

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

**October 6, 2020 - Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Tuesday, October 6, 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 7:34 PM,** Mr. Barlow called the regular meeting to order and roll call was taken. Chairman Barlow addressed the state mandate on face masks in public places. He stated that face masks were provided by the Township for persons who come to building but do not have a face mask.

**PUBLIC COMMENTS**

**Richard Swiat 385 Wenschhof Rd** asked a question about voting and if the E-Cycle event was still scheduled. The Supervisors were unable to answer the question about voting but stated that the October 17 electronics recycling event will take place.

**SUPERVISOR COMMENTS**

**Mr. Jackson** had no comments.

**Mr. Keilholtz** spoke of former Supervisor Leonard Sites passing. It was noted that Sue Hek's husband Bo and Bill Ruppert had also recently passed.

**Mr. Barlow** announced that the Supervisors held an Executive Session on September 21 from 9 AM-11 AM to discuss Employee matters with employees.

**Minutes:** *Mr. Jackson moved to accept the minutes of the September 1, 2020 Regular Meeting. Mr. Keilholtz 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 - SEPTEMBER  
Presented at Oct 6, 2020 BOS Meeting - Aug Interest Added**

ACNB - General Operating & Payroll	<i>see detail</i>	<b>\$182,222.44</b>	
PLGIT - General Reserve	<i>see detail</i>	<b>\$256,288.39</b>	
PLGIT - Capital Reserve	<i>see detail</i>	<b>\$96,983.42</b>	<b>\$535,494.25</b>
PLGIT - Liquid Fuels	<i>see detail</i>	<b>\$45,222.12</b>	
ACNB - Fire Tax	<i>no activity</i>	<b>\$32,300.96</b>	
ACNB - Escrow	<i>see detail</i>	<b>\$3,797.00</b>	

Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>160,479.32</b>
Deposit	08/31/2020			Interest	\$14.76	160,494.08
Check	09/01/2020	11966	Gettysburg Times	159232	-\$157.20	160,336.88
			Total Tech Solutions			
Check	09/01/2020	11967	LLC	Invoice 6301	-\$450.00	159,886.88
Check	09/01/2020	11968	PWI	CTRINV-002303	-\$624.20	159,262.68
Check	09/01/2020	11969	Napa Auto Parts	Acct 3135	-\$287.96	158,974.72
Check	09/01/2020	11970	John M. Lisko	Solicitor Fees	-\$948.00	158,026.72

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Check	09/01/2020	11971	KPI Technology PA Municipal Code	Invoice #8179	-\$336.65	157,690.07
Check	09/01/2020	11972	Alliance	28081 Acct	-\$415.00	157,275.07
Check	09/01/2020	11973	Staples	601110005005657	-\$129.08	157,145.99
Check	09/01/2020	11974	Rabold's Services	Invoice 24980	-\$72.00	157,073.99
Check	09/01/2020	11976	Lowes	98004701524	-\$150.19	156,923.80
General Journal	09/01/2020	2020- 4FT	E Plus Copy Center	For CHK 11975 voided on 10/01/2020	-\$53.70	156,870.10
Deposit	09/02/2020			Deposit	\$150.00	157,020.10
Paycheck	09/03/2020	11958	Barlow {BOS}, Walter		-\$87.78	156,932.32
Paycheck	09/03/2020	EFT	Jackson, Robert		-\$87.78	156,844.54
Paycheck	09/03/2020	11959	Keilholtz, Jr. {BOS}, Robert		-\$87.78	156,756.76
Paycheck	09/03/2020	11960	Ruppert, Barbara L.		-\$43.78	156,712.98
Paycheck	09/03/2020	11961	Barlow, Walter M		-\$1,142.32	155,570.66
Paycheck	09/03/2020	11962	Bostek, Kathryn		-\$21.89	155,548.77
Paycheck	09/03/2020	EFT	Hansen, Sherri		-\$1,836.06	153,712.71
Paycheck	09/03/2020	EFT	Ilko, Jessica		-\$371.05	153,341.66
Paycheck	09/03/2020	11963	Keilholtz, Jr., Robert E.		-\$52.63	153,289.03
Paycheck	09/03/2020	11964	Pecher, Bruce E.		-\$332.83	152,956.20
Paycheck	09/03/2020	EFT	Peck, Wendy J.		-\$983.04	151,973.16
Paycheck	09/03/2020	EFT	Roosen, Christopher M.		-\$512.86	151,460.30
Paycheck	09/03/2020	11965	Swiat, Richard		-\$83.19	151,377.11
Paycheck	09/03/2020	EFT	Williams, Natalie		-\$76.60	151,300.51
Paycheck	09/03/2020	EFT	Ilko {Tax Collector}, Jessica L.		-\$68.86	151,231.65
Deposit	09/10/2020			Deposit	\$5.50	151,237.15
Check	09/10/2020	ACH	8x8, Inc.	RW00354719 Payroll - Direct Deposit	-\$293.57	150,943.58
Check Liability	09/10/2020	ACH	ACNB	Service Charge	-\$26.80	150,916.78
Check Liability	09/14/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$45.44	150,871.34
Check Liability	09/14/2020	ACH	US Treasury Dept/IRS	23-2110946 Monthly fee for payroll service	-\$1,355.26	149,516.08
Check Liability	09/14/2020	ACH	Intuit QuickBooks Pennsylvania Dept. of Revenue	1641 9699	-\$9.12	149,480.96
Check Liability	09/15/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$220.36	149,260.60
Check Liability	09/15/2020	11981	Security Benefit Retirement Services	610257 Reimbursement for Notary Class	-\$216.87	149,043.73
Check	09/15/2020	11982	Ilko, Jessica		-\$377.42	148,666.31
Check	09/15/2020	11983	LEAF	100-4990181-001 LT03 Contract	-\$78.00	148,588.31
Check	09/15/2020	11984	Doceo	C12477-01	-\$255.43	148,332.88
Check	09/15/2020	11985	County of Adams	Website	-\$60.00	148,272.88
Check	09/15/2020	11986	Hansen, Sherri	Reimburse-09/02/2020	-\$8.46	148,264.42
Check	09/15/2020	11987	TEVIS ENERGY INC	Account 1109398	-\$351.30	147,913.12
Check	09/15/2020	11988	Gettysburg Times	159232	-\$174.00	147,739.12
Check	09/15/2020	11989	West Penn Power	100090757368	-\$118.34	147,620.78
Check	09/15/2020	11990	Alpha Space Control Co.	Invoice #54817	-\$425.00	147,195.78

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Check	09/15/2020	11991	L/B Water Service, Inc.	44445		-\$362.40	146,833.38
Paycheck	09/17/2020	11977	Barlow, Walter M			-\$1,072.36	145,761.02
Paycheck	09/17/2020	11978	Bostek, Kathryn			-\$26.28	145,734.74
Paycheck	09/17/2020	ACH	Hansen, Sherri			-\$1,836.07	143,898.67
Paycheck	09/17/2020	ACH	Ilko, Jessica			-\$307.89	143,590.78
Paycheck	09/17/2020	11979	Keilholtz, Jr., Robert E.			-\$460.39	143,130.39
Paycheck	09/17/2020	11980	Pecher, Bruce E.			-\$177.78	142,952.61
Paycheck	09/17/2020	ACH	Peck, Wendy J.			-\$1,173.01	141,779.60
Paycheck	09/17/2020	ACH	Roosen, Christopher M.			-\$793.49	140,986.11
Paycheck	09/17/2020	ACH	Weikert, Brian			-\$267.67	140,718.44
Paycheck	09/17/2020	ACH	Williams, Natalie			-\$68.72	140,649.72
Paycheck	09/17/2020	ACH	Ilko {Tax Collector}, Jessica L.			-\$68.87	140,580.85
Deposit	09/18/2020			Deposit		\$9,231.91	149,812.76
Deposit	09/21/2020			Deposit		\$18,083.21	167,895.97
Liability							
Check	09/22/2020	ACH	US Treasury Dept/IRS	23-2110946		-\$9.94	167,886.03
Liability							
Check	09/22/2020	ACH	US Treasury Dept/IRS	23-2110946		-\$1,489.54	166,396.49
Deposit	09/22/2020			Deposit		\$10,077.43	176,473.92
Deposit	09/25/2020			Deposit		\$1,469.67	177,943.59
Check	09/25/2020	ACH	8x8, Inc.	RW00354719		-\$5.26	177,938.33
Check	09/29/2020	11998	Talcotts Auto Repair	Repair Order 9013732		-\$49.33	177,889.00
Check	09/29/2020	11999	Staples	601110005005657		-\$77.57	177,811.43
Check	09/29/2020	12000	David Petersen	Refund of Withdrawn 9-15-2020 Zoning Hearing Application 25QQ0-0060--000		-\$800.00	177,011.43
Check	09/29/2020	12001	Shealers Septic Service PA Municipal Code	Inv 30526		-\$110.00	176,901.43
Check	09/29/2020	12002	Alliance	28866 167840		-\$618.75	176,282.68
Check	09/29/2020	12003	E Plus Copy Center	167231/168973 Acct 621280772-		-\$119.59	176,163.09
Check	09/29/2020	12004	Verizon Wireless	00001		-\$132.60	176,030.49
Deposit	09/29/2020			Deposit		\$6,326.60	182,357.09
General Journal	09/29/2020	2020-3FTR	E Plus Copy Center	Reverse of GJE 2020-3FT -- For CHK 11924 voided on 10/01/2020		\$33.49	182,390.58
General Journal	09/29/2020	2020-4FTR	E Plus Copy Center	Reverse of GJE 2020-4FT -- For CHK 11975 voided on 10/01/2020		\$53.70	182,444.28
Liability							
Check	09/30/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699		-\$0.02	182,444.26
Liability							
Check	09/30/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699		-\$235.06	182,209.20
Deposit	09/30/2020			Interest		\$13.24	182,222.44
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$21,728.36	182,222.44
<b>TOTAL</b>						<b>\$21,728.36</b>	<b>182,222.44</b>
<b>01.101 · PLIGT General Fund</b>							<b>256,205.21</b>
Deposit	08/31/2020			Interest		\$45.74	256,250.95
Deposit	09/30/2020			Interest		\$37.44	256,288.39
Total 01.101 · PLIGT General Fund						\$83.18	256,288.39

<b>TOTAL</b>					<b>\$83.18</b>	<b>256,288.39</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						<b>96,944.31</b>
Deposit	08/31/2020			Interest	\$21.40	96,965.71
Deposit	09/30/2020			Interest	\$17.71	96,983.42
Total 30.101 · PLIGIT Capital Reserve Fund					\$39.11	96,983.42
<b>TOTAL</b>					<b>\$39.11</b>	<b>96,983.42</b>
<b>100.00 · PLIGT State</b>						<b>51,395.42</b>
Deposit	9/30/2020			Interest	\$0.42	51,396.44
Check	9/1/2020	602	NAPA Pennington Tree Experts	ACCT#3135	-\$311.48	51,084.96
Check	9/1/2020	603	Harringtons Equipment Co	Invoice PENN-776	-\$2,195.00	48,889.96
Check	9/1/2020	604	Plasterer Equipment Co, Inc.	187490	-\$30.80	48,859.16
Check	9/1/2020	605	TEVIS	LIBER005	-\$425.83	48,433.33
Check	9/15/2020	606	Specialty Granules, Inc.	Account 1109398	-\$80.70	48,352.63
Check	9/15/2020	607	Steve's Repair	7005366060	-\$189.64	48,162.99
Check	9/15/2020	608	Morton Salt Inc	Inv 17242	-\$305.89	47,857.10
Check	9/29/2020	609	Myers Electric	Customer #3684741	-\$1,461.79	46,395.31
Check	9/29/2020	610	Harringtons Equipment Co	#209960	-\$1,159.02	45,236.29
Check	9/29/2020	611		187490	-\$14.59	45,221.70
Deposit	9/30/2020			Interest	\$0.42	45,222.12
Total 100.00 · PLIGT State					-\$6,174.32	45,222.12
<b>TOTAL</b>					<b>-\$6,174.32</b>	<b>45,222.12</b>
<b>03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)</b>						<b>32,300.96</b>
Total 03.100 · Liberty Township Fire Tax-ACNB (Liberty Township Fire Tax-ACNB)						32,300.96
<b>TOTAL</b>						<b>32,300.96</b>
<b>10.100 · Liberty Township Escrow</b>						<b>3,923.90</b>
Check	09/15/2020	191	KPI	8179	\$126.90	3,797.00
Total 10.100 · Liberty Township Escrow					\$126.90	3,797.00
<b>TOTAL</b>					<b>\$126.90</b>	<b>3,797.00</b>

Mr. Barlow asked about the voided checks for payments to EPlus Copy Center. Ms. Peck replied that EPlus had received only one of the last four payments mailed to them and the payments had to be reissued. 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 09/02/2020-10/06/2020 expenses. Mr. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to distribute the 2020 SPCA budgeted donation for \$500. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to distribute the 2020 Library budgeted allocation for \$1541. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz made a motion for retroactive approval of the 08/30-9/12/2020 and approval of the 09/13-26/2020 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**TOWNSHIP REPORTS**

**Police Officer's Report:** Chief Sherri Hansen read her report listing 249 hours worked, including 33 on call hours. She announced that Liberty Township would be participating in the October 24 Drug Take Back event at the Carroll Valley Borough building. She announced that the 2020 National Night Out had been cancelled. Richard Swiat asked if there were any more mailbox thefts. The Chief reported that they are being passed on to the postal inspector.

**Zoning Officer's Report:** Mr. Barlow read the report that stated four land use permits were issued bringing in \$360 in fees.

**Roadmaster Report:** Mr. Barlow reported on Road Department activities including setting pipes and truck repairs. He went on to state that the trucks were getting prepped for winter and snow markers were placed along the roads. He noted that new parking spaces were lined in the front and back of the building. He discussed the meetings with the Federal Government to discuss the maintenance on Cove Hollow Road and portions of Harbaugh Valley Road. He also reported that the Emmitsburg Journal would be publishing information from Liberty Township in the November edition of the paper and that it would be appearing in the online version of the October issue.

**Secretary Report:** Ms. Peck stated that she was watching the interest rates and still determining the best time to transfer excess funds from the General Operating Fund in to the Reserve Funds.

**Planning Commission Report:** Mr. Barlow stated that he attended the recent Planning Commission meeting, and the Burn Ordinance was discussed. During the meeting, the Planning Commission voted to send the tasks of drafting a Burn Ordinance back to the Supervisors. Mr. Barlow went on to state that after looking at several ordinances a draft ordinance was put together using Hamiltonban township as a template. **Mr. Barlow made a motion to authorize staff and the solicitor to move forward with the process and tasks necessary to adopt the Burning Ordinance at the November meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

#### **OLD BUSINESS**

- **Well Permit – Mr. Barlow made a motion to adopt 2020-13 Resolution updating the Fee Schedule to include the well permit fees. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to adopt Well Permit Application Form. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Codification– Ms. Peck stated that a few updates were needed from Mr. Barlow and Mr. Jackson, then she planned to submit the final comments to General Code in early November.**

**PUBLIC COMMENTS** - Mr. Swiat stated that the auditors have been coming in to the township to audit files.

#### **NEW BUSINESS**

- **Adams County Clerk of Courts Electronic Funds Request – Mr. Keilholtz made a motion to authorize the request for electronic funds payments from Adams County Clerk of Courts. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Washington Township Franklin County Proposed Zoning Amendments – Mr. Barlow made a motion that Liberty Township has no comment to the Washington Township Franklin County Proposed Zoning Amendments. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **2020 MMO Pension Distribution Due October 28 – Mr. Barlow made a motion to distribute the 2020 MMO as stated by the Treasurer. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Volunteer Fire Relief Association(s) (VFRA) Distribution Due November 21 – Mr. Barlow made a motion to distribute the Volunteer Fire Relief Funds 50/50 to Fairfield and Fountaindale Volunteer Fire Relief Associations. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Fire Tax Distribution – Ms. Peck discussed that the Fire Tax would be distributed in December. Mr. Barlow asked that the Fire Departments provide the correct year to date totals. He also asked that Adams Regional EMS be included. He instructed the Secretary to contact the Fire Departments and AREMS for the correct year to date call numbers.**
- **Resolution for Department Authorized Purchases – After some discussion, Mr. Barlow made a motion to adopt the resolution authorizing a purchasing amount of \$2,000 for each department head. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Driveway Ordinance Amendment – An amendment to add Private Roads to the driveway ordinance was discussed. Mr. Barlow made a motion to authorize staff and the solicitor to move forward with the process and tasks necessary to adopt the Driveway Ordinance Amendment at the November meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **PSATS ballot for Board of Trustees for Cooperative Trust and Unemployment Compensation – Mr. Barlow made a motion to vote for the two officers listed on the PSATS Cooperative Trust Board of Trustees ballot. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to vote for the two officers listed on the PSATS Unemployment Compensation Ballot. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Fuel Supplier – Mr. Barlow announced that Tevis would no longer be able to supply on road fuel to the township and it was noted that Jessica Ilko is getting pricing from fuel companies.**

- **Alan D. Trider Revocable Trust Assessment of Tax Parcel No. 25D16-0007-000 Settlement Agreement** – Mr. Lisko presented some updates to the agreement and asked the Board to file a motion to sign the updated settlement agreement. **Mr. Jackson made a motion to authorize the Solicitor to sign the updated 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.**
- **Executive Session – Road Department Applicant** – It was determined that no Executive Session was needed. Mr. Barlow talked about the need for another person in the road department to work as needed. Mr. Jackson had interviewed the candidate. **Mr. Keilholtz made a motion to hire Kim Valentine at a rate of \$17 per hour on an as needed basis. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- Chief Hansen announced that she recently received an application for a part-time police officer, and she asked the board if they wanted to meet with the applicant. **Mr. Barlow made a motion to have Chief Hansen schedule an interview for the supervisors to meet with applicant Courtney Herring. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**At 8:55 PM, Mr. Barlow made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The Supervisors agreed to reconvene the budget meeting. The next regular monthly meeting is scheduled for Wednesday, November 4, 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