

**Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
November 1, 2022, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, November 1, 2022, at 6 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.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Brandon Lowe, Solicitor John Lisko, Police Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

At 6 PM Mr. Barlow called the meeting to order and welcomed Guest Presenter Becky Van der Groef, CEO, Hoffman Homes for Youth.

Public Presentation: Becky Van der Groef, CEO, Hoffman Homes for Youth presented information on Hoffman Homes for Youth and opportunities for funding. Hoffman Homes was requesting a contribution from Liberty Township's ARP funds. At the end of the presentation, a question-and-answer period was allowed with questions from the Supervisors and the public.

Public Comments:

Adam Sanders 23 Strausbaugh Trail asked the Board for information regarding setbacks and right of ways on private roads. Mr. Sanders was told to speak to his attorney to address information in the deed for properties along private roads. Mr. Sanders stated that he was asking for information on behalf of Fairfield Fire Chief Bill Jacobs regarding address signs. Mr. Barlow commented that the township addressed these items directly with the fire department at a recent meeting.

Richard Swiat 385 Wenschhof Road commented on a condition of a telephone pole, and a line of site issue for a stop sign on Stultz Road and Boyle Road. He also made comments regarding a stop sign on Irishtown Road. Mr. Barlow addressed the comments.

Supervisor Comments:

- **Mr. Keilholtz** had no comments.
- **Mr. Lowe** had no comments.
- **Mr. Barlow** commented that he recently attended a joint meeting with the Fire Department Municipal Leaders and the topics of the fire suppression pond agreements, and a purchase of historic fire truck were discussed. He went on to report that he attended the FREMA meeting and Fairfield Fire Department Open House to recruit community volunteers to participate in search and rescue or provide other assistance to the local community during an emergency.

Minutes: *Mr. Keilholtz moved to accept the minutes of the October 4 Board of Supervisors' meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

Treasurer's Report:

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of October 31, 2022
Presented at Nov 1, 2022 BOS Meeting**

ACNB	Gen Oper		\$97,941.34	PLGIT - Liquid Fuels	\$34,904.28
PLGIT	Gen Res		\$408,930.41	ACNB - Escrow	\$9,694.13
PLGIT	Cap Res		\$130,018.74	ACNB - ARP Funds	\$123,605.20
			\$636,890.49		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						111,815.05
Deposit	09/30/2022			Interest	7.68	111,822.73
Check	10/03/2022	12752	KPI Technology	Invoice #9221	-2,785.36	109,037.37
Check	10/03/2022	12753	John M. Lisko	Solicitor Fees	-600.00	108,437.37
Check	10/03/2022	12754	PA Municipal Code Alli	42359	-1,837.00	106,600.37
Check	10/03/2022	12755	Total Tech Solutions	Invoice 8663	-450.00	106,150.37
Check	10/03/2022	12756	Shealers Septic Service	Inv 33919	-60.00	106,090.37
Check	10/03/2022	12757	Verizon Wireless	Acct 621280772-00001	-184.80	105,905.57
Check	10/03/2022	12758	Comcast Cable	8993110110006912	-154.63	105,750.94
Check	10/03/2022	12759	Doceo	LT03 Contract C12477-01	-247.74	105,503.20
Check	10/03/2022	12760	General Code	PG000029945	-1,336.40	104,166.80
Check	10/03/2022	12761	Corrie L. Ondrizek	Public Hearing Sep 28, 2022	-222.50	103,944.30
Check	10/03/2022	12762	Gettysburg Times	Cust 159232	-393.70	103,550.60

Check	10/03/2022	12763	Hamiltonban Township	Septic Inspection Fee	-10.00	103,540.60
Check	10/03/2022	12764	Harrington Equipment	Inv 198599/198151/199407	-133.20	103,407.40
Deposit	10/06/2022			Deposit	2,871.01	106,278.41
Check	10/06/2022	ACH	BMO Harris-PLGIT Card	PLGIT CREDIT ACCOUNT	-830.07	105,448.34
Deposit	10/06/2022			Deposit	303.40	105,751.74
LiabChk	10/07/2022	ACH	York/Adams County	000095043	-804.17	104,947.57
LiabChk	10/07/2022	ACH	PA UC Fund	01-04573M3	-32.07	104,915.50
LiabChk	10/10/2022	ACH	PSATS UC Group Trust	0104573	-226.04	104,689.46
LiabChk	10/11/2022	12772	SecBenRet Services	610257	-354.84	104,334.62
Check	10/11/2022	12773	Fountaindale VFRA	2022 VFRA Allocation Disburs	-5,694.02	98,640.60
Check	10/11/2022	12774	Fairfield VFRA	2022 VFRA Allocation Disburs	-5,694.02	92,946.58
Check	10/11/2022	12775	West Penn Power	100090757368	-137.84	92,808.74
Check	10/11/2022	12776	Beckett, Hannah	9/1-10/06/22 mileage	-13.75	92,794.99
Check	10/11/2022	12777	LEAF	100-4990181-001	-78.00	92,716.99
LiabChk	10/11/2022	12778	Franklin Cty TB	23-2110946	-20.62	92,696.37
Check	10/11/2022	12779	Napa Auto Parts	Acct 3135	-65.22	92,631.15
Check	10/11/2022	12780	R J Hall	Invoice 1676	-1,250.00	91,381.15
Check	10/11/2022	12781	Principal Funds	NonUniform PensiPlan 2022	-2,859.69	88,521.46
Check	10/11/2022	12782	Principal Funds	Liberty Towns Police 6-15480	-255.32	88,266.14
Check	10/11/2022	12783	County of Adams	2022 Tax Billing	-684.12	87,582.02
Check	10/11/2022	12784	D. E. Gemmill Inc	INV I22-2726	-336.00	87,246.02
Check	10/11/2022	ACH	ACNB	Payroll - Direct DepServCharge	-29.06	87,216.96
Deposit	10/11/2022			Deposit	187.00	87,403.96
Paycheck	10/13/2022	12765	Barlow {BOS}, Walter		-87.78	87,316.18
Paycheck	10/13/2022	12766	Keilholtz, Jr. {BOS}, Robert		-87.78	87,228.40
Paycheck	10/13/2022	12767	Lowe {BOS}, Brandon C.		-87.78	87,140.62
Paycheck	10/13/2022	12768	Barlow, Walter M		-361.45	86,779.17
Paycheck	10/13/2022	ACH	Beckett, Hannah		-161.03	86,618.14
Paycheck	10/13/2022	ACH	Ilko {Tax Collector}, Jessica L.		-45.45	86,572.69
Paycheck	10/13/2022	ACH	Ilko, Jessica		-54.15	86,518.54
Paycheck	10/13/2022	12769	Keilholtz, Jr., Robert E.		-101.32	86,417.22
Paycheck	10/13/2022	12770	Pecher, Bruce E.		-187.55	86,229.67
Paycheck	10/13/2022	ACH	Peck, Wendy J.		-1,118.14	85,111.53
Paycheck	10/13/2022	ACH	Roosen, Christopher M.		-1,306.35	83,805.18
Paycheck	10/13/2022	ACH	Ross, Scott		-621.08	83,184.10
Paycheck	10/13/2022	ACH	Ammerman, Cory M.		-172.55	83,011.55
Paycheck	10/13/2022	ACH	Hansen, Sherri		-165.81	82,845.74
Check	10/13/2022	ACH	Intuit QuickBooks	Monthly fee for payroll service	-30.00	82,815.74
LiabChk	10/17/2022	ACH	PA Dept. of Revenue	1641 9699	-174.90	82,640.84
LiabChk	10/17/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,179.80	81,461.04
Deposit	10/18/2022			Deposit	13,066.54	94,527.58
Deposit	10/20/2022			Deposit	7,841.18	102,368.76
Deposit	10/20/2022			Deposit	6,820.10	109,188.86
Paycheck	10/27/2022	12785	Barlow, Walter M		-964.04	108,224.82
Paycheck	10/27/2022	ACH	Beckett, Hannah		-98.03	108,126.79
Paycheck	10/27/2022	ACH	Hansen, Sherri		-253.41	107,873.38
Paycheck	10/27/2022	ACH	Ilko {Tax Collector}, Jessica L.		-38.87	107,834.51
Paycheck	10/27/2022	ACH	Ilko, Jessica		-16.68	107,817.83
Paycheck	10/27/2022	12786	Keilholtz, Jr., Robert E.		-92.11	107,725.72
Paycheck	10/27/2022	12787	Pecher, Bruce E.		-35.01	107,690.71
Paycheck	10/27/2022	ACH	Peck, Wendy J.		-1,118.14	106,572.57

Paycheck	10/27/2022	ACH	Roosen, Christopher M.		-1,451.50	105,121.07
Paycheck	10/27/2022	ACH	Ross, Scott		-533.74	104,587.33
Paycheck	10/27/2022	ACH	Weikert, Brian		-119.47	104,467.86
Paycheck	10/27/2022	ACH	Ammerman, Cory M.		-172.55	104,295.31
Deposit	10/28/2022			Deposit	732.50	105,027.81
LiabChk	10/31/2022	ACH	US Treasury Dept/IRS	23-2110946	-925.56	104,102.25
LiabChk	10/31/2022	ACH	PA Dept. of Revenue	1641 9699	-189.35	103,912.90
LiabChk	10/31/2022	12789	Security BenRetServ	610257	-236.56	103,676.34
Check	10/31/2022	12790	John M. Lisko	Solicitor Fees	-1,860.00	101,816.34
Check	10/31/2022	12791	Mason's Propane Serv	Invoice 511127	-367.78	101,448.56
Check	10/31/2022	12792	KPI Technology	Invoice #9282	-585.64	100,862.92
Check	10/31/2022	12793	Comcast-Phone	901156234	-189.91	100,673.01
Check	10/31/2022	12794	Comcast Cable	8993110110006912	-154.61	100,518.40
Check	10/31/2022	12795	Rabold's Services	Invoice 26521	-106.00	100,412.40
Check	10/31/2022	12796	PA Municipal Code All	42624	-1,469.00	98,943.40
Check	10/31/2022	12797	Hamiltonban Township	Invoice #714	-19.33	98,924.07
Check	10/31/2022	12798	Staples	Acct 601110005005657	-200.80	98,723.27
Check	10/31/2022	12799	Aero Energy	Cust 59990	-766.93	97,956.34
Check	10/31/2022	12800	LexisNexis	Reimburse for check 18626866	-15.00	97,941.34
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-13,873.71	97,941.34
100.00 · PLIGT State						34,698.53
Deposit	09/30/2022			Interest	336.70	35,035.23
Check	09/13/2022	695	East Trail Auto	8/15/22- 2012 GMC Repair	-130.95	34,904.28
Total 100.00 · PLIGT State					205.75	34,904.28
10.100 · Liberty Township Escrow						9,694.13
No Activity					0.00	9,694.13
Total 10.100 · Liberty Township Escrow					0.00	9,694.13
95.100 · PLGIT Gen Reserve Fund						408,077.81
Deposit	10/01/2022			Interest	852.60	408,930.41
Total 95.100 · PLGIT Gen Reserve Fund					852.60	408,930.41
30.101 · PLIGIT Capital Reserve Fund						122,741.30
Deposit	10/01/2022			Interest	277.44	123,018.74
Deposit	10/01/2022			Transfer from Gen Fund	7,000.00	130,018.74
Total 30.101 · PLIGIT Capital Reserve Fund					7,000.00	130,018.74
ACNB ARP FUND						123,597.13
Deposit	10/01/2022			Interest	8.07	123,605.20
Total ARP Fund					8.07	123,605.20

*Interest not available at time of report.

Mr. Lowe moved for acceptance of the October Treasurer's report. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Expenses/Payroll: Mr. Keilholtz moved for retroactive approval of the 10/05/22 –11/01/2022 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 09/25/22-10/08/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 10/09/22-10/22/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Hansen stated that due to time constraints, no written report was available. She went on to report that October started the new year for grant funds to cover roving DUI patrols and patrols will resume in November.

Zoning Officer's Report – Mr. Barlow reported that three land use permits in October bringing in \$300 in fees.

- **2650 Bullfrog Road Ongoing Zoning Violations** – The debris from the demolished structure remains on the property and the owner plead guilty to the recent citations. Additional citations will be filed if the owner does not arrange for a timeline to bring the property in to compliance.
- **3257 Bullfrog Road Ongoing Zoning Violations** – The property is still not in compliance and additional charges will be filed.
- **340 Brent Road Unpermitted Earth Disturbance** – The DEP is following up on the noncompliance that has a deadline of October 10.
- **13 Strausbaugh Trail Zoning Trash/Dumping Complaint**– A site inspection was performed on October 11, 2022 and it appeared that the owner has been gardening on the property. There did not appear to be any trash or refuse on the property only materials to make different gardening beds. At the time of the investigation there was no violation.
- **SEO's Report** – There are approximately eight remaining open violations and additional non-traffic citations for septic pumping and inspection noncompliance have been filed and hearings are being scheduled.

Roadmaster Report – Mr. Barlow reported on the road work in October which included an incident of water damage to a portion the new pavement on McGlaughlin Road. Improper stormwater management was the cause, and the property owner paid the township for the repairs to the road. With full cooperation, we were able to come to an agreement for a run-off management plan prevent future occurrences. Additional Rip-Rap was added to areas along McGlaughlin Road to address run-offs and a 6-foot extension pipe was installed at the intersection of McGlaughlin Road and Bullfrog Road. Inspections and oil changes were performed on the trucks, and the big yellow truck is back from Hobbs Trucking after a leaky injector was repaired. We will be prepping all the trucks for snow which includes putting on the plows, salt spreaders, and various other things. We will be restocking our salt and anti-skid piles and this year we will add Magnesium Chloride to our mix.

Planning Commission Report: Chair Judie Hogan reported that the Planning Commission met on October 18 to review and comment on the Zoning Hearing Board Application for Special Exception - 25B18-0024---000 17912 Harbaugh Valley Rd - Operation Second Chance-Indoor Riding Stables. The Planning Commission issued comments stating that application did not show the relationship to adjacent properties and did not indicate a fence. With reference to maps provided by the Planning Commission and additional information presented by the applicant during the meeting, the Planning Commission concluded that the applicant would be able to meet all of the requirements of the Liberty Township Ordinances. Judie also asked the Board how the Planning Commission can made suggestions to amend and update the ordinances. Mr. Barlow replied that the Planning Commission should make a list of recommendations to be presented once per year to the Board and the amendments can be considered as part of an annual update to the Liberty Township Code. It was stated that the Zoning Hearing Board Application for Special Exception - 25B18-0024---000 17912 Harbaugh Valley Rd - Operation Second Chance-Indoor will be reviewed on November 3, at 6 PM.

Secretary/Treasurer: The Treasurer announced that a public meeting is scheduled for 6 PM on November 10 to Discuss the 2023 Budget.

Old Business:

- **PCCD Grants Update**
 - **The Equipment and Retention Initiative Grant** application was withdrawn due to time constraints. Application for the grant will be reconsidered in 2023.
 - Chief Hansen reported on the status of the **Police Vehicle Funding Grant** application. **The application is in the approval stage and is awaiting final signatures from the state.**
- Mr. Lisko confirmed that the **Comcast Franchise Agreement** is updated with the changes that the township agreed upon. **Mr. Barlow made a motion to accept and sign the agreement 10-Year Cable Franchise Agreement with Comcast. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **2023-2025 Joint Municipal Agreement for Police Services Freedom-Liberty** – **Mr. Barlow made a motion to accept the three-year Joint Municipal Agreement for Police Services Freedom-Liberty for the years 2023-2025. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Barlow reported that Highland Township will cover the police services agreement at their next meeting.

New Business Public Comments: None.

New Business:

- **Mr. Keilholtz made a motion to adopt a Resolution to Adopt Act 57 of 2022 Amending the Local Tax Collection Law. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt a Resolution to Adopt Intermunicipal Road Work Agreement with Freedom Township. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to advertise the intent of appointing a CPA firm in place of Elected Auditors for 2022 Audit. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to reply to Washington Township, Franklin County that Liberty Township has no comments to the 2022 October 14 letter from Washington Township, Franklin County regarding Zoning Ordinance and Comprehensive Plan Amendments. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **2022 Oct - AC Conservation District Updated MOU for consideration** – Chairman Barlow tabled this item until next month to allow more time for review of the agreement.

- **2022 Oct - AC Office of Aging Donation Request – Chairman Barlow made a motion to consider a donation AC Office of Aging during the 2023 budget planning. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **2022 Oct Fairfield Fire Department- Box Card Update Request – Chairman Barlow requested that updated Box Cards be requested from the area fire departments for review.**

At 7:09 PM the Board paused the meeting to go in to Executive Session to discuss a legal matter relating to a letter from Attorney Battersby and to discuss Personnel Matters.

At 7:59 PM the ended the Executive Session and resumed the public meeting.

With no further business, **at 7:59 PM Mr. Keilholtz made a motion to adjourn the meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.** The next monthly Board of Supervisors meeting is scheduled for Tuesday, December 6, 2022, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer