

**Liberty Township Board of Supervisors, Adams County, PA**  
**39 Topper Road, Fairfield, PA 17320**  
**August 1, 2023, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Wednesday, August 1, 2023, 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, Officer Don Boehs, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

**Public Comments:** Planning Commission Chair **Judie Hogan** thanked the Board of Supervisors for allowing Administrative Assistant, Hannah Beckett, to attend the Planning Commission Meeting on July 18<sup>th</sup> to act as secretary in the absence of Barb Ruppert.

**Myra Recchia, 423 Orchard Road**, asked the Board if signage could be placed on the corner of Orchard Road near her mailbox. She stated that her mailbox has been hit many times by vehicles going too fast around the curve. Mr. Barlow acknowledged her concerns and stated that he would look into signage to indicate that there is a curve or to slow down and that there is a stop sign ahead.

**Supervisor Comments:**

- **Mr. Lowe** had no comments.
- **Mr. Keilholtz** commented about the intersection of Crum Road, Pecher Road, Topper Road, and Steelman Marker Road and the complaints he has received regarding it. He noted that multiple residents suggested a four way stop sign due to how dangerous the intersection was. Mr. Keilholtz added that he wanted to give kudos to Bruce Pecher for continuing to do an adequate job mowing around the Township.
- **Mr. Barlow** added to Mr. Keilholtz's comments by stating he agreed about the intersection. He added that an ordinance would have to be enacted to allow for additional stop signs at the intersection. Mr. Lisko stated that a PennDOT Traffic Study is needed to place stop signs. **Mr. Barlow made a motion to allow for a PennDOT Traffic Study with the possibility of drafting an ordinance for the four way stop sign at the intersection of Pecher Road, Crum Road, Steelman Marker Road, and Topper Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Minutes:** **Mr. Barlow moved to accept the minutes of the July 5 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of July 31, 2023**

ACNB Gen Oper		<b>\$112,710.68</b>	PLGIT Liquid Fuels	<b>\$259,166.79</b>
PLGIT Gen Res		<b>\$479,912.64</b>	ACNB Escrow	<b>\$12,950.51</b>
PLGIT Cap Res		<b>\$134,476.94</b>	ACNB ARP	<b>\$94,395.43</b>
		<b>\$727,100.26</b>		

Type	Date	Num	Name	Memo	PD AMT	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>98,541.28</b>
Deposit	06/30/2023			Interest	9.72	98,551.00
Deposit	06/30/2023				6,017.25	104,568.25
Check	07/05/2023	13063	Harold Eastman	CLIENT 68208	-2,333.00	102,235.25
Check	07/05/2023	13064	Gettysburg Times	Cust 159232	-551.31	101,683.94
Check	07/05/2023	13065	Sanders' Lawn & Beyond	Building Upgrades	-290.00	101,393.94
Check	07/05/2023	13066	Hull Electric Service, Inc	Invoice 6961	-2,585.00	98,808.94
Check	07/05/2023	13067	John M. Lisko	Solicitor Fees	-2,847.00	95,961.94
LiabCheck	07/05/2023	13068	Security Benefit Ret Ser	610257	-263.44	95,698.50
Check	07/05/2023	13069	Zachary I. Mills	June 2023	-418.00	95,280.50
Paycheck	07/06/2023	13070	Barlow {BOS}, Walter		-87.78	95,192.72
Paycheck	07/06/2023	13071	Keilholtz, Jr. {BOS}, Robert		-87.78	95,104.94
Paycheck	07/06/2023	13072	Lowe {BOS}, Brandon C.		-87.78	95,017.16
Paycheck	07/06/2023	ACH	Ruppert {Planning Com}, Barbara L.		-43.78	94,973.38
Paycheck	07/06/2023	13073	Barlow, Walter M		-1,131.25	93,842.13
Paycheck	07/06/2023	ACH	Beckett, Hannah		-249.19	93,592.94
Paycheck	07/06/2023	ACH	Boehs, Donald G		-423.98	93,168.96
Paycheck	07/06/2023	ACH	Hansen, Sherri		-184.41	92,984.55
Paycheck	07/06/2023	ACH	Ilko {Tax Collector}, Jessica L.		-108.65	92,875.90
Paycheck	07/06/2023	13074	Pecher, Bruce E.		-491.93	92,383.97

Paycheck	07/06/2023	ACH	Peck, Wendy J.		-1,276.78	91,107.19
Paycheck	07/06/2023	ACH	Roosen, Christopher M.		-2,405.75	88,701.44
Paycheck	07/06/2023	ACH	Ammerman, Cory M.		-141.01	88,560.43
Check	07/06/2023	ACH	BMO Harris -PLGIT Card	PLGIT CREDIT ACCOUNT	-443.40	88,117.03
Check	07/10/2023	ACH	ACNB	Payroll - Dir Dep Serv Char	-29.18	88,087.85
Deposit	07/12/2023			Deposit	311.07	88,398.92
Deposit	07/17/2023			Deposit	7,650.42	96,049.34
Check	07/18/2023	13077	West Penn Power	100090757368	-141.22	95,908.12
Check	07/18/2023	13078	Hamiltonban Township	Invoice #744 & 746	-1,936.23	93,971.89
Check	07/18/2023	13079	Verizon Wireless	Acct 621280772-00001	-184.56	93,787.33
Check	07/18/2023	13080	Comcast-Phone	901156234	-190.74	93,596.59
Check	07/18/2023	13081	Comcast Cable	8993110110006912	-187.31	93,409.28
Check	07/18/2023	13082	Total Tech Solutions LLC	Invoice 9699	-450.00	92,959.28
Check	07/18/2023	13083	PMCA	48146	-1,675.00	91,284.28
Check	07/18/2023	13084	LEAF	100-4990181-001	-78.00	91,206.28
Check	07/18/2023	13085	Shealers Septic Service	Inv 35010	-60.00	91,146.28
Check	07/18/2023	13086	ACATO	2023-01	-25.00	91,121.28
Check	07/18/2023	13087	Aero Energy	Cust 59990	-823.25	90,298.03
Check	07/18/2023	13088	Deborah L. Zepp	Zoning Hearing LibertyTown	-512.75	89,785.28
Check	07/18/2023	13089	McLaughlin's Energy Serv	Cust 89482	-219.95	89,565.33
Check	07/18/2023	13090	Tractor Supply	6035 3012 0529 1766	-161.95	89,403.38
Check	07/18/2023	13091	Verizon Wireless	Acct 621280772-00001	-184.50	89,218.88
Deposit	07/18/2023			Deposit	4,218.66	93,437.54
Paycheck	07/20/2023	13075	Barlow, Walter M		-1,057.13	92,380.41
Paycheck	07/20/2023	ACH	Beckett, Hannah		-252.91	92,127.50
Paycheck	07/20/2023	ACH	Boehs, Donald G		-478.50	91,649.00
Paycheck	07/20/2023	ACH	Hansen, Sherri		-352.30	91,296.70
Paycheck	07/20/2023	ACH	Ilko {Tax Collector}, Jessica L.		-38.87	91,257.83
Paycheck	07/20/2023	ACH	Ilko, Jessica		-21.91	91,235.92
Paycheck	07/20/2023	13076	Pecher, Bruce E.		-459.18	90,776.74
Paycheck	07/20/2023	ACH	Peck, Wendy J.		-1,243.64	89,533.10
Paycheck	07/20/2023	ACH	Roosen, Christopher M.		-3,050.99	86,482.11
Deposit	07/20/2023			Deposit	21,011.71	107,493.82
LiabCheck	07/21/2023	ACH	US Treasury Dept/IRS	23-2110946	-1,989.98	105,503.84
LiabCheck	07/25/2023	ACH	PA UC Fund	01-04573M3	-34.83	105,469.01
LiabCheck	07/25/2023	ACH	PSATS UC Group Trust	0104573	-141.72	105,327.29
Deposit	07/25/2023			Deposit	1,119.16	106,446.45
Deposit	07/25/2023			Deposit	49.37	106,495.82
LiabCheck	07/26/2023	ACH	York/Adams County EIT	000095043	-759.86	105,735.96
Deposit	07/27/2023			Deposit	8,566.19	114,302.15
LiabCheck	07/28/2023	ACH	US Treasury Dept/IRS	23-2110946	-2,261.04	112,041.11
Deposit	07/31/2023			Deposit	669.57	112,710.68

**Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)**

**14,169.40    112,710.68**

**100.00 · PLGIT State**

**260,650.82**

Deposit	06/30/2023			Interest	906.71	261,557.53
Check	07/18/2023	720	Steve's Repair	Inv 22634	-236.79	261,320.74
Check	07/18/2023	721	NAPA	ACCT#3135	-6.18	261,314.56
Check	07/18/2023	722	Harringtons Equipment Co	Invoice 202810	-203.11	261,111.45
Check	07/18/2023	723	New Enterprise Stone	Acct 93038	-597.20	260,514.25
Check	07/18/2023	724	RentEquip of Shippensbu	150879	-446.70	260,067.55
Check	07/18/2023	725	Aero Energy	59990	-900.76	259,166.79

<b>Total 100.00 · PLGIT State</b>			<b>-1,484.03</b>	<b>259,166.79</b>
<b>10.100 · Liberty Township Escrow</b>				<b>11,650.51</b>
	07/17/2023	Deposit	1,300.00	12,950.51
<b>Total 10.100 · Liberty Township Escrow</b>			<b>1,300.00</b>	<b>12,950.51</b>
<b>95.100 · PLGIT Gen Reserve Fund</b>				<b>477,992.86</b>
	06/30/2023	Interest	1,919.78	479,912.64
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>			<b>1,919.78</b>	<b>479,912.64</b>
<b>30.101 · PLGIT Capital Reserve Fund</b>				<b>133,903.63</b>
	06/30/2023	Interest	573.31	134,476.94
<b>Total 30.101 · PLGIT Capital Reserve Fund</b>			<b>573.31</b>	<b>134,476.94</b>
<b>ACNB ARP FUND</b>				<b>94,391.55</b>
	06/30/2023	Interest	3.88	94,395.43
<b>Total ARP Fund</b>			<b>3.88</b>	<b>94,395.43</b>

*\*Interest not available at time of report.*

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

**Expenses/Payroll:** *Mr. Keilholtz moved for retroactive approval of the 07/025/2023 – 08/01/2023 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 07/02/2023 – 07/15/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 07/16/2023 - 07/29/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*

**Police Department Report** – Officer Don Boehs reported that in the month of July, the Police Department worked 324.5 hours, drove 2931 miles, and used 211.1 gallons of gas. In Liberty Township, there were 7 911 incidents, 36 traffic citations, 4 faulty equipment, 2 warnings, 6 misdemeanor arrests, and 1 felony arrest. In Freedom Township, the Police Department worked 25 hours, issued 8 traffic citations, 1 warning, and 1 911 incident. In Highland Township, the Police Department worked 25 hours, responded to 3 911 incidents, issued 19 traffic citations, 3 warnings, and 3 faulty equipment. Sergeant Roosen made a PWI arrest in Freedom Township and 3 DUIs in Liberty Township. In accordance with the Police Policy manual, body cam videos over 60 days old have been purged. Mr. Barlow stated that a letter of intent has been signed with Highland Township to research the possibility of a joint/regional Police Department. An outside entity will come to evaluate the feasibility of this. He stated that he hopes other municipalities will join this effort. Mr. Lisko asked a question to Officer Don Boehs about if the body cam videos being purged are those involved with DUI cases. Officer Boehs stated that if it is not in active review or trial it is not thrown away. Mr. Barlow spoke about the interviews with Officer Joseph David and Officer Jim French, and their credentials.

**Mr. Barlow made a motion to hire Jim French as a Part-Time Police Officer at an hourly rate of \$23. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Mr. Barlow made a motion to hire Joseph David as a Part-Time Police Officer at an hourly rate of \$23. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Zoning Officer's Report** – Mr. Barlow reported that there were 6 permits issued including 4 land use, 1 driveway permit, and 1 well permit. These permits brought in a total of \$515. Mr. Barlow stated that there are still ongoing violations on 2 properties on Bullfrog Road and there is an ongoing violation within the Rist Trail area.

**Roadmaster Report** – Mr. Barlow reported that in the month of July the Road Department drove 722.6 miles and used 53.4 gallons of gas, 31 gallons of diesel, and 39 gallons of off-road diesel. He reported that Pecher Road and Wenschhof Road were both tar and chipped and both roads will be fog sealed soon. Mr. Barlow added that the base repair and blacktopping is completed on Boyle Road and the road is open. He alerted residents about Sanders Road being closed for the next 24 hours following the meeting due to work being completed at the S-Turn and at the intersection of Tract Road and Sanders Road. Mr. Barlow stated that the bridge on Old Waynesboro Road is slated to be closed until Friday for repairs. He continued by saying that there are other places within the Township that will need to be prioritized for repairs such as Crum Road at one of the curves due to the road breaking away. After completing an inspection of the pipe underneath the road, Mr. Barlow determined that the headwall of the pipe is starting to give way. As a temporary fix, some blacktop was added to fill in where the road was breaking off. Liberty Hall Road will need ditching work done and stones added to the very deep ditches to stop further eroding. Mr. Barlow is working on getting new road signs for North Apache Trail, McGlaughlin Road, and Pecher Road. These signs would include road name signs and various signs that were

stolen. Bruce Pecher is continuing to mow throughout the Township as well. Mr. Barlow stated that he is continuing to look for a boom mower and he got estimates to rent one. The prices for renting a boom mower were very high, and not much mowing could be completed within the rental period. He suggested the idea of trading in the current tractor for one that has a boom mower and other attachments. Mr. Keilholtz asked about the berm box that was recently purchased. Mr. Barlow responded by saying Mr. Yingling came out to inspect it and said the retrofitting can be done soon. He added that the yellow truck was recently in for inspection and the mechanics pointed out that the clutch is severely worn. A new clutch would be costly, and he is not sure due to the truck's age if it would be worth investing more money into it.

**Planning Commission Report:** Judie Hogan reported that the Planning Commission met on July 18<sup>th</sup> and considered three items. They reviewed the MAYNE Sketch Plan 740 G HARBAUGH VALLEY RD 25B18-0021---000 and concurred with the previous 1984 Zoning Hearing decision to allow for no subdivisions to occur on the parcel. The Planning Commission also accepted the revised CARMEL OF JESUS MARY & JOSEPH 465 WATER ST 25C15-0085---000 Land Development Plan dated 06/22/23 for review. She reported that the Planning Commission recommended a conditional approval for the 17912 Harbaugh Valley Rd 25B18-0024---000 Operation Second Chance Land Development Plan dated 03/27/23; revised 06/13/23, but since the meeting all the conditions have been met. **Mr. Barlow made a motion to approve the 17912 Harbaugh Valley Rd 25B18-0024---000 Operation Second Chance Land Development Plan dated 03/27/23; revised 07/22/23. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

**Secretary/Treasurer:** None.

**Old Business:** None.

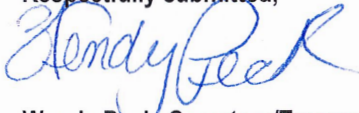
**Public Comments on New Business Items:** Judie Hogan asked the Board if the Joint Municipal Meeting would include members of the Planning Commission. Mr. Lisko stated that it would just include the Board of Supervisors.

**New Business:**

- **Mr. Barlow made a motion to authorize the advertisement of the Joint Municipal Meeting with Hamiltonban Township as the ordinance required. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- The Board reviewed health benefit packets which included information about other municipalities' insurance benefits and quotes from Strickler Insurance, Inc for the Township's employees. The Administrative Assistant gave a summary of the benefits, comparisons to other municipalities, and the quote the Township received. Mr. Barlow asked the Board to review the information as a part of the Employee Retention Plan.
- Mr. Barlow addressed the need for AED devices within the Municipal Building. He noted that there are AED units within the police vehicles, but there are none in the building. He provided the Board with prices from a quote he received from Gemmills. An AED unit would be \$1,295 without a box and wall mounts; with a box and wall mounts it would be \$1,795.

With no further business, **at 7:00 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.** The next meeting of the Board of Supervisors is scheduled for Tuesday, September 5, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer