

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

**January 6, 2020 Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Monday, January 6, 2020 at 8 PM, directly following the Reorganization Meeting 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 8 PM Mr. Barlow called the regular meeting to order and opened the meeting to public comments. He also stated that there would be an additional public comment period before new business to allow comments on agenda items.

**Public Comments**

- **Agatha Foscatto 45 Oak Grove Dr** stated her disapproval of a Supervisors holding the position of Roadmaster. She also gave her opinion on the reorganization of the Board stating that the Supervisor with the longest tenure should be the Chairman. Mr. Keilholtz responded to Agatha Foscatto and spoke of the Special Public Meeting on January 2 at which the topic of Chairman was discussed. Mr. Keilholtz went on to speak about the Roadmaster position and the difficulty in finding an experienced Roadmaster for \$15 per hour.
- **Judie Hogan 685 Friends Creek Rd** asked about a recent Gettysburg Times article reporting that Liberty Township residents were calling the Township Solicitor directly and charges were being paid by the township. Mr. Lisko stated that he could not think of any citizen ever calling him. Mr. Jackson stated that he reviewed the Solicitors invoices back to July 2019 and saw no charges for calls from residents. Mr. Barlow stated that he made the comment in general about citizens with unsubstantiated claims costing the township money by contacting the Solicitor, Sewage Enforcement Officer, Code Enforcement Officer and other contracted services for which fees cannot be recovered.
- **Nancy Wenschhof 165 Crum Rd** asked what the hourly rates were for the appointed solicitors. It was stated that Mr. Lisko charges \$120 per hour and Mr. Mills charges \$80 per hour.
- **Dave Martin Fairfield and Fountaindale Fire Departments** asked about the recent distribution of the Fire Tax. He stated that he was expecting to receive more Fire Tax than he actually received and commented on an amount that was listed in the Gettysburg Times. The Secretary explained that the Board of Supervisors voted to distribute the Fire Tax between Fairfield Fire, Emmitsburg Vigilant Hose and Fountaindale Fire based on the percentage of calls in Liberty Township. The individual Fire Departments were responsible for providing the Township with the fire reports listing the calls in the township and a total of calls for the year. The original number provided by Fairfield Fire Department was inflated because it included all calls in Fairfield and was not limited to the total calls for Liberty Township. Once that number was corrected, the amount of distribution for Fairfield decreased. There was additional talk of reevaluating how the Tire Tax will be distributed in the future.
- **Richard Luquette 710 Boyle Rd** asked about the codification project. Ms. Peck reported that all documents are with the codification company and if she would follow up at the end of the month for an updated timeline.

**Supervisor Comments**

**Mr. Jackson** commented that the bridge on Boyle Road has been repaired. He went on to talk about the Township's responsibility for maintaining private road signs. Mr. Jackson made a motion that the Township continue to replace and maintain the private road signs as needed. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Minutes:** Mr. Jackson moved to accept the minutes of the December 3 BOS meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Jackson moved to accept the minutes of the December 17 Workshop Meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for acceptance of the January 2 Special Meeting Minutes. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**Treasurer's Report:** Ms. Peck read the Treasurer's Report.

ACNB - General Operating & Payroll	<i>see detail</i>	\$60,545.50	
PLGIT - General Reserve	<i>see detail</i>	\$254,335.64	
PLGIT - Capital Reserve	<i>no activity</i>	\$95,956.10	\$410,837.24
PLGIT - Liquid Fuels	<i>see detail</i>	\$11,414.14	

ACNB - Fire Tax *see detail* **\$2,350.18**  
 ACNB - Escrow *see detail* **\$3,982.45**

Type	Date	Num	Name	Memo	Paid Amt	Balance
						<b>53,308.98</b>
Check	12/03/2019	11651	Lowes	98004701524	-\$23.72	53,285.26
Check	12/03/2019	11652	McLaughlin's Home Heating	Cust 89482	-\$3,950.62	49,334.64
Check	12/03/2019	11653	TEVIS ENERGY INC	Account 1109398	-\$527.66	48,806.98
Check	12/03/2019	11654	Staples	Acct 601110005005657	-\$70.24	48,736.74
LiaCheck	12/03/2019	11655	Security Benefit Retirement Servi	610257	-\$671.57	48,065.17
Check	12/03/2019	11656	PSATS	INV-59113-C6V6& INV 58891-	-\$120.00	47,945.17
Check	12/03/2019	11657	PA Municipal Code Alliance	24506	-\$2,190.00	45,755.17
Check	12/03/2019	11658	Gettysburg Times	159232	-\$37.75	45,717.42
Check	12/03/2019	11659	County of Adams	2017 & 2018 Tax Duplicates	-\$1,101.59	44,615.83
Check	12/03/2019	11660	Shealers Septic Service	Inv 29196	-\$60.00	44,555.83
Check	12/03/2019	11661	Verizon Wireless	Acct 621280772-00001	-\$135.10	44,420.73
Check	12/03/2019	11662	Treysta	56595	-\$490.00	43,930.73
LiaCheck	12/03/2019	11663	PA Twps Health Ins. Coop Trust	Arentz Dental 2020 Jan-June	-\$431.22	43,499.51
Check	12/03/2019	11664	Assurity Life Insurance Company	Policy - 4150967242-Hansen	-\$1,909.67	41,589.84
Check	12/03/2019	11665	Barlow {BOS}, Walter	11/13/19 ACATO Conference	-\$10.00	41,579.84
Check	12/03/2019	11666	Williams, Natalie	11/13/19 ACATO Conference	-\$23.78	41,556.06
Deposit	12/04/2019			Deposit	\$25,411.56	66,967.62
Check	12/04/2019	EFT	8x8, Inc.	RW00354719	-\$236.70	66,730.92
Deposit	12/06/2019			Deposit	\$1,085.71	67,816.63
Deposit	12/09/2019			Deposit	\$618.44	68,435.07
Deposit	12/09/2019			Deposit	\$16.50	68,451.57
Check	12/10/2019	ACH	ACNB	Service Charge	-\$28.80	68,422.77
Deposit	12/11/2019			Deposit	\$3,460.25	71,883.02
Paycheck	12/12/2019	EFT	Ammerman, Cory M.		-\$521.48	71,361.54
Paycheck	12/12/2019	EFT	Arentz, Brian		-\$1,241.16	70,120.38
Paycheck	12/12/2019	EFT	Hansen, Sherri		-\$1,833.07	68,287.31
Paycheck	12/12/2019	EFT	Peck, Wendy J.		-\$1,039.40	67,247.91
Paycheck	12/12/2019	EFT	Weikert, Brian		-\$140.83	67,107.08
Paycheck	12/12/2019	EFT	Williams, Natalie		-\$108.37	66,998.71
Paycheck	12/12/2019	11667	Barlow {BOS}, Walter		-\$43.88	66,954.83
LiaCheck	12/12/2019	ACH	US Treasury Dept/IRS	23-2110946	-\$1,377.68	65,577.15
LiaCheck	12/12/2019	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$201.76	65,375.39
Deposit	12/12/2019			Deposit	\$517.22	65,892.61
Check	12/12/2019	EFT	Intuit QuickBooks	Monthly fee for payroll service	-\$28.00	65,864.61
Deposit	12/16/2019			Deposit	\$2,875.27	68,739.88
Check	12/17/2019	11668	Good Life Cleaning Services	Customer # 041104L	-\$200.50	68,539.38
Check	12/17/2019	11669	Brubaker Connaughton Goss & L	Mongiovi & Sanders 10/4-11/19/19	-\$2,986.00	65,553.38
Check	12/17/2019	11670	Joaquin Antoni Ales	25AD0-0061---000 Municipal Tax	-\$22.75	65,530.63
Check	12/17/2019	11671	LEAF	100-4990181-001	-\$78.00	65,452.63
Check	12/17/2019	11672	West Penn Power	100090757368	-\$202.99	65,249.64
Check	12/17/2019	11673	US Municipal Supply	6162347	-\$91.73	65,157.91
Check	12/17/2019	11674	Principal Funds	Liberty Township Police 6-15480	-\$1,397.47	63,760.44
Check	12/17/2019	11675	Bankert Trophies & Tees	Invoice 12941	-\$16.50	63,743.94
Check	12/17/2019	11676	ADECCO EMPLOYMENT SER	3185537	-\$138.57	63,605.37
Check	12/17/2019	11677	Comcast Cable	8993110110006912	-\$89.90	63,515.47
Check	12/17/2019	11678	Doceo	LT03 Contract C12477-01	-\$184.06	63,331.41
Paycheck	12/17/2019	EFT	Williams, Natalie		-\$43.89	63,287.52
Deposit	12/19/2019			Deposit	\$176.65	63,464.17
Deposit	12/20/2019			Deposit	\$7,597.10	71,061.27
Gen Journ	12/23/2019	2019-	Transfer to Fire Tax Fund	EFT Transfer to Fire Tax Account	-\$4,867.59	66,193.68
Deposit	12/23/2019		Liberty Township	Deposit	\$1,330.50	67,524.18

Liberty Township, Adams County, PA BOS Meeting Minutes

LiabCheck	12/24/2019	EFT	US Treasury Dept/IRS	23-2110946	-\$1,490.24	66,033.94
Paycheck	12/26/2019	11679	Barlow (BOS), Walter		-\$87.78	65,946.16
Paycheck	12/26/2019	11680	Bostek, John		-\$87.78	65,858.38
Paycheck	12/26/2019	EFT	Jackson, Robert		-\$87.78	65,770.60
Paycheck	12/26/2019	EFT	Ammerman, Cory M.		-\$536.34	65,234.26
Paycheck	12/26/2019	EFT	Arentz, Brian		-\$1,351.27	63,882.99
Paycheck	12/26/2019	EFT	Hansen, Sherri		-\$1,833.06	62,049.93
Paycheck	12/26/2019	EFT	Peck, Wendy J.		-\$1,039.40	61,010.53
Paycheck	12/26/2019	EFT	Williams, Natalie		-\$107.06	60,903.47
Paycheck	12/26/2019	EFT	Weikert, Brian		-\$140.84	60,762.63
LiabCheck	12/26/2019	EFT	Pennsylvania Dept. of Revenue	1641 9699	-\$217.13	60,545.50
					<b>\$7,236.52</b>	<b>60,545.50</b>
						<b>279,335.64</b>
Check	12/03/2019	1001	Liberty Township General Fund	ACNB Bank - 2908689	-\$25,000.00	254,335.64
					<b>-\$25,000.00</b>	<b>254,335.64</b>
					<b>-\$25,000.00</b>	<b>254,335.64</b>
						<b>11,724.60</b>
Check	12/03/2019	566	TEVIS	Account 1109398	-\$310.46	11,414.14
					<b>-\$310.46</b>	<b>11,414.14</b>
					<b>-\$310.46</b>	<b>11,414.14</b>
						<b>31,813.09</b>
Check	12/23/2019		Liberty Township General Fund	1/1-11/22/19 887 tax @1.50 each	-\$1,330.50	30,482.59
GenJour	12/24/2019	2019-FT4		2019 June - Dec Fire Tax collecte	\$4,867.59	35,350.18
Check	12/26/2019	106	FAIRFIELD FIRE EMS	2019 Fire Tax	-\$11,220.00	24,130.18
Check	43825	107	FOUNTAINDALE VOL FIRE CO	2019 Fire Tax	-\$8,250.00	15,880.18
Check	43825	108	VIGILANT HOSE CO.	2019 Fire Tax	-\$13,530.00	2,350.18
					<b>-\$29,462.91</b>	<b>2,350.18</b>
					<b>-\$29,462.91</b>	<b>2,350.18</b>
						<b>5,336.95</b>
Check	12/03/2019	181	KPI	7729	-\$1,014.50	4,322.45
Check	43816	182	Liberty Township General Fund	Solicitor Fees	-\$18.00	4,304.45
Check	43816	183	StormWater 25D18-0013A BURGE	25D18-0013A--000	-\$322.00	3,982.45
					<b>-\$1,354.50</b>	<b>3,982.45</b>
					<b>-\$1,354.50</b>	<b>3,982.45</b>

Mr. Keilholtz asked what the Escrow Account was for. Ms. Peck explain it was a fund to hold deposits for Engineering and Professional review fees related to Stormwater and Subdivision applications. Mr. Barlow asked about the balance of the Fire Tax account. Ms. Peck explained that the balance represented taxes received after the Fire Tax allocations were calculated and funds that would be used to help pay for Fairfield and Fountaindale fire department workers compensation insurance. Mr. Keilholtz moved for acceptance of the Treasurer's report. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**Expenses:** Mr. Jackson moved for acceptance of the 12/17/2019-01/06/2020 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion for retroactive approval of the 12/08/19-12/21/19 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Jackson made a motion for approval of the 12/22/2019-01/04/2020 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**Police Officer's Report** – Chief Sherri Hansen distributed a written report to the Supervisors and reported that the department worked 193 hours with 95 patrol hours and 25.5 on call hours. She stated that 11 traffic details were performed,

and the department issued 14 warnings and 8 citations. Chief Hansen reported that Officer Ammerman performed two roving DUI checks and that she recently participated in a Shop With a Cop Program that provided underprivileged children with gift cards and an opportunity to shop for Christmas gifts with a police officer escorting them through the store. She expressed some concern that the intersection of Orchard Road and Route 16 needed attention, noting that ruts were forming in the wide turn area and asked the township to consider a guiderail or reflective lines identifying the edge of the pavement. She also pointed out a concern for southbound Route 16 traffic making a left turn on Steelman Marker Road and suggested a traffic study. The Chief reported that Officer Ammerman would be starting a full-time job and while he is not resigning as a part-time officer, he would not be available to work again immediately after starting the new position. She went on to state that she is looking to hire another part-time officer and has received an application. Mr. Keilholtz asked the Chief if she could give a breakdown of calls by each officer. She responded that she would discuss the matter in detail later. Chief Hansen spoke about the truck traffic on Boyle Road and Orchard Road. There was some discussion amongst the Solicitor and the Chief about managing truck traffic with references to existing legislation in the crimes code. The Supervisors, Police Chief, and Solicitor discussed the matter in length covering topics such as whether ordinances and traffic studies were needed.

**Zoning Officer's Report** – Ms. Peck reported that two land use permits were issued in December 2019 with \$180 permit fees collected.

**Roadmaster Report** – Mr. Barlow announced that Roadmaster Brian Arentz resigned on January 2 without notice. Mr. Barlow moved to accept the resignation of Brian Arentz as Roadmaster. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow spoke about the road condition at Orchard Road and Route 16 including verbal agreements made by PennDOT to address the situation. He stated that he would check on installation of a guide rail for the area and that he would look into the left turn issue on Steelman Marker Road. Mr. Barlow stated that he planned to talk to District 8 PennDOT Representative Josh Kopp soon about Liberty Township's roads. He also commented on the need for a Township sign inventory and a pipe inventory.

**Planning Commission Report:** Planning Commission Chair Judie Hogan reported that the Planning Commission did not meet in December. She went on to state that approval was received to work with the Adams County Planning Commission and that she has been in touch with Rob Thaeler. She asked the Supervisors if the Township to prioritize if would like the Planning Commission to work on legislation for solar panels on signs first. Mr. Barlow stated that solar panels should be addressed since the township has no existing ordinances for solar panels. Mr. Jackson agreed that solar panels were a priority. Mr. Barlow asked Judie Hogan if the Planning Commission could work on a nuisance ordinance and a burn ordinance.

**Elected Auditors Report:** Sue Hek reported that the Elected Auditors attended a PSATS fraud webinar on December 18 and stated that the Township is currently doing everything it can to prevent fraud except for separation of duties. Mr. Keilholtz reported that the Township was looking into it. The Elected Auditors will hold their annual meeting on Tuesday, January 7 at 7:30 PM.

### **Old Business**

- **The Treasurer Bond Claim Status:** Mr. Lisko stated that he wanted to address the topic of Executive Sessions. He explained the reasons for Executive Session and relation to litigation matters. He went on to give examples of importance of not speaking about litigation matters in public. He spoke about the Shaffer bond claim and explained the Christ Apostolic Church Real Estate Tax Assessment Appeal.
- **Christ Apostolic Church 25A18-0007---000 Real Estate Tax Assessment Appeal** – Mr. Jackson moved to not have the Township Solicitor involved in the current Christ Apostolic Church 25A18-0007---000 Real Estate Tax Assessment Appeal. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

**New Business Public Comment - Chairman Barlow announced that he was adding another Public Comment period to the agenda to allow the public to comment on New Business items and he opened the public comment period.**

- **Nancy Wenschhof 165 Crum Rd** asked the Supervisors if they were going to advertise for a new Roadmaster. Mr. Keilholtz commented that the Board will need to first discuss the needs of the Township. Mr. Barlow commented that the Roadmaster position

was previously a part-time position. He stated that the position needed evaluated and the Township could consider subcontracting or a part-time position.

- **Agatha Foscatto 45 Oak Grove Dr** addressed Chairman Barlow and asked him about his proposed tax increase during the 2020 budget planning phase in 2019. Mr. Barlow explained the use of taxes and fees in the Township and commented that his budget proposal was to repair the township roads.
- **Rich Luquette 710 Boyle Rd** gave an update on the Grand History Trail Bike Path and announced that a public meeting would be held on Monday, January 27 from 5:30-7:30 PM. An information flyer on the trail meeting was made available to the public.  
**Public Comment ended at 9:08 PM**

### New Business

- **Consider a motion to adopt Resolution 2020-01 Eliminating Employee Contributions to The Police Pension Plan For 2020** - Mr. Jackson made a motion to adopt Resolution 2020-01 Eliminating Employee Contributions to The Police Pension Plan For 2020. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **Consider a motion to adopt Resolution 2020-02 Fee Schedule for Administration Of The Sewage Facilities Act And The Appointment Of Sewage Officers** - Mr. Barlow read Resolution 2020-02 Fee Schedule for Administration of the Sewage Facilities Act and the Appointment of Sewage Enforcement Officers. It was stated that the resolution was to update the 2008 Resolution and fee schedule to set rates in line with the actual costs as they have increased over the past twelve years. Mr. Jackson stated that he was not familiar enough to make a decision and asked that the item be tabled until the January 21 Workshop meeting.
- **Consider a motion to Set Mileage Rate for Township Mileage Reimbursement to the Federal Rate 57.5 cents per mile for 2020 with the option to reconsider if the Federal Rate Changes** - Mr. Jackson made a motion to set the Township mileage reimbursement rate to the same as the Federal rate of 57.5 cents per mile for 2020 with the option to reconsider the rate if the Federal Rate changes during 2020. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **The Supervisors considered appointing Township representatives to various agencies for 2020.**
  - Mr. Barlow made a motion for all three Supervisors to serve equally as representatives and rotate meeting attendance for the York Adams Tax Bureau. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
  - Mr. Jackson made a motion for all three Supervisors to serve equally as representatives and rotate meeting attendance for the Adams County Tax Committee. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
  - Mr. Keilholtz made a motion for all three Supervisors to serve equally as representatives and rotate meeting attendance for the Adams County Council of Governments. Mr. Barlow seconded the motion. All voted yes, and the motion passed.
  - Mr. Keilholtz made a motion for all three Supervisors to serve equally as representatives and rotate meeting attendance for the Adams County Council of Governments Legislative Committee. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
  - Mr. Jackson made a motion for all three Supervisors to serve equally as representatives and rotate meeting attendance for the Adams County Borough Association. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
  - Mr. Keilholtz made a motion for all three Supervisors to serve equally as representatives and rotate meeting attendance for the Fairfield Regional Emergency Association. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
  - Mr. Jackson made a motion for all three Supervisors to serve equally as representatives and rotate meeting attendance for the three area fire departments: Fire Dept- Fairfield, Fire Dept- Fountaindale, and Fire Dept- Vigilant Hose/Emmitsburg. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
  - Mr. Keilholtz made a motion that no Supervisors be appointed to attend the annual Adams County Association of Township Officials conference in November. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
  - Mr. Barlow made a motion that Robert Keilholtz be appointed to represent Liberty Township and attend the annual Pennsylvania State Association of Township Supervisors conference in April. Mr. Jackson seconded the motion. All voted yes, and the motion passed.
- The Board agreed to table the Hazard Mitigation Plan Project item until the January 21<sup>st</sup> Workshop meeting.
- Mr. Barlow made a motion that Robert Jackson be appointed to represent Liberty Township and attend meetings for the Comcast Franchise Contract Renewal. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- Mr. Keilholtz made a motion to appoint Walter Barlow to oversee the Liberty Township Codification project. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **Curbside Collection Municipal Waste/Recycling Contract:** Mr. Jackson made a motion to extend the Park's Garbage Curbside Collection Municipal Waste/Recycling Contract for one year. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- **2020 Updated Flood Plain Ordinance:** Mr. Barlow made a motion to appoint Robert Keilholtz to act as Township Representative and oversee the implementation of 2020 Updated Flood Plain Ordinance. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

- **Adams County Website Migration:** Mr. Keilholtz made a motion to continue with Adams County to host the Liberty Township website for \$60 per year and pay a one-time migration fee of \$100 Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**At 9:28 PM, Mr. Barlow called an Executive Session to discuss the Treasurer Bond Claim and the Roadmaster position.**

**At 10:01 PM, the regular meeting resumed.** Mr. Barlow stated that the Supervisors and the Solicitor discussed the Treasurer Bond Claim and the Interim Roadmaster position during the Executive Session.

Mr. Barlow announced that three contractors were contacted to cut down a tree on the township property. Pennington Tree bid \$485. AMS Tree Services proposed services for \$950. Patrick Arentz reviewed the work and declined to submit a bid. Mr. Keilholtz made a motion to accept the bid from Pennington Tree for \$485. Mr. Jackson seconded the motion. All voted yes and the motion passed. Mr. Barlow agreed to contact Pennington Tree to schedule the work.

At 10:05 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, January 21, at 11 AM at the Township Municipal Building.



Respectfully submitted,  
By Wendy Peck, Secretary/Treasurer