

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

March 3, 2020, 2020 Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, March 3, 2020 at 7:30 PM, at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320.

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 then opened the meeting to public comments.

PUBLIC COMMENTS

- **Agatha Foscato 45 Oak Grove Dr** expressed concern over Harrington's business sign at Orchard Road and PA Route 16 stating that it interfered with the line of site for traffic. She asked the Board of Supervisors if they could look in to having it moved out of the line of sight. There was some discussion about involving PennDOT since it was along a state route and a suggestion of asking Harringtons directly if they would voluntarily cooperate with the request.
- **Judie Hogan 685 Friends Creek Rd** expressed concern with shrubbery located 7 Ranch Trail stating that it interfered with the line of site for traffic. There was discussion of dealing with this same issue in the past and the fact that it is located along a road that is maintained by Carroll Valley Borough. Solicitor Lisko stated that a section existed in the Second Class Township Code addressing the issue and he would research it as the meeting continued.

SUPERVISOR COMMENTS

Mr. Jackson had no comments.
Mr. Keilholtz had no comments.
Mr. Barlow had no comments.

Minutes: Mr. Keilholtz moved to accept the minutes of the February 4, 2020 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved to accept the minutes of the February 18 Workshop Meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

TREASURER'S REPORT: Ms. Peck read the fund balances listed on the Treasurer's Report.

ACNB - General Operating & Payroll	<i>see detail</i>	\$61,687.76	
PLGIT - General Reserve	<i>see detail</i>	\$255,426.40	
PLGIT - Capital Reserve	<i>see detail</i>	\$96,629.80	\$413,743.96
PLGIT - Liquid Fuels	<i>see detail</i>	\$7,543.34	
ACNB - Fire Tax	<i>see detail</i>	\$788.79	
ACNB - Escrow	<i>see detail</i>	\$6,078.45	

Type	Date	Num	Name	Memo	Pd Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						46,511.18
Check	02/04/2020	11728	Brubaker Connaughton Goss	Invoice 30338	-\$468.00	46,043.18
LiabCheck	02/04/2020	11729	Security Benefit Retirement	610257	-\$303.24	45,739.94
Check	02/04/2020	11730	ACCOG	Invoice 2020-022	-\$100.00	45,639.94
Check	02/04/2020	11731	DataWorks Plus LLC	Invoice 20-211	-\$350.00	45,289.94
Check	02/04/2020	11732	McLaughlin's Home Heating	Cust 89482	-\$180.29	45,109.65
Check	02/04/2020	11733	Pennington Tree Experts	Inv PENN-658	-\$485.00	44,624.65
Deposit	02/04/2020			Deposit	\$2,641.72	47,266.37
Check	02/04/2020	EFT	8x8, Inc.	RW00354719	-\$235.27	47,031.10
Paycheck	02/06/2020	11734	Barlow (BOS), Walter		-\$87.78	46,943.32

Liberty Township, Adams County, PA BOS Meeting Minutes

Paycheck	02/06/2020	EFT	Jackson, Robert		-\$87.78	46,855.54
Paycheck	02/06/2020	11735	Keilholtz, Jr. {BOS}, Robert		-\$87.78	46,767.76
Paycheck	02/06/2020	11736	Ruppert, Barbara L.		-\$43.78	46,723.98
Paycheck	02/06/2020	11737	Barlow, Walter M		-\$65.78	46,658.20
Paycheck	02/06/2020	EFT	Peck, Wendy J.		-\$1,039.40	45,618.80
Paycheck	02/06/2020	EFT	Williams, Natalie		-\$68.86	45,549.94
Paycheck	02/06/2020	EFT	Hansen, Sherri		-\$1,836.07	43,713.87
Paycheck	02/06/2020	EFT	Weikert, Brian		-\$267.66	43,446.21
LiabCheck	02/07/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$142.30	43,303.91
LiabCheck	02/07/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$891.32	42,412.59
Check	02/10/2020	ACH	ACNB	Payroll - Direct Deposit Serv	-\$26.44	42,386.15
Deposit	02/11/2020			Deposit	\$8,013.92	50,400.07
Deposit	02/12/2020			Deposit	\$49.50	50,449.57
Check	02/13/2020	EFT	Intuit QuickBooks	Annual fee for payroll service	-\$472.00	49,977.57
Check	02/18/2020	11742	Treysta	57288	-\$490.00	49,487.57
Check	02/18/2020	11743	Treysta	7406	-\$1,798.00	47,689.57
Check	02/18/2020	11744	John M. Lisko	Solicitor Fees	-\$1,464.00	46,225.57
Check	02/18/2020	11745	PA Municipal Code Alliance	25387	-\$762.50	45,463.07
Check	02/18/2020	11746	Good Life Cleaning Services	Customer # 041104L	-\$80.20	45,382.87
Check	02/18/2020	11747	West Penn Power	100090757368	-\$267.05	45,115.82
Check	02/18/2020	11748	LEAF	100-4990181-001	-\$78.00	45,037.82
Check	02/18/2020	11749	Talcotts Auto Repair	Repair Order 9013170	-\$20.00	45,017.82
Check	02/18/2020	11750	Shealers Septic Service	Inv 29490	-\$60.00	44,957.82
Check	02/18/2020	11751	Atlantic Tactical	LIB1201	-\$366.87	44,590.95
Check	02/18/2020	11752	TEVIS ENERGY INC	Account 1109398	-\$297.64	44,293.31
Check	02/18/2020	11753	Keilholtz, Jr., Robert E.	1/15/2020-02/04/2020 Mileage	-\$124.32	44,168.99
Check	02/18/2020	11754	Jackson, Robert	mileage to YATB mtg 1/29/2020	-\$53.35	44,115.64
Check	02/18/2020	11755	Comcast Cable	8993110110006912	-\$89.90	44,025.74
Paycheck	02/20/2020	11738	Barlow, Walter M		-\$447.37	43,578.37
Paycheck	02/20/2020	11739	Bostek, Kathryn		-\$17.52	43,560.85
Paycheck	02/20/2020	EFT	Hartley, Craig		-\$53.56	43,507.29
Paycheck	02/20/2020	11740	Keilholtz, Jr., Robert E.		-\$383.66	43,123.63
Paycheck	02/20/2020	EFT	Peck, Wendy J.		-\$1,039.39	42,084.24
Paycheck	02/20/2020	EFT	Roosen, Christopher M.		-\$305.28	41,778.96
Paycheck	02/20/2020	11741	Swiat, Richard		-\$21.89	41,757.07
Paycheck	02/20/2020	EFT	Hansen, Sherri		-\$1,836.06	39,921.01
Paycheck	02/20/2020	EFT	Weikert, Brian		-\$267.66	39,653.35
Paycheck	02/20/2020	EFT	Williams, Natalie		-\$68.88	39,584.47
Deposit	02/20/2020			Deposit	\$22,415.87	62,000.34
LiabCheck	02/21/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,079.30	60,921.04
LiabCheck	02/21/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$173.40	60,747.64
Deposit	02/28/2020			Deposit	\$937.98	61,685.62
Deposit	02/29/2020			Interest	\$2.14	61,687.76

Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)

TOTAL

\$15,176.58 61,687.76

01.101 · PLIGT General Fund

255,088.50

Deposit	02/29/2020	Interest	\$337.90	255,426.40
Total 01.101 · PLIGT General Fund			\$337.90	255,426.40
TOTAL			\$337.90	255,426.40
30.101 · PLIGIT Capital Reserve Fund				
Deposit	02/29/2020	Interest	\$131.97	96,629.80
Total 30.101 · PLIGIT Capital Reserve Fund			\$131.97	96,629.80
TOTAL			\$131.97	96,629.80
100.00 · PLIGT State				
Deposit	02/29/2020	Interest	\$8.72	7,543.34
Total 100.00 · PLIGT State			\$8.72	7,543.34
TOTAL			\$8.72	7,543.34
03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)				
Check	2/4/2020	110	Borough of Fairfield	2020 Fairfield Fire Work Comp
			-\$1,561.39	788.79
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)			-\$1,561.39	788.79
TOTAL			-\$1,561.39	788.79
Liberty Township Escrow				
Deposit	2/25/2020	Deposit	\$2,400.00	6,078.45
Total Liberty Township Escrow			\$2,400.00	6,078.45
TOTAL			\$2,400.00	6,078.45

Mr. Keilholtz moved for acceptance of the Treasurer's report. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow asked the Treasurer when she expected the Liquid Fuels Funds from the state. She said that she expected the funds to be deposited in April.

EXPENSES: Mr. Keilholtz moved for acceptance of the 02/19/2020-03/03/2020 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion for approval of the 02/16/2020-02/29/2020 payroll. Mr. Keilholtz 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 182 hours with 82 patrol hours, 35 on call hours and 12 traffic details which resulted in eight citations, and four warnings. She also stated that the department responded to 15 incidents and that PA State Police covered two calls for the Township. Chief Hansen mentioned that she had been talking to the Road Department about decommissioning the police truck and transferring it to the road department. She was looking for a decent used vehicle to replace the truck and has contacted another municipality for a price on their leased police vehicle that will be available in May. Mr. Barlow asked how many miles were on the potential vehicle and Chief Hansen responded that by May we can expect that the vehicle will have around 65,000 miles and a new set of tires. The Chief went on to report that the department received its new laptops recently and they are still working out a few bugs with the transfer of all the applications. Mr. Keilholtz asked Chief Hansen about Officer Craig Hartley who is listed on payroll but has not been on duty. The Chief replied that Officer Hartley is Liberty Township's Firearms Instructor who could be called in for duty in a pinch. She confirmed that he is a full-time police officer elsewhere. Mr. Keilholtz stated that he questions the expenses that the Township may be incurring for carrying him on payroll and that we should look into that.

Section 2312 Elimination of Curves; Acquisition of Views - Mr. Lisko stated that he had the information on the shrubbery maintenance question from Public Comments and referred to Pennsylvania Second Class Township Code Section 2312 Elimination of Curves; Acquisition of Views, which allows for the Township to take steps to provide a free and unobstructed view over lands located at or near the intersection of any two roads or highways, or a road and a railroad or railway, or at any curve in any road, for the better protection and safety to the traveling public. There was discussion about properly measuring and determining if the shrubbery was in the right of way and some comments about giving notice to the property owner before corrective action is taken. Mr. Lisko also referenced Section 2325 of the Second Class Township Code which provides the Supervisors with the right to trim shrubs and trees growing within the township right of way that constitute a hazardous or dangerous condition. He also stated that the bush must be in our right of way in order for us to be able to trim it and suggested providing notice to the owner prior to removing it.

Zoning Officer's Report: Mr. Barlow reported that two permits were issued in February 2020.

Roadmaster Report: Mr. Barlow reported on Road Department activities for the month of February which included maintenance on the tractor and the mower and cold patching. He further reported that he met with DL George and with David Martin to get prices on repairs to the bridge located on Old Waynesboro Road. LTAP was contacted for assistance and the township will need to obtain a G11 Permit to get permission to go in the water to make repairs to the bridge. Mr. Barlow reported that he met with LTAP Representative Pat Wright regarding the signage and ordinance to restrict truck traffic on local roads. The Road department placed stone at the intersection on Boyle Road to slow down the water runoff. He also met with a resident to instruct them how to address a water runoff issue and will be meeting with another resident on Brent Road for a similar issue. He stated that the road department drove 341 miles, used 26 gallons of on road diesel, 27 gallons of off-road diesel, and 2 gallons of gasoline in February. Mr. Barlow met with Hamiltonban Township and discussed arrangements for using their boom mower. He announced that the tree canopy cutting will take place from 7 AM to 3 PM on March 10,11, and 12th on Liberty Hall Road and on March 13th on Stoops Road. He noted that the roads will be closed to through traffic during the tree cutting. Mr. Barlow reported that he met with the PennDOT District 8 Representative to discuss the truck restriction signs and the possibility of putting a no left turn sign on Route 16 to prevent left turns on to Steelman Marker Road. Richard Swiat asked about the status of a telephone pole on Wenschhof Road. Mr. Barlow replied that he was not sure what the telephone company's plans were. He went on to say that he hoped that the truck traffic ordinance would address such problems as damage to telephone poles from truck traffic.

Planning Commission Report: Planning Commission Chair Judie Hogan reported that the Planning Commission met on February 18 to review the solar ordinance and changed the term "Solar Energy System(s)" with "Solar Photovoltaic System(s)" because it is the industry standard that is used specifically to describe converting solar to electric. She went on to state that the Planning Commission is still working on the burn ordinance and after reviewing several samples the Planning Commission is using the Carroll Valley Borough burn ordinance as a model because it most closely meets Liberty Township's requirements. Agatha Foscatto asked that the Township take into consideration the farms in Liberty Township and the need for burning brush and other materials related to farming. There was discussion about making provisions for farms, and a suggestion to refer to the Washington Township ordinance that allows brush and fallen limb burning. Judie Hogan reminded everyone that the Planning Commission has just begun working on it and has not talked much about the provisions. She went on to state the main focus was to be sure the ordinance addressed the burning issues that the Zoning Officer was recently having problems addressing.

Elected Auditors Report: Richard Swiat reported that two of the Elected Auditors met at the Township on Tuesday, February 5 and reviewed the 2019 deposits and income. He stated they would meet again later this month.

OLD BUSINESS

- **The Treasurer Bond Claim Status:** It was stated that the Board of Supervisors voted in favor of signing a final release to Travelers for the Treasurer bond claim at the last meeting with the expectation of receiving the final settlement amount of \$6,007.05. Ms. Peck reported that she was told the check was mailed last week, but she has not received it yet. The Secretary will mail the final release once the Township receives the check. It was stated that the Cincinnati Treasurer Bond claim remains open.

PUBLIC COMMENT –Chairman Barlow opened the meeting to public comment related to New Business.

Judie Hogan 685 Friends Creek Rd asked if the Floodplain Ordinance would need to be reviewed by the Planning Commission. There was some discussion of the MPC requirements, time constraints, advertising requirements and whether the Floodplain Ordinance would be a standalone ordinance or part of the Zoning Ordinance.

NEW BUSINESS

- **Flood Plain Ordinance** - Mr. Keilholtz reported that he recently presented a draft Floodplain Ordinance to the Supervisors but was recently informed that Adams County Planner Rob Thaeler is working on the generic ordinance to make it more specific to Adams County municipalities. Mr. Thaeler has a teleconference with Leslie Rhoads from PML on Friday to discuss his proposed changes. There was talk about the need to appoint a Floodplain Administrator and who could hold that position. Mr. Lisko advised the Board that several of his other Townships name the Chairman of the Board of Supervisors as the Floodplain Administrator.
- **Restricted Vehicle Ordinance** - Mr. Barlow read the proposed Restricted Vehicle Ordinance aloud which outlined 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. There was discussion about the ordinance. Mr. John George asked if it was a combination vehicle or a single vehicle measuring 45 feet. Mr. Lisko commented that the length was the combined overall length. Mr. Barlow made a motion to instruct staff

and the Solicitor to take the necessary steps to put the ordinance in to effect with the intent of a hearing and adoption to take place on April 7. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.

At 8:36 PM, Mr. Barlow announced that prior to the meeting an Executive Session was held 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 the application and hiring of Christopher Roosen in the Executive Session. Mr. Barlow made a motion to retroactively hire Christopher Roosen as a part-time at will Police Officer at a rate of \$20.40 per hour effective February 10, 2020. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

Ms. Peck announced that while the Board of Supervisors were in Executive Session, she checked the mail and the Township has now received the \$6007.05 check from Travelers which she will deposit in to the General Fund and she will send the final release to Travelers.

At 9:11 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, April 7, 2020, at 7:30 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer