

**Liberty Township Board of Supervisors, Adams County, PA**  
**39 Topper Road, Fairfield, PA 17320**  
**Aug 2, 2022, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, August 2, 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.

**Present:** Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Brandon Lowe, Solicitor John Lisko, Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

**At 6 PM** Mr. Barlow called the meeting to order.

**Employment Resignations and Applications:**

- **Mr. Barlow made a motion to accept the resignation of Assistant to the Secretary Bridget Munsee effective June 31, 2022. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the resignation of Police Chief Sherri Hansen from full-time employment and continuing as Part-Time Chief of Police at the same pay-rate effective August 6, 2022. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to hire Hannah Beckett as Assistant to the Secretary for thirty hours per month as needed for \$16 per hour effective immediately. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to hire Scott Ross as Part-Time Police Officer as needed for \$22 per hour effective immediately. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Ross was sworn in to office by Chairman Barlow.

**Public Comments:**

- **Adam Sanders 23 Strausbaugh Trl** presented the Board with a list of names of volunteers to willing serve in the Road Department. Chairman Barlow asked for the qualifications and contact information for the volunteers. Mr. Sanders stated that he would provide qualifications and contact information for the volunteers to the Township Secretary.
- **Mike Troxell 225 Irishtown Rd** asked what the setback would be to place boulders along his property where it meets the road. Mr. Lisko and Mr. Barlow discussed the right of way. Mr. Troxell was instructed to contact the township office during business hours in order to have the information confirmed and to have his question properly answered.
- **Judie Hogan 685 Friends Creek Rd** asked if for clarification of some items that she heard were discussed at the July Board of Supervisors' meeting. She asked if the Board discussed logging on Friends Creek Road. Mr. Barlow replied that there was no discussion about logging at last month's meeting. She asked the Board if they stated that they would support the property trade between Carroll Valley Borough and Mike Capone. She also asked if Liberty Township indicated that it would provide funds for an access road for the property at 556 Friends Creek Road. Mr. Barlow stated that Liberty Township simply has no objection to Carroll Valley Borough's property trade, and that Liberty Township did not indicate any commitment to being involved in any way with the property trade or construction of an access road.

**Supervisor Comments:**

- **Mr. Lowe** had no comments.
- **Mr. Keilholtz** had no comments.
- **Mr. Barlow** announced that the Board of Supervisors held an Executive Session on July 28 and on July 29 to discuss personnel issues and conduct job interviews.

**Minutes:** *Mr. Keilholtz moved to accept the minutes of the July 5 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 July 29, 2022**  
**Presented at Aug 2, 2022 BOS Meeting**

ACNB - Gen Oper		\$376,596.59	PLGIT - Liquid Fuels	\$64,971.20
PLGIT - GenRes		\$307,093.54	ACNB - Escrow	\$9,970.63
PLGIT - Cap Res		\$122,336.03	ACNB - ARP Funds	\$57,022.05
		<b>\$806,026.16</b>		

Type	Date	Num	Name	Memo	PD AMT	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>367,284.79</b>
Deposit	06/30/2022			Interest	27.92	367,312.71
Check	07/05/2022	12676	D & D Hauling Excavatin	Invoice 00137	-400.00	366,912.71
Check	07/05/2022	12677	PA Municipal Code	40408	-650.00	366,262.71
Check	07/05/2022	12678	Comcast Cable	8993110110006912	-154.67	366,108.04
Check	07/05/2022	12679	John M. Lisko	Solicitor Fees	-1,368.00	364,740.04

Check	07/05/2022	12686	KPI Technology	Invoice #9113 & 9116	-2,442.63	362,297.41
Check	07/05/2022	12687	Total Tech Solutions LLC	Invoice 8275	-450.00	361,847.41
Check	07/05/2022	12688	West Penn Power	100090757368	-151.15	361,696.26
Check	07/05/2022	12689	LEAF	100-4990181-001	-78.00	361,618.26
Check	07/05/2022	12690	Rabold's Services	Invoice 26342	-106.00	361,512.26
Paycheck	07/07/2022	12680	Barlow {BOS}, Walter		-87.78	361,424.48
Paycheck	07/07/2022	12681	Keilholtz, Jr. {BOS}, Robert		-87.78	361,336.70
Paycheck	07/07/2022	12682	Lowe {BOS}, Brandon C.		-87.78	361,248.92
Paycheck	07/07/2022	ACH	Ruppert {Planning Com}, Barbara L.		-43.78	361,205.14
Paycheck	07/07/2022	ACH	Ammerman, Cory M.		-541.63	360,663.51
Paycheck	07/07/2022	12683	Barlow, Walter M		-928.59	359,734.92
Paycheck	07/07/2022	ACH	Hansen, Sherri		-1,812.53	357,922.39
Paycheck	07/07/2022	ACH	Haywood, Richard K		-968.31	356,954.08
Paycheck	07/07/2022	ACH	Ilko {Tax Collector}, Jessica L.		-125.77	356,828.31
Paycheck	07/07/2022	12684	Keilholtz, Jr., Robert E.		-412.71	356,415.60
Paycheck	07/07/2022	ACH	Munsee, Bridget		-455.11	355,960.49
Paycheck	07/07/2022	12685	Pecher, Bruce E.		-518.88	355,441.61
Paycheck	07/07/2022	ACH	Peck, Wendy J.		-1,118.15	354,323.46
Paycheck	07/07/2022	ACH	Roosen, Christopher M.		-1,572.48	352,750.98
Check	07/07/2022	ACH	BMO Harris Bank-PLGIT	PLGIT CREDIT ACCOUNT	-2,025.59	350,725.39
Deposit	07/07/2022			Deposit	5,615.06	356,340.45
Deposit	07/11/2022			Deposit	22.00	356,362.45
LiabCheck	07/12/2022	ACH	York/Adams County EIT	000095043	-755.62	355,606.83
LiabCheck	07/12/2022	ACH	PSATS UC Group Trust	0104573	-252.42	355,354.41
Check	07/12/2022	ACH	ACNB	Payroll - Direct Deposit	-29.18	355,325.23
Check	07/12/2022	ACH	Intuit QuickBooks	Monthly fee payroll servi	-28.00	355,297.23
LiabCheck	07/13/2022	ACH	PA UC Fund	01-04573M3	-7.39	355,289.84
Deposit	07/13/2022			Deposit	9,579.52	364,869.36
Deposit	07/14/2022			Deposit	215.11	365,084.47
Deposit	07/14/2022			Deposit	4,610.00	369,694.47
LiabCheck	07/15/2022	ACH	US Treasury Dept/IRS	23-2110946	-2,275.08	367,419.39
LiabCheck	07/15/2022	ACH	Penn Dept. of Revenue	1641 9699	-336.75	367,082.64
Deposit	07/15/2022			Deposit	209.81	367,292.45
Check	07/18/2022	ACH	Liberty Town ARP Fund	1st RedisTranche ARP Fu	-209.81	367,082.64
LiabCheck	07/19/2022	12694	Franklin Cty Are Tax Bur	23-2110946	-18.80	367,063.84
LiabCheck	07/19/2022	12695	Security Benefit Retir	610257	-116.16	366,947.68
Check	07/19/2022	12696	Comcast-Phone	901156234	-191.38	366,756.30
Check	07/19/2022	12697	Verizon Wireless	Acct 621280772-00001	-184.94	366,571.36
Check	07/19/2022	12698	Hamiltonban Township	Invoice #699	-18.94	366,552.42
Check	07/19/2022	12699	Comcast Cable	8993110110006912	-154.67	366,397.75
Deposit	07/19/2022			Deposit	8,227.65	374,625.40
LiabCheck	07/20/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,584.72	373,040.68
Paycheck	07/21/2022	12691	Barlow, Walter M		-452.16	372,588.52
Paycheck	07/21/2022	ACH	Hansen, Sherri		-1,812.53	370,775.99
Paycheck	07/21/2022	ACH	Haywood, Richard K		-277.44	370,498.55
Paycheck	07/21/2022	ACH	Ilko {Tax Collector}, Jessica L.		-90.23	370,408.32
Paycheck	07/21/2022	ACH	Ilko, Jessica		-24.99	370,383.33
Paycheck	07/21/2022	12692	Keilholtz, Jr., Robert E.		-23.03	370,360.30
Paycheck	07/21/2022	12693	Pecher, Bruce E.		-288.31	370,071.99
Paycheck	07/21/2022	ACH	Peck, Wendy J.		-1,102.07	368,969.92
Paycheck	07/21/2022	ACH	Roosen, Christopher M.		-1,596.65	367,373.27

Paycheck	07/21/2022	ACH	Ammerman, Cory M.		-541.63	366,831.64
Deposit	07/21/2022			Deposit	2,648.91	369,480.55
LiabCheck	07/22/2022	ACH	PA Dept. of Rev	1641 9699	-240.16	369,240.39
Deposit	07/25/2022			Deposit	6,848.41	376,088.80
Deposit	07/26/2022			Deposit	507.79	376,596.59
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>9,311.80</b>	<b>376,596.59</b>
<b>100.00 · PLIGT State</b>						<b>64,920.67</b>
Deposit	06/30/2022			Interest	50.53	64,971.20
<b>Total 100.00 · PLIGT State</b>					<b>50.53</b>	<b>64,971.20</b>
<b>10.100 · Liberty Township Escrow</b>						<b>9,941.13</b>
Deposit	07/18/2022			DEPOSIT	800.00	10,741.13
Check	07/19/2022	204	KPI	9116	-770.50	9,970.63
<b>Total 10.100 · Liberty Township Escrow</b>					<b>29.50</b>	<b>9,970.63</b>
<b>95.100 · PLGIT Gen Reserve Fund</b>						<b>306,824.22</b>
Deposit	06/30/2022			June Interest	269.32	307,093.54
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>					<b>269.32</b>	<b>307,093.54</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						<b>122,223.45</b>
Deposit	06/30/2022			June Interest	112.58	122,336.03
<b>Total 30.101 · PLIGIT Capital Reserve Fund</b>					<b>112.58</b>	<b>122,336.03</b>
<b>ACNB ARP FUND</b>						<b>66,389.03</b>
Deposit	06/01/2022			June Interest	2.73	66,391.76
Deposit	06/13/2022	ACH	General Fund	Due to General Fund	-9,579.52	56,812.24
Deposit	06/18/2022	ACH		ARP Dividend Distribu	209.81	57,022.05
<b>Total ARP FUND</b>					<b>-9,366.98</b>	<b>57,022.05</b>

\*Interest not available at time of report.

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

• **2023 Budget Timeline:** The Board accepted the timeline for budget planning provided by the Treasurer.

**Expenses:** **Mr. Keilholtz moved for retroactive approval of the 07/05/22 - 08/02/2022 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 07/03/22-07/16/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 07/17/22-07/30/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

**Police Department Report** – Chief Hansen reported on the July Police Department activities which included working 321 in Liberty Township, driving 2,022 miles; Other activities included: 22 911 incidents; 35 traffic citations, 2 faulty equipment, 6 warnings, 2/1 misdemeanor/felony arrests, 0 non-traffic and 6 PSP calls. Service to Freedom Township included working 25 hours with 3 911 Incident, 9 Warnings, and 39 Traffic Citations. Service to Highland Township included working 25 hours with 4 911 Incident, 6 Warnings, and 24 Traffic Citations. Officer Roosen had 2 DUIs this month. The Department participated in the Roving DUI patrols in July and will be participating in Aggressive Driving details from July 5-August 21. Body cam videos over 60 days old have been purged in accordance with the police policy manual. She reported that the transmission Car 2 was replaced under warranty. She also stated that she is working on the contract renewals with Freedom and Highland. **Mr. Barlow made a motion to present the proposed three-year contracts to Freedom Township and Highland Township at an increase rate of 2023 5% \$18,900.00, 2024 4% \$19,656.00, and 2025 4% \$20,442.24. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Barlow stated that the Board was considering the options and discussing the process to replace the Chief of Police.

**Zoning Officer's Report** – Mr. Barlow reported that five land use permits were issued in June bringing in \$500 in fees. The zoning officer bill for the month was \$478.50.

- **2650 Bullfrog Road Ongoing Zoning Violations** – The debris from the demolished structure remains on the property.
- **3257 Bullfrog Road Ongoing Zoning Violations** – It was reported that there is still no significant progress in the cleanup process and the board would address the next steps in and Executive Session later in the meeting.
- **340 Brent Road Unpermitted Earth Disturbance** – DEP compliance is due by August 30.

**SEO's Report** – The SEO has received the non-traffic citations forms and is in the process of filing the citations.

**Roadmaster Report** – Mr. Barlow reported that work on McGlaughlin Road is complete. He stated that work will begin next week on the Old Waynesboro Road bridge. Tree trimming is planned for the fall.

**Planning Commission Report:** Judie Hogan reported that the Planning Commission met on July 19, 2022 and considered the PA DEP Planning Module: Christopher and Jennifer Hobbs 25C16-0070A--00070 Pecher Road. She stated that the Planning Commission discussed several concerns with the plan that accompanied the planning module, but they did approve with the request that the Zoning Officer offer an opinion on the setbacks as listed. The Zoning Officer had no issue with the plan and signed off on the Planning Module without concern. Chairman Hogan went on to report that in June they reviewed the proposed Charnita Lot Consolidation Plan Smith –Collie Trail 25QQ0-0036---000/25QQ0-0066---000/ 25QQ0-0067---000 and recommended approval.

- **Mr Barlow made a motion to approve request for Waiver of Plan submission Smith –Collie Trail 25QQ0-0036---000/25QQ0-0066---000/ 25QQ0-0067---000. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr Barlow made a motion for approval of Charnita Lot Consolidation Plan Smith –Collie Trail 25QQ0-0036---000/25QQ0-0066---000/ 25QQ0-0067---000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to approve the PA DEP Planning Module: Christopher and Jennifer Hobbs 25C16-0070A--00070 Pecher Rd. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Secretary/Treasurer:** No report.

#### **Old Business**

- **Update on Cable Franchise Fee Contract** – Mr. Lisko stated that he has been in contact with Comcast and spoke about two minor updates. The first update was to replace the word Borough with Township and the other was to change the response time from ten days to thirty-five days. Solicitor Lisko recommended that the Board of Supervisors vote on authorizing the Chairman to sign the contract once a signed copy with the updates is received from Comcast. **Mr. Barlow made a motion authorize the Chairman to sign the contract once a signed copy with the response time changed to thirty-five days is received from Comcast. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Carmel of Jesus Mary & Joseph Tax Appeal** – Mr. Lisko commented on the recent email communications and filings regarding the Carmel of Jesus Mary & Joseph Tax Appeal. The Township previously agreed not to participate but instead allow the attorneys for Adams County to handle the matter.
- **Insurance Bids** – It was reported that no additional bids were received. Mr. Barlow asked anyone interested in provided an insurance quote to contact the Township Secretary.

#### **New Business Public Comments:**

- **Jane Troxell 225 Irishtown Road** spoke about trash pick up being missed. She reported that she was charged \$15 for a return trip to pick-up her missed trash. She went on to state that was able to have that charged removed. The Board discussed different ways that they could address the issue with the contractor. The Township Secretary would contact the other municipalities to get a report on services in their area.

#### **New Business**

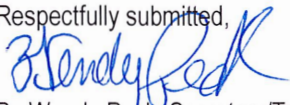
- **Mr. Barlow made a motion to request a meeting with the DCED to discuss Strategic Management Program Grant Application. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to request a free .gov website domain name. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Trash Pickup Complaints** – This was covered under New Business Public Comments.

**At 6:55 PM Mr. Barlow paused the meeting to hold an Executive Session to discuss zoning citations and personnel matters.**

**At 7:05 PM Mr. Barlow reconvened the regular meeting** and stated that the Township would inform the magistrate that Liberty Township will continue pursue charges against the property owner at 3257 Bullfrog Road for ongoing zoning violations. He went on to state that there were no qualifications provided with the list of names of volunteers and the information provided was insufficient to consider them to serve the Township.

**At 7:07 PM Mr. Barlow 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, September 6, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer