

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

**November 4, 2020 - Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, of Adams County, met Wednesday, November 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 7:34 PM,** Mr. Barlow called the regular meeting to order and roll call was taken.

**PUBLIC COMMENTS**

**Mr. Barlow** invited residents from Sydnor Trail to speak during public comment to discuss recent challenges that have come up on the private trails that are not maintained by the township. Amanda Krantz 46 Sydnor Trl, Amber Hicks 37 Sydnor Trl were present. Due to limited seating, Sean & Stephanie Hall 43 Sydnor Trl participated by telephone. Road maintenance, overhanging trees and trespassing issues were discussed. The Supervisors offered suggestions and encouraged the property owners to form a Home Owners Association to define the rules of the neighborhood. After much discussion, Chief Sherri Hansen offered to mediate a discussion between the residents who were having a conflict. Everyone was encouraged to put their past differences behind them and move on to live together in a civil manner. Public comment ended at 8:14 PM.

**SUPERVISOR COMMENTS**

**Mr. Jackson** announced that he had attended the ACTCC meeting earlier that evening and was unable to attend the 6:30 PM budget meeting. He stated that because attendance is such a problem the committee is reducing its quorum requirement to fifteen. He stated that he attend a COG meeting recently and learned that Adams County no longer needs mylar copies of plans.

**Mr. Keilholtz** announced that 80% of the 1,000 registered Liberty Township voters voted yesterday. He reported that Liberty Township now has a monthly report in the Emmitsburg Journal.

**Mr. Barlow** had no comments.

**Minutes:** *Mr. Jackson moved to accept the minutes of the October 6, 2020 Budget Meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the October 6, 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 - OCTOBER  
Presented at Nov 4, 2020 BOS Meeting**

ACNB - General Operating & Payroll	see detail	\$149,227.22	
PLGIT - General Reserve	see detail	\$256,288.39	
PLGIT - Capital Reserve	see detail	\$96,994.74	\$502,510.35
PLGIT - Liquid Fuels	see detail	\$40,442.63	
ACNB - Fire Tax	no activity	\$32,300.96	
ACNB - Escrow	see detail	\$5,097.00	

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						182,222.44
Paycheck	10/01/2020	11992	Barlow {BOS}, Walter		-\$87.78	182,134.66
Paycheck	10/01/2020	ACH	Jackson, Robert		-\$87.78	182,046.88
Paycheck	10/01/2020	11993	Keilholtz, Jr. {BOS}, Robert		-\$87.78	181,959.10

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Paycheck	10/01/2020	11994	Ruppert, Barbara L.		-\$43.79	181,915.31
Paycheck	10/01/2020	11995	Barlow, Walter M		-\$800.33	181,114.98
Paycheck	10/01/2020	ACH	Hansen, Sherri		-\$1,836.06	179,278.92
Paycheck	10/01/2020	ACH	Ilko, Jessica		-\$473.69	178,805.23
Paycheck	10/01/2020	11996	Keilholtz, Jr., Robert E.		-\$509.41	178,295.82
Paycheck	10/01/2020	11997	Pecher, Bruce E.		-\$348.34	177,947.48
Paycheck	10/01/2020	ACH	Peck, Wendy J.		-\$1,012.79	176,934.69
Paycheck	10/01/2020	ACH	Roosen, Christopher M.		-\$948.31	175,986.38
Paycheck	10/01/2020	ACH	Ilko (Tax Collector), Jessica L.		-\$68.86	175,917.52
Paycheck	10/01/2020	ACH	Weikert, Brian		-\$267.66	175,649.86
Paycheck	10/01/2020	ACH	Williams, Natalie		-\$68.71	175,581.15
Liability Check	10/01/2020	12005	Security Benefit Retirement Services	610257 Liberty Township	-\$103.97	175,477.18
Check	10/13/2020	12007	Principal Funds	Police 6-15480	-\$3,475.85	172,001.33
Check	10/13/2020	12009	PA Municipal Code Alliance	29234	-\$412.65	171,588.68
Check	10/13/2020	12010	West Penn Power	100090757368	-\$107.97	171,480.71
Check	10/13/2020	ACH	Intuit QuickBooks	Monthly fee for payroll service	-\$32.00	171,448.71
Check	10/13/2020	12011	Comcast Cable	8993110110006912	-\$89.90	171,358.81
Check	10/13/2020	12012	Fountaindale VFRA	2020 VFRA Allocation Disbursement	-\$5,388.71	165,970.10
Check	10/13/2020	12013	Fairfield Community Fire Co Relief Assn	2020 VFRA Allocation Disbursement	-\$5,388.72	160,581.38
Check	10/13/2020	12014	Adams County Library	2020 - Fairfield Area Library Annual Contribution	-\$1,541.00	159,040.38
Check	10/13/2020	12015	Adams County SPCA	Donation Reimburse for Open Flag, Pole and hardware	-\$500.00	158,540.38
Check	10/13/2020	12016	Peck, Wendy J.		-\$47.56	158,492.82
Check	10/13/2020	12017	Total Tech Solutions LLC	Invoice 6365	-\$450.00	158,042.82
Check	10/13/2020	12018	LEAF	100-4990181-001	-\$78.00	157,964.82
Check	10/13/2020	12019	TEVIS ENERGY INC	Account 1109398	-\$395.70	157,569.12
Check	10/13/2020	12020	Gettysburg Times	159232	-\$38.16	157,530.96
Check	10/13/2020	12021	Napa Auto Parts	Acct 3135 For CHK 12008	-\$15.49	157,515.47
General Journal	10/13/2020	2020- 5FT	Principal Funds	voided on 10/13/2020	-\$2,782.29	154,733.18
General Journal	10/13/2020	2020- 5FTR	Principal Funds	Reverse of GJE 2020-5FT -- For CHK 12008 voided on 10/13/2020	\$2,782.29	157,515.47
Check	10/13/2020	12025	Principal Funds	NonUniform Pension Plan 2020	-\$2,850.75	154,664.72
Check	10/13/2020	ACH	8x8, Inc.	RW00354719 Payroll - Direct Deposit Service Charge	-\$284.25	154,380.47
Check	10/13/2020	ACH	ACNB		-\$27.64	154,352.83
Paycheck	10/15/2020	ACH	Ammerman, Cory M.		-\$89.28	154,263.55
Paycheck	10/15/2020	12022	Barlow, Walter M		-\$530.71	153,732.84
Paycheck	10/15/2020	ACH	Hansen, Sherri		-\$1,836.06	151,896.78

Paycheck	10/15/2020	ACH	Ilko, Jessica		-\$465.79	151,430.99
Paycheck	10/15/2020	12023	Keilholtz, Jr., Robert E.		-\$61.40	151,369.59
Paycheck	10/15/2020	12024	Pecher, Bruce E.		-\$340.59	151,029.00
Paycheck	10/15/2020	ACH	Peck, Wendy J.		-\$1,057.91	149,971.09
Paycheck	10/15/2020	ACH	Roosen, Christopher M.		-\$1,161.21	148,809.88
Paycheck	10/15/2020	ACH	Weikert, Brian		-\$140.83	148,669.05
Paycheck	10/15/2020	ACH	Williams, Natalie		-\$85.79	148,583.26
Paycheck	10/15/2020	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.88	148,514.38
Deposit	10/16/2020			Deposit	\$8,899.73	157,414.11
Liability						
Check	10/16/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,543.24	155,870.87
Liability						
Check	10/16/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,292.34	154,578.53
Liability						
Check	10/19/2020	ACH	York/Adams County EIT	000095043	-\$667.72	153,910.81
Liability						
Check	10/20/2020	ACH	PSATS UC Group Trust	0104573	-\$553.53	153,357.28
Deposit	10/20/2020			Deposit	\$8,379.68	161,736.96
Liability						
Check	10/21/2020	ACH	PA UC Fund	01-04573M3	-\$24.77	161,712.19
Liability						
Check	10/21/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$251.44	161,460.75
Liability						
Check	10/21/2020	ACH	Pennsylvania Dept. of Revenue	1641 9699	-\$220.14	161,240.61
Check	10/27/2020	12031	Hamiltonban Township	Invoice #613 Acct 621280772-	-\$16.75	161,223.86
Check	10/27/2020	12032	Verizon Wireless	00001	-\$132.60	161,091.26
Check	10/27/2020	12033	Puhl, Eastman & Thrasher	23116	-\$180.00	160,911.26
Check	10/27/2020	12034	KPI Technology	Invoice #8237	-\$4,066.70	\$156,844.56
Check	10/27/2020	12035	Total Tech Solutions LLC	Invoice 6405	-\$35.00	\$156,809.56
Check	10/27/2020	12036	Central PA Chiefs of Police Association	Sherri Hansen Membership	-\$50.00	\$156,759.56
Check	10/27/2020	12037	Rabold's Services	Invoice 25254	-\$75.50	\$156,684.06
Check	10/27/2020	12038	E Plus Copy Center	169103 Acct	-\$200.00	\$156,484.06
Check	10/27/2020	12039	Staples	601110005005657	-\$206.19	\$156,277.87
Check	10/27/2020	12040	Lowes	98004701524 Refund for Carroll Valley Resident Septic Report Fee - 35 Ridge Trail	-\$802.39	155,475.48
Check	10/27/2020	12041	Smiths Septic		-\$10.00	155,465.48
Liability						
Check	10/27/2020	12042	Franklin County Area Tax Bureau	23-2110946	-\$12.71	155,452.77
Paycheck	10/29/2020	ACH	Ammerman, Cory M.		-\$249.95	155,202.82
Paycheck	10/29/2020	12026	Barlow, Walter M		-\$769.24	154,433.58
Paycheck	10/29/2020	ACH	Ilko, Jessica		-\$513.16	153,920.42
Paycheck	10/29/2020	12027	Keilholtz, Jr., Robert E.		-\$178.21	153,742.21
Paycheck	10/29/2020	12028	Pecher, Bruce E.		-\$154.53	153,587.68
Paycheck	10/29/2020	ACH	Peck, Wendy J.		-\$1,073.30	152,514.38
Paycheck	10/29/2020	ACH	Roosen, Christopher M.		-\$580.60	151,933.78
Paycheck	10/29/2020	ACH	Williams, Natalie		-\$68.71	151,865.07
Paycheck	10/29/2020	ACH	Hansen, Sherri		-\$1,836.06	150,029.01
Paycheck	10/29/2020	ACH	Ilko {Tax Collector}, Jessica L.		-\$68.86	149,960.15

Paycheck	10/29/2020	ACH	Weikert, Brian		-\$140.84	149,819.31
Paycheck	10/29/2020	12029	Barlow {BOS}, Walter		-\$87.78	149,731.53
Paycheck	10/29/2020	ACH	Jackson, Robert		-\$87.78	149,643.75
Paycheck	10/29/2020	12030	Keilholtz, Jr. {BOS}, Robert		-\$87.78	149,555.97
Deposit	10/30/2020			Deposit	\$975.00	150,530.97
Liability						
Check	10/30/2020	ACH	US Treasury Dept/IRS	23-2110946	-\$1,318.32	149,212.65
Deposit	10/31/2020			Interest	\$14.57	149,227.22
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-\$32,995.22	149,227.22
<b>TOTAL</b>					<b>-\$32,995.22</b>	<b>149,227.22</b>
<b>01.101 · PLIGT General Fund</b>						<b>256,288.39</b>
Deposit	10/31/2020			Interest	\$24.21	256,312.60
Total 01.101 · PLIGT General Fund					\$24.21	256,312.60
<b>TOTAL</b>					<b>\$24.21</b>	<b>256,312.60</b>
<b>* 30.101 · PLIGIT Capital Reserve Fund</b>						<b>96,983.42</b>
Deposit	10/31/2020			Interest	\$11.32	96,994.74
Total 30.101 · PLIGIT Capital Reserve Fund					\$11.32	96,994.74
<b>TOTAL</b>					<b>\$11.32</b>	<b>96,994.74</b>
<i>*The September meeting report had a \$3,000 error for this fund. This has been corrected.</i>						
<b>100.00 · PLIGT State</b>						<b>45,222.12</b>
Check	10/13/2020	612	Commonwealth of PA	P24008520-414	-\$3,421.17	41,800.95
Check	10/13/2020	613	TEVIS	Account 1109398	-\$211.89	41,589.06
Check	10/13/2020	614	Specialty Granules, Inc.	7005366060	-\$170.43	41,418.63
Check	10/27/2020	615	Specialty Granules, Inc.	7005366060	-\$976.47	40,442.16
Deposit	10/31/2020			Interest	\$0.47	40,442.63
Total 100.00 · PLIGT State					-\$4,779.49	40,442.63
<b>TOTAL</b>					<b>-\$4,779.49</b>	<b>40,442.63</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>3,797.00</b>
Deposit	10/16/2020			Deposit	\$1,300.00	5,097.00
Total 10.100 · Liberty Township Escrow					\$1,300.00	5,097.00
<b>TOTAL</b>					<b>\$1,300.00</b>	<b>5,097.00</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. Jackson moved for acceptance of the 10/07/2020-11/04/2020 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz made a motion for retroactive approval of the 09/27-10/10/2020 and approval of the 10/11-24/2020 payroll. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

**TOWNSHIP REPORTS**

**Police Officer's Report:** Chief Sherri Hansen distributed a report to the supervisors and read the statistics in to the record listing 292.5 hours worked, including 18 on call hours. She announced that Ammerman has been back on the schedule since October and that Officer Roosen and Officer Ammerman both made drugs arrests. She stated that she worked on the contract draft for police coverage with Freedom Township and was updating the Police Department policy and procedures manual. The Chief reported that the Gettysburg Police Department has agreed to sell their used vehicle to Liberty Township for \$6,500. There was some discussion about

the condition of the 2016 Ford Explorer with 68,000 miles. It was noted that it would need new tires, but it would come with the lights and cage. After much discussion, **Mr. Jackson made a motion to approve the purchase of the 2016 Ford Explorer from Gettysburg Borough for \$6,500 conditional upon Mr. Keilholtz's opinion after seeing the vehicle in person. Mr. Barlow seconded the motion. All voted yes, and the motion passed.** Chief Hansen reported that she sent AmVets a thank you letter for the \$250 donation that was received. She reported that the tube television in the police station was no longer working and asked for permission to purchase anew one for \$150. **Mr. Barlow made a motion to approve the purchase of a replacement television. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

**Zoning Officer's Report:** Mr. Barlow read the report that stated seven land use permits were issued bringing in \$595 in fees. The Piper 245 Waynesboro Pike -25C18-0074---000 Junkyard permit for application was reviewed. The Zoning Officer has reviewed the application and stated that it is not in compliance. **Mr. Barlow made a motion to deny renewal of the permit. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

**Roadmaster Report:** Mr. Barlow reported on Road Department activities which included resetting pipes, shoulder work at Orchard Road and Route 16, and repairing the tarp for the yellow truck. He stated that Pecher Road has three pipes that need repaired.

**Secretary Report:** Ms. Peck stated that she plans to request the transfer excess funds from the General Operating Fund in to the Reserve Funds in December. Mr. Barlow gave an overview of the usefulness of the PLGIT cards. The Township agreed to use the program in 2016, but never took any action. **Mr. Barlow made a motion to apply for PLGIT cards. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Ms. Peck presented a request from RJ Hall to make adjustments to the Police Pension Plan to reallocate the distribution to a 60/40 investment. **Mr. Jackson made a motion to approve the adjustments. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

**Planning Commission Report:** Mr. Barlow read a memo from the Planning Commission which made a recommendation for a conditional approval on the plans for the Strayer Lot Addition - 25C15-0074---000 /456 Water Street. **Mr. Barlow made a motion to conditionally approve the plans for the Strayer Lot Addition - 25C15-0074---000 /456 Water Street. The conditions listed were all recommendations from the Township Engineer must be met. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** **Mr. Barlow made a motion to approve the Strayer Planning Waiver NonBuilding Declaration- 25C15-0074---000/456 Water Street which had already been approved by the Township SEO and Planning Commission. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

#### OLD BUSINESS

- **2021 Budget:** **Mr. Barlow made a motion to advertise the 2021 budget for adoption at the December 1 meeting.**
- **Codification:** Ms. Peck stated that there were few outstanding items and that she needed to meet with Mr. Jackson and Mr. Barlow individually to address some supervisor input for the codification.
- **Fuel Supplier:** Bids were received from Aero Energy and Talley Petroleum. Aero Energy: mid-grade gasoline 4,000 gallons annually 1.744, ULSD dyed 1000 gallons annually 1.575, B2 BioDiesel clear 1500 gallons annually 1.565 and Talley Petroleum Enterprises: mid-grade gasoline 4000 gallons annually 1.8386, Off Road 1000 gallons annually: \$1.64, B2 BioDiesel clear 1500 gallons annually \$1.6345. **Mr. Barlow made a motion to accept the prices from Aero Energy as the low bidder. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

**PUBLIC COMMENTS** - Mr. Swiat 385 Wenschhof Rd asked about the burn ordinance and how far away your fire needs to be from a structure. He was told 25 feet.

#### NEW BUSINESS

- **Driveway Ordinance Amendment:** **Mr. Barlow made a motion to adopt Ordinance 2020-06 Amending the Liberty Township Driveway and Street Excavation Ordinance. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**
- **Burning Ordinance:** **Mr. Barlow made a motion to adopt Ordinance 2020-05 Liberty Township Burn Ordinance. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Raven Rock Mountain Complex Private Roads:** The Board and the Solicitor discussed the facts on record regarding the ownership and responsibility of Cove Hollow Road and the 740 block of Harbaugh Valley Road. After much discussion, **Mr. Barlow made a motion for the Secretary to draft a letter to RRMC for the Solicitor to review stating that Liberty Township would not maintain the roads. Mr. Jackson seconded the motion. All voted yes, and the motion passed.**

- **Fire Tax Distribution:** Ms. Peck reported that she had received fire reports and requests for fire tax funds from Fairfield, Fountaindale, Adams Regional EMS, and Vigilant Hose in Emmitsburg. Calculations for distribution would be presented to the board at the December meeting.
- **Orchard Road at Route 16:** Mr. Barlow spoke about waiting until Spring to consider paving the shoulder on Orchard Road at the intersection of Route 16.
- **Additional Sign for No Left Turn on Steelman:** *Mr. Barlow made a motion for Ms. Peck to contact PennDOT to request permission to add an addition sign on Route 16 indicating the new traffic sign. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **Propane Supplier:** Mr. Barlow presented quotes for propane. *Mr. Barlow made a motion to contract for 2021 propane with lowest responsive bidder which was McLaughlin's Energy Services for the one year locked in price of \$1.22 per gallon. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **Resolution for Intermunicipal Police & Contract for Police Services:** *Mr. Barlow made a motion to adopt Resolution 2020-15 Authorizing The Entry Into A Joint Municipal Agreement For The Provision Of Police Services To Freedom Township. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **Part-Time Police Applicant:** *Mr. Barlow made a motion to hire Courtney Herring as a part-time police officer as needed at the rate \$20.40/per hour effective immediately. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **Bonding for Assistant Secretary/Treasurer:** *Mr. Barlow made a motion to appoint Jessica Ilko as the Assistant Treasurer. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to bond the Assistant Treasurer Jessica Ilko for \$800,000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- **PIRMA Response Required by November 25, 2020:** The Board discussed a recent inspection by PIRMA inspector John Johns. After much discussion, Mr. Keilholtz made a motion to reply to the PIRMA request that no corrective action was needed. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

**At 9:44 PM, Mr. Barlow made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The next regular monthly meeting is scheduled for Tuesday, December 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