

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
March 7, 2023, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, March 7, 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, Chief Sherri Hansen, Sergeant Chris Roosen, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

Public Comments: **Adam Sanders, 23 Strausbaugh Trail**, asked a question about the recent stormwater and earth disturbance notices sent out by the Adams County Conservation District, and noted that he requested a meeting with the Conservation District.

Carla Reeder, 2802 Bullfrog Road, stated that the water runoff caused some flooding and asked if anything had been changed to the drainage.

Dave Gebhart, 33 Strausbaugh Trail, asked a question regarding the private roads and why they are not maintained with tax dollars. Mr. Gebhart noted that the water runoff from Rist Trail goes across Bullfrog Road.

Kathy Campbell, 36 Strausbaugh Trail, stated that when the Township Road Department cleared brush along Bullfrog Road, the debris ended up in the ditches at the intersection of Rist Trail and Bullfrog Road. She added that the water runoff had nowhere to go.

Supervisor Comments:

- **Mr. Keilholtz** had no comments.
- **Mr. Lowe** had no comments.
- **Mr. Barlow** had no comments.

Feb 28.

Minutes: *Mr. Keilholtz moved to accept the minutes of the March 7 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of February 28, 2023
Presented at March 7, 2023 BOS Meeting

| | | | | |
|--------------|--|---------------------|----------------------|-------------|
| ACNB GenOper | | \$84,211.80 | PLGIT - Liquid Fuels | \$20,848.72 |
| PLGIT GenRes | | \$414,258.35 | ACNB - Escrow | \$10,494.13 |
| PLGIT CapRes | | \$131,766.23 | ACNB - ARP Funds | \$94,376.03 |
| | | \$630,236.38 | | |

| Type | Date | Num | Name | Memo | PD AMT | Balance |
|--|------------|-------|----------------------------------|----------------------|-----------|------------------|
| 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) | | | | | | 74,219.18 |
| Deposit | 01/31/2023 | | | Interest | 6.57 | 74,225.75 |
| Paycheck | 02/02/2023 | 12895 | Barlow {BOS}, Walter | | -87.78 | 74,137.97 |
| Paycheck | 02/02/2023 | 12896 | Keilholtz, Jr. {BOS}, Robert | | -87.78 | 74,050.19 |
| Paycheck | 02/02/2023 | 12897 | Lowe {BOS}, Brandon C. | | -87.78 | 73,962.41 |
| Paycheck | 02/02/2023 | ACH | Ammerman, Cory M. | | -141.01 | 73,821.40 |
| Paycheck | 02/02/2023 | 12898 | Barlow, Walter M | | -1,065.27 | 72,756.13 |
| Paycheck | 02/02/2023 | ACH | Beckett, Hannah | | -500.82 | 72,255.31 |
| Paycheck | 02/02/2023 | ACH | Ilko {Tax Collector}, Jessica L. | | -38.87 | 72,216.44 |
| Paycheck | 02/02/2023 | ACH | Peck, Wendy J. | | -1,241.66 | 70,974.78 |
| Paycheck | 02/02/2023 | ACH | Roosen, Christopher M. | | -2,354.13 | 68,620.65 |
| Paycheck | 02/02/2023 | ACH | Weikert, Brian | | -180.15 | 68,440.50 |
| Paycheck | 02/02/2023 | ACH | Hansen, Sherri | | -280.91 | 68,159.59 |
| Check | 02/02/2023 | ACH | BMO -PLGIT Card | PLGIT CREDIT ACCOUNT | -1,751.14 | 66,408.45 |
| LiabCheck | 02/03/2023 | ACH | PA Dept. of Revenue | 1641 9699 | -238.55 | 66,169.90 |
| LiabCheck | 02/03/2023 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,810.76 | 64,359.14 |
| Deposit | 02/06/2023 | | | Deposit | 2,901.89 | 67,261.03 |
| Check | 02/07/2023 | 12899 | Hamiltonban Township | Invoice #724 | -19.40 | 67,241.63 |
| Check | 02/07/2023 | 12900 | John M. Lisko | Solicitor Fees | -440.00 | 66,801.63 |
| Check | 02/07/2023 | 12901 | PA Municipal Code Alliance | 44729 | -200.00 | 66,601.63 |
| Check | 02/07/2023 | 12902 | ACCOG | Invoice 2023-022 | -100.00 | 66,501.63 |
| Check | 02/07/2023 | 12903 | LEAF | 100-4990181-001 | -78.00 | 66,423.63 |

| | | | | | | |
|--|------------|-------|----------------------------------|---------------------------------|------------------|-------------------|
| Check | 02/07/2023 | 12904 | Shealers Septic Service | Inv 34443 | -60.00 | 66,363.63 |
| Check | 02/07/2023 | 12905 | Beckett, Hannah | 01/1-21/23 mileage | -6.88 | 66,356.75 |
| Check | 02/07/2023 | 12907 | Total Tech Solutions LLC | Invoice 9227 | -450.00 | 65,906.75 |
| Check | 02/07/2023 | 12908 | DataWorks Plus LLC | Invoice 23-141 | -360.50 | 65,546.25 |
| LiabCheck | 02/07/2023 | 12909 | Sec Benefit Retire Serv | 610257 | -249.53 | 65,296.72 |
| Deposit | 02/10/2023 | | | Deposit | 132.00 | 65,428.72 |
| Check | 02/10/2023 | ACH | ACNB | Direct Deposit Service Charge | -30.26 | 65,398.46 |
| Paycheck | 02/16/2023 | 12910 | Barlow, Walter M | | -890.65 | 64,507.81 |
| Paycheck | 02/16/2023 | ACH | Beckett, Hannah | | -521.12 | 63,986.69 |
| Paycheck | 02/16/2023 | ACH | Hansen, Sherri | | -292.47 | 63,694.22 |
| Paycheck | 02/16/2023 | ACH | Ilko {Tax Collector}, Jessica L. | | -38.86 | 63,655.36 |
| Paycheck | 02/16/2023 | ACH | Ilko, Jessica | | -30.71 | 63,624.65 |
| Paycheck | 02/16/2023 | 12911 | Keilholtz, Jr., Robert E. | | -544.64 | 63,080.01 |
| Paycheck | 02/16/2023 | 12912 | Pecher, Bruce E. | | -386.48 | 62,693.53 |
| Paycheck | 02/16/2023 | ACH | Peck, Wendy J. | | -1,259.72 | 61,433.81 |
| Paycheck | 02/16/2023 | ACH | Roosen, Christopher M. | | -2,556.30 | 58,877.51 |
| Deposit | 02/17/2023 | | | Deposit | 5,891.13 | 64,768.64 |
| Deposit | 02/17/2023 | | | Deposit | 204.16 | 64,972.80 |
| Deposit | 02/21/2023 | | | Deposit | 29,519.33 | 94,492.13 |
| LiabCheck | 02/24/2023 | ACH | PA Dept. of Revenue | 1641 9699 | -257.96 | 94,234.17 |
| LiabCheck | 02/24/2023 | ACH | US Treasury Dept/IRS | 23-2110946 | -2,006.72 | 92,227.45 |
| Deposit | 02/27/2023 | | | Deposit | 1,403.25 | 93,630.70 |
| Check | 02/28/2023 | 12919 | Walter Barlow | Reimbursement - CDL Physical | -50.00 | 93,580.70 |
| Check | 02/28/2023 | 12920 | Rabold's Services | Invoice 26641 | -82.00 | 93,498.70 |
| Check | 02/28/2023 | 12921 | West Penn Power | 100090757368 | -283.09 | 93,215.61 |
| Check | 02/28/2023 | 12922 | Comcast Cable | 8993110110006912 | -313.78 | 92,901.83 |
| Check | 02/28/2023 | 12923 | Comcast-Phone | 901156234 | -191.32 | 92,710.51 |
| Check | 02/28/2023 | 12924 | Verizon Wireless | Acct 621280772-00001 | -369.14 | 92,341.37 |
| Check | 02/28/2023 | 12925 | Aero Energy | Cust 59990 | -764.88 | 91,576.49 |
| Check | 02/28/2023 | 12926 | PSATS | 124967-R9V3 | -668.00 | 90,908.49 |
| Check | 02/28/2023 | 12927 | Micks Plumbing Heating | Q2812 - move water heater | -250.50 | 90,657.99 |
| Check | 02/28/2023 | 12928 | SEK&Co. | Invoice 201813 | -5,500.00 | 85,157.99 |
| Check | 02/28/2023 | 12929 | Hanover Door | Invoice 20220 | -176.82 | 84,981.17 |
| Check | 02/28/2023 | 12930 | Mason's Propane Service | Invoice 513919 | -486.37 | 84,494.80 |
| Check | 02/28/2023 | 12931 | NMS | Account # 40598 | -283.00 | 84,211.80 |
| Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) | | | | | 9,992.62 | 84,211.80 |
| 100.00 · PLGIT State | | | | | | 22,056.35 |
| Deposit | 01/31/2023 | | | Interest | 79.18 | 22,135.53 |
| Check | 02/28/2023 | 708 | Foster F Wineland, Inc | John Deere Mower Tractor- maint | -1,286.81 | 20,848.72 |
| Total 100.00 · PLGIT State | | | | | -1,207.63 | 20,848.72 |
| 10.100 · Liberty Township Escrow | | | | | | 10,494.13 |
| | | | | | NO ACTIVITY | 0.00 |
| Total 10.100 · Liberty Township Escrow | | | | | 0.00 | 10,494.13 |
| 95.100 · PLGIT Gen Reserve Fund | | | | | | 412,782.15 |
| Deposit | 02/01/2023 | | | Interest | 1,573.69 | 414,355.84 |
| ACH | 01/31/2023 | | previous unrecorded | Liquid Fuel Checks | -97.49 | 414,258.35 |
| Total 95.100 · PLGIT Gen Reserve Fund | | | | | 1,476.20 | 414,258.35 |
| 30.101 · PLGIT Capital Reserve Fund | | | | | | 131,260.19 |
| Deposit | 02/01/2023 | | | Interest | 506.04 | 131,766.23 |

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|---|------------|----------|---------------|-------------------|
| Total 30.101 · PLGIT Capital Reserve Fund | | | <u>506.04</u> | <u>131,766.23</u> |
| ACNB ARP FUND | | | | 94,372.02 |
| Deposit | 01/31/2022 | Interest | 4.01 | 94,376.03 |
| Total ARP Fund | | | <u>4.01</u> | <u>94,376.03</u> |

**Interest not available at time of report.*

Mr. Lowe moved for acceptance of the February 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 02/08/2023 - 03/07/2023 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 01/29/2023 - 02/11/2023 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 02/12/2023 - 02/25/2023 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Chief Hansen reported that in the month of February the Police Department worked 171.5 hours, drove 1941 miles, and used 153 gallons of gas. In Liberty Township, there were 16 911 incidents, 43 traffic citations, 1 faulty equipment, 14 warnings, and 6 PSP calls. In Freedom Township, the Police Department worked 25 hours and there were 16 traffic citations, 1 911 incident, and 5 warnings were issued. In Highland Township, the Police Department worked 25 hours and there were 18 traffic citations, 4 911 incidents, and 2 warnings issued. Chief Hansen also reported that the 2023 Ford Interceptor is still in the process of receiving bids to be upfitted. Chief Hansen added that Sergeant Roosen had eight DUI arrests in February. Mr. Barlow commented that Don Boehs was sworn in recently. Mr. Barlow stated that Officer Boehs and Sergeant Roosen will be completing training soon.

Zoning Officer's Report - Mr. Barlow reported that in the month of February five land use permits were issued bringing in a total of \$445. These permits included a renewal, two pole buildings, an accessory apartment, and a deck. Mr. Barlow asked Code Enforcement Officer Clem Malot if there were any updates to the ongoing zoning violations. Secretary Peck responded that Zoning Officer Miller recently sent a report stating that there are no changes in the status of the ongoing zoning violations.

Roadmaster Report – Mr. Barlow reported that in February the Road Department drove a total of 1300 miles, used 97.4 gallons of gas, 47 gallons of diesel, and 72 gallons of off-road diesel. Mr. Barlow stated that Mr. Keilholtz recently travelled to several municipalities to look at boom mowers. Erosion and sediment control work was completed on Boyle Road which used approximately 140 tons of number four stone to rebuild the shoulders. The Road Department will be starting similar work on Irishtown Road. Also, pipe replacements are scheduled for both Sanders Road and Boyle Road. Mr. Barlow presented a quote to purchase the pipes from LB Water for \$2,669. **Mr. Keilholtz made a motion to purchase the three pipes needed for the work on Boyle Road and Sanders Road from LB Water for \$2,669. Mr. Lowe seconded the motion. All voted yes, and the motion passed.** For projects on Pecher Road and Wenschhof Road, approximately 34,000 square feet of black top is needed. The Township's budget for roads this year is approximately \$288,000 and the goal of most of the work this year is to keep water off the roads to prevent damage and erosion. The Road Department will be receiving bids for tar and chipping and fog sealing work on various Township roads. Additional work is needed on the Old Waynesboro Road bridge. The remaining work includes installing a two-inch overlay fabric at an estimated cost of \$38,000.

Planning Commission Report: There was no Planning Commission meeting in February.

Secretary/Treasurer: None.

Old Business: None.

New Business Comments: None.

New Business:

- Chairman Barlow stated that a used post driver was available for purchase from Hamiltonban Township. He stated that a new post driver cost \$3,500 and recommended that the Township purchase the used item. **Mr. Keilholtz made a motion to purchase a used, as-is, post driver from Hamiltonban Township for \$250. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

At 6:18 PM the meeting went into an Executive Session to discuss legal matters.

At 6:34 PM the meeting was brought back to order by Chairman Barlow.

With no further business, **at 6:35 PM Mr. Keilholtz 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, April 4, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer