

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
November 3, 2021, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, November 3, 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, Secretary/Treasurer Wendy Peck, and Assistant Secretary/Treasurer and Tax Collector Jessica Ilko. Officer Christopher Roosen was present in Chief Hansen's absence.

Public Comments: At 7:31 PM Mr. Barlow called the meeting to order and opened the meeting to public comments. There were none.

Supervisor Comments

Mr. Jackson reported that he attended several meetings in October. He attended the FREMA meeting and reminded everyone to complete their NIMS training. He reported on his attendance at the Fairfield Fire Department Meeting and gave a detailed explanation on the past, present and future contributions to the area fire departments.

Mr. Keilholtz congratulated Brandon Lowe for his election for Township Supervisor. He also congratulated Sue Hek and Jessica Ilko on their re-elections.

Mr. Barlow had no comments.

Minutes: *Mr. Keilholtz moved to accept the minutes of the October 5 Board of Supervisors meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of Oct 29, 2021
Presented at Nov 3, 2021 BOS Meeting

ACNB - Gen Oper & Payroll	\$129,809.90	PLGIT - Liquid Fuels	\$75,864.44
PLGIT - General Reserve	\$306,441.18	ACNB - Escrow	\$14,397.66
PLGIT - Capital Reserve	\$122,054.07	ACNB - ARP Funds	\$66,366.92
	\$558,305.15		

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						150,146.71
Deposit	10/01/2021			Deposit	874.45	151,021.16
Deposit	10/05/2021			Deposit	311.33	151,332.49
Check	10/05/2021	ACH	BMO Harris Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-447.45	150,885.04
Deposit	10/11/2021			Deposit	49.50	150,934.54
Check	10/13/2021	ACH	Intuit QuickBooks	Monthly fee for payroll service	-34.00	150,900.54
Paycheck	10/14/2021	12399	Barlow, Walter M		-944.64	149,955.90
Paycheck	10/14/2021	ACH	Haywood, Richard K		-564.25	149,391.65
Paycheck	10/14/2021	ACH	Ilko {Tax Collector}		-99.15	149,292.50
Paycheck	10/14/2021	ACH	Ilko, Jessica		-358.34	148,934.16
Paycheck	10/14/2021	12400	Keilholtz, Jr., Robert E.		-582.74	148,351.42
Paycheck	10/14/2021	12401	Pecher, Bruce E.		-630.16	147,721.26
Paycheck	10/14/2021	ACH	Peck, Wendy J.		-1,124.19	146,597.07
Paycheck	10/14/2021	ACH	Roosen, Christopher M.		-958.00	145,639.07
Paycheck	10/14/2021	ACH	Hansen, Sherri		-1,803.53	143,835.54
Journal	10/14/2021	2021-GRF-3	Principal Funds	For CHK 12402 voided on 11/30/2021	-107.27	143,728.27
Check	10/14/2021	12403	Principal Funds	NonUniform Pension Plan 2021	-2,625.68	141,102.59
Check	10/14/2021	12404	Fountaindale VFRA	2021 VFRA Allocation Disbursement	-4,475.07	136,627.52

Check	10/14/2021	12405	Fairfield Community Fire Co Relief Assn Mason's Propane Service	2021 VFRA Allocation Disbursement	-4,475.07	132,152.45
Check	10/14/2021	12406	LLC	Invoice 121675	-175.20	131,977.25
Check	10/14/2021	12407	West Penn Power	100090757368	-123.70	131,853.55
Check	10/14/2021	12408	LEAF	100-4990181-001	-78.00	131,775.55
Check	10/14/2021	12409	Total Tech Solutions LLC	Invoice 7493	-450.00	131,325.55
Check	10/14/2021	12410	Aero Energy	Cust 59990	-350.29	130,975.26
Check	10/14/2021	12411	KPI Technology	Invoice #8761	-2,161.20	128,814.06
LiabCheck	10/15/2021	ACH	PA Dept. of Revenue	1641 9699	-277.24	128,536.82
LiabCheck	10/15/2021	ACH	US Treasury Dept/IRS	23-2110946	-1,971.62	126,565.20
Deposit	10/15/2021			Deposit	2,141.78	128,706.98
Deposit	10/19/2021			Deposit	4,125.00	132,831.98
				Payroll - Direct Deposit Service		
Check	10/19/2021	ACH	ACNB	Charge	-28.46	132,803.52
Deposit	10/20/2021			Deposit	7,044.64	139,848.16
Check	10/26/2021	12417	Staples Premiere Property	Acct 601110005005657 Overpayment for Septic Report	-13.50	139,834.66
Check	10/26/2021	12418	Services Security Benefit	37 Sydnor Tr	-25.00	139,809.66
LiabCheck	10/26/2021	12420	Retirement Services	610257	-235.72	139,573.94
Check	10/26/2021	12421	John M. Lisko	Solicitor Fees	-1,344.00	138,229.94
Check	10/26/2021	12422	Comcast Cable	8993110110006912	-154.73	138,075.21
Check	10/26/2021	12423	Gettysburg Times	159232	-44.36	138,030.85
Check	10/26/2021	12424	Shealers Septic Service	Inv 32433	-60.00	137,970.85
Check	10/26/2021	12425	Comcast-Phone	901156234	-201.68	137,769.17
Check	10/26/2021	12426	Verizon Wireless	Acct 621280772-00001	-349.89	137,419.28
Check	10/26/2021	12427	Hamiltonban Township	Invoice #635	-18.01	137,401.27
Check	10/26/2021	12428	Aero Energy	Cust 59990	-367.98	137,033.29
				For CHK 12419 voided on		
Journal	10/26/2021	JE	Aero Energy	10/26/2021	-360.99	136,672.30
				Reverse CHK 12419 voided on		
Journal	10/26/2021	JE	Aero Energy	10/26/2021	360.99	137,033.29
Deposit	10/26/2021			Deposit	3,673.73	140,707.02
Paycheck	10/28/2021	12412	Barlow {BOS}, Walter		-87.78	140,619.24
Paycheck	10/28/2021	ACH	Jackson {BOS}, Robert		-87.78	140,531.46
Paycheck	10/28/2021	12413	Keilholtz, Jr. {BOS}, Robe		-87.78	140,443.68
Paycheck	10/28/2021	ACH	Ammerman, Cory M.		-172.55	140,271.13
Paycheck	10/28/2021	12414	Barlow, Walter M		-868.92	139,402.21
Paycheck	10/28/2021	ACH	Haywood, Richard K		-854.42	138,547.79
Paycheck	10/28/2021	ACH	Ilko {Tax Collector}		-68.88	138,478.91
Paycheck	10/28/2021	ACH	Ilko, Jessica		-375.00	138,103.91
Paycheck	10/28/2021	12415	Keilholtz, Jr., Robert E.		-885.62	137,218.29
Paycheck	10/28/2021	12416	Pecher, Bruce E.		-965.61	136,252.68
Paycheck	10/28/2021	ACH	Peck, Wendy J.		-1,100.08	135,152.60
Paycheck	10/28/2021	ACH	Roosen, Christopher M.		-725.75	134,426.85
Paycheck	10/28/2021	ACH	Hansen, Sherri		-1,803.53	132,623.32
Paycheck	10/28/2021	ACH	Weikert, Brian		-141.84	132,481.48
LiabCheck	10/29/2021	ACH	PA Dept. of Revenue	1641 9699	-323.00	132,158.48
LiabCheck	10/29/2021	ACH	US Treasury Dept/IRS	23-2110946	-2,348.58	129,809.90

Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking) -20,336.81 129,809.90

Account)

Type	Date	Num	Memo	Amount	Balance
95.100 · PLGIT Gen Reserve Fund					306,432.24
Deposit	09/30/2021		Interest	8.94	306,441.18
Total 95.100 · PLGIT Gen Res Fund					8.94 306,441.18

Type	Date	Num	Name	Memo	Amount	Balance
30.101 · PLIGIT Capital Reserve Fund					122,049.98	
Deposit	9/30/2021			Interest	4.09	122,054.07
Total 30.101 · PLIGIT Capital Res Fund					4.09 122,054.07	

Type	Date	Num	Name	Memo	Amount	Balance
35.100 · PLIGT State					83,106.01	
Deposit	09/30/2021			Interest	0.73	83,106.74
Check	10/14/2021	658	Commonwea of PA	P24008520-414	-3,421.17	79,685.57
Check	10/14/2021	659	Morton Salt Inc	Customer #3684741	-3,473.03	76,212.54
Check	10/14/2021	660	Rentals Unlimited	2200599-0001	-348.10	75,864.44
Total 100.00 · PLIGT State					-7,241.57 75,864.44	

Type	Date	Num	Name	Memo	Amount	Balance
10.100 · Liberty Township Escrow					13,597.66	
Deposit	10/15/2021			Deposit	800.00	14,397.66
Total 10.100 · Escrow					800.00 14,397.66	
TOTAL					800.00 14,397.66	

Type	Date	Num	Name	Memo	Amount	Balance
ACNB ARP FUND					66,364.19	
Deposit	09/30/2021			Interest	2.73	66,366.92
Total ACNB ARP FUND					2.73 66,366.92	
TOTAL					2.73 66,366.92	

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 10/06/21-11/04/2021 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved for retroactive approval of the 09/26-10/09/2021 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 10/10-10/23/2021 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Officer Roosen reported on the October Police Department activities which included working 323.5 hours in Liberty Township, driving 1436 miles, and using 75.5 gallons of fuel. Other activities included: 911 Incidents - 21; Traffic Citations -50; Faulty Equipment -4; Warnings -9; Misdemeanor/Felony Arrests -0; and PSP Calls-4. Service to Freedom Township included: Working 25 hours with one 911 incident, 29 traffic citations, and 8 warnings. Officer Roosen participated in the Drug Take Back event at Carroll Valley Borough on October 23 and Chief Hansen attended a Halloween Party at the Greenmount Fire Department on October 30. He answered questions about the taser proposal from Axon. He went on to report that the Fairfield AmVets has donated \$500 towards the purchase and that Blue Ridge Sportsman's Association was considering a donation as well. **Mr. Barlow made a motion to purchase the taser bundle from Axon Enterprise for a total cost of \$4,343.99. Mr. Jackson seconded the motion. All voted yes, and the motion passed.** Chairman Barlow discussed the applicants for Part-Time Police Officers. Mr. Dan Haskin expressed interest but has not yet turned in his application. Mr. Ryan Morris was present at the meeting and Chief Hansen recommended that the Board of Supervisors hire him. **Mr. Barlow made a motion to hire Ryan Morris as a part-time police officer with the pay rate to be set at the November 10 budget meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Zoning Officer's Report –Mr. Barlow reported that there were no permits issued in October. He stated that the township had received a request for waiver of the land use application fee from Pat Arentz to replace his wood storage structure that burned down last year at 1734 Tract Road. It

was noted that they were not increasing the size of the structure and it would not require a building permit. **Mr. Barlow made a motion to waive the \$90 land use application fee for Pat Arentz for the wood storage structure at 1734 Tract Road. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

Roadmaster Report – Roadmaster Barlow reported that the crew drove 957 miles, used 238 gallons of gasoline and 44 gallons of On-Road Diesel. The road crew worked with Hamiltonban Township from October 4 through October 28th on tree canopy trimming throughout both Townships. The cost of the chipper was split in half between the two townships. Canopy trimming was performed in Liberty Township on Bullfrog Road from the Hamiltonban line to the Freedom Township line, as well as McGlaughlin and Steelman Marker Road. Additionally, three dead trees lying on the power lines were removed from Liberty Hall Road. Originally budgeted \$5,000 for canopy trimming. The total cost including chipper rental, supplies and labor was \$11,653.14 which exceeded the budget estimate. More canopy trimming is needed, and \$10,000 will be added to the 2022 budget. The DEP permit for repairs to the Old Waynesboro Road bridge was received and is good for six years. We expect to begin work on the bridge in 2022. Bruce Pecher will begin the last cutting on the roadways this week. The plow was put on the yellow truck. A new cutter blade will be put on the 550 which is currently being inspected. Sixty tons of salt was delivered and sixty tons anti-skid is scheduled to be delivered this week. Seasonal Employee Richard Haywood has applied to work for PennDOT. Road Closed due to flooding signs were ordered and will be installed soon. Proposed Road Projects for McGlaughlin Road and Sanders Road will be discussed at next week's 2022 budget meeting.

Secretary/Treasurer: Ms. Peck stated that it was recently discovered no supervisors have bank access to create and process payroll and that the current ACNB online daily payroll processing limit for the township was set in 2014 at \$7,000. She recommended that the Board request access for all Supervisors to have the authorization to create and process payroll if she is unable to. She also recommended that the daily limit be set to \$10,000. After much discussion, **Mr. Barlow made a motion to obtain access for all supervisors to create and process payroll and to increase the daily processing limit to \$12,000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Planning Commission Report: Planning Commission Chair Judie Hogan was present and reported on the October 19 Planning Commission meeting. She reported Mr. George Wilders was on the agenda but did not attend the meeting to have questions addressed. During the meeting the Liberty Township Planning Commission voted in favor of recommending approval of the Final Minor Subdivision Plan dated June 07, 2021 - Greenview LLC – Washington Township, Franklin County/Liberty Township Adams County; approved the Request for Planning Non-Building Waiver for Final Minor Subdivision Plan dated June 07, 2021 - Greenview LLC – Washington Township, Franklin County/Liberty Township Adams County; and voted in favor of recommending approval of the BROWN Minor Subdivision Final Plan dated 06/21/2021 25B18-0019A—000.

- **Mr. Keilholtz made a motion to approve the BROWN Minor Subdivision Final Plan dated 06/21/2021, revised 10/08/21 for Parcel 25B18-0019A—000 and 25B18-0019B—000. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to approve the Request for Planning Non-Building Waiver for Final Minor Subdivision Plan dated 08/18/21 - Greenview LLC – Washington Township, Franklin County/Liberty Township Adams County. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to approve the Final Minor Subdivision Plan dated 08/18/21, revised 09/09/21 - Greenview LLC – Washington Township, Franklin County/Liberty Township Adams County. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Mr. Jackson made a motion to approve the Request for Extensions of Review Time for 25D16-0007---000 - TRIDER- Subdivision Plan date 7 June 2021 until January 31, 2022. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Old Business

- **2022 Draft Budget Review Update** – The Treasurer distributed the three-column comparison proposed 2022 General Fund budget. Mr. Keilholtz stated that he would be submitting several updates to his proposed budget before the Budget Meeting on November 10, 2021, at 6:30 PM.

New Business Public Comments: Mr. Adam Sanders of 23 Strausbaugh Trail stated that he would like to make comments related to his recent complaints and how they were being handled. The Board confirmed that they had received his complaints and that they were being investigated. Mr. Barlow went on to describe the complaint process and detailed what level of enforcement would be possible.

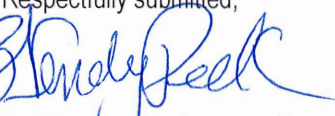
New Business

- **Kinsley Construction Change Order #2 for 2021 Road Work Project # 21-01213-001 - Mr. Keilholtz made a motion to accept the change order from Kinsley Construction for Fog Seal in the Amount of \$643.20. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Codification Online Subscription** – Ms. Peck reported that the current online subscription for the Liberty Township Code did not allow for downloading or printing in word or PDF format and asked the Board to consider subscribing to another option. After much discussion, it was determined that there was no justification of the \$1,200 annual fee and that the better option would be to order new code books as needed for \$70 per book.
- **Septic Program Late Notice and Violation-** Jessica Ilko reported on the status of the Septic Pumping and Inspection program. She reported even with the one and two extra years to meet the deadline, more than half of the properties in the township have not meet the

October 31 deadline. It was noted that the haulers were required to turn in the reports to the Township within 30 days of pumping and the true numbers would not be available until November 30, 2021. **Mr. Barlow made a motion to send a second notice the week of December 10th with a new pumping/inspection deadline of February 11 for enforcement of violations. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

- **Opioid Lawsuit Notice** – Mr. Lisko commented that Liberty Township did not qualify to participate in the Opioid lawsuit because it was limited to municipalities with populations over 10,000.
- **Update on Waste Contract Request for Bid** – Ms. Peck reported that Carroll Valley Borough is taking the lead for the Southwest group for the Waste Contract bidding process and their Solicitor is currently reviewing the documents.
- **Update on Cable Franchise Fee Contract** – Mr. Jackson gave a report on the progress of talks with Comcast Cable and reported that all municipalities are experiencing frustration with Comcast who does not appear to be very responsive or active in the negotiations even though the contracts are expiring in less than a year.
- **Consider Commenting on Washington Township, Franklin County - Zoning Ordinance and Comprehensive Plan Amendments – After review of the documents, it was determined that the proposed changes would not affect Liberty Township. Mr. Barlow made a motion to reply with “no comments” to the letter from Washington Township, Franklin County regarding Zoning Ordinance and Comprehensive Plan Amendments. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.**
- **ACATO Membership** – Mr. Barlow discussed the recent communication from ACATO announcing that Liberty Township was scheduled to act as ACATO Secretary in 2022. The Supervisors discussed the purpose of the organization and questioned its value. It was agreed that the resources are spread thin, and Liberty Township is involved in many organizations and needs to prioritize its community involvement. **Mr. Barlow made a motion to not to renew membership in ACATO and to send a letter to the ACATO Board as soon as possible so they can find a replacement Secretary for 2022. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.**

At 9:08 PM Mr. Jackson made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. The next monthly Board of Supervisors meeting is scheduled for Tuesday, December 7, 2021, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,


By Wendy Peck, Secretary/Treasurer