

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
April 5, 2022, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, April 5, 2022, at 6 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 Keilholtz, Solicitor John Lisko, Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

At 6:02 PM Mr. Barlow called the meeting to order.

At 6:04 Supervisor Brandon Lowe arrived.

Public Comments:

- **Adams Sanders of 23 Strausbaugh Trail** made comments about the need for fire hydrants and water tower in the Rist Trail area. He also asked if there was any update on his March 1 request to have a curve in the road corrected.
- **Christine Harrington of 475 Orchard Road** requested that Liberty Township apply to PennDOT for permission to place signs on Route 16 to advise trucks that they are not permitted on Orchard Road. This item was listed last on the agenda, but the board decided to vote on the item at this time. **Mr. Barlow made a motion to apply for permission with PennDOT to place signs in both directions on Route 16 approaching Orchard Road to indicate that trucks are prohibited on Orchard Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Supervisor Comments

Mr. Lowe had no comments.

Mr. Keilholtz spoke of recent house fires in the township and reminded the public of the importance of working smoke detectors.

Mr. Barlow expressed his sympathy for the family of the recent township fire and spoke of the need for properly constructed driveways to accommodate emergency vehicles. He also reminded everyone to comply with the house numbering ordinance so that emergency vehicles can locate your home.

Minutes: *Mr. Keilholtz moved to accept the minutes of the March 1 Board of Supervisors meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of Mar 31, 2022

Presented at Apr 5, 2022 BOS Meeting

		ACNB - GenOper&Pay	135,781.60	PLGIT - Liquid Fuels	\$77,813.72
		PLGIT - General Res	\$306,486.59	ACNB - Escrow	9,272.13
		PLGIT- Capital Res	\$122,074.59	ACNB - ARP Funds	\$66,380.66
			\$564,342.78		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						109,554.52
	01/31/2022		ACNB	January Interest	6.73	109,561.25
	02/28/2022		ACNB	February Interest	4.87	109,566.12
Check	03/01/2022	12558	Staples	Acct 601110005005657	-165.92	109,400.20
Check	03/01/2022	12559	John M. Lisko	Solicitor Fees	-1,584.00	107,816.20
Check	03/01/2022	12560	KPI Technology	Invoice #8980	-276.38	107,539.82
Check	03/01/2022	12561	Mason's Propane	Invoice 509485	-300.10	107,239.72
Check	03/01/2022	12562	Aero Energy	Cust 59990	-625.71	106,614.01
Check	03/01/2022	12563	Barlow, Walter	Reimburse CDL Physical	-65.00	106,549.01
Check	03/01/2022	12564	Comcast Cable	8993110110006912	-154.68	106,394.33
Check	03/01/2022	12565	SEK&Co.	Invoice 175698	-5,000.00	101,394.33
Check	03/01/2022	12566	Verizon Wireless	Acct 621280772-00001	-184.76	101,209.57
Check	03/01/2022	12567	Lowes	98004701524	-106.25	101,103.32
LiabCheck	03/01/2022	12568	SecBen RetServ	610257	-238.25	100,865.07

Paycheck	03/03/2022	12569	Barlow {BOS}, Walter		-87.78	100,777.29
Paycheck	03/03/2022	12570	Keilholtz, Jr. {BOS}, Robert		-87.78	100,689.51
Paycheck	03/03/2022	12571	Lowe {BOS}, Brandon C.		-87.78	100,601.73
Paycheck	03/03/2022	ACH	Ammerman, Cory M.		-172.55	100,429.18
Paycheck	03/03/2022	12572	Barlow, Walter M		-1,030.32	99,398.86
Paycheck	03/03/2022	ACH	Hansen, Sherri		-1,812.53	97,586.33
Paycheck	03/03/2022	ACH	Ilko {Tax Collector}, Jessica L.		-61.87	97,524.46
Paycheck	03/03/2022	ACH	Ilko, Jessica		-123.51	97,400.95
Paycheck	03/03/2022	12573	Keilholtz, Jr., Robert E.		-206.25	97,194.70
Paycheck	03/03/2022	ACH	Munsee, Bridget		-351.08	96,843.62
Paycheck	03/03/2022	12574	Pecher, Bruce E.		-157.04	96,686.58
Paycheck	03/03/2022	ACH	Peck, Wendy J.		-1,118.14	95,568.44
Paycheck	03/03/2022	ACH	Roosen, Christopher M.		-866.67	94,701.77
Check	03/07/2022	ACH	BMO Harris	PLGIT CREDIT ACCOUNT	-893.71	93,808.06
Deposit	03/07/2022			Deposit	52.22	93,860.28
Deposit	03/08/2022			Deposit	2,257.19	96,117.47
Check	03/10/2022	ACH	ACNB	Payroll - Direct Deposit Ser	-29.42	96,088.05
Deposit	03/10/2022			Deposit	49.50	96,137.55
LiabCheck	03/11/2022	ACH	PA Dept. of Rev	1641 9699	-272.63	95,864.92
LiabCheck	03/11/2022	ACH	PA Dept. of Rev	1641 9699	-246.68	95,618.24
LiabCheck	03/11/2022	ACH	USTreasDept/IRS	23-2110946	-1,845.32	93,772.92
Check	03/15/2022	12577	Rabold's Services	Invoice 26198	-106.00	93,666.92
Check	03/15/2022	12578	West PennPower	100090757368	-238.97	93,427.95
Check	03/15/2022	12579	LEAF	100-4990181-001	-78.00	93,349.95
Check	03/15/2022	12580	GettysburgTimes	159232	-246.60	93,103.35
Check	03/15/2022	12581	Total Tech	Invoice 8073 8085	-700.00	92,403.35
Check	03/15/2022	12582	Shealers Septic	Inv 33009	-60.00	92,343.35
Check	03/15/2022	12583	Comcast-Phone	901156234	-189.86	92,153.49
Check	03/15/2022	12584	AC Tax Services	Excel File of Parcels	-9.88	92,143.61
Deposit	03/15/2022			Deposit	19,131.68	111,275.29
Paycheck	03/17/2022	12575	Barlow, Walter M		-888.55	110,386.74
Paycheck	03/17/2022	ACH	Haywood, Richard K		-29.11	110,357.63
Paycheck	03/17/2022	ACH	Ilko, Jessica		-20.83	110,336.80
Paycheck	03/17/2022	ACH	Munsee, Bridget		-441.10	109,895.70
Paycheck	03/17/2022	12576	Pecher, Bruce E.		-39.37	109,856.33
Paycheck	03/17/2022	ACH	Peck, Wendy J.		-1,106.58	108,749.75
Paycheck	03/17/2022	ACH	Roosen, Christopher M.		-967.69	107,782.06
Paycheck	03/17/2022	ACH	Weikert, Brian		-237.95	107,544.11
Paycheck	03/17/2022	ACH	Ammerman, Cory M.		-172.55	107,371.56
Paycheck	03/17/2022	ACH	Hansen, Sherri		-1,812.53	105,559.03
Paycheck	03/17/2022	ACH	Ilko {Tax Collector}, Jessica L.		-68.86	105,490.17
Deposit	03/21/2022			Deposit	3,076.40	108,566.57
Deposit	03/21/2022			Deposit	14,344.96	122,911.53
Deposit	03/22/2022			Deposit	14,737.33	137,648.86
Check	03/29/2022	12589	HamiltonbanTwp	Septic Inspection Fee	-10.00	137,638.86
Check	03/29/2022	12590	PAMunicipalCode	38479	-937.00	136,701.86
Check	03/29/2022	12591	Comcast Cable	8993110110006912	-154.68	136,547.18
Check	03/29/2022	12592	Staples	Acct 601110005005657	-174.97	136,372.21
Check	03/29/2022	12593	Verizon Wireless	Acct 621280772-00001	-184.82	136,187.39

Check	03/29/2022	12594	Aero Energy	Cust 59990	-643.70	135,543.69
Check	03/29/2022	12595	Doceo	LT03 Contract C12477-01	-370.52	135,173.17
LiabCheck	03/29/2022	12596	SecBenRetServices	610257	-353.58	134,819.59
Check	03/29/2022	12597	Gettysburg Times	403362	-162.20	134,657.39
Deposit	03/29/2022			Deposit	8,515.10	143,172.49
Paycheck	03/31/2022	12585	Barlow {BOS}, Walter		-87.78	143,084.71
Paycheck	03/31/2022	12586	Keilholtz, Jr. {BOS}, Robert		-87.78	142,996.93
Paycheck	03/31/2022	12587	Lowe {BOS}, Brandon C.		-87.78	142,909.15
Paycheck	03/31/2022	ACH	Ruppert {Planning Com}, Barbara L.		-43.79	142,865.36
Paycheck	03/31/2022	ACH	Ammerman, Cory M.		-384.35	142,481.01
Paycheck	03/31/2022	ACH	Ilko, Jessica		-41.66	142,439.35
Paycheck	03/31/2022	ACH	Munsee, Bridget		-413.11	142,026.24
Paycheck	03/31/2022	ACH	Peck, Wendy J.		-1,118.14	140,908.10
Paycheck	03/31/2022	ACH	Roosen, Christopher M.		-1,451.49	139,456.61
Paycheck	03/31/2022	12588	Barlow, Walter M		-1,086.81	138,369.80
Paycheck	03/31/2022	ACH	Ilko {Tax Collector}, Jessica L.		-606.08	137,763.72
Paycheck	03/31/2022	ACH	Hansen, Sherri		-1,812.53	135,951.19
Check	03/31/2022	ACH	Intuit QuickBooks	Check order	-169.59	135,781.60

Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) 26,227.08 135,781.60

100.00 · PLIGT State 7,524.41

	02/28/2022			Prev Report Adjust	0.02	7,524.43
Check	03/01/2022	677	Aero Energy	59990	-150.01	7,374.42
Check	03/01/2022	678	Morton Salt Inc	Customer #3684741	-1,506.37	5,868.05
Deposit	03/01/2022		Common of PA	Liq Fuels Allocation	75,917.63	81,785.68
Check	03/15/2022	679	Common of PA	P24008520-414	-3,421.17	78,364.51
Check	03/15/2022	680	Aero Energy	VOID: 59990		78,364.51
Check	03/15/2022	681	Aero Energy	59990	-550.79	77,813.72

Total 100.00 · PLIGT State 70,289.29 77,813.72

10.100 · Liberty Township Escrow 10,906.22

	02/28/2022		KPI	Adjustment from Feb	290.75	11,196.97
	02/01/2022	200	KPI	Corrected Feb Check	-1,456.84	9,740.13
Check	03/01/2022	201	KPI	8980	-468.00	9,272.13

Total 10.100 · Liberty Township Escrow -1,634.09 9,272.13

95.100 · PLGIT Gen Reserve Fund 306,478.40

Deposit	02/28/2022			Interest	8.19	306,486.59
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Total 95.100 · PLGIT Gen Reserve Fund 8.19 306,486.59

30.101 · PLIGIT Capital Reserve Fund 122,070.85

Deposit	02/28/2022			Interest	3.74	122,074.59
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Total 30.101 · PLIGIT Capital Reserve Fund 3.74 122,074.59

ACNB ARP FUND 66,378.11

Deposit	02/28/2022			Interest	2.55	66,380.66
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2.55 66,380.66

*Interest not available at time of report.

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

Expenses: Mr. Keilholtz moved for retroactive approval of the 03/02/22 - 04/05/2022 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 02/27-03/12/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for approval of the 03/13-03/26/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Officer's Report – Chief Hansen reported on the March Police Department activities which included working 338.5 hours in Liberty Township, driving 1759 miles, and using 125.7 gallons of fuel. Other activities included: 17 911 incidents; 45 traffic citations, 8 faulty equipment, 3 warnings, 1 misdemeanor/felony arrests, 0 non-traffic and 2 PSP calls. Service to Freedom Township included: Working 25 hours with 1 911 incidents, 25 traffic citations, and 7 warnings. Service to Highland Township included: Working 25 hours with 4 911 incidents, 12 traffic citations, and 8 warnings. She further reported that the tasers have arrived and Officer Roosen will train everyone for their use. Chief Hansen reported that the transmission was replaced in Car 2 and further maintenance issues were discovered. In accordance with the Police Policy manual, body cam videos over 60 days old have been purged. She also stated that Officer Roosen did a great job writing the grant application that was submitted for funding for a new police car.

Zoning Officer's Report – Mr. Barlow reported two land use permits and one renewal were issued in March bringing in \$225 in fees.

- 2650 Bullfrog Road Ongoing Zoning Violations – it was reported that an application was submitted to demolish the mobile home.
- 3257 Bullfrog Road Ongoing Zoning Violations – it was reported that a search warrant was executed on the property for the exterior, and another for the interior is forthcoming.
- 340 Brent Road Fairfield Unpermitted Earth Disturbance – It was reported that Adams County Conservation District and the DEP are investigating unpermitted earth moving activities and compliance notices have been issued for violation of The Clean Streams Law.
- 140 Airedale Trail Dumping – It was reported that the owner of the property has been contacted and has requested to be allowed until April 16 to clean up the property. **Mr. Barlow made a motion to grant the property owner a deadline of April 16 to clean up the property. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- 2961 Tract Road Complaints for Animals at Large and Septic Violation – Written notices were sent, and a personal contact was made with the property owner to investigate the complaints. Corrective measures have been taken and the SEO reported that the property is currently in compliance.
- 17912 Harbaugh Valley Road Unpermitted Buildings and Septic Tanks – The Board of Supervisors discussed the suspected unpermitted multiple septic tanks at 17912 Harbaugh Valley Road and 14051 Stahley Road. **Mr. Barlow made a motion to instruct the SEO investigate 17912 Harbaugh Valley Road and 14051 Stahley Road to determine if they are out of compliance. Mr. Keilholtz seconded motion. All voted yes, and the motion passed.**

Roadmaster Report – Mr. Barlow reported that the Road Department drove 422.2 miles, used 78.1 gallons of gasoline, and used 19 gallons of on-road diesel fuel. He went on to report that he the Supervisors performed a Road Audit on March 19 and the minute for the meeting were distributed for review with the intent to approve at the May 3 meeting. The Roadmaster presented \$1,133 quote from D.E. Gemmil for signs and other signaling devices required for flagging operations. The sign budget for 2022 includes \$2500 in the General Fund and \$1500 in the Liquid Fuels Fund. He reported that the salt contract was reduced from 80 tons to 60 tons and the township is also planning to use ice melt alternatives lower temperatures. Permission has been obtained from landowners near the Old Waynesboro Bridge to allow access during the upcoming repairs. Mr. Barlow went on to discuss the 2022 Road projects and bridge repair. Mr. Barlow spoke about a recent occurrence of road side dumping. He announced the Adams County Tire Recycling Event at the Agricultural and Natural Resources Center 670 Old Harrisburg Road, Gettysburg, on Saturday, May 21st from 8:00 a.m. until 1:00 p.m.

Planning Commission Report: Mr. Barlow read a report from Chair Judie Hogan stating that the Planning Commission met on March 15, 2022 at 7:30 PM. They reviewed the Thomas Hanger 25000-0049---000 Land Development Plan dated 09/09/21 and Revised on 03/04/2022. The Planning Commission voted in favor of recommending conditional approval based on concurrence by the Adams County Conservation District that all comments have been addressed. The Planning Commission also discussed recent construction at the Carmel of Jesus, Mary, and Joseph parcel 25C15-0085---000 located at 465 Water Street. It was noted that although the original submission from 2015 indicated that Liberty Township would only be responsible for stormwater and septic plans, the re-submitted plans for the building of an ice house show buildings noted on Liberty Township property. Subsequently, the Planning Commission asked KPI to review and compare the original plans with the new plans and determine whether changes need to be made to stormwater or septic management. Copies of the Codification of Liberty Township Ordinances for review were distributed to all members present. The next meeting of the Planning Commission is scheduled for Tuesday, April 19, 2022. Mr. Barlow commented that since the date of the Planning Commission meeting, all conditions of the Thomas Hanger plan had been met. **Mr. Barlow made a motion to approve the Thomas Hanger 25000-0049---000 Land Development Plan dated 09/09/21 and Revised on 03/04/2022. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.**

Secretary/Treasurer: The Secretary announced that two e-cycle events have been tentatively scheduled for May and October at Freedom Township. She went on to state that more information will be available after Freedom Township's next Board of Supervisors meeting. The

Solicitor inquired about the status of the American Rescue Plan Act reporting. It was confirmed that the Township met with the CPA SEK who had advised the Township on the Final Rule. The Township was in agreement to use the standard allowance of up to \$10 million, not to exceed total award allocation for identifying revenue loss, but it could not be confirmed at the time of the meeting if the Board had actually voted to file the report claiming the standard allowance. **Mr. Barlow made a motion to claim the standard allowance for Revenue Replacement for Provision of Government Services on the American Rescue Plan Act fund reporting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Old Business

- **Update on Cable Franchise Fee Contract –Mr. Barlow made a motion to table any action to accept the Comcast Cable Franchise Agreement until after the Solicitor speaks to Comcast to resolve several items that the Township has requested be addressed. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to revise the Liberty Township ordinances to eliminate prohibiting placement of roof-mounted solar panels and to requiring a draft of the new deed as part of the subdivision plan approval process when adopting the codification. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **The Board discussed Septic Program Pumping Inspection Compliance. The Board reviewed the report prepared by Jessica Ilko showing the 27 outstanding properties. After careful consideration, Mr. Barlow moved to table the issuance of violations until the May meeting and send one more reminder notice to the outstanding properties. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

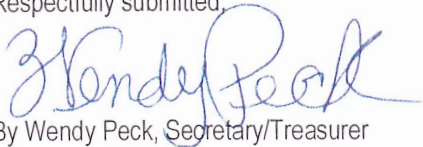
New Business Public Comments: None.

New Business

- **Mr. Barlow made a motion to retroactively approve the submission of the Application for the 2021/22 JAG Single Solicitation Local Initiatives Grant. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to advertise the 2022 Road Work Bids with a bid opening date of May 3 at the 6 PM meeting, and a bid award date of May 10 at 12:30 PM. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt a Resolution for an Intermunicipal Agreement with Hamiltonban Township for Road Work during 2022. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt an Ordinance regarding Tax Collector Fees. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt a Resolution Updating the Fee Schedule to increase the land use/zoning permit application fee to \$100 and the hourly zoning consultation rate to \$50 so the fees are in line with PMCA's 2022 rates. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to table the request from Fairfield Fire Department for COVID-19 Relief Funds until a future meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

At 7:20 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.
The next monthly Board of Supervisors meeting is scheduled for Tuesday, May 3, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer