

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
September 5, 2023, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, September 5, 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. Directly following this meeting, the Board of Supervisors had a Joint Meeting with Hamiltonban Township at 7:45PM.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Brandon Lowe, Solicitor John Lisko, Sergeant Chris Roosen, Assistant Secretary/Treasurer Jessica Ilko, and Administrative Assistant Hannah Beckett.

Not Present: Secretary/Treasurer Wendy Peck.

Public Comments: None.

Supervisor Comments:

- **Mr. Keilholtz** reminded residents to be mindful of school buses as the school year progresses.
- **Mr. Lowe** had no comments.
- **Mr. Barlow** had no comments.

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

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

ACNB Gen Oper		\$76,486.60	PLGIT Liquid Fuels	\$260,265.87
PLGIT Gen Res		\$482,032.44	ACNB Escrow	\$38,795.25
PLGIT Cap Res		\$135,079.52	ACNB ARP	\$94,399.44
		\$693,598.56		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						112,710.68
Deposit	07/31/2023			Interest	7.21	112,717.89
Check	08/01/2023	13096	John M. Lisko	Solicitor Fees	-1,456.00	111,261.89
Paycheck	08/03/2023	13092	Barlow {BOS}, Walter		-87.78	111,174.11
Paycheck	08/03/2023	13093	Keilholtz, Jr. {BOS}, Robert		-87.78	111,086.33
Paycheck	08/03/2023	13094	Lowe {BOS}, Brandon C.		-87.78	110,998.55
Paycheck	08/03/2023	ACH	Ammerman, Cory M.		-100.76	110,897.79
Paycheck	08/03/2023	13095	Barlow, Walter M		-759.70	110,138.09
Paycheck	08/03/2023	ACH	Beckett, Hannah		-271.50	109,866.59
Paycheck	08/03/2023	ACH	Boehs, Donald G		-594.72	109,271.87
Paycheck	08/03/2023	ACH	Ilko {Tax Collector}, Jessica L.		-106.03	109,165.84
Paycheck	08/03/2023	ACH	Peck, Wendy J.		-1,252.68	107,913.16
Paycheck	08/03/2023	ACH	Roosen, Christopher M.		-2,330.48	105,582.68
Paycheck	08/03/2023	ACH	Hansen, Sherri		-256.79	105,325.89
Check	08/04/2023	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-1,221.48	104,104.41
Deposit	08/04/2023			Deposit	536.64	104,641.05
Deposit	08/08/2023			Deposit	1,076.31	105,717.36
Deposit	08/09/2023			Deposit	3,314.82	109,032.18
Deposit	08/10/2023			Deposit	104.50	109,136.68
Check	08/10/2023	ACH	ACNB	Direct Deposit Service Charge	-29.18	109,107.50
Deposit	08/15/2023			Deposit	2,549.84	111,657.34
Paycheck	08/17/2023	13097	Barlow, Walter M		-1,144.44	110,512.90
Paycheck	08/17/2023	ACH	Beckett, Hannah		-401.68	110,111.22
Paycheck	08/17/2023	ACH	Boehs, Donald G		-661.44	109,449.78
Paycheck	08/17/2023	ACH	Hansen, Sherri		-328.18	109,121.60
Paycheck	08/17/2023	ACH	Ilko {Tax Collector}, Jessica L.		-58.62	109,062.98
Paycheck	08/17/2023	ACH	Ilko, Jessica		-43.85	109,019.13

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Not Present: Secretary/Treasurer Wendy Peck.

Public Comments: None.

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Paycheck	08/17/2023	ACH	Ilko {Tax Collector}, Jessica L.		-58.62	109,062.98
Paycheck	08/17/2023	ACH	Ilko, Jessica		-43.85	109,019.13

Paycheck	08/17/2023	13098	Pecher, Bruce E.		-635.32	108,383.81
Paycheck	08/17/2023	ACH	Peck, Wendy J.		-1,243.64	107,140.17
Paycheck	08/17/2023	ACH	Roosen, Christopher M.		-2,330.48	104,809.69
Paycheck	08/17/2023	ACH	David, Joseph		-141.51	104,668.18
Paycheck	08/17/2023	ACH	French, James		-121.13	104,547.05
Deposit	08/17/2023			Deposit	35.70	104,582.75
LiabCheck	08/18/2023	ACH	US Treasury Dept/IRS	23-2110946	-1,730.10	102,852.65
Deposit	08/18/2023			Deposit	1,425.45	104,278.10
Deposit	08/21/2023			Deposit	20,154.45	124,432.55
Deposit	08/23/2023			Deposit	8.03	124,440.58
Deposit	08/23/2023			Deposit	33.12	124,473.70
LiabCheck	08/29/2023	13104	Sec Ben Ret Serv	610257	-266.25	124,207.45
Check	08/29/2023	13105	Verizon Wireless	Acct 621280772-00001	-184.50	124,022.95
Check	08/29/2023	13106	John M. Lisko	Solicitor Fees	-1,820.00	122,202.95
Check	08/29/2023	13107	Gettysburg Times	Cust 159232	-684.67	121,518.28
Check	08/29/2023	13108	Shealers Septic Service	Inv 35010	-60.00	121,458.28
Check	08/29/2023	13109	Comcast Cable	8993110110006912	-187.31	121,270.97
Check	08/29/2023	13111	West Penn Power	100090757368	-171.69	121,099.28
Check	08/29/2023	13112	Total Tech Solutions	Invoice 9814	-450.00	120,649.28
Check	08/29/2023	13113	PA Municipal Code Alli	48758	-500.00	120,149.28
Check	08/29/2023	13114	Adams County Library	2023 - Fairfield Library Annual Cont	-500.00	119,649.28
Check	08/29/2023	13115	BFPE	2940009	-640.15	119,009.13
Check	08/29/2023	13116	Adams County Tax Ser	07-28-2023 Updated Parcels File	-9.75	118,999.38
Check	08/29/2023	13117	R J Hall	Invoice 1750	-1,250.00	117,749.38
Check	08/29/2023	13118	Harold Eastman	CLIENT 68208	-1,336.00	116,413.38
Check	08/29/2023	13119	Staples	Acct 601110005005657	-173.39	116,239.99
Check	08/29/2023	13120	KPI Technology	Invoice #9671	-2,086.44	114,153.55
Check	08/29/2023	13121	AmTrust North America	17598140	-9,679.00	104,474.55
Check	08/29/2023	13122	PIRMA	R0694PC2022-1	-22,259.00	82,215.55
Check	08/29/2023	13123	Rabold's Services	Invoice 27517	-93.00	82,122.55
Check	08/29/2023	13124	East Trail Automotive	07/26 & 08/10-23Serv 2016 Police I	-938.70	81,183.85
Check	08/29/2023	13125	Comcast-Phone	901156234	-193.34	80,990.51
Check	08/29/2023	13126	LEAF	100-4990181-001	-78.00	80,912.51
Paycheck	08/31/2023	13099	Barlow {BOS}, Walter		-87.78	80,824.73
Paycheck	08/31/2023	13100	Keilholtz, Jr. {BOS}, Robert		-87.78	80,736.95
Paycheck	08/31/2023	13101	Lowe {BOS}, Brandon C.		-87.78	80,649.17
Paycheck	08/31/2023	13102	Barlow, Walter M		-1,004.36	79,644.81
Paycheck	08/31/2023	ACH	Beckett, Hannah		-89.27	79,555.54
Paycheck	08/31/2023	ACH	Boehs, Donald G		-852.48	78,703.06
Paycheck	08/31/2023	ACH	Hansen, Sherri		-305.05	78,398.01
Paycheck	08/31/2023	ACH	Ilko {Tax Collector}, Jessica L.		-50.73	78,347.28
Paycheck	08/31/2023	13103	Pecher, Bruce E.		-524.68	77,822.60
Paycheck	08/31/2023	ACH	Peck, Wendy J.		-1,243.63	76,578.97
Paycheck	08/31/2023	ACH	Roosen, Christopher M.		-2,235.81	74,343.16
Paycheck	08/31/2023	ACH	Weikert, Brian		-90.83	74,252.33
Deposit	08/31/2023			Deposit	367.33	74,619.66
Deposit	08/31/2023			Deposit	1,866.94	76,486.60
						76,486.60

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

-36,224.08 76,486.60

100.00 · PLGIT State

259,166.79

Deposit 07/31/2023

Interest

1,099.08 260,265.87

Total 100.00 · PLGIT State

1,099.08 260,265.87

10.100 · Liberty Township Escrow				12,950.51
	08/31/2023	Deposit	25,844.74	38,795.25
Total 10.100 · Liberty Township Escrow			25,844.74	38,795.25
95.100 · PLGIT Gen Reserve Fund				479,912.64
	07/31/2023	Interest	2,119.80	482,032.44
Total 95.100 · PLGIT Gen Reserve Fund			2,119.80	482,032.44
30.101 · PLGIT Capital Reserve Fund				134,476.94
	07/31/2023	Interest	602.58	135,079.52
Total 30.101 · PLGIT Capital Reserve Fund			602.58	135,079.52
ACNB ARP FUND				94,395.43
	07/31/2023	Interest	4.01	94,399.44
Total ARP Fund			4.01	94,399.44

Mr. Lowe moved for acceptance of the August 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 08/02/2023 – 09/05/2023 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 07/30/2023 – 08/12/2023 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 08/13/2023 -08/26/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Police Department Report – Sergeant Chris Roosen reported that in the month of August, the Police Department worked 261.5 hours, drove 3532 miles, and used 236.2 gallons of gas. In Liberty Township, there were 13 911 incidents, 13 traffic citations, 2 faulty equipment, 2 warnings, 2 misdemeanor arrests, and 3 felony arrests. In Freedom Township, the Police Department worked 25 hours, issued 21 traffic citations, 6 warnings, and 4 911 incidents. In Highland Township, the Police Department worked 25 hours, responded to 3 911 incidents, issued 13 traffic citations, 2 warnings, and 1 faulty equipment. Sergeant Roosen added that the DCED questionnaire was completed and will be sent out this week. In Liberty Township, Sergeant Roosen had 3 DUIs. In accordance with the Police Policy manual body cam videos over 60 days old have been purged. Mr. Barlow asked if the Board needed to authorize the disposal of the body cam videos. Mr. Lisko and Sergeant Roosen both stated that the Board does not have to authorize it. Mr. Lisko asked Sergeant Roosen which felonies the arrests were for. Sergeant Roosen stated that the felonies were identify theft, fleeing, and alluding. Mr. Keilholtz asked if the hours in Highland Township and Freedom Township

Zoning Officer’s Report – Mr. Barlow reported that there were 4 permits issued in August bringing in \$350. There were 3 land use permits and 1 well permit. Mr. Keilholtz asked a question about the land use permit for the Zeller Roadside Stand since it was labelled “Hamiltonban Township”. Mr. Barlow stated that in that area the borders are close between the two Townships, meaning that potentially part of the parcel is located within each Municipality. Mr. Barlow provided updates on the various ongoing violations within the Township. Mr. Barlow reported that at 2650 Bullfrog Road, the Ott property, the owner pleaded guilty to all the charges, but has not taken corrective action on the violations. Mr. Keilholtz suggested that someone go out to meet with the landowner to discuss what needs to be done. After a discussion between Mr. Barlow, Mr. Keilholtz, and Mr. Lisko, it was determined that only one supervisor is allowed to be present for a meeting. Mr. Keilholtz stated that he would go discuss the plan with the property owner since he has had prior conversations with them. The violations at 3257 Bullfrog Road (McMasters) have been to court and the owner has been found guilty. Mr. Barlow said that the Township can petition to take Mr. McMasters, the property owner, to the Court of Common Pleas. KPI is currently seeking requesting instructions from the Board of Supervisors as to whether to continue the septic violations. Mr. Keilholtz asked if the property owner still lives on the property. Mr. Barlow stated that he still lives on the property, but he lives in his vehicle. He continued by stating that the neighbors have been complaining about the unsanitary conditions, rats, and the property owner indecently exposing himself to use the bathroom on the property. Mr. Lisko asked if he would be permitted to meet with Dominic Picarelli from KPI. Mr. Barlow and Mr. Keilholtz stated that it would be okay for him to meet with Mr. Picarelli. **Mr. Barlow made a motion for John Lisko to reach out to KPI. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Roadmaster Report – Mr. Barlow reported that in the month of August the Road Department drove 990 miles and used 86 gallons of gas, 20 gallons of diesel, and 148 gallons of off-road diesel. Mr. Barlow stated that 100 tons of R4 stone was used on Liberty Hall Road to complete ditch work. On Crum Road, there is a very old pipe from the 1920s that was originally used for agricultural purposes was collapsing. The Road Department was able to use X tons of stone to successfully repair it. Mr. Keilholtz added that Bruce Pecher mowed in August and will be mowing again in September. Mr. Barlow provided updates on Wenschhof Road and Pecher Road. He stated that Wenschhof Road was paved in one area and tar and chipped for the entire 1.1-mile-long road. Mr. Barlow added the 2.25-mile length of Pecher Road was tar and chipped. Mr. Barlow reported that the yellow dump truck had work completed by Barlow Agricultural Services to re-fabricate the tarp system. The culvert box was added to the yellow dump truck and new hydraulic lines and fittings were also added to the truck. Mr. Barlow stated that he ordered a new tarp for the yellow dump truck, and it should be arriving soon. **Mr. Barlow made a motion to allow for the painting of double yellow stripes on Wenschhof Road and Pecher Road for a total**

of 23,000 square feet of painting and a total cost of \$4,238.564. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Richard Swiat commented that the line painting work on Wenschhof road was a job well done. Mr. Barlow provided an update on the purchase of AED units for the Township. He stated that since the last time he received a quote, the price went up substantially. The new quote is \$3,420 for 2 AED units. Mr. Barlow continued by saying that a wall mount is needed for the unit that will be in the Meeting Room, which will cost \$110. The total cost for the units and wall mount was \$3,530. Mr. Keilholtz asked what the original quote was. Mr. Barlow responded and stated that it went up from roughly \$2600. Mr. Barlow told the Board that he went ahead and ordered the units and that there is a 6-week wait for the units. **Mr. Barlow made a motion to amend the motion made at last month's meeting to allow for the purchase of the AED units for \$3,530 which is an increase from the prior month. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Barlow reported that the Township has signed a contract with Stephenson Equipment, Inc (SEI) for the rental of a Boom Mower for the month of October. The price for the month is \$7,800 with a hauling fee of \$550 each way for delivery and pickup. **Mr. Barlow made a motion to approve the total cost of the rental and hauling fees. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Barlow added his displeasure about the high rental cost but stated that he is continuing to look for a boom mower to purchase for the Township so it will save money over time. Mr. Lowe asked about the status of the guard on the mower. Mr. Barlow stated that he fabricated a rubber guard that did not last, so he had to purchase a metal guard.

Planning Commission Report: Judie Hogan reported that the Planning Commission did not meet in August. She added that two items are on the agenda so far for the September meeting.

Secretary/Treasurer: None.

Old Business: None.

Public Comments on New Business Items: None.

New Business:

- **Mr. Barlow amended the agenda by adding three items H, I, and J. Item H is considering a motion to enter a contract to upfit the 2023 Ford Interceptor Police Vehicle which is currently in Lancaster County. Item I is considering assigning Zachary Mills to represent Liberty Township in the Rapid Response legal matter. Item J is considering a motion to cancel the Strayer Tax Appeal 440 Water Street Tax Parcel 18C15-0072---000 with the Adams County Appeals. Mr. Lisko announced an Executive Session in which the Board discussed the new agenda items and a personnel matter.**
- Mr. Barlow announced the Zoning Hearing scheduled for October 5, 2023, for Bard Application for Special Exception – 25D18-0004---000 2575 Tract Road for a Dog Kennel. He stated that the time will be advertised in the coming weeks.
- **Mr. Keilholtz made a motion to Accept the 2024 Minimum Municipal Obligation for the Nonuniform Pension Plans as Presented by the Pension Plan Chief Administrative Officer. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to accept the 2024 Minimum Municipal Obligation for the Uniform/Police Pension Plans as Presented by the Pension Plan Chief Administrative Officer. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to accept the Stormwater Management Plan for Specific Areas on and around Rist Trail as presented by KPI. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- Mr. Keilholtz asked if this help would be in exchange for service or money. Mr. Barlow stated it was for service. Mr. Lowe asked if Liberty Township could drive their truck when assisting with snow removal. Mr. Lisko stated that he was mostly sure this was allowed, but he would verify that. **Mr. Barlow made a motion to Offer Assistance with Snow Removal As Needed to Freedom Township. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Acknowledge the Company 2 Fire Box Map Changes from the Adams County Department of Emergency Services. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow discussed that per an email from the Solicitor, John Lisko, that per Class 2 Township Code, there is no mention of computer classes being offered at the Municipal Buildings and that he advised against allowing Total Tech to offer classes at the Municipal Building. Mr. Lisko restated what Mr. Barlow discussed. **Mr. Barlow made a motion to not allow Total Tech to offer classes to residents at the Township Building. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to upfit the 2023 Ford Interceptor Police Vehicle for a total price of \$15,072.08. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Appoint Zachary Mills to represent Liberty Township in the Rapid Response legal matter regarding the 2023 Ford Interceptor Police Vehicle. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to cancel the Strayer Appeal 440 Water Street Tax Parcel 18C15-0072---000 with the Adams County Department of Tax Services. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

With no further business, **at 6:51 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.** Following the conclusion of the monthly meeting, the Board of Supervisors attended a Joint Meeting with Hamiltonban Township at 7:45PM. The next meeting of the Board of Supervisors is scheduled for Tuesday, October 3, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,


Jessica Ilko, Assistant Secretary/Treasurer