

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

September 1, 2020 - Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, September 1, 2020 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, Supervisor Robert Keilholtz, Solicitor John Lisko, Police Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

At 7:30 PM, Mr. Barlow called the regular meeting to order and roll call was taken. Mr. Barlow stated that the call-in line was not working and an alternate call in number was provided for the public to call the meeting room during public comment periods.

PUBLIC COMMENTS

Richard Swiat 385 Wenschhof Rd addressed the Board and said they were doing a great job.

SUPERVISOR COMMENTS

Mr. Jackson had no comments.

Mr. Keilholtz reminded the public to check with the Township before starting projects to see if permits were required.

Mr. Barlow reported that he attended last night's fire department meeting and received a budget report. He stated that fundraising efforts were limited due to the pandemic restrictions but went on to describe that the Fire Department was in good financial shape. He announced fundraising efforts of drive-in dinners, yard sale spots during Pippenfest and a shrimp and chicken sale on October 3. Mr. Barlow distributed photos of a recent spill that took place at Specialty Granules LLC (25A17-0072D—000) located along Waynesboro Pike. He asked Mr. Jackson and Mr. Keilholtz if they were aware of the incident. He stated that DEP was called and expressed disappointment that Liberty Township was not notified. Mr. Jackson stated that he would follow up with FREMA to see why they had not been notified of the incident.

Minutes: *Mr. Keilholtz moved to accept the minutes of the August 4, 2020 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the August 19, 2020 Budget Workshop Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*

TREASURER'S REPORT: The Treasurer's Report was reviewed.

LIBERTY TOWNSHIP, ADAMS COUNTY
TREASURER'S REPORT - AUGUST
 Presented at Sep 1, 2020 BOS Meeting - interest not available at time of report

ACNB - General Operating & Payroll	<i>see detail</i>	\$160,479.32	
PLGIT - General Reserve	<i>no activity</i>	\$256,205.21	
PLGIT - Capital Reserve	<i>no activity</i>	\$96,944.31	\$513,628.84
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PLGIT - Liquid Fuels	<i>see detail</i>	\$51,395.42	
ACNB - Fire Tax	<i>no activity</i>	\$32,300.96	
ACNB - Escrow	<i>see detail</i>	\$3,923.90	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						173,579.63
Check	08/04/2020	11924	E Plus Copy Center	Inv 167840	-\$33.49	173,546.14
Check	08/04/2020	11937	Wivell, Shane	25A18-0033A-000	-\$48.08	173,498.06
Check	08/04/2020	11925	BFPE	2500944	-\$74.80	173,423.26
Liab Check	08/04/2020	11926	Security Benefit Retirement	610257	-\$227.44	173,195.82

				Services		
Check	08/04/2020	11927	PSATS Brubaker Connaughton	Inv-74510-L2L3 - J. Ilko	-\$75.00	173,120.82
Check	08/04/2020	11928	Goss & Lucarelli	Invoice 32769	-\$286.00	172,834.82
Check	08/04/2020	11929	Gettysburg Times	159232	-\$33.82	172,801.00
Check	08/04/2020	11930	Staples	Acct 601110005005657	-\$209.40	172,591.60
Check	08/04/2020	11938	KPI Technology	Invoice #8133	-\$243.00	172,348.60
Check	08/04/2020	11932	John M. Lisko	Solicitor Fees 7/23/2020-deliver 2 loads	-\$1,128.00	171,220.60
Check	08/04/2020	11933	George & Sons	concrete blocks	-\$600.00	170,620.60
Check	08/04/2020	11934	Lowe's	98004701524	-\$62.44	170,558.16
Check	08/04/2020	11935	R J Hall	Invoice 1473	-\$1,250.00	169,308.16
Check	08/04/2020	11936	TEVIS ENERGY INC	Account 1109398	-\$794.16	168,514.00
Deposit	08/04/2020			Deposit	\$2,695.36	171,209.36
Paycheck	08/06/2020	11939	Barlow {BOS}, Walter		-\$87.78	171,121.58
Paycheck	08/06/2020	EFT	Jackson, Robert		-\$87.78	171,033.80
Paycheck	08/06/2020	11940	Keilholtz, Jr. {BOS}, Robert		-\$87.78	170,946.02
Paycheck	08/06/2020	11941	Barlow, Walter M		-\$750.32	170,195.70
Paycheck	08/06/2020	EFT	Ilko, Jessica		-\$363.16	169,832.54
Paycheck	08/06/2020	11942	Pecher, Bruce E.		-\$208.80	169,623.74
Paycheck	08/06/2020	EFT	Peck, Wendy J.		-\$1,012.79	168,610.95
Paycheck	08/06/2020	EFT	Williams, Natalie		-\$87.12	168,523.83
Paycheck	08/06/2020	EFT	Hansen, Sherri		-\$1,836.06	166,687.77
Paycheck	08/06/2020	EFT	Ilko {Tax Collector}, Jessica L.		-\$68.86	166,618.91
Paycheck	08/06/2020	EFT	Roosen, Christopher M.		-\$717.83	165,901.08
Paycheck	08/06/2020	EFT	Weikert, Brian		-\$140.83	165,760.25
Liab Check	08/07/2020	ACH	US Treasury Dept/IRS	23-2110946 Payroll - Direct Deposit Service	-\$1,226.04	164,534.21
Check	08/10/2020	ACH	ACNB	Charge	-\$26.68	164,507.53
Deposit	08/10/2020			Deposit	\$5.50	164,513.03
Deposit	08/10/2020			Deposit	\$1,387.91	165,900.94
Deposit	08/11/2020			Deposit	\$2,499.32	168,400.26
Check	08/11/2020	ACH	8x8, Inc.	RW00354719	-\$300.15	168,100.11
Check	08/13/2020	ACH	Intuit QuickBooks	Monthly fee for payroll service	-\$26.00	168,074.11
Check	08/18/2020	11943	Comcast Cable	8993110110006912	-\$89.90	167,984.21
Check	08/18/2020	11944	West Penn Power	100090757368	-\$127.26	167,856.95
Check	08/18/2020	11945	Verizon Wireless	Acct 621280772-00001	-\$135.41	167,721.54
Check	08/18/2020	11946	Thomas Wells III, Inc.	Invoice 1757	-\$15,000.00	152,721.54
Check	08/18/2020	11947	E Plus Copy Center	Multiple Invoices	-\$290.00	152,431.54
Check	08/18/2020	11948	Total Tech Solutions LLC	Invoice 6202	-\$450.00	151,981.54
Check	08/18/2020	11949	TEVIS ENERGY INC	Account 1109398	-\$541.05	151,440.49
Check	08/18/2020	11950	LEAF	100-4990181-001	-\$78.00	151,362.49
Check	08/18/2020	11951	PA Municipal Code Alliance Pennsylvania Dept. of	26824- reprint unpaid from May Revenue	-\$458.75	150,903.74
Liab Check	08/19/2020	ACH		1641 9699	-\$206.45	150,697.29
Paycheck	08/20/2020	11953	Barlow, Walter M		-\$707.07	149,990.22
Paycheck	08/20/2020	EFT	Ilko, Jessica		-\$205.27	149,784.95
Paycheck	08/20/2020	11954	Keilholtz, Jr., Robert E.		-\$83.32	149,701.63
Paycheck	08/20/2020	11955	Pecher, Bruce E.		-\$177.78	149,523.85

Paycheck	08/20/2020	EFT	Peck, Wendy J.		-\$1,035.85	148,488.00
Paycheck	08/20/2020	EFT	Roosen, Christopher M.		-\$1,509.57	146,978.43
Paycheck	08/20/2020	EFT	Williams, Natalie		-\$89.72	146,888.71
Paycheck	08/20/2020	EFT	Hansen, Sherri		-\$1,836.06	145,052.65
Paycheck	08/20/2020	EFT	Ilko {Tax Collector}, Jessica L.		-\$68.88	144,983.77
Paycheck	08/20/2020	EFT	Weikert, Brian		-\$140.83	144,842.94
Liab Check	08/20/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,244.32	143,598.62
Deposit	08/20/2020			Deposit	\$34,251.89	177,850.51
Liab Check	08/21/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$211.32	177,639.19
Check	08/21/2020	11956	AmTrust North America	17598140	-\$8,570.00	169,069.19
Check	08/21/2020	11957	PIRMA	R0694PC2020-1	-\$15,611.00	153,458.19
Deposit	08/27/2020			Deposit	\$7,021.13	160,479.32
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-\$13,100.31	160,479.32
TOTAL					-\$13,100.31	160,479.32
01.101 · PLIGT General Fund						256,205.21
Deposit	08/31/2020			Interest - not available	\$0.00	256,205.21
Total 01.101 · PLIGT General Fund					\$0.00	256,205.21
TOTAL					\$0.00	256,205.21
30.101 · PLIGIT Capital Reserve Fund						96,944.31
Deposit	08/31/2020			Interest - not available	\$0.00	96,944.31
Total 30.101 · PLIGIT Capital Reserve Fund					\$0.00	96,944.31
TOTAL					\$0.00	96,944.31
100.00 · PLIGT State						55,837.57
Check	44046	598	Void	VOID: VOID:PRINTING ERROR	\$0.00	55,837.57
Check	44047	600	John Deere Financial	11113-66655	-\$29.25	55,808.32
Check	44047	599	TEVIS	Account 1109398	-\$428.56	55,379.76
Check	08/04/2020	601	SEI	Account 112665	-\$3,984.34	51,395.42
Total 100.00 · PLIGT State					-\$4,442.15	51,395.42
TOTAL					-\$4,442.15	51,395.42
03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						32,300.96
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						32,300.96
TOTAL						32,300.96
10.100 · Liberty Township Escrow						3,962.95
Check	08/04/2020	190	KPI	8133	-\$235.38	3,727.57
Deposit	8/11/2020			Deposit	\$196.33	3,923.90
Total 10.100 · Liberty Township Escrow					-\$39.05	3,923.90
TOTAL					-\$39.05	3,923.90

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 acceptance of the 08/05/2020-09/01/2020 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion for retroactive approval of the 08/02-15/20 and approval of the 08/06-29/2020 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

TOWNSHIP REPORTS

Police Officer's Report: Chief Sherri Hansen read her report listing 265 hours worked, 103 citations, 23 warnings and responding to 27 incidents. She went on to state that the department participated in 29 traffic details and Officer Roosen participated in several DUI patrols. Chief Hansen reported that she had approached Hamiltonban Township at their meeting to offer police services. They were not interested at this time but may be in the future. She also sent a letter to Freedom Township and spoke to one of the Supervisors on the telephone about Police Services. The Chief will follow up with Freedom Township. Chief Hansen went on to talk about body cameras, the warranty, and approval from Pennsylvania State Police. She stated that she would order them this week. Chief Hansen reported that she contacted Postal Inspector regarding the recent mailbox thefts. She also reported that she reached out to AMVETS and several other organizations inquiring about donations for the body cameras.

Zoning Officer's Report: Mr. Barlow read the report that stated two land use permits were issued bringing in \$180 in fees. He questioned the permit issued for a replacement of a home on Old Waynesboro Pike and asked if it was for another address. Ms. Peck stated that she would follow up and make sure that it was the correct location.

Roadmaster Report: Mr. Barlow reported on Road Department activities. He noted that the parking lot was paved in early August. On August 10 he met with the District 8 PennDOT representative to discuss potential road projects for 2021. Trees were trimmed by Pennington on Boyle Road near the bridge on August 17. He noted that a new secure mailbox was put in place. Other issues were fuel tank hoses repairs, the power washer is in need of replacement and the backhoe cutter blade needed replaced and while cutting the bolts the torch blew up. ***Mr. Barlow made a motion to accept a bid from Alpha Space Control for \$425 to paint parking lines in the municipal parking lot. Mr. Jackson seconded the motion. All voted yes, and the motion passed.***

Secretary Report: Ms. Peck asked the Board to consider whether the Township planned to implement the August 8 Presidential Executive regarding the deferral of social security tax withheld from the paychecks of employees. She stated that she did not apply it to payroll issued for September 3. ***Mr. Barlow made a motion that the Township not implement the payroll deferral unless specifically requested by an employee. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.***

Planning Commission Report: Mr. Barlow read the Planning Commission report provided by Chair Judie Hogan. Judie did not attend the August 18 meeting, but prepared the report based on the draft minutes taken by Secretary Barb Ruppert. "The Planning Commission met August 18th with Vince Gee chairing the meeting as I was out of town at medical appointments. The meeting was live streamed via Ring Central. A sketch plan submitted by Roy and Gail Crum for subdivision of 2 acres from their farm (25D17-0026-000) to be given to their granddaughter and her husband. Issues included: would have a shared driveway which is allowed in Township with certain criteria and a flag lot which is not allowed in the Township. The PC recommended they approach the Supervisors for a waiver regarding the flag lot or apply to the Zoning Hearing Board for the same. They would then need tests for soil percs. The Draft Burn Ordinance was discussed. They identified things they felt should be covered by the Ordinance although not all were in agreement. The PC is not sure which portions of the draft ordinance the Supervisors feel is too detailed and requested specifics regarding this. The PC is going to look at County and State ordinances." ***Mr. Keilholtz made a motion to accept the Planning Commission report. Mr. Jackson seconded the motion. All voted yes, and the motion passed.***

Crum Sketch Plan 25D17-0026---000: Gail Crum and Dana Talcott were present at the meeting to answer questions about the plan and to request a waiver for a flag lot. After much discussion and referencing the SALDO and the Zoning Ordinance, it was determined that the waiver request was not for a flag lot, but instead was for the Subdivision and Land Development Ordinance: Article IV Design Standard: Section 404. Access Drives: B. Joint Use Residential Driveway: (1) The use of joint-use driveways will not be allowed when its use is to circumvent the specifications required for street frontage. ***Mr. Barlow made a motion to grant the waiver for SALDO Article IV, Section 404.B.1 under the condition that subdivision plans be submitted within one year of this ruling along with a right of way agreement for the driveway and that reference to the right of way be recorded on the deed of the new lot. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*** Ms. Peck would send the letter.

- **Burn Ordinance:** Mr. Barlow asked the Board if they had a chance to review the draft burn ordinance that the Planning Commission was working on. Ms. Peck reported that she had received a recent copy and it was not provided in the meeting packet. Ms. Peck stated that she would follow up with Planning Commission member, Geoff Grant to obtain a copy and provide it to the supervisors in advance of the October BOS meeting.

OLD BUSINESS

- **Well Ordinance** – It was noted that the proposed Well Ordinance had been properly advertised. ***Mr. Keilholtz made a motion to adopt the Well Ordinance. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*** Mr. Barlow asked about the well permit fee schedule. Some time was spent trying to locate a copy of a fee schedule, but it was not located. Mr.

Barlow requested that Ms. Peck have a copy of the proposed well permit fee schedule in time for adoption at the October BOS meeting.

- **Greenview Request for Washington Township, Franklin County** - The Supervisors again reviewed the request from Lee Royer regarding the proposed Greenview Estates. Recommendations from the Liberty Township Engineer and SEO firm KPI were considered. After much discussion, **Mr. Barlow made a motion to reply to Lee Royer requiring a draft intermunicipal agreement between Washington Township, Franklin County and Liberty Township, Adams County, outlining the services to be provided. In addition, instructing the developer that they must obtain a permit or agreement for permission to excavate and restore Liberty Township Roads to Liberty Township standards and address the right of way along Township roads for placing utility lines. The Supervisors would reconsider the initial request once those terms have been met. Mr. Jackson seconded the motion. All voted yes, and the motion passed.** Ms. Peck would send the letter.
- **Codification – Mr. Keilholtz made a motion to accept all of the updates from the Engineer, SEO, Solicitor and Zoning Officer and send them to General Code for the codification. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Records Retention – Mr. Lisko added an item to the agenda and asked the board to reconsider recently passed resolution 2020-10 and 2020-11 for disposition of financial and payroll records prior to 2011. He recommended maintaining records during Shaffer's employment which was December 2002-October 2016. Mr. Keilholtz made a motion to retain the records from December 2002 to October 2016. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Comcast** - Mr. Lisko asked if the township had received any information from Comcast regarding the franchise agreement. Mr. Jackson responded that there had not been any recent communication and he would follow up.

PUBLIC COMMENTS - Mr. Barlow asked if there were any Public Comments on the New Business items. There were none. There was some discussion about the Adams County Library Annual Fee and the Secretary agreed to contact the library for more an updated explanation on the fee.

NEW BUSINESS

- **Parking Lot Line Painting**- This item was covered earlier in the meeting under the Road Department Report.
- **Central Air Conditioning Quotes** – The Supervisors discussed that quotes were still being obtained for air conditioning at the Township Municipal building.
- **Tax Collector Request for Return Check Fee**- **Mr. Barlow made a motion to Adopt Resolution 2020-12 Establishing Fees For Return Check Charges For Checks Issued To The Liberty Township Tax. Mr. Jackson seconded the motion. There was some discussion if \$25 was sufficient and it was determined that it was. All voted yes, and the motion passed.**
- **2021 Minimum Municipal Obligation for Pension Plans**- The Chief Administrative Officer presented the MMOs for 2021 with Police Pension Plan being \$0 and the NonUniform Pension Plan being \$4,009.48. **Mr. Barlow made a motion to accept the 2021 MMO for the NonUniform Pension Plan at \$4009.48. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to accept the 2021 MMO for the Police Pension Plan at \$0. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **2021 Draft Budget Review Update** – It was stated that the Secretary/Treasurer was still waiting for updated numbers from some of the Supervisors and there was no update at this time. **Mr. Barlow made a motion to set another Budget Meeting for October 6 at 6:30 PM. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Alan D. Trider Revocable Trust Assessment of Tax Parcel No. 25D16-0007-000 Settlement Agreement** – Mr. Lisko asked the Board to file a motion to sign the settlement agreement after Fairfield Area School District signed it. **Mr. Barlow made a motion to authorize the Board to sign the Alan D. Trider Revocable Trust Assessment of Tax Parcel No. 25D16-0007-000 Settlement Agreement Fairfield Area School District signed it. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

At 8:58 PM, **Mr. Barlow made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The next regular monthly meeting is scheduled for Tuesday, October 6, 2020, at 7:30 PM at the Township Municipal Building and live streaming on YouTube with a conference line. A budget meeting would be held on Tuesday, October 6, 2020, at 6:30 PM.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer