

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

**December 3, 2019 Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, December 3, 2019, at 7:30 PM at the Liberty Township Municipal Building, 39 Topper Road, Fairfield, PA 17320, for the regular monthly meeting.

**Present:** Chairman John Bostek, Vice Chairman Bob Jackson, Supervisor Walter Barlow, Solicitor John Lisko, Police Chief Sherri Hansen and Secretary/Treasurer Wendy Peck.

**Mr. Bostek** called the meeting to order at 7:30 PM. He introduced Francine Stevens from the US Census Bureau who was there to give a public presentation about the upcoming 2020 decennial census. She stated the importance of the census regarding government funding and congressional representation. Ms. Stevens noted that this is the first year the census can be answered online. She also announced that paid positions are available for persons who are interested in assisting with the census. The presentation ended at 7:47 PM.

**Public Comment:**

**Robert Keilholtz 24 Steelman Marker Rd** commented that he noticed that the gutters are full of leaves and suggested that they be cleaned.

**Richard Luquette 710 Boyle Rd** thanked Mr. Bostek for his service to the township.

**Agatha Foscatto 45 Oak Grove Dr** thanked Mr. Bostek for his service to the township.

**Supervisor Comments:**

**Mr. Jackson** had no comments.

**Mr. Barlow** had no comments.

**Mr. Bostek** had no comments.

**Minutes:** Mr. Barlow moved to accept the minutes of the November 6 Regular Meeting. Mr. Jackson seconded the motion. All voted yes and the motion passed. Mr. Jackson moved to accept the minutes of the November 19 Workshop Meeting. Mr. Jackson seconded the motion. All voted yes and the motion passed.

**Treasurer's Report:** Full copies of the Treasurer's report were provided to the Supervisors and the public. Ms. Peck read the November 30 account balances from the Treasurer's Report which did not include the interest earned for the month.

**LIBERTY TOWNSHIP, ADAMS COUNTY  
TREASURER'S REPORT - NOVEMBER  
Presented at December 3, 2019 BOS Meeting**

ACNB - General Operating & Payroll	<i>see detail</i>	\$53,306.50	
PLGIT - General Reserve	<i>no activity</i>	\$278,929.00	
PLGIT - Capital Reserve	<i>no activity</i>	\$95,956.10	\$428,191.60
PLGIT - Liquid Fuels	<i>see detail</i>	\$11,713.81	
ACNB - Fire Tax	<i>no activity</i>	\$31,813.09	
ACNB - Escrow	<i>see detail</i>	\$5,336.95	

Type	Date	Num	Name	Memo	Pd Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						64,781.28
Deposit	11/04/2019	ACH		Comcast Franchise Fee	2,656.00	67,437.28
Check	11/05/2019	EFT	8x8, Inc		-236.70	67,200.58

Check	11/06/2019	11599	Verizon Wireless	Acct 621280772-00001	-135.10	67,065.48
Liab Check	11/06/2019	11600	Security Benefit Reti	610257	-596.76	66,468.72
Check	11/06/2019	11601	ADECCO SERVICES	3185537	-862.71	65,606.01
Check	11/06/2019	11602	Bostek, John	10/28/19 YATB meeting	-49.88	65,556.13
Check	11/06/2019	11603	Brubaker Connaughto	Mongiovi 9/4-9/25/19	-1,275.00	64,281.13
Check	11/06/2019	11604	C-Ely Signs & Graphics	Invoice 623	-120.00	64,161.13
Check	11/06/2019	11605	Comcast Cable	8993110110006912	-89.90	64,071.23
Check	11/06/2019	11606	DataWorks Plus	Invoice 19-1314	-357.13	63,714.10
Check	11/06/2019	11607	Fayetteville Contractors Inc.	Inv 1910024	-330.05	63,384.05
Check	11/06/2019	11608	Flohr Lumber Company	650	-1.22	63,382.83
Check	11/06/2019	11609	Gettysburg Times	159232	-202.57	63,180.26
Check	11/06/2019	11610	Harrington & Sons	Invoice 7486	-76.45	63,103.81
Check	11/06/2019	11611	Russell Standard	Invoice 1006639	-5,500.00	57,603.81
Check	11/06/2019	11612	KPI Technology	Invoice #7720	-2,052.20	55,551.61
Check	11/06/2019	11613	John M. Lisko	Solicitor Fees	-2,016.00	53,535.61
Check	11/06/2019	11614	Lowes	98004701524	-144.86	53,390.75
Check	11/06/2019	11615	Modern Marketing	MMI135311/MMI135241	-706.48	52,684.27
Check	11/06/2019	11616	Napa Auto Parts	Acct 3135	-31.74	52,652.53
Check	11/06/2019	11617	New Enterprise	Invoice 7195054	-985.68	51,666.85
Check	11/06/2019	11618	PA Municipal Code	23964	-1,113.75	50,553.10
Check	11/06/2019	11619	Staples	Acct 601110005005657	-328.48	50,224.62
Check	11/06/2019	11620	Treysta	56264	-490.00	49,734.62
Check	11/06/2019	11621	US Municipal	6159434	-332.78	49,401.84
Deposit	11/08/2019			Deposit	71.50	49,473.34
Paycheck	11/12/2019	ACH	ACNB	Payroll Service Ch	-29.76	49,443.58
Paycheck	11/14/2019	EFT	Intuit	Monthly Payroll Fee	-26.00	49,417.58
Paycheck	11/14/2019	EFT	Ammerman, Cory		-465.98	48,951.60
Paycheck	11/14/2019	11622	Barlow, Walter M		-130.10	48,821.50
Paycheck	11/14/2019	11623	Keilholtz, Jr., Robert E.		-34.23	48,787.27
Paycheck	11/14/2019	EFT	Peck, Wendy J.		-1,039.38	47,747.89
Paycheck	11/14/2019	EFT	Williams, Natalie		-78.10	47,669.79
Paycheck	11/14/2019	EFT	Arentz, Brian		-1,402.26	46,267.53
Paycheck	11/14/2019	EFT	Hansen, Sherri		-1,833.06	44,434.47
Paycheck	11/14/2019	EFT	Weikert, Brian		-267.66	44,166.81
Liab Check	11/14/2019	EFT	US Treasury/IRS	23-2110946	-1,508.70	42,658.11
Liab Check	11/14/2019	EFT	PA Dept. of Revenue	1641 9699	-216.00	42,442.11
Check	11/18/2019	EFT	Intuit	General Fund Checks	-211.99	42,230.12
Check	11/19/2019	11624	West Penn Power	100090757368	-119.39	42,110.73
Check	11/19/2019	11625	Lindsay E. Gillen	11/6/19 CU Hearing	-100.00	42,010.73
Check	11/19/2019	11626	LEAF	100-4990181-001	-78.00	41,932.73
Check	11/19/2019	11627	Gettysburg Times	159232	-146.48	41,786.25
Check	11/19/2019	11628	US Municipal	6160596	-63.49	41,722.76
Check	11/19/2019	11629	New Enterprise	Invoice 7207399	-127.39	41,595.37
Check	11/19/2019	11630	KPI Technology	Invoice #7729 & 7627	-3,621.54	37,973.83
Check	11/19/2019	11631	ADECCO	3185537	-415.71	37,558.12
Check	11/19/2019	11632	H. A. Thomson	Treasurer Bond	-1,125.00	36,433.12
Check	11/19/2019	11633	Interstate Garage	Final Payment	-1,039.00	35,394.12
Liab Check	11/19/2019	11634	Security Benefit	610257	-333.35	35,060.77
Check	11/19/2019	11635	Napa Auto Parts	Acct 3135	-144.62	34,916.15
Check	11/19/2019	11636	Bostek, John	10/28/19 YATB mtg	-16.36	34,899.79
Check	11/19/2019	11637	Hansen, Sherri	Reimburse-11/06/19	-42.35	34,857.44
Check	11/19/2019	11638	New Enterprise	Invoice 7216590	-131.84	34,725.60
Check	11/19/2019	11639	Barlow (BOS), Walter	11/13/19 Mileage	-26.10	34,699.50
Check	11/19/2019	11640	Morton Salt	Customer 3684741	-1,453.36	33,246.14

Check	11/19/2019	11641	Comcast Cable	8993110110006912	-89.90	33,156.24
Check	11/19/2019	11642	Gettysburg Times	159232	-363.94	32,792.30
Check	11/19/2019	11643	Lowes	98004701524	-41.88	32,750.42
Check	11/19/2019	11644	Total Tech Solutions	Invoice 5420	-940.00	31,810.42
Deposit	11/20/2019			Deposit- YATB EIT	21,796.49	53,606.91
Deposit	11/21/2019			Deposit	6,691.47	60,298.38
Deposit	11/21/2019			Deposit	20.00	60,318.38
Paycheck	11/27/2019	11645	Barlow {BOS}, Walter		-87.78	60,230.60
Paycheck	11/27/2019	11646	Bostek, John		-87.78	60,142.82
Paycheck	11/27/2019	EFT	Jackson, Robert		-87.78	60,055.04
Paycheck	11/27/2019	11647	Ruppert, Barbara		-43.79	60,011.25
Paycheck	11/27/2019	EFT	Arentz, Brian		-1,331.70	58,679.55
Paycheck	11/27/2019	11648	Bostek, Kathryn		-17.52	58,662.03
Paycheck	11/27/2019	EFT	Hansen, Sherri		-1,833.06	56,828.97
Paycheck	11/27/2019	EFT	Peck, Wendy J.		-1,046.81	55,782.16
Paycheck	11/27/2019	11650	Swiat, Richard		-35.03	55,747.13
Paycheck	11/27/2019	EFT	Williams, Natalie		-108.37	55,638.76
Paycheck	11/27/2019	EFT	Ammerman, Cory.		-347.08	55,291.68
Paycheck	11/27/2019	11649	Hek, Susan		-26.27	55,265.41
Paycheck	11/27/2019	EFT	Weikert, Brian		-267.66	54,997.75
Liab Check	11/27/2019	EFT	PA Dept. of Revenue	1641 9699	-216.77	54,780.98
Liab Check	11/27/2019	EFT	US Treasury Dept	23-2110946	-1,474.48	53,306.50
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-11,474.78	53,306.50
<b>TOTAL</b>					<b>-11,474.78</b>	<b>53,306.50</b>

<b>100.00 · PLIGT State</b>						<b>5,713.81</b>
Deposit	11/18/2019			Deposit - Sale F550	6,000.00	11,713.81
Total 100.00 · PLIGT State					6,000.00	11,713.81
<b>TOTAL</b>					<b>6,000.00</b>	<b>11,713.81</b>

<b>Liberty Township Escrow</b>						<b>6,941.45</b>
Check	43788	180	KPI	7729	-1011	5,930.45
Check	43788	179	Subdivi SGI/ORVIS	25A17-0072D---000	-593.5	5,336.95
Total Liberty Township Escrow					-1,604.50	5,336.95
<b>TOTAL</b>					<b>-1,604.50</b>	<b>5,336.95</b>

Mr. Barlow moved for acceptance of the November 2019 Treasurer's Report. Mr. Jackson seconded the motion. All voted yes and the motion passed.

**Expenses:** Mr. Jackson moved for acceptance of the 11/20-12/03/19 expenses. Mr. Barlow seconded the motion. All voted yes and the motion passed. Mr. Barlow made a motion to retroactively approve the 11/10-11/23/19 payroll. Mr. Jackson seconded the motion. All voted yes and the motion passed. It was noted that the expenses included a transfer of \$25,000 from the PLGIT General Reserve Fund to the ACNB General Operating Fund.

**Zoning Officer's Report:** Mr. Bostek reported that three permits were issued in November totaling \$235 in fees.

**Police Department:** Chief Hansen reported that the department worked 240.5 hours which included 115 patrol hours and 30 hours of oncall. The department issued 19 total citations and 20 traffic warnings. She stated that Officer Ammerman participated in two DUI roving patrols during the month of November which resulted in several arrests. Mr. Robert Keilholtz 24 Steelman Marker Rd stated that he has witnessed traffic running the stop sign at the intersection of Steelman Marker and Pecher Road. He went on to state that in addition to motor vehicles, groups of bicycles also pass through the intersection without stopping. It was noted that at the last meeting Chief Sherri Hansen had successfully ended her six-month employment probation period and the

board had voted to hire her on permanently. Mr. Bostek made a motion to retroactively approve the letter of employment that was issued to Chief Hansen. Mr. Jackson seconded the motion. All voted yes, and the motion passed.

**Roadmaster Report:** Mr. Barlow reported that a tree fell on Sunday and Roadmaster Arentz was called in to work to wait for the electric company to take care of the issue.

**Planning Commission Report:** Planning Commission Chair Judy Hogan stated that the Planning Commission met on November 19 and reviewed the Hogan Subdivision/Lot Addition application for 25C18-0028A—000. She stated that the Planning Commission voted to conditionally approve the plans with the condition that a courtesy copy of the plans be submitted to Carroll Valley Borough for comment and that the plans be presented with the required property owner signatures. It was noted that since that meeting, the conditions have been met. The plan engineer Ken Scott of Beyond All Boundaries was present at the meeting to answer questions. Judy went on to state that as recommended by the Supervisors, Robert Thaeler of the Adams County Planning Commission attended the meeting to aid in developing new and reviewing existing ordinances such as the sign ordinance and regulations regarding solar panels. Mr. Thaeler stated that the Adams County Planning Commission would be able to provide these services free of charge but has requested that the Board of Supervisors send a letter formally requesting that Adams County Planning Commission work with the Liberty Township Planning Commission on developing these ordinances. Mr. Bostek made a motion to send the letter to Adams County Planning Commission to request assistance. Mr. Jackson seconded the motion. All voted yes, and the motion passed. It was noted that the Secretary would write and send the letter.

#### **Old Business:**

- **Treasurer Bond Claim Status** – Mr. Bostek requested that the Solicitor and the other Supervisors meet in Executive Session to discuss a recent invoice from the legal team working on the bond claim.
- **2020 Draft Proposed Budget Discussion** – It was noted that the proposed 2020 budget has been advertised as required and the Board will vote on it at the December 17 Workshop meeting.

#### **New Business**

- **Mr. Jackson made a motion to approve – Hogan 25C18-0028A--000 845 Friends Creek Rd Subdivision/Lot Addition Plan Submission.** Mr. Barlow seconded the motion. All vote yes, and the motion passed.
- **Mr. Bostek made a motion to approve – Hogan 25C18-0028A--000 845 Friends Creek Rd Planning Non-Building Waiver.** Mr. Barlow seconded the motion. All vote yes, and the motion passed.
- **Mr. Jackson made a motion to adopt Resolution 2019-06 Supporting Legislation to Increase the Prevailing Wage Thresholds Limits.** Mr. Bostek seconded the motion. All vote yes, and the motion passed.
- **Mr. Jackson made a motion to adopt Resolution 2019-05 Supporting Legislation to Allow Municipal Police to Use Radar.** Mr. Barlow seconded the motion. All vote yes, and the motion passed.
- Mr. Jackson announced that Fairfield Borough will be hosting 2020 E-Recycling events on April 18, July 18, and October 17, from 8 AM- Noon at the Fairfield Fire Department Parking Lot.

**At 8:12 PM The Supervisors recessed the meeting and went into Executive Session.**

**At 8:24 PM the meeting resumed.** Mr. Bostek stated that the Supervisors discussed a recent invoice for the legal services of Brubaker Connaughton Goss & Lucarelli regarding the Treasurer bond claim.

**At 8:26 PM,** Mr. Bostek made a motion to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes and the motion passed. The next public meeting is scheduled for Tuesday, December 17, 2019, at 11 AM at the Township Municipal Building.

Respectfully submitted,



By Wendy Peck, Secretary/Treasurer