

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

August 3, 2021, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, August 3, 2021, at 7:30 PM at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320. 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, Secretary/Treasurer Wendy Peck, and Assistant Secretary/Treasurer and Tax Collector Jessica Ilko.

At 7:30 PM Mr. Barlow called the regular meeting to order and opened the meeting to the presentation from M-ASA.

Public Comments:

- M-ASA Presentation: Mid-Atlantic Soaring Association (M-ASA) representatives President Mike Higgins, Secretary Mike Cooper-White, and Project Coordinator Mike Grinder were in attendance and gave a presentation on a proposed new hanger for the airport located at 154 Pecher Road. As part of a grant application M-ASA was requesting that Liberty Township provide a letter of support for the project. After much discussion, the Liberty Township Supervisors agreed that public input should be sought before the Supervisors agree to support. M-ASA and the Liberty Township Supervisors agreed to hold a public hearing to discuss the project on September 7, at 6:30 PM at the township municipal building. There were no additional public comments.

Supervisor Comments

Mr. Jackson updated the Board on his recent communications with Comcast regarding expanding services in Liberty Township. He stated that Comcast indicated they would be interested in Liberty Township using ARP funds to pay for extending services to an area that services only four Liberty Township residents. The Board would entertain expanding Comcast Services if Comcast could provide a reasonable proposal that would ensure every area in Liberty Township would be able to receive service.

Mr. Keilholtz thanked everyone who works at the Township. He expressed that he is very pleased with the attitude of the employees and stated that we all work together very well.

Mr. Barlow – no comments.

Minutes: *Mr. Keilholtz moved to accept the minutes of the July 6 meeting. Mr. Jackson seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

**LIBERTY TOWNSHIP, ADAMS COUNTY
TREASURER'S REPORT -As of July 30, 2021
Presented at Aug 3, 2021 BOS Meeting**

ACNB - General Operating & Payroll	<i>see detail</i>	\$174,501.22	
PLGIT - General Reserve	<i>see detail</i>	\$306,413.78	
PLGIT - Capital Reserve	<i>see detail</i>	\$122,041.57	\$602,956.57
PLGIT - Liquid Fuels	<i>see detail</i>	\$84,563.76	
ACNB - Escrow	<i>see detail</i>	\$8,448.10	
ACNB - ARP Funds	<i>new account</i>	\$66,360.28	

Type	Date	Num	Name	Memo	PD Amt	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$180,851.33
Deposit	06/30/2021			Interest	\$17.38	180,868.71
Check	07/06/2021	12302	Staples	Acct 601110005005657	-\$85.51	180,783.20
Check	07/06/2021	12303	Total Tech Solutions LLC	Invoice 7306	-\$450.00	180,333.20
Liab			Security Benefit Retirement			
Check	07/06/2021	12304	Services	610257	-\$232.00	180,101.20
Deposit	07/06/2021			Deposit	\$1,295.85	181,397.05
			BMO Harris Bank-PLGIT			
Check	07/07/2021	ACH	Card	PLGIT CREDIT ACCOUNT	-\$673.29	180,723.76
Paycheck	07/08/2021	12298	Barlow {BOS}, Walter		-\$87.78	180,635.98

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Paycheck	07/08/2021	ACH	Jackson, Robert		-\$87.78	180,548.20
Paycheck	07/08/2021	12299	Keilholtz, Jr. {BOS}, Robert		-\$87.78	180,460.42
Paycheck	07/08/2021	12300	Barlow, Walter M		-\$1,102.84	179,357.58
Paycheck	07/08/2021	ACH	Hansen, Sherri		-\$1,803.53	177,554.05
Paycheck	07/08/2021	ACH	Haywood, Richard K		-\$246.07	177,307.98
Paycheck	07/08/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$100.47	177,207.51
Paycheck	07/08/2021	ACH	Ilko, Jessica		-\$158.34	177,049.17
Paycheck	07/08/2021	12301	Pecher, Bruce E.		-\$208.79	176,840.38
Paycheck	07/08/2021	ACH	Peck, Wendy J.		-\$1,116.14	175,724.24
Paycheck	07/08/2021	ACH	Roosen, Christopher M.		-\$619.31	175,104.93
Paycheck	07/08/2021	ACH	Weikert, Brian		-\$141.83	174,963.10
Deposit	07/09/2021			Deposit	\$11.00	174,974.10
Check	07/12/2021	ACH	ACNB	Payroll - Direct Deposit Service Charge	-\$29.30	174,944.80
Liab			Franklin County Area Tax			
Check	07/13/2021	12305	Bureau	23-2110946	-\$5.69	174,939.11
Deposit	07/13/2021			Deposit	\$574.50	175,513.61
Deposit	07/13/2021			Deposit	\$5,113.71	180,627.32
Liab						
Check	07/13/2021	ACH	York/Adams County EIT	000095043	-\$895.09	179,732.23
Liab						
Check	07/13/2021	ACH	PSATS UC Group Trust	0104573	-\$1,128.27	178,603.96
Check	07/13/2021	ACH	Intuit QuickBooks	Monthly fee for payroll service	-\$24.00	178,579.96
Deposit	07/13/2021			Deposit	\$4.85	178,584.81
Deposit	07/14/2021			Deposit	\$66,360.28	244,945.09
Liab			Pennsylvania Dept. of			
Check	07/16/2021	ACH	Revenue	1641 9699	-\$227.58	244,717.51
Liab						
Check	07/16/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,610.08	243,107.43
Liab						
Check	07/16/2021	ACH	PA UC Fund	01-04573M3	-\$32.30	243,075.13
Deposit	07/19/2021			Deposit	\$276.32	243,351.45
			Liberty township ACNB ARP			
Check	07/19/2021	ACH	Fund	Opening Balance for ARP Fund	-\$66,360.28	176,991.17
Check	07/20/2021	12308	Ron Trostle Enterprises	50% Deposit for flooring	-\$2,500.40	174,490.77
Deposit	07/20/2021			Deposit	\$11,625.70	186,116.47
Paycheck	07/22/2021	ACH	Ammerman, Cory M.		-\$134.04	185,982.43
Paycheck	07/22/2021	12306	Barlow, Walter M		-\$1,234.17	184,748.26
Paycheck	07/22/2021	ACH	Bostek, Kathryn		-\$26.27	184,721.99
Paycheck	07/22/2021	ACH	Hansen, Sherri		-\$1,803.53	182,918.46
Paycheck	07/22/2021	ACH	Haywood, Richard K		-\$466.87	182,451.59
Paycheck	07/22/2021	ACH	Hek, Susan		-\$21.89	182,429.70
Paycheck	07/22/2021	ACH	Ilko {Tax Collector}, Jessica L.		-\$151.83	182,277.87
Paycheck	07/22/2021	ACH	Ilko, Jessica		-\$262.51	182,015.36
Paycheck	07/22/2021	12307	Pecher, Bruce E.		-\$418.11	181,597.25
Paycheck	07/22/2021	ACH	Peck, Wendy J.		-\$1,124.20	180,473.05
Paycheck	07/22/2021	ACH	Roosen, Christopher M.		-\$756.39	179,716.66
Paycheck	07/22/2021	ACH	Swiat, Richard		-\$41.60	179,675.06
Paycheck	07/22/2021	ACH	Weikert, Brian		-\$107.13	179,567.93
Check	07/22/2021	12309	KPI Technology	Invoice #8612	-\$2,835.08	176,732.85
Check	07/22/2021	12310	John M. Lisko	Solicitor Fees	-\$1,332.00	175,400.85
Check	07/22/2021	12311	West Penn Power	100090757368	-\$131.52	175,269.33

				2021 - Fairfield Area Library Annual		
Check	07/22/2021	12312	Adams County Library	Contribution	-\$500.00	174,769.33
Check	07/22/2021	12313	Hamiltonban Township	Invoice #650/652	-\$3,358.08	171,411.25
Check	07/22/2021	12314	LEAF	100-4990181-001	-\$78.00	171,333.25
Check	07/22/2021	12315	General Code	PG000025434 PG000025764	-\$6,763.13	164,570.12
Check	07/22/2021	12316	R J Hall	Invoice 1567	-\$1,250.00	163,320.12
Check	07/22/2021	12317	Verizon Wireless	Acct 621280772-00001	-\$175.08	163,145.04
Check	07/22/2021	12318	Aero Energy	Cust 59990	-\$384.67	162,760.37
Check	07/22/2021	12319	Lowe's	98004701524	-\$482.97	162,277.40
Check	07/22/2021	12320	Comcast Cable	8993110110006912	-\$143.87	162,133.53
Check	07/22/2021	12321	Comcast-Phone	901156234	-\$751.66	161,381.87
Liab			Pennsylvania Dept. of			
Check	07/23/2021	ACH	Revenue	1641 9699	-\$258.05	161,123.82
Liab						
Check	07/23/2021	ACH	US Treasury Dept/IRS	23-2110946	-\$1,834.82	159,289.00
Deposit	07/23/2021			Deposit	\$10,560.61	169,849.61
Deposit	07/26/2021			Deposit	\$4,395.00	174,244.61
Deposit	07/27/2021			Deposit	\$256.61	174,501.22
TOTAL					-\$6,350.11	\$174,501.22
01.101 · PLIGT General Fund						306,413.78
				July Interest not available	\$0.00	306,413.78
TOTAL					\$0.00	\$306,413.78
30.101 · PLIGIT Capital Reserve Fund						122,041.57
				July Interest not available	\$0.00	122,041.57
TOTAL					\$0.00	\$122,041.57
100.00 · PLIGT State						89,576.59
Check	07/06/2021	646	Commonwealth of PA	P24008520-414	-\$3,421.17	\$86,155.42
Check	07/06/2021	647	Advanced Auto Parts	1872651533	-\$10.04	\$86,145.38
Check	07/06/2021	648	Harringtons Equipment Co	Invoice 192349	-\$13.73	\$86,131.65
Check	07/22/2021	649	Steve's Repair	Inv 18753	-\$1,477.65	\$84,654.00
Check	07/22/2021	650	East Trail Automotive	7/6/21- 2012 GMC Sierra 2500	-\$77.25	\$84,576.75
Check	07/22/2021	651	Tractor Supply Co	6035301205291766	-\$12.99	84,563.76
TOTAL					-\$5,012.83	\$84,563.76
10.100 · Liberty Township Escrow						\$7,148.10
Deposit	07/23/2021			Deposit	\$1,300.00	8,448.10
TOTAL					\$1,300.00	\$8,448.10
10.100 · ARP Funds						\$0.00
Deposit	07/20/2021			Deposit	\$66,360.28	\$66,360.28
TOTAL					\$66,360.28	\$66,360.28

*Interest not available at time of report.

Mr. Jackson asked what fund contained the real estate tax that was previously collected as fire tax . The Treasurer clarified that fire tax is no longer collected and that all real estate tax is deposited in the General Operating and Payroll Fund. **Mr. Jackson moved for acceptance of the Treasurer's report. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Expenses: Mr. Keilholtz moved for retroactive approval of the 07/09/21-08/03/2021 expenses. Mr. Jackson seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz pointed out that Richard Haywood's payroll was being posted to an incorrect ledger sub account and it will be corrected. **Mr. Barlow moved for retroactive approval of the 07/04/21-07/17/2021 payroll.** Mr. Keilholtz discussed

comments from Elected Auditor Kate Bostek as reported on her July 29 time sheet. He stated that she is looking for more detail on the credit card purchases as related to the bank reconciliation reviews. The Treasurer stated that a detailed ledger report can be printed out and attached to the bank reconciliation to resolve the issue. Mr. Keilholtz read Kate Bostek's statement about the paperwork for closing the ACNB Fire Tax Account. Jessica Ilko will confirm that the cancellation paperwork is included in the bank account reconciliation file. Mrs. Bostek reminded the Board review to review the bank statements on a regular basis. It was determined that the Supervisors were already reviewing the statements on a regular basis. **Mr. Jackson seconded the motion to approve the 07/04/21-07/17/21 payroll. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 07/18/21-07/31/2021 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Police Officer's Report – Chief Sherri Hansen reported on the July Police Department activities which included working 252 hours in Liberty Township, driving 1277 miles and using 119 gallons of fuel. Other activities included: 911 Incidents - 8; Traffic Citations -88; Faulty Equipment -15; Warnings -17; Misdemeanor/Felony Arrests -0; and PSP Calls-8. Service to Freedom Township included: Working 25 hours with one 911 incident, 32 traffic citations, and 12 warnings. She went on to report that Blue Ridge Sportsmen's Association donated \$4,395 to purchase a new ENRADD. She is waiting on a quote for a new Taser and is looking at several companies to get a quote for a license plate reader. The department cited several trucks on Boyle and Orchard Roads. The Chief worked on the 2022 contract with Freedom Township, the 2022 budget and attended the Highland Township Board of Supervisors meeting to discuss a possible contract for police coverage.

Zoning Officer's Report – Mr. Barlow reported that three zoning permits were issued in July with \$230 permit fees collected.

Roadmaster Report – Roadmaster Barlow reported that the Fog Seal application is complete. Pipe inspections were performed and the report has been emailed to the Supervisors. Mr. Barlow looked in to a \$50,000 grant for pipe replacements. It was determined that it would cost more to complete the project with the grant because of the additional cost of meeting the standards and requirements stipulated in the grant process. This also would require replacing the existing pipes with 60" squash pipes which Contech quoted at a cost of \$14,107.86. The end of one pipe does need reset and then we can pave over top of it. There's nothing wrong with the current pipes, they just don't meet state standards. Mr. Barlow recommends resetting the existing pipes and not replacing them currently. Pennington Tree was contacted to open the tree canopy on Bullfrog Road, and we are waiting to get a schedule. Hamiltonban Township is renting a manlift and chipper in October for a month. They asked if we were interested in sharing that. The Road Department is scheduled to begin cutting on McGlaughlin Road to complete base repair. He went to report that mileage used for Truck 160 was 766, Truck 161 was 60.9 and Truck 133 was 205. Fuel use for August included 84.8 gallons of unleaded, 27.5 of diesel, and 125 gallons of off-road diesel. Usage has increased because of the mowing. Mr. Barlow distributed a quote from Kinsley Construction for 2022 proposed road work. The prices were obtained to develop a 2022 budget proposal for road repairs was distributed: Mclaughlin-Sanders Road Tar Chip and Fog Seal-\$50,915; McGlaughlin Road-Membrane Fabric-\$87,808; Bull Frog to Freedom Line-Reclaim- \$169,074; Total Estimated cost was over \$300,000. The prices have increased significantly from last year. More quotes will be obtained for comparison. Ricky Haywood is out continuing to weed whack while Bruce Pecher keeps up with the township mowing.

Planning Commission Report: Planning Commission Chair Judie Hogan was present and reported on the July 20 Planning Commission meeting. The Planning Commission accepted the - 25D17-0026C--000 25D17-0026E--000 Stein Final Minor Subdivision Plan for review. It was pointed out that Mr. Stein's 2001 lot addition has been incorrectly deeded and taxed as two parcels for 20 years and this has created some confusion on the need for a subdivision. Judie Hogan requested that the Solicitor attend the next Planning Commission meeting to address some of the issues concerning the Stein subdivision plan. The Planning Commission also reviewed the Trider 25D16-0007---000 Final Minor Subdivision Plan dated 06/07/21 and recommended a conditional approval of the plan. Municipal boundary lines other comments from the Township Engineer and Adams County Office of Office Of Planning & Development need to be addressed. The Planning Commission approved the Request for Planning Exemption for Trider 25D16-0007---000. The Planning Commission also discussed how to require additional notes to plans. The Planning Commission also recommends an amendment to the SALDO Article III - Application Procedures And Plat Requirements - 303.A.37- Required Notes. The Solicitor will include the changes in the codification adoption ordinance. Judie Hogan requested that the Township advertise the Planning Commission open position on the township website.

Secretary/Treasurer: Ms. Peck stated that she expected to have the proposed 2022 budget for the Board to review at the September meeting.

Old Business

- Mr. Barlow confirmed with Chief Hansen that we are waiting for a reply from Freedom Township regarding the police services contract for 2022.
- **Mr. Barlow made a motion to instruct KPI to send a notice of violation to the property owner at 45 Pecher Road. Mr. Jackson seconded the motion.** After much discussion about the issues surrounding the stormwater management at 45 Pecher Road and which township official should send the NOV, the original motion remained. **All voted yes, and the motion passed.**
- The Solicitor stated that he is still working on the Codification Ordinance and hoped to have something by the next meeting.

New Business Public Comments: There were no public comments related to new business items.

New Business

- The Board considered a motion to approve 25D16-0007---000 Trider Subdivision Plan Dated 06/07/21. It was noted that the time to act on the plan would expire on September 5 which is two days prior to the next Liberty Township Board of Supervisors meeting. The Solicitor made a suggestion for conditional approval. **Mr. Barlow moved to grant conditional approval of the Trider Subdivision Plan Dated 06/07/21 with the following conditions: Freedom Township approves the plan, the boundary line is depicted on the plan as set forth on the Adams County tax map, and compliance with all other Engineer and Adams County review comments. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made motion to approve Sewage Facilities Planning Module Application for 25D17-0026E--000 Stein - 295 Stultz Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to not object to the 2021 Aug 20 – Adams County Tax Claim Bureau - Property Sale of 11 properties. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- The Treasurer withdrew the Resolution Amending the Budget for ARP Funding stating that the final information for use of ARP funds has not yet been made available. She stated she would resubmit the resolution when it was appropriate.
- There was a discussion about the need for a CPA firm for consultation on the use of the ARP Funds and other matters during the year. Ms. Peck requested that the Board consider appointing SEK to perform to 2021 Audit so that they could provide incremental support to the township throughout the entire year. It was noted that before officially appointing the firm, the advertisement requirements would need to be met. The Board agreed to engage SEK for consultation services and consider appointment as auditor for the 2021 year after meeting the advertising requirements. **Mr. Jackson made a motion to engage SEK for ARP consultation and accounting services and to advertise the intent to appoint a CPA firm for the 2021 audit. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow withdrew the item regarding McLaughlin Road Culvert Pipe Replacement from the agenda.
- **Mr. Barlow made a motion to send a letter to former Zoning and Code Enforcement Contractor Land and Sea requesting that all Liberty Township files be turned over to the township. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- Mr. Keilholtz reported that he contacted the generator installer McLaughlin's Energy Services regarding routine generator maintenance. A copy of the proposed service agreement was included in the meeting handouts. He stated that he has scheduled maintenance service for August 6 and that he will meet with them to discuss their proposal in detail and will bring more information about a proposed agreement to the next meeting.
- Mr. Barlow reported that the current propane contract with McLaughlin's Energy Services for \$1.22 per gallon was expiring and recommended that the township lock in pricing for 2022. After much discussion, Mr. Barlow stated that he would obtain more price quotes.
- The Board discussed a recent letter from Hamiltonban Township Supervisor Bob Gordon requesting the amount that Liberty Township plans to donate to the area Fire Departments stating that the numbers are needed for budget planning. It was noted that the Liberty Township does not set individual donation amounts until the year is complete and services provided are reviewed. **Mr. Barlow made a motion give a general response on the process of determining distribution without committing to unknown amounts. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- The Board discussed 2021-2022 insurance coverage invoice and noted that the current insurance coverage expires on September 1. It was determined that although the invoice needed to be paid to avoid lapse in coverage, a meeting should be set up with the provider to answer the many questions about coverage. **Mr. Barlow made a motion to pay the invoice for the 2021-2022 coverage. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Jackson was instructed to set up a meeting with the insurance provider and Ms. Peck would advertise it as open to the public.
- The Board and Solicitor discussed the newly adopted Act 65 of 2021 Amending the Sunshine Law Regarding Meeting Agendas.

At 9:30 PM Mr. Barlow 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, September 7, at 7:30 PM at the Township Municipal Building directly following the 6:30 PM M-ASA presentation.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer