keilholtz, Jr., Robert E.		-\$243.76	57,848.71
Paycheck	03/05/2020	EFT	Peck, Wendy J.		-\$1,006.11	56,842.60
Paycheck	03/05/2020	EFT	Roosen, Christopher M.		-\$107.75	56,734.85
Paycheck	03/05/2020	EFT	Weikert, Brian		-\$140.84	56,594.01
Paycheck	03/05/2020	EFT	Williams, Natalie		-\$68.87	56,525.14
Paycheck	03/05/2020	EFT	Hansen, Sherri		-\$1,836.06	54,689.08
LiabCheck	03/05/2020	ACH	PA Dept. of Revenue	1641 9699	-\$157.71	54,531.37
LiabCheck	03/05/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$960.06	53,571.31
Deposit	03/05/2020			Deposit	\$150.00	53,721.31
Deposit	03/10/2020			Deposit	\$8,931.62	62,652.93
Deposit	03/10/2020			Deposit	\$60.50	62,713.43
Check	03/10/2020	ACH	ACNB	Payroll - Direct Deposit	-\$26.56	62,686.87
Deposit	03/13/2020			Deposit	\$3.68	62,690.55
Check	03/13/2020	ACG	Intuit QuickBooks	Monthly fee for payroll	-\$28.00	62,662.55
Check	03/17/2020	11770	Gettysburg Times	159232	-\$60.02	62,602.53
Check	03/17/2020	11771	ACATO	2020-11	-\$25.00	62,577.53
Check	03/17/2020	11772	Shealers Septic Service	Inv 29559	-\$60.00	62,517.53
Check	03/17/2020	11773	Doceo	LT03 Contract C12477-01	-\$183.85	62,333.68
Check	03/17/2020	11774	West Penn Power	100090757368	-\$274.15	62,059.53
Check	03/17/2020	11775	LEAF	100-4990181-001	-\$78.00	61,981.53
Check	03/17/2020	11776	Good Life Cleaning Services	Customer # 041104L	-\$80.20	61,901.33
Check	03/17/2020	11777	Adams County Borough Associations	Jan 2020 NEMO Training Barlow & Keilholtz	-\$310.00	61,591.33
Check	03/17/2020	11778	Rabold's Services	Invoice 24777	-\$68.00	61,523.33
Check	03/17/2020	11779	Comcast Cable	8993110110006912	-\$89.90	61,433.43
Deposit	03/17/2020			Deposit	\$9,478.79	70,912.22
Paycheck	03/19/2020	11780	Barlow, Walter M		-\$508.77	70,403.45
Paycheck	03/19/2020	11781	Keilholtz, Jr., Robert E.		-\$337.03	70,066.42
Paycheck	03/19/2020	EFT	Peck, Wendy J.		-\$1,106.20	68,960.22
Paycheck	03/19/2020	EFT	Roosen, Christopher M.		-\$915.85	68,044.37
Paycheck	03/19/2020	EFT	Weikert, Brian		-\$267.65	67,776.72
Paycheck	03/19/2020	EFT	Williams, Natalie		-\$412.97	67,363.75
Paycheck	03/19/2020	EFT	Hansen, Sherri		-\$1,836.06	65,527.69
LiabCheck	03/20/2020	ACH	Pennsylvania Dept. of Rev	1641 9699	-\$204.40	65,323.29
LiabCheck	03/20/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,254.90	64,068.39
Deposit	03/20/2020			Deposit	\$13,718.18	77,786.57
Check	03/31/2020	11786	Verizon Wireless	Acct 621280772-00001	-\$134.87	77,651.70

Check	03/31/2020	11787	Brubaker Connaughton	Invoice 31021	-\$325.00	77,326.70
Check	03/31/2020	11788	Staples	Acct 601110005005657	-\$26.72	77,299.98
Check	03/31/2020	11789	Treysta	58077	-\$490.00	76,809.98
Check	03/31/2020	11790	Gettysburg Times	159232	-\$162.20	76,647.78
Check	03/31/2020	11791	Good Life Cleaning Serv	Customer # 041104L	-\$80.20	76,567.58
Check	03/31/2020	11792	Napa Auto Parts	Acct 3135	-\$80.99	76,486.59
Check	03/31/2020	11793	TEVIS ENERGY INC	Account 1109398	-\$471.33	76,015.26
Check	03/31/2020	11794	Lowes	98004701524	-\$226.74	75,788.52
Deposit	03/31/2020			Deposit	\$14,967.55	90,756.07
Deposit	03/31/2020			Interest	\$2.96	90,759.03
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$29,071.27	90,759.03
<b>TOTAL</b>					<b>\$29,071.27</b>	<b>90,759.03</b>
<b>01.101 · PLIGT General Fund</b>						<b>255,426.40</b>
Deposit	03/31/2020			Interest	\$294.92	255,721.32
Total 01.101 · PLIGT General Fund					\$294.92	255,721.32
<b>TOTAL</b>					<b>\$294.92</b>	<b>255,721.32</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						<b>96,629.80</b>
Deposit	03/31/2020			Interest	\$117.02	96,746.82
Total 30.101 · PLIGIT Capital Reserve Fund					\$117.02	96,746.82
<b>TOTAL</b>					<b>\$117.02</b>	<b>96,746.82</b>
<b>100.00 · PLIGT State</b>						<b>7,543.34</b>
Check	43893	569	Fayetteville Contractors,	Cust No LIBETOW-000	-\$1,130.45	6,412.89
Check	43893	570	Harrington & Sons, Inc.	32	-\$501.95	5,910.94
Check	43893	571	Barlow Ag Service &	3276	-\$691.36	5,219.58
Check	43893	572	TEVIS	Account 1109398	-\$290.34	4,929.24
Check	43893	573	Specialty Granules, Inc.		-\$954.55	3,974.69
Deposit	43901			Deposit	\$79,198.64	83,173.33
Check	43921	574	TEVIS	Account 1109398	-\$193.03	82,980.30
Check	43921	575	Pennington Tree Experts	Invoice PENN-674	-\$6,000.00	76,980.30
Check	43921	576	US Municipal	Invoice #6157623	-\$302.39	76,677.91
Deposit	03/31/2020			Interest	\$51.84	76,729.75
Total 100.00 · PLIGT State					\$69,186.41	76,729.75
<b>TOTAL</b>					<b>\$69,186.41</b>	<b>76,729.75</b>
<b>03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)</b>						<b>2,350.18</b>
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)					\$0.00	2,350.18
<b>TOTAL</b>					<b>\$0.00</b>	<b>2,350.18</b>
<b>Liberty Township Escrow</b>						<b>6,078.45</b>
Total Liberty Township Escrow					\$0.00	6,078.45
<b>TOTAL</b>					<b>\$0.00</b>	<b>6,078.45</b>

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

**EXPENSES:** Mr. Jackson moved for acceptance of the 03/04/2020-04/07/2020 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz made a motion for retroactive approval of the 03/01-03/14/2020 and 03/15-03/28/2020 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

### **TOWNSHIP REPORTS**

**Police Officer's Report:** Chief Sherri Hansen distributed a written report to the Supervisors and reported that the department worked 244 hours with 185 patrol hours, 31 on call hours and 12 traffic details which resulted in nine citations, and eleven warnings. She also stated that the department responded to 14 incidents and that PA State Police covered five calls for the Township. Chief Hansen mentioned Officer Roosen participated in a roving DUI patrol in March. The Chief has been working with the new IT company to get some things set up for the Police Department. Chief Hansen has attended some online training for Excel and training related to COVID-19. During this state of emergency, the Police Department has been checking on citizens who are self-quarantining and announced that anyone in need of groceries or medicine should contact the police department for assistance. She also reported on the new safety vests, stating that there were some issues and the vests had to be sent back several times. The Chief reported that she received a call from a nonprofit who will be making a donation to cover part of the costs for the vests and she also applied for a grant to cover some of the cost

**Zoning Officer's Report:** Mr. Barlow reported that five land use permits were issued in March 2020. Zoning Officer Darrin Catts had submitted a request for the Supervisors to decide if he should pursue enforcement on the property owner at 109 Steelman Marker Road (25C18-0009---000). It was stated that Zoning/Code Enforcement Officer had contacted the resident and the property owner several times by mail notifying them of the violation, but a recent inspection of the property showed that no attempt was made to clean up the property and bring it in to compliance. The Solicitor stated that the Code Enforcement Officer was within his rights to issue a citation without Board approval and Mr. Catts had contacted them as a courtesy. Mr. Barlow made a motion to instruct the Zoning Officer to move forward with enforcement on the property at 109 Steelman Marker Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. There was some discussion of the process of enforcement, violations, the magistrate's role, and property liens.

**Roadmaster Report:** Mr. Barlow reported on Road Department activities for the month of March which included the tree canopy cutting on Liberty Hall Road and Stoops Road. Shoulder work was performed on Brent Road. The Road Department met with the resident on Ranch Trail and came to a tentative agreement to cut the bush back and to have the Township place warning signs. Repairs were done for a faulty switch on the backhoe. Quotes for retrofitting a knuckle bucket on the backhoe show that it may cost more than purchasing a new backhoe. The mower was serviced, and new blades were purchased. The leaking fuel line was replaced. Mowing was performed for six hours yesterday. The Road Department also cleaned the Township building gutters and removed a bird nest yesterday, that has since been rebuilt. He went on to state that the push mower was taken to Harrington's for repairs. The Road Department drove 500 miles and used 32 gallons of fuel. Mr. Keilholtz commented that the Township needs to move forward with the bush issue at Ranch and Gingell Trail. Mr. Jackson asked about the lilac bush obstructing view at Tract Road and Orchard Road. Mr. Barlow commented that the township has cut back the area as much as legally allowed. There was some discussion about contacting the owner to have it cut back more. It was determined that the property was in foreclosure and that the bank should be contacted. Chief Hansen volunteered to get information on the bank handling the property. Mr. Barlow talked about Road Projects for 2020 and stated that the road Department would be focusing on ditching and cleaning pipes, mentioning that pipes on Brent Road and Pecher Road need reset. He stated that he obtained a quote from Alpha Space for double line painting on 4.28 miles of roads. This would be for roads recently repaired: Gladhill Road, Orchard Road, Boyle Road, Liberty Hall Road, Topper Road, and Steelman Marker Road. Mr. Barlow made a motion to accept the quote from Alpha Space and move forward with the line painting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

- **Zoning Ordinance Amendment Hearing – At 8:02 PM** Mr. Barlow called the hearing to order to allow public comment on the proposed zoning ordinance amendment that added provisions for Photovoltaic Systems/Solar Farms and discussion of the Ordinance proposing limiting truck traffic on certain municipal roads. Advertisement requirements were met for both ordinances. No public comments were received. **The hearing ended at 8:04 PM** and the regular meeting resumed.
- **Restricted Vehicle Ordinance -** Mr. Barlow made a motion to adopt Ordinance 2020-02 Restricting Truck Traffic Over 45 Feet in Length on the Township Roads of Boyle Rd No. 326, Gladhill Rd No. 301, Liberty Hall Rd No. 317, McGlaughlin Rd No. 318, Old Waynesboro Rd No. 302, Orchard Rd No. 313, Sanders Rd No. 322, Steelman Marker Rd No. 311, and Stoops Rd No. 320. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.

- **Solar Amendment to the Zoning Ordinance** – Mr. Jackson stated that the Township currently had no ordinance addressing solar panels. It was noted that this amendment would allow solar farms in the AR Zoning District. Mr. Jackson made a motion to adopt Ordinance 2020-01 Amending the Zoning Ordinance to provide provisions for solar photovoltaic systems. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Planning Commission Report:** Planning Commission March meeting was cancelled.

**Elected Auditors Report:** The Elected Auditors cancelled their March review.

### **OLD BUSINESS**

- **The Treasurer Bond Claim Status:** Mr. Lisko stated that he had no updates on the open bond claim with Cincinnati.

**Roadmaster Report Continued:** Mr. Barlow continued his report that was interrupted to allow for the hearing. He asked the Supervisors for their thoughts on paving the township parking lot. There was some discussion about the slope of the parking and concern for icy and slippery conditions on a smooth surface. The slope was discussed and safety for disabled persons were considered. Public comment was allowed from Joan Jackson 831 Pecher Road who was participating by telephone. Mrs. Jackson stated that she had last seen a wheelchair at the township building during the time of Mr. Miller. Mr. Keilholtz asked if it included paving in front of the salt shed. Mr. Barlow responded that it did not. After further discussion about designating an entrance and exit to control the traffic flow, the Board considered getting pricing for leveling the parking lot as well as pricing for paving.

- Mr. Barlow talked about the needed repairs for the bridge on Old Waynesboro Road. He stated while he obtained cost estimates for the repairs, the project was on hold because of issues and costs with preparing the application for the required G-11 permit.
- Mr. Barlow asked the Supervisors if they had any comments from the March 19 Road Inspection. Mr. Jackson stated that he did not. Mr. Barlow talked about ditching and RipRap for Brent Road. He also commented on the road tour of the private roads in the Rist Trail area. He encouraged the residents of the area to reach out to the Supervisors to discuss the issues in that development.
- **Flood Plain Ordinance** - Mr. Keilholtz reported that he recently presented an updated draft Floodplain Ordinance to the Supervisors and the Solicitor. The new draft had input from Adams County Planner Rob Thaeler. He stated that the deadline for adoption was July 15, 2020. Mr. Keilholtz made a motion to pass the ordinance along to the Planning Commission and the Zoning officer for review and comment and to instruct the staff and Solicitor to start the process for adoption. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **Emergency Succession Resolution** – The Supervisors were asked to name their successors and adopt a new resolution. Mr. Barlow named Devon Barlow. Mr. Keilholtz named Pennie Keilholtz. Mr. Jackson stated that he still needed to confirm his successor and he would provide a name soon. Mr. Barlow made a motion to adopt Resolution 2020-06 Liberty Township Emergency Succession. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **Extension of 2020 Tax Deadline Resolution** – Mr. Barlow made a motion to adopt Resolution 2020-05 extending the property tax and per capita tax deadline for 2020. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **Declaration of Emergency** – Mr. Barlow made a motion to retroactively adopt the March 23- April 7 Declarations of Emergency and to extend the current State of Emergency until further notice. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **Employee Schedules during COVID-19 Emergency** – Mr. Barlow stated that this would be discussed in Executive Session.
- **Pumping Inspection Mailing** – Mr. Barlow made a motion to postpone the deadline for septic pumping and inspection for one year because the current state of emergency may be causing a financial hardship to the property owners. It was noted that Liberty Township is on a three-year schedule and one year postpone would still be within the required five years. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **RRMC-Raven Rock Stormwater Management Waiver** – Mr. Lisko explained that the Department of Defense objected to publicly recording the site map for security reasons. He stated that he had spoken to Kelly Cole from Wiley Wilson, and that while the written waiver is a request to not record the Stormwater Management Agreement and the plan, they would be comfortable recording the agreement without the attached plan and maps. Mr. Barlow made motion to grant the request to allow Raven Rock to record the Stormwater agreement without attaching the plan. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

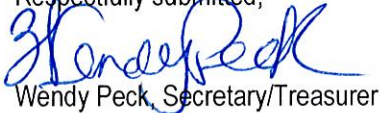
- Mr. Barlow mentioned that he toured the Middle Creek property with the Solicitor earlier that day. Mr. Lisko stated that he would look in to it further.

**At 8:40 PM**, Mr. Barlow announced that an Executive Session was held on March 25 to discuss personnel matters and that the meeting would now recess for an Executive Session to discuss personnel matters. The meeting would resume after the Executive Session.

**At 9:10 PM**, Mr. Barlow called the meeting back to order and announced that the Supervisors discussed personnel matters in the Executive Session related to employee work schedules during COVID-19.

**At 9:11 PM**, Mr. Barlow made a motion to adjourn the meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The next public meeting is scheduled for Tuesday, May 5, 2020, at 7:30 PM at the Township Municipal Building and live streaming on YouTube with a conference line.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Wendy Peck', is written over the typed name.

Wendy Peck, Secretary/Treasurer