

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

**June 3, 2020 - Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Wednesday, June 3, 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 7:29 PM, Mr. Barlow called the regular meeting to order and roll call was taken. Mr. Barlow stated that the meeting handouts could be found on the Liberty Township page of the Adams County website along with a link for the video and the call-in number. At 7:31 PM, Mr. Barlow announced that the Supervisors would go in to Executive Session. 8:01 PM the meeting resumed, and Mr. Barlow stated that the Board met in Executive Session to discuss the Treasurer Bond Claim status, the Middle Creek Bible Conference Tax Appeal, and personnel issues.

**PUBLIC COMMENTS** – None.

**SUPERVISOR COMMENTS**

Mr. Jackson had complimented the road crew on the work done to the parking lot, stating that it was a big improvement. Mr. Keilholtz reminded the citizens of the township to please let the Supervisors know if the Township, including the Police Department, could be of any assistance during the pandemic. He also challenged residents to help with litter cleanup around the township announcing that they could put any litter picked up in to the dumpster located at the municipal building. Mr. Barlow stated that there have been issues with littering this month and more signs have been up on Sanders Road. He also spoke about ethics charges that have been filed against him stating that he would be seeking counsel and that he would keep the residents informed.

**Minutes:** Mr. Keilholtz moved to accept the minutes of the May 5, 2020 Regular Meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**TREASURER'S REPORT:** The Treasurer's Report was reviewed. The Treasurer noted that there was a \$1.53 difference in the April General Fund closing balance and the May General Fund beginning balance due to payroll liability reconciliation. She stated that a journal entry will be made to correct the report for June.

ACNB - General Operating & Payroll	see detail	\$174,046.51	
PLGIT - General Reserve	see detail	\$256,049.57	
PLGIT - Capital Reserve	see detail	\$96,877.03	\$526,973.11
PLGIT - Liquid Fuels	see detail	\$69,104.46	
ACNB - Fire Tax	No Activity	\$29,696.25	
ACNB - Escrow	see detail	\$5,042.45	

Type	Date	Num	Name	Memo	Pd Amount	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>126,079.37</b>
Deposit	05/04/2020			Deposit	\$2,697.04	128,776.41
Check	05/05/2020	11817	Good Life Cleaning Serv	Customer # 041104L	-\$40.10	128,736.31
Check	05/05/2020	11818	John M. Lisko	Solicitor Fees	-\$4,572.00	124,164.31
Check	05/05/2020	11819	Hansen, Sherri	Reimburse-04/14/2020	-\$33.20	124,131.11
Check	05/05/2020	11820	Shealers Septic Service	Inv 29826	-\$60.00	124,071.11
Check	05/05/2020	11821	PA Municipal Code Alliance	26509	-\$292.50	123,778.61
Check	05/05/2020	11822	KPI Technology	Invoice #8022 & 8024	-\$3,046.17	120,732.44

Liberty Township, Adams County, PA BOS Meeting Minutes

Check	05/05/2020	11823	West Penn Power	100090757368	-\$145.64	120,586.80
Check	05/05/2020	11824	LEAF	100-4990181-001	-\$78.00	120,508.80
Check	05/05/2020	11825	Keilholtz, Jr., Robert E.	04/24-04/27/2020 Mileage	-\$60.32	120,448.48
Check	05/05/2020	11826	Lowes	98004701524	-\$148.89	120,299.59
Check	05/05/2020	11827	Verizon Wireless	Acct 621280772-00001	-\$134.78	120,164.81
Check	05/05/2020	11828	Staples	Acct 601110005005657	-\$97.73	120,067.08
Check	05/05/2020	ACH	8x8, Inc.	RW00354719	-\$243.90	119,823.18
Deposit	05/07/2020			Deposit	\$25,375.44	145,198.62
Liab Chk	05/08/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$9.94	145,188.68
Liab Chk	05/08/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,388.14	143,800.54
Liab Chk	05/08/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$976.20	142,824.34
Liab Chk	05/11/2020	ACH	PA Dept. of Revenue	1641 9699	-\$2.00	142,822.34
Liab Chk	05/11/2020	ACH	PA Dept. of Revenue	1641 9699	-\$157.32	142,665.02
Liab Chk	05/11/2020	ACH	PA Dept. of Revenue	1641 9699	-\$219.90	142,445.12
Check	05/12/2020	11829	PSATS		-\$125.00	142,320.12
Check	05/12/2020	11830	Gettysburg Transmissions	38012 - McGlaughlin	-\$375.00	141,945.12
Check	05/13/2020	ACH	Intuit QuickBooks	Monthly fee for payroll Svc	-\$22.00	141,923.12
Check	05/13/2020	ACH	ACNB	Payroll - Direct Dep Fee	-\$26.32	141,896.80
Paycheck	05/14/2020	11831	Barlow, Walter M		-\$1,045.65	140,851.15
Paycheck	05/14/2020	11832	Keilholtz, Jr., Robert E.		-\$714.24	140,136.91
Paycheck	05/14/2020	11833	Pecher, Bruce E.		-\$289.69	139,847.22
Paycheck	05/14/2020	EFT	Peck, Wendy J.		-\$1,073.29	138,773.93
Paycheck	05/14/2020	EFT	Roosen, Christopher M.		-\$753.73	138,020.20
Paycheck	05/14/2020	EFT	Williams, Natalie		-\$572.03	137,448.17
Paycheck	05/14/2020	EFT	Hansen, Sherri		-\$1,836.06	135,612.11
Liab Chk	05/15/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,388.14	134,223.97
Deposit	05/18/2020			Deposit	\$4,359.33	138,583.30
Liab Chk	05/18/2020	ACH	PA Dept. of Revenue	1641 9699	-\$242.14	138,341.16
Deposit	05/20/2020			Deposit	\$24,211.59	162,552.75
Liab Chk	05/26/2020	11837	Security Benefit Retire Serv	610257	-\$341.16	162,211.59
Check	05/26/2020	11838	YIS/Cowden Group, Inc.	Invoice #225095	-\$15.00	162,196.59
Check	05/26/2020	11839	Verizon Wireless	Acct 621280772-00001	-\$134.76	162,061.83
Check	05/26/2020	11840	Ilko, Jessica L.	Reim for Tax Coll Training	-\$200.00	161,861.83
Check	05/26/2020	11841	Good Life Cleaning Serv	Customer # 041104L	-\$40.10	161,821.73
Check	05/26/2020	11842	Adams County Chiefs Assn	2020 Assn Dues	-\$40.00	161,781.73
Liab Chk	05/26/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,403.44	160,378.29
Check	05/26/2020	11843	Natalie Williams; Collector	Reimbursement	-\$67.50	160,310.79
Check	05/26/2020	11844	Shealers Septic Service	Inv 29826	-\$60.00	160,250.79
Check	05/26/2020	11845	Hansen, Sherri	Reimburse	-\$54.93	160,195.86
Check	05/26/2020	11846	Comcast Cable	8993110110006912	-\$179.80	160,016.06
Check	05/26/2020	11847	Staples	Acct 601110005005657	-\$123.96	159,892.10
Check	05/26/2020	11848	Total Tech Solutions LLC	Inv 5989/5990/5991/5992	-\$3,187.00	156,705.10
Check	05/26/2020	11851	TEVIS ENERGY INC	Account 1109398	-\$322.71	156,382.39
Check	05/26/2020	ACH	8x8, Inc.	RW00354719	-\$76.26	156,306.13
Paycheck	05/28/2020	11834	Barlow, Walter M		-\$967.92	155,338.21
Paycheck	05/28/2020	11835	Keilholtz, Jr., Robert E.		-\$426.92	154,911.29
Paycheck	05/28/2020	11836	Pecher, Bruce E.		-\$348.34	154,562.95

Paycheck	05/28/2020	EFT	Peck, Wendy J.		-\$1,073.29	153,489.66
Paycheck	05/28/2020	EFT	Roosen, Christopher M.		-\$1,076.76	152,412.90
Paycheck	05/28/2020	EFT	Williams, Natalie		-\$118.64	152,294.26
Paycheck	05/28/2020	EFT	Hansen, Sherri		-\$1,836.07	150,458.19
Liab Chk	05/28/2020	ACH	PA Dept. of Revenue	1641 9699	-\$223.80	150,234.39
Deposit	05/28/2020			Deposit	\$52,706.82	202,941.21
JE	05/29/2020	2020-1FT	Transfer to Fire Tax Fund	EFT Trans Fire Tax May 2020	-\$28,907.46	174,033.75
Deposit	05/31/2020			Interest	\$12.76	174,046.51
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$47,967.14	174,046.51
<b>TOTAL</b>					<b>\$47,967.14</b>	<b>174,046.51</b>
<b>01.101 · PLIGT General Fund</b>						<b>255,721.32</b>
Deposit	04/30/2020			Interest	\$198.61	255,919.93
Total 01.101 · PLIGT General Fund					\$198.61	255,919.93
<b>TOTAL</b>					<b>\$294.92</b>	<b>255,919.93</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						<b>96,824.84</b>
Deposit	05/31/2020			Interest	\$52.19	96,877.03
Total 30.101 · PLIGIT Capital Reserve Fund					\$52.19	96,877.03
<b>TOTAL</b>					<b>\$52.19</b>	<b>96,877.03</b>
<b>100.00 · PLIGT State</b>						<b>72,892.46</b>
Check	43956	581	US Municipal	Invoice #6167898	-\$1,722.25	71,170.21
Check	43956	582	Barlow Ag Serv & Sales	3382 & 3439	-\$376.60	70,793.61
Check	43956	583	Plasterer Equip Co, Inc.	LIBER005	-\$1,169.00	69,624.61
Check	43956	584	NAPA	ACCT#3135	-\$37.47	69,587.14
Check	43956	585	Specialty Granules, Inc.		-\$509.78	69,077.36
Deposit	05/31/2020			Interest	\$27.10	69,104.46
Total 100.00 · PLIGT State					-\$3,788.00	69,104.46
<b>TOTAL</b>					<b>-\$3,788.00</b>	<b>69,104.46</b>
<b>03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)</b>						<b>788.79</b>
JE	05/29/2020	2020-FT1		2019 June - Dec Fire Tax	\$28,907.46	29,696.25
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)					\$28,907.46	29,696.25
<b>TOTAL</b>					<b>\$28,907.46</b>	<b>29,696.25</b>
<b>Liberty Township Escrow</b>						<b>6,408.45</b>
Check	05/26/2020	186	KPI	7908	-\$1,366.00	5,042.45
Total Liberty Township Escrow					-\$1,366.00	5,042.45
<b>TOTAL</b>					<b>-\$1,366.00</b>	<b>5,042.45</b>

**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 asked if the payment to The Good Life Cleaning service was a final payment. The Treasurer confirmed that it was. **Mr. Jackson moved for acceptance of the 05/06/2020-06/03/2020 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion for retroactive approval of the 04/26-05/09/2020 and 05/10-23/2020 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 271 hours with 112 patrol hours, 27 on call hours and 23 traffic details which resulted in 44 citations, and 24 traffic warnings. She also stated that the department responded to 19 incidents and that PA State Police covered five calls for the Township. Chief Hansen announced that the Police Department is investigating a scam where someone posing as an electric company representative is asking for credit card payments for electric bills. She also reported that the department will be issuing warnings only until July for the new No Left Turn Sign on to Steelman Marker Road. The department participated in several birthday drive-bys for children. Officer Roosen participated in several DUI roving patrols. The department has been monitoring roads where the signs are posted limiting truck traffic. She also stated that some property and evidence was purged.

**Zoning Officer's Report:** Mr. Barlow reported that one land use permit was issued bringing in \$90 in fees. He announced that former state trooper David Bittinger is serving as Liberty Township's new Zoning Officer at PMCA.

**Roadmaster Report:** Mr. Barlow reported on Road Department activities for the month of May which included work on the parking lot, mowing, truck inspections and repairs to the John Deere Tractor. He stated that the signs were up to restrict truck traffic and that PennDOT approved the No Left Turn from Route 16 on to Steelman Marker Road. He spoke about ditching and culvert pipe work on Brent Road, ditching on Gladhill Road and commented how the Township and Orvis were working together to solve culvert pipe issues. He commented that residents seemed pleased with the recent double line painting and presented a quote from Alpha Space Control for additional line painting. **Mr. Jackson made a motion to accept the bid from Alpha Space Control for \$3,764.98 for six miles of striping on Stultz, Crum, Boyle, Bullfrog, Wenschhof, Girl Scout and Sanders Road. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.** Mr. Barlow announced that the Eric Zaney would be at the township on June 10 to teach a CPR and First Aid class for Liberty Township and Hamiltonban Township employees. Mr. Barlow further noted that he is in the process of obtaining quotes for parking lot paving. The Supervisors discussed options of paving the lot vs tar and chip and also discussed the possibility of using fog seal. He also reported that he was looking at pricing for a boom mower attachment. Mr. Keilholtz reported that Bruce Pecher has been cleaning the bank off near the salt shed to make room for stone bins. The Board discussed the purchase of prefabricated concrete wall blocks and it was noted that George and Sons would haul the blocks for \$300 per load. After much discussion, **Mr. Keilholtz made a motion to purchase the 4-foot jersey walls needed for \$2,800 and to contract with George and Sons to haul the blocks at \$300 per load. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

**Secretary Report:** Ms. Peck gave a summary of activities for June which included processing several zoning permits via emailing and drop box usage, a meeting with General Code to discuss the codification review step. Mr. Barlow will meet with the Engineer, Zoning Officer and Solicitor to discuss their portion of the review and Ms. Peck will email access to the online version of code to those who need it. She noted that she received several inquiries about the septic pumping and suggested that the township send a letter informing property owners of the extension. She also completed the five part QuickBooks training and will put together a summary of suggestions for board to review and consider implementing. She reported that a new piece of equipment is on order that goes with the new monthly streaming service, the laptop will no longer be needed.

**Planning Commission Report:** Mr. Barlow reported that there was no Planning Commission meeting in May.

## **OLD BUSINESS**

- **Treasurer Bond Claim Status:** Mr. Barlow stated that this topic was covered in Executive Session.
- **Flood Plain Ordinance:** **Mr. Keilholtz made a motion adopt the new Floodplain Ordinance. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Codification – Editorial and Legal Analysis:** Mr. Barlow gave an overview of the process for the codification review. Mr. Barlow made a motion meet with the individuals such as the Engineer, Solicitor and Zoning Officer to instruct them on which sections they should review. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **Mr. Keilholtz added an item to old business asking what the status was on the Palmer property cleanup. Ms. Peck stated that she would contact the Zoning Officer and ask for an update on the status.**

**PUBLIC COMMENTS** - None.

## **NEW BUSINESS**

- **Assistant Township Secretary/Treasurer:** Mr. Barlow made a motion to have all incoming township mail opened and logged by the Supervisors in order further segregate the duties of the current Secretary/Treasurer further stating that the Police Department is still able to retrieve the mail from the post office box. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to require three signatures on all checks for all bank accounts effective as soon as the bank can set it up. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr.

Barlow spoke about the part-time position and the duties. He stated that the position would not be added to the bank accounts and would be trained as a back up to the secretary duties. After much discussion of the duties of the new part-time secretary duties, **Mr. Barlow made a motion to hire Jessica Ilko for 8 to 15 hours per week at \$18 per hour effective immediately. Mr. Keilholtz seconded the motion. Mr. Jackson abstained from voting. Mr. Barlow voted yes. Mr. Keilholtz voted yes. The motion passed.**

- **Updated Land Use Application Form:** Mr. Barlow made a motion to approve the updated Zoning/Land Use Application Form. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- It was announced that the Steelman Marker Road No Left Turn Sign had been installed and that the Police Department planned on issuing warnings only until the end of June.
- Mr. Lisko spoke about the Comcast Franchise Agreement and the request from Comcast for formal proceedings. **Mr. Barlow made a motion to authorize the staff and solicitor to prepare and advertise the Comcast Hearing for 8 PM on Tuesday, July 7. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Adams County Tax Appeal- Middle Creek:** This item was discussed in Executive Session.
- **Keys –** Mr. Barlow added an item to New Business regarding distribution of keys. Mr. Barlow made a motion to issue keys to the Secretary's Office and the Police Garage bay to Supervisor Keilholtz. Mr. Keilholtz seconded the motion. Mr. Barlow voted yes. Mr. Keilholtz voted yes. Mr. Jackson voted no. The motion passed.
- **Police Department Liaison:** Mr. Barlow talked about the need for a liaison between the Board and the Police Department. There was discussion amongst the Supervisors and the Chief Hansen. **Mr. Barlow made a motion to appoint Mr. Keilholtz as a liaison to the Police Department. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Insurance -** Mr. Keilholtz added an item to the agenda. He spoke about insurance services for the township renewing in September and mentioned that the Township should get quotes on insurance services.

**At 9:53 PM, Mr. Jackson made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The next public meeting is scheduled for Tuesday, July 7, 2020, at 7:30 PM at the Township Municipal Building and live streaming on YouTube with a conference line.

Respectfully submitted,

  
Wendy Peck, Secretary/Treasurer