

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

August 4, 2020 - Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, August 4, 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 7:31 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.

PUBLIC COMMENTS –

Brad Sanders (non-resident) and **Duane Sanders 90 Steelman Marker Rd** again spoke about their discontent regarding the new No Left turn Signs posted at Steelman Marker Road. Brad Sanders acknowledged receipt of the letter issued by Chairman Barlow that was in response to the petition objecting to the No Left Turn on Steelman Marker Road. There was much discussion about the safety concern and the minimal additional time incurred by turning left at Orchard Road instead of Steelman. Mr. Barlow also stated that he spoke with management at Carroll Valley Borough about the new signs.

Mr. Keilholtz reminded township residents to check with the township to see if you need permits before building.

Joan Jackson 931 Pecher Rd attended via telephone and spoke about her concern for COVID-19 and asked the Supervisors what the Liberty Township policy was for wearing masks. Chairman Barlow responded that Liberty Township does not have a mask policy, but the state has requested it and you can wear a mask. Mrs. Jackson also asked if there were any updates on the status of previously proposed Wormald development. Mr. Barlow responded that the Township Solicitor was looking in to it. Mr. Barlow went on to say that he has reached out to Barb Ruppert and to Nancy Wenschhof to gather information. He also stated that it appeared the settlement was good for 15 years and that we are looking in to how it would affect the settlement if they sold off some of the lots. Joan Jackson thanked Mr. Barlow.

Richard Luquette 710 Boyle Rd attended via telephone and made a comment about taxes. There were a few comments from the Board on whether Fairfield School District was raising taxes.

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 July 7, 2020 Regular 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 - JULY
Presented at Aug 4, 2020 BOS Meeting

ACNB - General Operating & Payroll	see detail	\$173,579.63
PLGIT - General Reserve	see detail	\$256,205.21

PLGIT - Capital Reserve	<i>see detail</i>	\$96,944.31	\$526,729.15
PLGIT - Liquid Fuels	<i>see detail</i>	\$55,837.57	
ACNB - Fire Tax	<i>see detail</i>	\$32,300.96	
ACNB - Escrow	<i>see detail</i>	\$3,962.95	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						176,058.80
					\$9.94	176,068.74
			<i>voided Liab Payment that never cleared</i>			
			Gettysburg	Order #2411 for 84 Wall		
Check	07/01/2020	11885	Concrete	Blocks	-\$2,520.00	173,548.74
Check	07/06/2020	ACH	8x8, Inc.	RW00354719	-\$288.23	173,260.51
			Talcotts			
Check	07/07/2020	11891	Auto Repair	Repair Order 9013491	-\$85.30	173,175.21
Check	07/07/2020	11892	Staples	Acct 601110005005657	-\$378.07	172,797.14
			Total Tech			
Check	07/07/2020	11894	Solutions LLC	Invoice 6124	-\$450.00	172,347.14
			John M.			
Check	07/07/2020	11895	Lisko	Solicitor Fees	-\$1,380.00	170,967.14
			Robert	25C17-0029---000 Municipal		
Check	07/07/2020	11896	Fitez	Tax Refund	-\$59.01	170,908.13
			Adams County	06-29-2020 Excel File of Real		
Check	07/07/2020	11897	Tax Services	Estate Parcels	-\$10.05	170,898.08
			Barlow,			
Check	07/07/2020	11898	Walter M	Reimbursement	-\$26.76	170,871.32
			Ilko {Tax			
			Collector},			
Check	07/07/2020	11899	Jessica L.	Reimburse for Training	-\$25.00	170,846.32
			Gettysburg			
Check	07/07/2020	11900	Times	159232	-\$146.48	170,699.84
			Shealers			
Check	07/07/2020	11901	Septic Service	Inv 30152	-\$60.00	170,639.84
			Econo			
Check	07/07/2020	11902	Signs	Inv 10-960968	-\$90.48	170,549.36
Check	07/07/2020	11903	Lowe's	98004701524	-\$227.95	170,321.41
			Rabold's			
Check	07/07/2020	11904	Services	Invoice 24138	-\$72.00	170,249.41
Check	07/07/2020	11905	LEAF	100-4990181-001	-\$78.00	170,171.41
			U.S. Postal			
Check	07/07/2020	11906	Service	200 Stamps	-\$110.00	170,061.41
			Security			
			Benefit			
Liab			Retirement			
Check	07/07/2020	11907	Services	610257	-\$234.75	169,826.66
General			PA Municipal	For CHK 11893 voided on		
Journal	07/07/2020	2020-13V	Code Alliance	07/13/2020	-\$1,360.00	168,466.66
			Barlow {BOS},			
Paycheck	07/09/2020	11886	Walter		-\$87.78	168,378.88
			Jackson,			
Paycheck	07/09/2020	EFT	Robert		-\$87.78	168,291.10
Paycheck	07/09/2020	11887	Keilholtz, Jr. {BOS},	Robert	-\$87.78	168,203.32
			Barlow,			
Paycheck	07/09/2020	11888	Walter M		-\$843.59	167,359.73
			Hansen,			
Paycheck	07/09/2020	EFT	Sherri		-\$1,836.06	165,523.67
Paycheck	07/09/2020	EFT	Ilko,		-\$442.11	165,081.56

			Jessica			
Paycheck	07/09/2020	11889	Keilholtz, Jr., Robert E.	-\$479.32	164,602.24	
Paycheck	07/09/2020	11890	Pecher, Bruce E.	-\$440.36	164,161.88	
Paycheck	07/09/2020	EFT	Peck, Wendy J.	-\$1,073.29	163,088.59	
Paycheck	07/09/2020	EFT	Roosen, Christopher M.	-\$1,112.64	161,975.95	
Paycheck	07/09/2020	EFT	Williams, Natalie	-\$188.26	161,787.69	
Paycheck	07/09/2020	EFT	Weikert, Brian	-\$140.84	161,646.85	
General Journal	07/13/2020	2020-13V	PA Municipal Code Alliance	Reverse of GJE 2020-12V -- For CHK 11893 voided on 07/13/2020	\$1,360.00	163,006.85
Check	07/13/2020	11909	PA Municipal Code Alliance	27380	-\$775.00	162,231.85
General Journal	07/13/2020	2020-12V	PA Municipal Code Alliance	For CHK 11908 voided on 07/13/2020	-\$775.00	161,456.85
General Journal	07/13/2020	2020-12V	PA Municipal Code Alliance	Reverse of GJE 2020-3FT -- For CHK 11908 voided on 07/13/2020	\$775.00	162,231.85
Liab Check	07/13/2020	ACH	York/Adams County EIT	000095043	-\$753.46	161,478.39
Check	07/13/2020	ACH	ACNB Intuit	Payroll - Direct Deposit Service Charge	-\$26.56	161,451.83
Check	07/13/2020	ACH	QuickBooks	Monthly fee for payroll service	-\$25.44	161,426.39
Deposit	07/14/2020			Deposit	\$9,853.97	171,280.36
Deposit	07/14/2020			Deposit	\$7,174.93	178,455.29
Liab Check	07/15/2020	ACH	PA UC Fund	01-04573M3	-\$26.95	178,428.34
Liab Check	07/15/2020	ACH	PSATS UC Group Trust	0104573	-\$1,059.60	177,368.74
Liab Check	07/17/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$258.10	177,110.64
Deposit	07/20/2020			Deposit	\$8,789.72	185,900.36
Check	07/21/2020	11910	Comcast Cable	8993110110006912	-\$89.90	185,810.46
Check	07/21/2020	11911	KPI Technology	Invoice #8090	-\$1,256.90	184,553.56
Check	07/21/2020	11912	Hamiltonban Township	Invoice #606	-\$19.41	184,534.15
Check	07/21/2020	11913	West Penn Power	100090757368	-\$104.22	184,429.93
Check	07/21/2020	11914	Adams Regional EMS, Inc.	CPR/FIRST AID June 10, 2020	-\$120.00	184,309.93
Check	07/21/2020	11915	Verizon Wireless	Acct 621280772-00001	-\$135.54	184,174.39
Check	07/21/2020	11916	Shealers Septic Service	Inv 30235	-\$60.00	184,114.39
Check	07/21/2020	11917	George & Sons	7/2/2020-deliver 2 loads concrete blocks	-\$600.00	183,514.39
Check	07/21/2020	11918	Hansen, Sherri	Reimburse-07/19/2020	-\$15.98	183,498.41
Deposit	07/21/2020			Deposit	\$3,960.88	187,459.29

Paycheck	07/23/2020	11919	Barlow, Walter M		-\$719.23	186,740.06
Paycheck	07/23/2020	EFT	Ilko, Jessica		-\$469.75	186,270.31
Paycheck	07/23/2020	11920	Keilholtz, Jr., Robert E.		-\$411.36	185,858.95
Paycheck	07/23/2020	11921	Pecher, Bruce E.		-\$146.78	185,712.17
Paycheck	07/23/2020	EFT	Peck, Wendy J.		-\$1,073.30	184,638.87
Paycheck	07/23/2020	EFT	Roosen, Christopher M.		-\$717.84	183,921.03
Paycheck	07/23/2020	EFT	Williams, Natalie		-\$144.91	183,776.12
Paycheck	07/23/2020	EFT	Hansen, Sherri		-\$1,836.07	181,940.05
Paycheck	07/23/2020	EFT	Ilko {Tax Collector}, Jessica L. Franklin		-\$68.87	181,871.18
Liab Check	07/23/2020	11922	County Area Tax Bureau	23-2110946	-\$7.16	181,864.02
Liab Check	07/24/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$212.62	181,651.40
Liab Check	07/24/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,582.48	180,068.92
Liab Check	07/24/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,287.74	178,781.18
Liab Check	07/24/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$193.76	178,587.42
Check	07/24/2020	ACH	8x8, Inc.	RW00354719	-\$7.93	178,579.49
Check	07/27/2020	11923	U.S. Postal Service	600 Stamps for Septic Pumping Notice Mailing	-\$330.00	178,249.49
Deposit General	07/28/2020			Deposit	\$473.79	178,723.28
Journal	07/28/2020	2020-2FT	Transfer to Fire Tax Fund	EFT Transfer to Fire Tax Account June 2020	-\$5,158.71	173,564.57
Deposit	07/31/2020			Interest	\$15.06	173,579.63
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-\$2,489.11	173,579.63
TOTAL					-\$2,489.11	173,579.63
01.101 · PLIGT General Fund						256,138.75
Deposit	07/31/2020			Interest	\$66.46	256,205.21
Total 01.101 · PLIGT General Fund					\$66.46	256,205.21
TOTAL					\$66.46	256,205.21
30.101 · PLIGIT Capital Reserve Fund						96,915.33
Deposit	07/31/2020			Interest	\$28.98	96,944.31
Total 30.101 · PLIGIT Capital Reserve Fund					\$28.98	96,944.31
TOTAL					\$28.98	96,944.31
100.00 · PLIGT State						64,340.22
Check	07/07/2020	591	Commonwealth of PA	P24008520-414	-\$3,421.17	60,919.05
Check	07/07/2020	592	NAPA	ACCT#3135	-\$292.58	60,626.47
Check	07/07/2020	593	Steve's Repair	Inv 16778	-\$351.14	60,275.33
Check	07/07/2020	594	Alpha Space	Invoice 54424	-\$3,919.29	56,356.04

			Control			
Check	07/07/2020	595	Specialty Granules, Inc.		-\$180.97	56,175.07
Check	07/07/2020	596	TEVIS	Account 1109398	-\$344.18	55,830.89
Check	07/31/2020	597	Void	VOID: PRINTING ERROR	\$0.00	55,830.89
Deposit	07/31/2020		Interest		\$6.68	55,837.57
Total 100.00 · PLIGT State					-\$8,502.65	55,837.57
TOTAL					-\$8,502.65	55,837.57
03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						27,142.25
General				2020 June - Dec Fire Tax		
Journal	07/28/2020	2020-FT2		collected in Gen Fund	\$5,158.71	32,300.96
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)					\$5,158.71	32,300.96
TOTAL					\$5,158.71	32,300.96
Liberty Township Escrow						4,324.95
Check	7/7/2020	189	KPI	8085	-\$362.00	3,962.95
Total Liberty Township Escrow					-\$362.00	3,962.95
TOTAL					-\$362.00	3,962.95

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

EXPENSES: Mr. Jackson moved for acceptance of the 07/08/2020-08/04/2020 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion for retroactive approval of the 07/05-18/20 and 07/19-08/01/2020 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 291 hours worked, 72 citation, 21 warnings and responding to 28 incidents. She went on to state that Officer Roosen participated in the DUI Patrol resulting in arrests for drugs and paraphernalia. She went on to state that the department has been enforcing the no left turn at Steelman Marker Road. She further reported that PSP investigated an accident on Saturday at Steelman Marker Road. She has been working on the 2021 budget, met with Watch Guard for body camera quotes and that the grant for the vests is still being processed. Mr. Keilholtz added that his observation of Officer Roosen over the past six months and with input from the public everyone is pleased with his performance. Mr. Barlow commented that it seems like Officer Roosen has written more citations per month than the entire department has in previous years. Mr. Keilholtz went on to recommend the Board consider a raise for officer Roosen. After some discussion, **Mr. Keilholtz made a motion to increase Officer Roosen's part-time hourly rate from \$20.40 to \$22.00 per hour retroactively effective to Sunday August 2. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

Zoning Officer's Report: Mr. Barlow reported that four land use permits were issued bringing in \$360 in fees.

Roadmaster Report: Mr. Barlow reported on Road Department activities. This month they did a lot of brush cutting, trimming along the roads and opened pipes/culverts. He went on to state that the township building would be closed to the public on Thursday and Friday because the parking lot was being blacktopped and no one should drive or park on it until Monday. He continue to report that five trees were down, three in one day and Bruce Pecher was available to help. Mr. Barlow thanked Bruce. Chief Hansen stated that he did a good job. Mr. Barlow reported that Agatha Foscatto donated R4 stone to the township. He stated that the tax records scheduled for destruction were dropped off at the school and for the shred event on July 24th. He spoke about the recent e-cycle stating that he and MR. Keilholtz volunteered at the even from 8AM-Noon and that there was a good turn out filling up two dumpsters. He reminded everyone to check the website for acceptable items before bringing them to the next event in October. He also stated that he met with representatives from Carroll Valley Borough and they expressed no objections to the No Left Turn on to Steelman Marker Road which was implemented for safety and in the best interest of the Township. He went on to report that he met with Pennington Tree Experts regarding the brush along Boyle Road interfering with the line of site. The Township has obtained permission from several property owners to take down trees interfering with line of site. The township does not have the equipment to perform the task and there is a proposal to consider under new business.

Secretary Report: Ms. Peck again noted that the township has been receiving a lot of calls from people requesting information on properties within Liberty Township. Most of the calls are from non-residents and realtors interested in purchasing property. The high number of calls are related to septic permit, perc test and zoning. She asked the Supervisors to direct her on how to handle the calls and to determine how to cover the costs from PMCA for the inquiries. Mr. Keilholtz suggested that the Secretary gather all of the contact information from the person making the inquiry and direct it to the Board of Supervisors to resolve.

Planning Commission Report: Mr. Barlow reported that there was no Planning Commission meeting in July, but there will be one on August 18 via zoom to review a subdivision sketch plan.

OLD BUSINESS

- **Codification:** The Board members discussed the Codification process and noted that the Editorial and Legal Analysis is due back to General Code on September 1. Mr. Barlow stated that the Supervisors would be meeting with Clem Melot of PMCA in an upcoming Executive Session tomorrow regarding performance of the code enforcement and the codification.
 - i) **Well Ordinance** – Mr. Barlow reviewed the proposed well ordinance and commented that he discussed the proposed ordinance with Randy Alexander and that Randy recommended adopting Freedom's newly adopted well ordinance. He stated that the standards are in line with Adams County. There were discussions about the permit process and fees. Mr. Barlow recommended moving forward with the well ordinance now and not wait for it to be enacted with the new codification. Mr. Barlow made a motion to authorize the staff and solicitor to move forward with the process and complete the necessary steps for the ordinance to be adopted at the September 1 meeting.
 - ii) **Nuisance Ordinance** – Mr. Barlow noted that he read through the proposed nuisance ordinance provided by PMCA and while he agrees with some of it, other parts of it are too much and stated that he does not accept it. Mr. Jackson agreed that the ordinance was too much and not applicable to Liberty Township's farming community. Mr. Keilholtz agreed with both of them stating that it is too in depth and not conducive to Liberty's agricultural community. **Mr. Jackson made a motion to table the Nuisance Ordinance. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
 - iii) **Burn Ordinance** – Mr. Barlow commented that Planning Commission member Geoff Grant was working on Burn Ordinance.

PUBLIC COMMENTS - Mr. Barlow asked if there were any Public Comments on the New Business items. There were none.

NEW BUSINESS

- **Records Disposition Resolutions: Payroll Files, Financial Records** – Mr. Barlow read the resolutions and spoke about the Fairfield School Shredding Events. **Mr. Barlow made a motion to pass Resolution 2020-10 Disposition of Financial Records Prior to 2011 and Resolution 2020-12 Disposition of Payroll Records Prior to 2011. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Change Account Contact Information on Pension Plans-** **Mr. Jackson made a motion to update the account holder information on all the Pension plans to remove former Supervisor John Bostek and to add Chairman Walter Barlow. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Insurance Quotes** – Mr. Keilholtz reviewed his work on obtaining and researching insurance quotes. He stated that he would have an additional quote prior to the August 19 Budget meeting in time to make a decision for the September 1 renewal. Mr. Barlow asked the Solicitor if the Township was required to put the insurance services out for public bid. Mr. Lisko responded that it was not required.
- **Central Air Conditioning Quotes** – Mr. Barlow stated that Mr. Keilholtz met with Holzople today to obtain a quote for central air conditioning and heating. Several other companies were contacted, and we expect to receive additional quotes to help plan for the 2021 budget.
- **Tree Trimming Estimate** – Mr. Barlow read the estimate from Pennington and stated that this was not work the Road Department can do in house. **Mr. Barlow made a motion to accept the tree trimming proposal from Pennington for \$2,195. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Police Department body worn camera** – Chief Hansen reported that did not obtain an estimate for a car cam because she did not believe they would be necessary if the police were wearing body cams. She read the quote from Watch Guard for two body cams with accessories and one-year warranty for \$2,140. Chief Hansen stated that Watch Guard has a contract with the state police, and we were being offered the same pricing. She also stated that she is looking in to getting donations and grants to help with the cost. There was some discussion on the value for DUI cases and questions on how the videos are

stored and deleted. There was additional discussion over durability, possible damages and extending the warranty. Chief Hansen stated the additional warranty would cost approximately \$860. **Mr. Keilholtz moved to purchase the magnetic camera pending Chief Hansen's review of the extended warranty. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

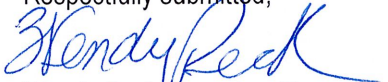
- **Greenview Request for Washington Township, Franklin County** – Mr. Barlow reviewed the letter from Lee Royer asking Liberty Township to send a letter to Washington Township Franklin County to service sewer and water for home in the proposed Greenview Estates that reside in Liberty Township. He asked the Solicitor to review the request. After some discussion and questions about how it would affect Liberty Township Roads. Mr. Barlow made a motion to send the letter to KPI for a formal review and recommendation. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- **Budget Workshop** - Mr. Barlow announced that a public meeting of the Budget Workshop would be held on August 19, at 7 PM to discuss the 2021 Draft Budget. Mr. Barlow went on to discuss the preliminary Liquid Fuels budget and asked the Secretary to contact the current District 8 representative to meet with the Township and provide updated bids for 2021.
- **Adams County Tax Sale** -- Mr. Lisko explained the petition for permission to sell the Realty freed and cleared of all claims, liens, mortgages, charges and estates for 25AD0-0115---000 Palmer Family Revocable Trust, Parsons Trl. **Mr. Barlow made a motion that Liberty Township not object to the sale. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

At 9:28 PM The Board of Supervisors went in to Executive Session

At 9:53 PM The Board of Supervisors Meeting Resumed and Mr. Barlow reported that the Executive Session was used to discuss the settlement agreement with Wormald and more investigation is needed.

At 9:54 PM, Mr. Barlow made a motion to adjourn the meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed. The next regular monthly meeting is scheduled for Tuesday, September 1, 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