

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
April 4, 2023, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, April 4, 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, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

Annual Pension Report by RJ Hall: Liberty Township Pension Plan Administrators Kevin Hall and Rob Lutz from RJ Hall were in attendance to review the 2022 valuation and year-end market report. They presented an annual report of the Police Pension Plan and discussed it with the Board of Supervisors. Despite the recent market fluctuations and the loss incurred in 2022, the plan continues to be overfunded. After a thorough review, it was determined that the investments would be rebalanced to maintain a 60/40 split. **Mr. Barlow made a motion authorizing the Chief Administrative Officer to take direction from RJ Hall and rebalance the investment accounts to 60/40 split by transferring approximately 4% from the Real Estate accounts to the S&P accounts. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** RJ Hall confirmed that they would set up a time with the Township Treasurer/Pension Plan Chief Administrative Officer to rebalance the account.

Public Comments: None.

Supervisor Comments:

- **Mr. Keilholtz** had no comments.
- **Mr. Lowe** had no comments.
- **Mr. Barlow** reminded residents of the Pick-Up PA program. He stated that it is currently running until May 31st. Mr. Barlow thanked residents who already have participated in the event and preemptively thanked residents who plan to participate. He added that the Township will be hosting an ECycle event on May 13 from 8AM to 11AM. He encouraged residents to look at the flyer on the Township's website.

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 March 31, 2023

ACNB Gen Oper		\$81,857.86	PLGIT Liquid Fuels	\$90,524.74
PLGIT GenRes		\$415,747.25	ACNB Escrow	\$13,145.61
PLGIT CapRes		\$132,244.96	ACNB ARP Funds	\$94,379.65
		\$629,850.07		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						84,211.80
Deposit	02/28/2023			Interest	2.88	84,214.68
Paycheck	03/02/2023	12913	Barlow {BOS}, Walter		-87.78	84,126.90
Paycheck	03/02/2023	12914	Keilholtz, Jr. {BOS}, Robert		-87.78	84,039.12
Paycheck	03/02/2023	12915	Lowe {BOS}, Brandon C.		-87.78	83,951.34
Paycheck	03/02/2023	ACH	Ammerman, Cory M.		-120.90	83,830.44
Paycheck	03/02/2023	12916	Barlow, Walter M		-977.96	82,852.48
Paycheck	03/02/2023	ACH	Beckett, Hannah		-481.50	82,370.98
Paycheck	03/02/2023	ACH	Hansen, Sherri		-232.68	82,138.30
Paycheck	03/02/2023	ACH	Ilko {Tax Collector}, Jessica L.		-38.87	82,099.43
Paycheck	03/02/2023	ACH	Ilko, Jessica		-35.08	82,064.35
Paycheck	03/02/2023	12917	Keilholtz, Jr., Robert E.		-645.13	81,419.22
Paycheck	03/02/2023	12918	Pecher, Bruce E.		-459.17	80,960.05
Paycheck	03/02/2023	ACH	Peck, Wendy J.		-1,267.76	79,692.29
Paycheck	03/02/2023	ACH	Roosen, Christopher M.		-1,958.38	77,733.91
Check	03/02/2023	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-622.53	77,111.38
Check	03/07/2023	12932	Micks Plumbing	relocate water heater on 3/2/23	-584.50	76,526.88
Check	03/07/2023	12933	John M. Lisko	Solicitor Fees	-1,352.00	75,174.88
Check	03/07/2023	12934	PMCA	45257	-796.00	74,378.88
Check	03/07/2023	12935	Total Tech Soluti	Invoice 9324	-450.00	73,928.88

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Check	03/07/2023	12936	LEAF	100-4990181-001	-78.00	73,850.88
Check	03/07/2023	12937	West Penn Power	100090757368	-295.45	73,555.43
LiabCheck	03/07/2023	12938	Security Benefit R	610257	-264.38	73,291.05
Check	03/07/2023	12939	Staples	Acct 601110005005657	-541.82	72,749.23
Check	03/07/2023	12942	KPI Technology	Invoice #9490/9408	-5,083.02	67,666.21
Deposit	03/07/2023			Deposit	150.00	67,816.21
Deposit	03/09/2023			Deposit	377.60	68,193.81
Check	03/10/2023	ACH	ACNB	Payroll - Direct Deposit ServiCharg	-28.82	68,164.99
Deposit	03/14/2023			Deposit	24,147.00	92,311.99
Paycheck	03/16/2023	12943	Barlow, Walter M		-899.79	91,412.20
Paycheck	03/16/2023	ACH	Beckett, Hannah		-485.22	90,926.98
Paycheck	03/16/2023	ACH	Boehs, Don		-60.56	90,866.42
Paycheck	03/16/2023	ACH	Hansen, Sherri		-220.09	90,646.33
Paycheck	03/16/2023	ACH	Ilko, Jessica		-43.84	90,602.49
Paycheck	03/16/2023	12944	Keilholtz, Jr., Robert E.		-244.27	90,358.22
Paycheck	03/16/2023	12945	Pecher, Bruce E.		-187.37	90,170.85
Paycheck	03/16/2023	ACH	Peck, Wendy J.		-1,259.72	88,911.13
Paycheck	03/16/2023	ACH	Roosen, Christopher M.		-2,579.94	86,331.19
Paycheck	03/16/2023	ACH	Weikert, Brian		-161.01	86,170.18
Paycheck	03/16/2023	ACH	Ilko {Tax Collector}, Jessica L.		-38.87	86,131.31
LiabCheck	03/17/2023	ACH	US Trea Dept/IRS	23-2110946	-1,823.98	84,307.33
Check	03/20/2023	12946	Shealers Septic	Inv 34539	-60.00	84,247.33
Check	03/20/2023	12947	First Response E	Inv/Est1014	-17,940.00	66,307.33
Check	03/20/2023	12948	Comcast-Phone	901156234	-191.32	66,116.01
Check	03/20/2023	12949	ACTCC	2023 Dues	-8.59	66,107.42
Check	03/20/2023	12950	Aero Energy	Cust 59990	-764.88	65,342.54
Check	03/20/2023	12951	First Response E	Inv/Est 1053	-1,256.40	64,086.14
Check	03/20/2023	12952		Invoice 9370	-1,700.00	62,386.14
Check	03/20/2023	12953	Staples	Acct 601110005005657	-62.09	62,324.05
Check	03/20/2023	12954	YIS/Cowden	Invoice #230620	-1,584.00	60,740.05
Check	03/20/2023	12955	Enrichment Medic	30/09/23 Quote - Kitchenette Cabine	-4,135.47	56,604.58
Check	03/20/2023	12956	Doceo	LT03 Contract C12477-01	-198.69	56,405.89
Check	03/20/2023	12957	Roosen, Christoph	(Trust Cleaners) - 3/10/23 Reimbur	-154.00	56,251.89
Check	03/20/2023	12958	C-Ely Signs & Gra	Invoice 3743	-950.00	55,301.89
Check	03/20/2023	12959	Rabold's Services	Invoice 25426	-129.95	55,171.94
Deposit	03/20/2023			Deposit	13,020.42	68,192.36
Deposit	03/21/2023			Deposit	10,413.05	78,605.41
Deposit	03/27/2023			Deposit	140.00	78,745.41
Check	03/28/2023	12964	Staples	Acct 601110005005657	-203.59	78,541.82
Check	03/28/2023	12965	Verizon Wireless	Acct 621280772-00001	-184.60	78,357.22
Check	03/28/2023	12966	Comcast Cable	8993110110006912	-178.20	78,179.02
Check	03/28/2023	12967	PA TURNPIKE T	15699267	-57.30	78,121.72
Check	03/28/2023	12968	Aero Energy	Cust 59990	-728.47	77,393.25
Check	03/28/2023	12969	Lowe's	98004701524	-1,156.85	76,236.40
Check	03/28/2023	12970	Harold Eastman	70404712/70419264	-5,776.00	70,460.40
Deposit	03/28/2023			Deposit	7,932.03	78,392.43
Deposit	03/29/2023			Deposit	13,568.94	91,961.37
Paycheck	03/30/2023	12960	Barlow {BOS}, Walter		-87.78	91,873.59
Paycheck	03/30/2023	12961	Keilholtz, Jr. {BOS}, Robert		-87.78	91,785.81
Paycheck	03/30/2023	12962	Lowe {BOS}, Brandon C.		-87.78	91,698.03
Paycheck	03/30/2023	12963	Barlow, Walter M		-873.39	90,824.64
Paycheck	03/30/2023	ACH	Beckett, Hannah		-521.12	90,303.52
Paycheck	03/30/2023	ACH	Boehs, Don		-242.28	90,061.24

Paycheck	03/30/2023	ACH	Hansen, Sherri		-280.91	89,780.33
Paycheck	03/30/2023	ACH	Ilko {Tax Collector}, Jessica L.		-536.58	89,243.75
Paycheck	03/30/2023	ACH	Peck, Wendy J.		-1,241.66	88,002.09
Paycheck	03/30/2023	ACH	Roosen, Christopher M.		-2,437.97	85,564.12
LiabCheck	03/31/2023	ACH	US Treasury Dept	23-2110946	-1,865.04	83,699.08
LiabCheck	03/31/2023	ACH	US Treasury Dept	23-2110946	-1,841.22	81,857.86
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-2,353.94	81,857.86
100.00 · PLIGT State						20,848.72
Deposit	03/01/2023		Interest		73.84	20,922.56
Deposit	03/01/2023		Deposit		78,120.13	99,042.69
Check	03/28/2023	709	LB Water	44445	-2,570.40	96,472.29
Check	03/28/2023	710	NAPA	ACCT#3135	-318.06	96,154.23
Check	03/28/2023	711	Specialty Granules, I	81336000	-5,629.49	90,524.74
Total 100.00 · PLIGT State					69,676.02	90,524.74
10.100 · Liberty Township Escrow						10,494.13
Check	03/07/2023	207	KPI	9246/9247	-248.52	10,245.61
Deposit	02/28/2023				2,900.00	13,145.61
Total 10.100 · Liberty Township Escrow					2,651.48	13,145.61
95.100 · PLGIT Gen Reserve Fund						414,258.35
Deposit	03/01/2023		Interest		1,488.90	415,747.25
Total 95.100 · PLGIT Gen Reserve Fund					1,488.90	415,747.25
30.101 · PLGIT Capital Reserve Fund						131,766.23
Deposit	03/01/2023		Interest		478.73	132,244.96
Total 30.101 · PLGIT Capital Reserve Fund					478.73	132,244.96
ACNB ARP FUND						94,376.03
Deposit	02/28/2023		Interest		3.62	94,379.65
Total ARP Fund					3.62	94,379.65

*Interest not available at time of report.

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

Expenses/Payroll: Mr. Keilholtz moved for retroactive approval of the 03/08/2023 - 04/04/2023 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 02/26/2023 - 03/11/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 03/12/2023 - 03/25/2023 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Hansen reported that in the month of March the Police Department worked 258 hours, drove 2147 miles, and used 171.3 gallons of gas. In Liberty Township, there were 10 911 incidents, 41 traffic citations, 9 warnings, and 6 PSP calls. In Freedom Township, the Police Department worked 25 hours and there were 20 traffic citations, 0 911 incidents, 1 misdemeanor, and 11 warnings were issued. In Highland Township, the Police Department worked 25 hours and there were 4 traffic citations, 0 911 incidents, 2 misdemeanors, and 0 warnings issued. Chief Hansen also reported that the 2023 Ford Interceptor is in the process of being upfitted. Chief Hansen added that Sergeant Roosen had six DUI arrests in March, and he had a traffic stop that resulted in an arrest for Possession with Intent to Deliver and Drug Paraphernalia. Chief Hansen stated that Officer Boehs is now working the streets and has been working out well. Mr. Keilholtz asked Chief Hansen if Sergeant Roosen has been ensuring the vehicles are up to date on oil changes, inspections, and other required maintenance. Chief Hansen stated she will confirm that with Sergeant Roosen. Mr. Barlow discussed the new bill working its way through the PA Legislature that

Governor Shapiro is promoting to take some funding away from the Pennsylvania State Police. He added that the state will be looking for ways to redistribute these funds.

Zoning Officer's Report - Mr. Barlow reported that in the month of March, four permits were issued, bringing in \$400. These permits included an inground swimming pool, a deck rebuild, a chicken coop, and a roof deck.

Roadmaster Report – In March, the Road Department drove a total of 732 miles, used 52.2 gallons of gas, 25 gallons of diesel, and 48 gallons of off-road diesel. Mr. Barlow reported that the Road Department will begin marking roads and cutting roads to complete necessary pipe repairs. Mr. Barlow stated that he received two estimates for 14-inch saws to cut the roads. An estimate of \$144.10 from Gettysburg Rental and an estimate of \$85.45 from Jensen's.

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

Secretary/Treasurer: The Secretary asked Mr. Barlow if the Board was planning to make a motion to advertise the 2023 Road Work Bids. **Mr. Barlow made a motion to advertise the 2023 Road Work Bids. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

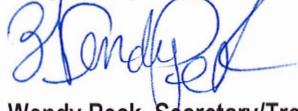
Old Business: Mr. Keilholtz stated that he had not heard anything about the potential of the Elected Auditors reconvening. One of the Elected Auditors, Richard Swiat, commented that Chair Kate Bostek did not feel the need to revisit the Roadmaster's hourly rate of pay for 2023. Mr. Keilholtz requested that Chair Bostek formally state that on the Board of Elected Auditors' behalf. Mr. Keilholtz followed that statement with a question to Mr. Swiat, asking if the Auditors had reviewed more than one source of information when setting the 2023 payrates rates and specifically if they had reviewed the pay rates of neighboring municipalities for their Roadmasters. Mr. Swiat answered by stating that the Auditors did not review other sources besides the state averages for the position. Mr. Swiat asked the Board of Supervisors and Mr. Lisko if the Board of Elected Auditors would potentially be allowed to change the decision they made in January. Mr. Lisko stated that he was unsure but would complete the proper research and report back to Mr. Swiat. Mr. Swiat asked a question regarding the executive session held at the last meeting about the Wormald Development and whether there was any new information to share with the public. Mr. Barlow stated that there was not.

Public Comments on New Business Items: None.

New Business: None.

With no further business, **at 6:38 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The next meeting of the Board of Supervisors is scheduled for Tuesday, May 2, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer