

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
November 6, 2024, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, November 6, 2024, at 6PM 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 Chris Hill, Solicitor John Lisko, Officer in Charge Terry DeWitt, and Secretary/Treasurer Wendy Peck.

Public Comments: None.

Supervisor Comments:

- **Mr. Barlow:** Chairman Barlow stated there was a great turnout to vote yesterday and thanked all who voted. He also announced that an Executive Session was held on October 17 to discuss legal and personnel matters.
- **Mr. Keilholtz:** Thanked all those who turned out to vote. He stated that MaryAnn Gardner, an election official, has retired and she is moving out of the township. He reminded everyone that the leaves are falling into ditches and residents are responsible for keeping driveway culverts clear.
- **Mr. Hill:** Thanked the volunteers who helped during Election Day.

Minutes: *Mr. Keilholtz moved to accept the minutes of the October 1 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of September 30, 2024

ACNB Gen Oper	\$88,724.75	PLGIT Liquid Fuels	\$136,457.30
PLGIT Gen Res	\$765,086.66	ACNB Escrow	\$49,445.64
PLGIT Cap Res	\$143,316.02	ACNB ARP	\$50,604.60
	\$997,127.43		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						62,099.08
Deposit	08/27/2024			Deposit	60.42	62,159.50
Check	08/28/2024	ACH	IntuitQuickBo	Check order	-231.98	61,927.52
Deposit	08/31/2024			Interest	5.13	61,932.65
Check	09/03/2024	13509	John M. Lisko	Solicitor Fees	-1,736.00	60,196.65
Deposit	09/03/2024			Deposit	876.23	61,072.88
Check	09/05/2024	ACH	BMOHarris Bank	PLGIT CREDIT ACCOUNT	-340.87	60,732.01
Deposit	09/09/2024			Deposit	41.47	60,773.48
Check	09/10/2024	13513	Woerner Haul	invoice 25956	-1,750.00	59,023.48
Check	09/10/2024	13514	West Penn Powe	100090757368	-147.02	58,876.46
Check	09/10/2024	13515	EastTrail Auto	2018 Ford Oil Change	-96.20	58,780.26
Check	09/10/2024	13516	PSATS	Invo 424 Flagger Training	-165.00	58,615.26
Check	09/10/2024	13517	DPM	Inv20042 June 20-27, 2024	-825.00	57,790.26
Check	09/10/2024	13518	Aero Energy	Cust 59990	-344.91	57,445.35
Check	09/10/2024	13519	Wetzels Clea	653348	-75.00	57,370.35
Check	09/10/2024	13520	Total Tech So	Invoice 11065	-550.00	56,820.35
Check	09/10/2024	13521	LEAF	100-4990181-002	-98.00	56,722.35
Check	09/10/2024	13522	Rabold's Serv	Invoi 26009 & 26121	-111.95	56,610.40
Check	09/10/2024	13523	Galls	Account 1002673858	-161.93	56,448.47
Deposit	09/10/2024			Deposit	55.00	56,503.47
Check	09/10/2024	ACH	ACNB	Direct Deposit Ser	-29.18	56,474.29
Deposit	09/11/2024			Deposit	8,045.20	64,519.49

Paycheck	09/12/2024	13510	Barlow, Walte		-1,180.98	63,338.51
Paycheck	09/12/2024	ACH	Beckett, Hann		-655.75	62,682.76
Paycheck	09/12/2024	ACH	Boehs, Donald		-283.46	62,399.30
Paycheck	09/12/2024	ACH	De Witt, Terr		-1,420.47	60,978.83
Paycheck	09/12/2024	ACH	Harvey, Jona		-679.40	60,299.43
Paycheck	09/12/2024	ACH	Ilko {Tax Col		-57.30	60,242.13
Paycheck	09/12/2024	ACH	Ilko, Jessica		-423.64	59,818.49
Paycheck	09/12/2024	13511	Keilholtz, J		-41.86	59,776.63
Paycheck	09/12/2024	ACH	Morris, Ryan		-115.21	59,661.42
Paycheck	09/12/2024	13512	Pecher, Bruce		-516.36	59,145.06
Paycheck	09/12/2024	ACH	Peck, Wendy		-1,368.38	57,776.68
Liability	09/12/2024	ACH	PA Dept. Rev	1641 9699	-268.85	57,507.83
Liability	09/12/2024	ACH	US Treas IRS	23-2110946	-1,990.80	55,517.03
Liability	09/12/2024	ACH	PA Dept Rev	1641 9699	-260.76	55,256.27
Liability	09/12/2024	ACH	US Treas IRS	23-2110946	-1,857.58	53,398.69
Deposit	09/12/2024			Deposit	150.00	53,548.69
Deposit	09/12/2024			Deposit	644.81	54,193.50
Deposit	09/13/2024			Deposit	230.00	54,423.50
Deposit	09/13/2024			Deposit	530.00	54,953.50
Deposit	09/16/2024			Deposit	448.55	55,402.05
Deposit	09/18/2024			Deposit	12,283.58	67,685.63
Deposit	09/18/2024			Deposit	11,355.99	79,041.62
Deposit	09/20/2024			Deposit	14,649.15	93,690.77
Check	09/24/2024	13528	Verizon Wire	621280772-00001	-225.47	93,465.30
Check	09/24/2024	13529	Comcast-Phon	901156234	-262.38	93,202.92
Check	09/24/2024	13530	Shealers Se	36630	-60.00	93,142.92
Check	09/24/2024	13531	Aero Energy	Cust 59990	-317.04	92,825.88
Check	09/24/2024	13532	Doceo	LT03 ContC15840-01	-198.82	92,627.06
Check	09/24/2024	13533	ComcastCable	8993110110006912	-219.08	92,407.98
Liability	09/24/2024	13534	SecBenRetSer	610257	-508.81	91,899.17
Check	09/24/2024	13535	AAA Paving	Inv 9152	-2,100.00	89,799.17
Check	09/24/2024	13536	CountyAdams	2024 Tax Billing	-908.55	88,890.62
Check	09/24/2024	13537	Wetzels Cle	653348	-75.00	88,815.62
Deposit	09/24/2024			Deposit	1,065.08	89,880.70
Deposit	09/24/2024			Deposit	150.00	90,030.70
Deposit	09/25/2024			Deposit	5,951.72	95,982.42
Paycheck	09/26/2024	13524	Barlow, Wal		-1,162.62	94,819.80
Paycheck	09/26/2024	ACH	Boehs, Dona		-304.45	94,515.35
Paycheck	09/26/2024	ACH	De Witt, Te		-1,106.18	93,409.17
Paycheck	09/26/2024	ACH	Harvey, Jo		-814.63	92,594.54
Paycheck	09/26/2024	ACH	Ilko {Tax C		-54.68	92,539.86
Paycheck	09/26/2024	ACH	Ilko, Jess		-1,069.12	91,470.74
Paycheck	09/26/2024	13525	Keilholtz,		-560.88	90,909.86
Paycheck	09/26/2024	ACH	Morris, Rya		-503.44	90,406.42
Paycheck	09/26/2024	13526	Pecher, Bru		-564.98	89,841.44
Paycheck	09/26/2024	ACH	Peck, Wendy		-1,368.37	88,473.07
Paycheck	09/26/2024	ACH	Roosen, Chr		-63.20	88,409.87
Deposit	09/30/2024			Deposit	314.88	88,724.75
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					26,625.67	88,724.75

100.00 · PLGIT State							21,292.94	
Deposit	08/31/2024	784	AAA Paving	VOIDED CHECK		47,216.00	68,508.94	
Deposit	08/31/2024			Interest		308.16	68,817.10	
Deposit	09/10/2024			Deposit		284,200.00	353,017.10	
Check	09/10/2024	786	AAA Paving	BullfrogChangeOrder		-44,855.20	308,161.90	
Check	09/10/2024	787	NewEnterpri	2747331 Bullfrog Rd FDR		-171,704.60	136,457.30	
Total 100.00 · PLGIT State							115,164.36	136,457.30
10.100 · Liberty Township Escrow							47,845.64	
Deposit	09/17/2024			Deposit		1,600.00	49,445.64	
Total 10.100 · Liberty Township Escrow							1,600.00	49,445.64
95.100 · PLGIT Gen Reserve Fund							761,614.93	
Deposit	08/31/2024			Interest		3,471.73	765,086.66	
ACH	08/31/2024			Transfer to State Fund		-284,200.00	477,414.93	
Total 95.100 · PLGIT Gen Reserve Fund							-280,728.27	477,414.93
30.101 · PLGIT Capital Reserve Fund							142,665.68	
Deposit	08/31/2024			Interest		650.34	143,316.02	
Total 30.101 · PLGIT Capital Reserve Fund							650.34	143,316.02

Mr. Barlow moved for acceptance of the October Treasurer’s report. Mr. Hill seconded the motion. All voted yes, and the motion passed.

Expenses/Payroll: Mr. Keilholtz moved for retroactive approval of the 10/02/2024 – 11/6/2024 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 09/22/2024 – 10/5/2024 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 10/6/2024 – 10/19/2024 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 10/20/2024 – 11/2/2024 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Department Report – Officer in Charge, Terry DeWitt, reported for the month of October, the Police Department worked 329.5 total hours, 289.25 hours on patrol, 16 on call hours, patrolled 1,940 miles, and 1 call was handled by PSP. In Liberty Township, there were 9 traffic citations, 18 warnings, 25 traffic stops and 33 calls for service and. In Freedom Township, the Police Department worked 35 hours, issued 36 traffic citations, 7 warnings, 39 traffic stops, and responded to 27 calls for service. In Highland Township, the Police Department worked 25 hours, issued 10 traffic citations, 8 warnings, 23 traffic stops and 48 calls for service. There were 5 calls for service outside of our jurisdiction. Officer in Charge DeWitt stated that Patrol Officer Kenneth Hassinger began Field Training. All Patrol Officers are current on their Taser training. The new badges are ordered and are set to be delivered on November 8, 2024. The Police Department received the ordered uniforms for all the current Patrol Officers. This includes winter shirts for under the outer carrier vests. They were sent to the seamstress for patch application. Focused enforcement for speed infractions in all three townships are being conducted. The Center for Traffic Safety Grant funding allotment has been increased to support all three townships. Details will be scheduled according to the grant specifications. Community events for Halloween were attended by the Police department at Greenmount Fire Department on October 26th, Blue Ridge Sportsman’s Association on October 27th and Carroll Vally Borough on October 31, 2024. All three events were successful. National Drug Take Back at Carroll Valley Borough Building, Saturday October 26, 2024, 10:00 a.m.-2:00 p.m. was a great success.

- OIC DeWitt requested to attend the PA DUI Association and Meeting November 19-22. **Mr. Keilholtz made a motion to approve the training. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- OIC DeWitt requested to attend the JNET & PA Chiefs Winter Conference December 5-6. **Mr. Barlow made a motion to approve the training. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- Officer DeWitt presented proposed donations from Tripwire South LLC to include a 2025 Ford SUV Interceptor completely upfitted by Utilitac, Three Patrol Rifles with Red Dot Sights and flashlights and (2) M500 Motorola MVR systems, (4) Body worn Cameras with storage contract for five years and replacement of BWC at year 3 with most up to date equipment was made. **Mr. Barlow made a motion to accept the donations, Mr. Hill seconded the motion. All voted yes, and the motion passed.**

- OIC DeWitt asked the board to consider the purchase of Metro Spike System. **Mr. Barlow made a motion to table this decision until December. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- OIC DeWitt asked the board to consider the purchase of an Electronic Speed Sign. **Mr. Barlow made a motion to approve the purchase through Freedom Township at a discounted rate. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Zoning Officer's Report – Mr. Barlow reported that there were four land use/zoning permits issued in October totaling \$400. Mr. Barlow discussed Septic Pumping/Inspection Program Compliance. 1/3 of the Township still needs to pump and submit their forms. **Mr. Barlow made a motion to extend the Septic Pumping until December 14. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Roadmaster Report – Mr. Barlow reported that in the month of October the Road Department used 56 gallons of gas and 61.3 gallons of off-road diesel and drove 830 miles. He stated that upgrades are being made to the Road Department material and equipment sheds. Price quotes were received for a pole building and a hoop style building. Both prices came in way more than what the township would expect to pay. Therefore, it has been decided to add block to the existing bay making them 12 feet high. Two more brand new bays 38ft x 20ft wide will be put down towards the road. The plan is to concrete them in and build a block wall and put a hoop over top of it. They will be the new salt bays, and it should cost approximately \$75,000. The first phase is to move the fuel tank behind the township building. Mr. Barlow stated that an 8ft by 16ft, 8-inch thick pad needed poured for the fuel tanks. The cost of the concrete pad is \$3,650.00. **Mr. Barlow made a motion to move forward with Legacy Concrete to pour the concrete pad for the fuel tank, and Mr. Hill seconded the motion. All voted yes, and the motion passed.** For the salt shed project, two truckloads of cement block were ordered from Hanover Building Products, \$35.00 a block totaling \$1,540.00. Hobbs Trucking is slated to pick up and deliver the block for an additional \$375.00 a truck load. **An executive session took place for legal guidance on bidding. Mr. Barlow made a motion to move forward to purchase blocks for the salt shed and to have Hobbs's Trucking pick up and deliver the block, Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Alpha Space Control is scheduled to complete line painting on Gladhill Road, Pecher Road, Steelman Marker Road, Sanders Road, and Topper Road on November 13, 2024, at a cost of \$5,797.44. This equates to 18 cents per square foot for a total of 6.01 miles. **Mr. Barlow made a motion to approve the line painting and Mr. Keilholtz second the motion. All voted yes, and the motion passed.** Mr. Barlow briefly discussed the subject matter of the Road Maintenance Conference he attended in October, mentioning that it was very informative.

Planning Commission Report: Preliminary/Final Subdivision/Lot Addition Plan for the Property of Dustin & Ashley Alexander 25D16-0005A and Kellett Property 25AEO-00113-000 plan date 05/20/2024; updated 09/09/2024. **Mr. Barlow made a motion to approve the request for Planning Waiver and Non-Building Declaration. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to approve the Preliminary/Final Subdivision/Lot Addition Plan. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Accept for Review-Final Subdivision of Raymond P. and Shirley M. Kipe- **Mr. Barlow made a motion to accept the Final Subdivision plan, Mr. Hill seconded the motion. All voted yes, and the motion passed.**

Secretary/Treasurer: None

Old Business: None

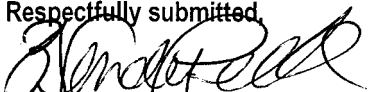
Public Comments on New Business Items: Richard Swiat made comments on the importance of funding the Office of Aging.

New Business:

- **Mr. Keilholtz appointed Mr. Barlow to Act as Agent and Sign for Registration and Title Transfer of New Police Vehicle. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to Advertise Proposed 2025 Budget. Mr. Hill seconded the motion. All voted yes, and the motion passed.** Mr. Barlow discussed the need for a property tax increase to cover the increasing costs due to inflation. Mr. Barlow additionally discussed grants funding and seeking the County for assistance. Mr. Hill mentioned the impact of using the reserve accounts to cover the cost of road improvement projects and without the income to replenish them. Mr. Keilholtz commented on the results of having no annual tax increases.
- **Mr. Barlow made a motion to table a Donation Request for Adams County Office of Aging until December. Mr. Hill seconded the motion. All voted yes, and the motion passed.**

With no further business, **at 7:20 pm the board went into executive session to discuss personnel and legal matters. At 7:45 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.** The next meeting of the Board of Supervisors is scheduled for Tuesday December 3, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,


Wendy Peck, Secretary/Treasurer