

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

April 6, 2021 Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday April 6, 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, Solicitor John Lisko, Police Chief Sherri Hansen, Secretary/Treasurer Wendy Peck, and Assistant Secretary/Treasurer and Tax Collector Jessica Ilko.

Not Present: Supervisor Robert Keilholtz.

At 7:35 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.

Public Comments – None.

Supervisor Comments

Mr. Jackson stated that he was most appreciative of the public participating in roadside trash pickup.

Mr. Barlow stated that anyone picking up trash along Liberty Township roads can use the dumpster at the Township building to deposit the trash. He also commented on the recent high winds and downed trees. He stated that with the new ordinance, residents with dangerous trees have been notified and several have already contacted the township about tree removal.

Mr. Keilholtz arrived at 7:40 PM and commented that he was glad to be there.

Minutes: *Mr. Jackson moved to accept the minutes of the March 2 meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

LIBERTY TOWNSHIP, ADAMS COUNTY
TREASURER'S REPORT -MAR 2021
Presented at Apr 6, 2021 BOS Meeting

ACNB - General Operating & Payroll	<i>see detail</i>	\$90,039.77	
PLGIT - General Reserve	<i>see detail</i>	\$306,386.52	
PLGIT - Capital Reserve	<i>see detail</i>	\$122,029.10	\$518,455.39
PLGIT - Liquid Fuels	<i>see detail</i>	\$104,936.22	
ACNB - Fire Tax	ACCOUNT CLOSED	\$0.00	
ACNB - Escrow	<i>see detail</i>	\$5,879.04	

Type	Date	Num	Name	Memo	PD Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$79,933.61
	02/28/2021		Feb Interest		\$3.19	\$79,936.80
Check	03/02/2021	12172	Aero Energy	Cust 59990	-\$413.46	79,523.34
Check	03/02/2021	12173	Rabold's Service	Invoice 25382	-\$72.00	79,451.34
Llab Check	03/02/2021	12174	Security Benefit	610257	-\$227.44	79,223.90
Check	03/02/2021	12175	John M. Lisko	Solicitor Fees	-\$2,016.00	77,207.90
Check	03/02/2021	12176	Verizon Wireless	Acct 621280772-00001	-\$266.13	76,941.77
Check	03/02/2021	12177	Staples	Acct 601110005005657	-\$452.60	76,489.17
Check	03/02/2021	12178	PA Municipal Code	31114	-\$570.15	75,919.02
Check	03/02/2021	12179	Gettysburg Time	159232	-\$344.40	75,574.62

Check	03/02/2021	12180	General Code	PG000024171	-\$2,210.00	73,364.62
Check	03/02/2021	12181	Talcotts Auto Re	Repair Order 9013992	-\$204.21	73,160.41
Check	03/02/2021	12182	Flohr Lumber Comp	650	-\$119.87	73,040.54
Check	03/02/2021	12183	Lowes	98004701524	-\$39.39	73,001.15
Check	03/02/2021	12184	Total Tech Solutions	Invoice 6891	-\$450.00	72,551.15
Check	03/03/2021	12185	Key Services Heatin	Balance Due on HVAC Installa	-\$5,330.00	67,221.15
Paycheck	03/04/2021	ACH	Ammerman, Co		-\$363.94	66,857.21
Paycheck	03/04/2021	12168	Barlow, Walter		-\$949.01	65,908.20
Paycheck	03/04/2021	ACH	Hansen, Sherri		-\$1,838.06	64,070.14
Paycheck	03/04/2021	ACH	Ilko, Jessica		-\$475.02	63,595.12
Paycheck	03/04/2021	12166	Barlow {BOS}, Walt		-\$87.78	63,507.34
Paycheck	03/04/2021	ACH	Jackson, Robert		-\$87.78	63,419.56
Paycheck	03/04/2021	12167	Keilholtz, Jr. {BOS}, Robert		-\$87.78	63,331.78
Paycheck	03/04/2021	12169	Hek, Susan		-\$26.28	63,305.50
Paycheck	03/04/2021	12170	Keilholtz, Jr., Robert E.		-\$556.04	62,749.46
Paycheck	03/04/2021	12171	Pecher, Bruce E.		-\$216.55	62,532.91
Paycheck	03/04/2021	ACH	Peck, Wendy J.		-\$1,074.30	61,458.61
Paycheck	03/04/2021	ACH	Roosen, Christopher M.		-\$1,054.75	60,403.86
Paycheck	03/04/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.87	60,334.99
Paycheck	03/04/2021	ACH	Weikert, Brian		-\$141.83	60,193.16
Check	03/04/2021	ACH	BMO Harris Bank	PLGIT CREDIT ACCOUN	-\$528.43	59,664.73
Llab Check	03/05/2021	ACH	PA Dept. of Reven	1641 9699	-\$265.42	59,399.31
Llab Check	03/05/2021	ACH	US Treasury Dept/	23-2110946	-\$1,619.94	57,779.37
Deposit	03/10/2021			Deposit	\$38.50	57,817.87
Check	03/10/2021	ACH	8x8, Inc.	RW00354719	-\$290.33	57,527.54
Check	03/10/2021	ACH	ACNB	Payroll - Direct Deposit Ser	-\$26.68	57,500.86
Deposit	03/12/2021			Deposit	\$105.00	57,605.86
Check	03/12/2021	ACH	Intuit QuickBook	Monthly fee for payroll ser	-\$28.00	57,577.86
Check	03/16/2021	12190	LEAF	100-4990181-001	-\$78.00	57,499.86
Check	03/16/2021	12191	Adams County Tax Services	03-02-2021 Excel File of Real Estate Parcels	-\$10.54	57,489.32
Check	03/16/2021	12192	Hamilton & Musser,	2020 Audit	-\$5,450.00	52,039.32
Check	03/16/2021	12193	McLaughlin's Home	Cust 89482	-\$222.16	51,817.16
Check	03/16/2021	12194	Hanover Door	Invoice 17805	-\$249.50	51,567.66
Check	03/16/2021	12195	Adams Cty Bldg Ass	2021 Membership Fee		
Check	03/16/2021	12196	West Penn Pow	ACBOA- Board of Appeals	-\$100.00	51,467.66
Check	03/16/2021	12197	Shealers Septic Ser	100090757368	-\$318.53	51,149.13
Check	03/16/2021	12199	Doceo	Inv 31159	-\$60.00	51,089.13
Check	03/16/2021	12198	Doceo	LT03 Contract C12477-01	-\$484.41	50,604.72
Paycheck	03/18/2021	ACH	Ammerman, Cor		-\$337.08	50,267.64
Paycheck	03/18/2021	12186	Barlow, Walter		-\$1,104.45	49,163.19
Paycheck	03/18/2021	ACH	Ilko, Jessica		-\$362.49	48,800.70
Paycheck	03/18/2021	12187	Keilholtz, Jr., Robert E.		-\$699.72	48,100.98
Paycheck	03/18/2021	12188	Lowe, Brandon		-\$61.26	48,039.72
Paycheck	03/18/2021	12189	Pecher, Bruce E.		-\$255.30	47,784.42
Paycheck	03/18/2021	ACH	Peck, Wendy J.		-\$1,074.28	46,710.14
Paycheck	03/18/2021	ACH	Roosen, Christopher M.		-\$38.70	46,671.44
Paycheck	03/18/2021	ACH	Weikert, Brian		-\$107.14	46,564.30

	Paycheck	03/18/2021	ACH	Hansen, Sherri		-\$1,838.06	44,726.24	
	Paycheck	03/18/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.86	44,657.38	
	Deposit	03/18/2021			Deposit	\$9,366.35	54,023.73	
	Llab Check	03/19/2021	ACH	US Treasury Dept/I	23-2110946	-\$1,497.84	52,525.89	
	Llab Check	03/22/2021	ACH	PA Dept. of Revenue	1641 9699	-\$229.69	52,296.20	
	Deposit	03/22/2021			Deposit	\$18,861.75	71,157.95	
	Deposit	03/23/2021			Deposit	\$12,563.42	83,721.37	
	Check	03/30/2021	12205	Verizon Wireless	Acct 621280772-00001	-\$175.06	83,546.31	
	Check	03/30/2021	12206	Hamiltonban Towns	Invoice #631	-\$4,284.00	79,262.31	
	Check	03/30/2021	12207	HD Defense	Invoice 50571	-\$61.00	79,201.31	
	Check	03/30/2021	12208	Aero Energy	Cust 59990	-\$401.86	78,799.45	
TOTAL	Check	03/30/2021	12209	Comcast Cable	8993110110006912	-\$89.90	78,709.55	
	Deposit	03/30/2021			Deposit	\$4,574.19	83,283.74	
	Check	03/30/2021	12210	PA Municipal Code	31551	-\$307.35	82,976.39	
	Check	03/30/2021	12211	Lowes	98004701524	-\$137.98	82,838.41	
	Deposit	03/31/2021			Deposit	\$7,201.36	90,039.77	
	Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						<u>\$10,102.97</u>	<u>90,039.77</u>
							<u>\$10,102.97</u>	<u>\$90,039.77</u>
TOTAL							\$10,102.97	\$90,039.77
01.101 · PLIGT General Fund							306,376.35	
		03/31/2021			Mar Interest	<u>\$10.17</u>	<u>306,386.52</u>	
	Total 01.101 · PLIGT General Fund						<u>\$10.17</u>	<u>306,386.52</u>
TOTAL							\$10.17	\$306,386.52
30.101 · PLIGIT Capital Reserve Fund							122,024.41	
		03/31/2021			Mar Interest	<u>\$4.69</u>	<u>122,029.10</u>	
	Total 30.101 · PLIGIT Capital Reserve Fund						<u>\$4.69</u>	<u>122,029.10</u>
TOTAL							\$4.69	\$122,029.10
100.00 · PLIGT State							31,904.80	
	Deposit	3/1/2021			Deposit	\$73,511.10	105,415.90	
	Check	3/2/2021	637	Aero Energy	59990	-\$356.89	105,059.01	
	Check	3/2/2021	638	US Municipal	Invoice #6179859	-\$123.74	104,935.27	
		03/31/2021			March Interest	<u>\$0.95</u>	<u>104,936.22</u>	
	Total 100.00 · PLIGT State						<u>\$73,031.42</u>	<u>\$104,936.22</u>
TOTAL							\$73,031.42	\$104,936.22
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)						<u>\$0.00</u>	<u>0.00</u>
TOTAL							\$0.00	0.00
THE FIRE TAX ACCOUNT WAS CLOSED BY ACNB ON 03/17/21 WITHOUT NOTIFICATION TO LIBERTY TOWNSHIP								
10.100 · Liberty Township Escrow							5,145.00	
	Check	03/02/2021	193	KPI	8407	-\$565.96	4,579.04	
	Deposit	03/18/2021			Deposit	<u>\$1,300.00</u>	<u>5,879.04</u>	
	Total 10.100 · Liberty Township Escrow						<u>\$734.04</u>	<u>5,879.04</u>
TOTAL							\$734.04	5,879.04

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

Quarterly Budget Review: Chairman Barlow asked the Board if they had reviewed the quarterly budget report and requested comments. The Supervisors agreed that everything seemed to be on target. **Mr. Jackson made a motion to accept the quarterly budget report. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.**

Expenses: **Mr. Keilholtz moved for retroactive approval of the 03/3/21-04/06/2021 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 02/28/21-03/13/2021 and 03/14/21-03/27/2021 payroll. Mr. Jackson 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 March. The report of Police Department activities included working 279.5 hours and 25 hours in Freedom Township. The department drove 1752 miles, used 138.7 gallons of fuel. Responded to 18 911 Incidents; Traffic Citations: 104; Faulty Equipment: 7; On Call Hours: 3; Warnings: 22; Misdemeanor/Felony Arrests: 2/1; and PSP Calls: 10. FREEDOM TOWNSHIP: Worked 25 hours; 2 911 Incidents; 43 Traffic Citations; and 8 Warnings. She went on to report that the Police Dept. received a PBT from the Trooper Iwanic Foundation. In return they asked if we could try to get at least 2 people to sign up for their (Virtual) 5K fundraiser. Car 2 is in service and is being used. The Chief worked on the Police Department Policies and Procedures Manual with Supervisor Keilholtz. Several reports were taken for mailbox vandalism. Officer Ammerman had a DUI arrest. Liberty Township Police Dept. is partnering with Carroll Valley for a drug take back event on April 24, 2021 from 1000-1400. Chief Hansen also reported that the ENRADD was repaired. Mr. Keilholtz commented that Part-Time Police Officer Cory Ammerman had been back in service with the township for more than six months and is doing an outstanding job and he would like to see Officer Ammerman's rate increased to \$22 per hour to match Officer Roosen's pay rate. Chief Hansen noted that she included pay increases for the Police Department in her 2021 budget. **Mr. Keilholtz made a motion to increase Cory Ammerman's hourly rate from \$20.40 per hour to \$22.00 per hour effective the next pay period which begins on April 11.** Mr. Jackson stated that he is pleased with Officer Ammerman's performance and agrees with the increase. **Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

Zoning Officer's Report – Mr. Barlow reported that three zoning permits, one driveway permit, and one well permit were issued in March with \$385 permit fees collected.

Roadmaster Report – Mr. Barlow reported that the Road Department drove 1,237 miles and used 101 gallons of gasoline, 45 gallons of on-road diesel and 48 gallons of off-road diesel. Mr. Barlow reported that nine hazardous trees were cut down in one day in the Township. Old Waynesboro Road received a new base and new stone. There was a discussion of tar and chipping for Old Waynesboro Road since the township is expected to receive additional funds from the state. Mr. Barlow contacted Haymakers and Wells for bids for Old Waynesboro Road. Mr. Barlow completed the Dirt and Gravel Road recertification program which is good for five years. This certification will allow Mr. Barlow to write a grant for funds for McGlaughlin Road to have it reclaimed. The Road Bid has been awarded to Kinsley Construction and we are waiting to schedule a start date. The township received half of the sign order from Chemung. The rest of the order is expected to be delivered in two weeks. Mr. Barlow reminded residents to keep their driveway culverts cleaned out. Mr. Barlow read an email from John Macinyak a property owner at 45 Pecher Road who reported having stormwater management issues on his property. He met with Mr. Macinyak and encouraged him to meet with DEP representative Rusty Ryan. The road crew will remove the gravel from the neighboring property that Mr. Macinyak complained about because it is in the township right away and the gravel should not have been placed there. Mr. Barlow acknowledge that Mr. Macinyak does have a major issue on his hands and should seek advice from an engineer. It was stated that is not the township's responsibility to do anything other than to clean the ditch. Mr. Lisko encouraged the Township to write a written response to Mr. Macinyak to let him know how the township will handle his concerns.

Planning Commission Report: Mr. Barlow reported that the Planning Commission did not meet in March but would meet on April 20 to review Final Minor Subdivision Plan - DAYHOFF - 25D15-0070---000; Sketch Plan - WILDERS -25A18-0009---000/ 25A18-0009B---000, and Final Plan Greenview Estates (Jacobs Church Road, Gladhill Road & Staley Road) Adams County & Franklin County.

Secretary/Treasurer: Ms. Peck reported on the ongoing issue with the telephone contract transitioning from 8x8 to Comcast. She reported that late this afternoon 8x8 indicated there will be a \$1,400 cancellation fee and she is looking in to it.

Old Business

- **Police Department Policy and Procedure Manual** – Mr. Keilholtz stated that he is actively working on revisions to the Police Department Policy and Procedure Manual with Chief Hansen.

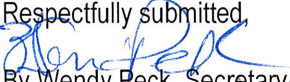
- **Policies And Procedures Manual Revisions** – Mr. Barlow stated that he met with staff members individually to discuss proposed changes to the Township Policies and Procedures manual covering Employee benefits. He commented that another Executive Session would be held to discuss updates and then the Supervisors would meet with the staff to present the proposed amendments.

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

New Business

- **2020 Audit and DCED Report** – Mr. Jackson reported on the status of the 2020 Annual Audit and DCED report. He stated that the township contracted with the CPA firm Hamilton Musser to perform the audit and prepare the DCED report. He went on to state that multiple errors were found with the report and Hamilton Musser was notified and they have made the corrections. **Mr. Barlow made a motion to approve the draft report. Mr. Jackson seconded the motion. All voted yes, and the motion passed.** Mr. Keilholtz asked if the Township had paid up front for the service. It was reported that the payment was made midway through the preparation and in accordance with the agreement that the Township signed. Mr. Jackson recommended holding off on having the same firm perform the audit of the tax collector.
- **Fountaindale Fire Dept Box Alarm Card Update** – The Board of Supervisors reviewed the request from Fountaindale Fire Department to make changes to the Box Alarm Card. Fountaindale Fire Chief Dave Martin had stated that Adams County changed the box cards to eliminate a lot of calls designated as miscellaneous and added about 15 new categories. Structure fires, vehicle accidents, wild land fires did not change. There were a couple of new apparatus updates which covered department replacements or removing apparatus from service. **Mr. Barlow made a motion to accept the Fountaindale Fire Dept Box Alarm Card Update. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Old Waynesboro Road Tar and Chip** – Mr. Barlow mentioned that this topic was discussed earlier under the Road Department report.
- **Proposed Washington Township, Franklin County Zoning Amendment** – The Supervisors reviewed the proposed changes for Washington Township, Franklin County. It was noted that the changes did not have an impact on Liberty Township and the Supervisors had no comments or objections to the proposed amendments.
- **Rist Trail Discussion** – Chairman Barlow reported to the Board recent discussions he had with the Fire Departments regarding limited access to the private roads in the Rist Trail area. He stated that they are reporting the roads are not passable for the fire equipment and the houses on the private roads are not properly marked with addresses. Mr. Barlow asked Solicitor Lisko to look in to the matter and see if enforcement could be applied based on public nuisance laws. There was additional discussion about the road maintenance and a past agreement with developers. The township would look in to the records to see if an agreement with the developer regarding road improvements could be located.
- **Final Minor Subdivision Plan Review Request Dayhoff 25D15-0070---000** – **Mr. Barlow made a motion to accept the Dayhoff Subdivision plans for review. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Final Minor Subdivision Plan Review Request Greenview Estates (Jacobs Church Road, Gladhill Road & Staley Road) Adams County & Franklin County- Lee Royer.** Lee Royer was present to answer any questions about the subdivision plan submission for Greenview located in Liberty Township, Adams County and Washington Township, Franklin County. Mr. Royer notified the Board that he has requested WTMA provide the draft intermunicipal agreement that the township is requiring as part of the plan submission. **Mr. Barlow made a motion to accept the Greenview Subdivision plans for review. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Lot Recombination Policy** – The Board discussed the issue with lot recombinations and although there are existing parcels that were previously issued zoning and building permits without being recombined, it was determined that there is a process in place with the current Zoning Officer to prevent land use permits from being issued to parcels made up of more than one lot.
- **Holmes Lot Recombination 25QQ0-0065---000 25QQ0-0068---000** – Mr. Lee Royer was present to discuss the application for a waiver for plan submission for the Lot Recombination Plan for Mr. Holmes 25QQ0-0065---000 25QQ0-0068---000. The plan was viewed and approved by Adams County Planner Rob Thaeler. The Board reviewed the plan and determined that the simple lot combination did not need a formal plan submission. **Mr. Barlow moved to grant the waiver of Section 308 of the Liberty Township Subdivision and Land Development Ordinance which requires that a subdivision plan be filed for the Holmes Lot Recombination Plan dated March 11, 2021. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

At 8:42 PM **Mr. Keilholtz 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 4, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,

By Wendy Peck, Secretary/Treasurer