

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
December 3, 2024, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, December 3, 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.

Presentation: Adams County Office for Aging, Lynne Deardorf, Director, expressed the need to provide continued services to the elderly and the lack of adequate funding from state and federal governments. They rely heavily on fundraising and private donations. Liberty Township has nine people receiving services.

Public Comments: **Timothy Cramer 15 Anthony Lane** asked the Board for a status on his complaint of violations at 30 Anthony Lane. Chairman Barlow responded that the Zoning Officer had investigated the complaint, and reported the property is currently in compliance. He stated that Mr. Cramer is welcome to file a new complaint if there are additional violations to be investigated.

Supervisor Comments:

- **Mr. Barlow:** Chairman Barlow thanked Solicitor, John Lisko for his years of service to the township and presented him with a Certificate of Appreciation.
- **Mr. Keilholtz:** None
- **Mr. Hill:** None

Minutes: *Mr. Keilholtz moved to accept the minutes of the November 6 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

ACNB Gen Oper			\$81,469.65	PLGIT Liquid Fuels		\$120,910.24
PLGIT Gen Res			\$485,380.21	ACNB Escrow		\$46,166.90
PLGIT Cap Res			\$144,542.92	ACNB ARP		\$50,608.81
			\$711,392.78			
Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 GEN OPER ACNB						
Deposit	10/31/2024			Interest	\$3.58	\$73,098.52
LiabCheck	11/1/2024	ACH	PA UC Fund	01-04573M3	-\$28.10	\$73,074.00
Check	11/6/2024	13574	YIS/Cowden Group	Invoice #233668- adjusted	-\$1,314.00	\$71,760.00
Check	11/6/2024	13575	County of Adams	Inv 2024-11 Website suppo	-\$60.00	\$71,700.00
LiabCheck	11/6/2024	13576	Sec Ben Ret Serv	610257	-\$622.84	\$71,077.16
Check	11/6/2024	13577	H. A. Thomson Co	Treasurer Bond-Peck	-\$1,125.00	\$69,952.16
Check	11/6/2024	13578	Total Tech Solu	Invoice 11221	-\$550.00	\$69,402.16
Check	11/6/2024	13579	John M. Lisko	Solicitor Fees	-\$154.00	\$69,248.16
Check	11/6/2024	13580	Wetzels Cleaning	912006	-\$75.00	\$69,173.16
Check	11/6/2024	13581	LEAF	100-4990181-002	-\$98.00	\$69,075.16
Check	11/6/2024	13582	De Witt, Terry	Reimburse-Sew Patches	-\$50.00	\$69,025.16
Check	11/6/2024	13583	Ilko, Jessica	Reim for Halloween Trea	-\$32.45	\$68,992.71
Check	11/6/2024	13584	Barlow Walter	Mileage Reimb for Train	-\$241.87	\$68,750.84
Check	11/6/2024	13585	Aero Energy	Cust 59990	-\$385.55	\$68,365.29
Check	11/6/2024	13586	Galls	Account 1002673858	-\$557.26	\$67,808.03
Check	11/6/2024	13587	Lowe's	98004701524	-\$279.57	\$67,528.46
Deposit	11/6/2024			Deposit	\$597.44	\$68,125.90
Deposit	11/6/2024			Deposit	\$477.50	\$68,603.40
Check	11/7/2024	ACH	BMOPLGIT Card	PLGIT CREDIT ACCOUNT	-\$1,956.27	\$66,647.13
Paycheck	11/7/2024	13588	Barlow {BOS},		-\$87.78	\$66,559.35
Paycheck	11/7/2024	ACH	Hill {BOS}, C		-\$87.58	\$66,471.77
Paycheck	11/7/2024	13589	Keilholtz, BO		-\$87.78	\$66,383.99
Paycheck	11/7/2024	13590	Barlow, Walte		-\$1,392.69	\$64,991.30
Paycheck	11/7/2024	ACH	Boehs, Donald		-\$183.73	\$64,807.57

Paycheck	11/7/2024	ACH	De Witt, Terr		-\$2,113.81	\$62,693.76
Paycheck	11/7/2024	ACH	Harvey, Jonat		-\$698.40	\$61,995.36
Paycheck	11/7/2024	ACH	Hassinger, Ke		-\$99.51	\$61,895.85
Paycheck	11/7/2024	ACH	Ilko {Tax Col		-\$40.19	\$61,855.66
Paycheck	11/7/2024	ACH	Ilko, Jessica		-\$1,010.71	\$60,844.95
Paycheck	11/7/2024	13591	Keilholtz, Ro		-\$68.01	\$60,776.94
Paycheck	11/7/2024	ACH	Morris, Ryan		-\$329.42	\$60,447.52
Paycheck	11/7/2024	13592	Pecher, Bruce		-\$242.83	\$60,204.69
Paycheck	11/7/2024	ACH	Peck, Wendy J		-\$1,506.44	\$58,698.25
Deposit	11/7/2024			Deposit	\$3,046.47	\$61,744.72
LiabCheck	11/7/2024	ACH	US Treasury Dep	23-2110946	-\$2,261.50	\$59,483.22
LiabCheck	11/8/2024	ACH	PA Dept. of Rev	1641 9699	-\$308.52	\$59,174.70
Deposit	11/8/2024			Deposit	\$27.50	\$59,202.20
Deposit	11/8/2024			Deposit	\$417.77	\$59,619.97
Check	11/12/2024	ACH	ACNB	Payroll - Direct Deposit	-\$29.06	\$59,590.91
Check	11/13/2024	ACH	Intuit QuickBook	Annual fee QB& Payroll	-\$1,922.00	\$57,668.91
Deposit	11/18/2024			Deposit	\$546.13	\$58,215.04
Check	11/19/2024	13596	Wetzels Cleaning	912008	-\$75.00	\$58,140.04
Deposit	11/19/2024			Deposit	\$25,628.81	\$83,768.85
Check	11/19/2024	13597	ACTCC	2024 Dues	-\$10.36	\$83,758.49
Check	11/19/2024	13598	Comcast Cable	8993110110006912	-\$219.27	\$83,539.22
Check	11/19/2024	13599	SEK&Co.	Invoice 250343	-\$8,500.00	\$75,039.22
Check	11/19/2024	13600	West Penn Power	100090757368	-\$173.77	\$74,865.45
Check	11/19/2024	13601	DPM	20043/20896/20897/21280	-\$3,708.78	\$71,156.67
Check	11/19/2024	13602	Keeseman - Seams	Invoice 1177	-\$100.00	\$71,056.67
Check	11/19/2024	13603	Shealers Septic	36886	-\$60.00	\$70,996.67
Check	11/19/2024	13604	Total Tech Solut	Invoice 11265	-\$405.00	\$70,591.67
Check	11/19/2024	13605	Gettysburg Times	Cust 159232/Advertiser No	-\$55.25	\$70,536.42
Check	11/19/2024	13606	Verizon Wireless	Acct 621280772-00001	-\$225.55	\$70,310.87
Check	11/19/2024	13607	Principal Funds	NonUniform Pension Plan 2	-\$3,525.90	\$66,784.97
Check	11/19/2024	13608	Principal Funds	Liberty Township Police 6	-\$1,175.82	\$65,609.15
Check	11/19/2024	13609	Galls	Account 1002673858	-\$1,804.35	\$63,804.80
LiabCheck	11/20/2024	ACH	PA Dept. of Rev	1641 9699	-\$266.31	\$63,538.49
LiabCheck	11/20/2024	ACH	US TreaDept/IRS	23-2110946	-\$1,930.22	\$61,608.27
Paycheck	11/21/2024	13593	Barlow, Walter		-\$1,443.45	\$60,164.82
Paycheck	11/21/2024	ACH	Boehs, Donald G		-\$246.70	\$59,918.12
Paycheck	11/21/2024	ACH	De Witt, Terry		-\$1,454.65	\$58,463.47
Paycheck	11/21/2024	ACH	Hassinger, Kenn		-\$209.49	\$58,253.98
Paycheck	11/21/2024	ACH	Ilko {Tax Colle		-\$46.77	\$58,207.21
Paycheck	11/21/2024	ACH	Ilko, Jessica		-\$1,074.18	\$57,133.03
Paycheck	11/21/2024	13594	Keilholtz, Robe		-\$88.94	\$57,044.09
Paycheck	11/21/2024	ACH	Morris, Ryan J		-\$240.91	\$56,803.18
Paycheck	11/21/2024	13595	Pecher, Bruce E		-\$699.78	\$56,103.40
Paycheck	11/21/2024	ACH	Peck, Wendy J.		-\$1,368.39	\$54,735.01
Check	11/21/2024	13610	Bor of Carrolll	Septic Inspection 30 Sp	-\$10.00	\$54,725.01
Check	11/21/2024	13611	Comcast-Phone	901156234	-\$268.04	\$54,456.97
Deposit	11/22/2024			Deposit	\$570.00	\$55,026.97
Deposit	11/22/2024			Deposit	\$22,993.94	\$78,020.91
Check	11/26/2024	13612	Bankert Trophie	Invoice 15193	-\$22.50	\$77,998.41
Deposit	11/27/2024			Deposit	\$2,020.16	\$80,018.57
Deposit	11/27/2024			Deposit	\$1,451.08	\$81,469.65
Total 01.100 GEN OPER - ACNB					\$8,371.13	\$81,469.65
100.00 PLGIT State						\$137,180.59
Check	10/1/2024	788	HOBBS TRUCKING,	not reported in Oct	-\$606.12	\$136,574.47
Check	10/1/2024	789	Alpha Space Con	not reported in Oct	-\$1,177.80	\$135,396.67
Check	10/1/2024	790	Hillis-Carnes E	not reported in Oct	-\$1,365.00	\$134,031.67
Check	10/1/2024	791	SEI - Stephen	not reported in Oct	-\$185.05	\$133,846.62
Check	10/1/2024	792	East Trail Auto	not reported in Oct	-\$251.40	\$133,595.22

Check	10/1/2024	793	J&J Motoring In	not reported in Oct	-\$141.60	\$133,453.62
Check	10/1/2024	794	Harringtons Equ	not reported in Oct	-\$129.72	\$133,323.90
Check	10/1/2024	795	Foster F Winel	not reported in Oct	-\$2,928.92	\$130,394.98
Check	10/1/2024	796	Specialty Granu	not reported in Oct	-\$1,833.05	\$128,561.93
Deposit	10/31/2024			Interest	\$524.86	\$129,086.79
Check	11/19/2024	797	NAPA	ACCT#3135	-\$38.35	\$129,048.44
Check	11/19/2024	798	Aero Energy	59990	-\$693.30	\$128,355.14
Check	11/19/2024	799	Harringtons Equ	Invoice 209278	-\$261.08	\$128,094.06
Check	11/19/2024	800	Harringtons Equ	Invoice 209560	-\$28.22	\$128,065.84
Check	11/19/2024	801	SEI - Stephen	Account 112665	-\$301.83	\$127,764.01
Check	11/19/2024	802	East Trail Auto	10/14/24&11/07/24-2012	-\$1,299.15	\$126,464.86
Check	11/21/2024	803	Alpha Space Con	Invoice 60044	-\$5,554.62	\$120,910.24
Total 100.00 · PLGIT State					-16,270.35	\$120,910.24
10.100 · Escrow						\$44,866.90
Deposit	11/18/2024			Deposit	\$1,300.00	\$46,166.90
Total 10.100 · Escrow					\$1,300.00	\$46,166.90
95.100 · PLGIT Gen Res						\$479,863.06
Adju	9/30/2024			error in Sep Report	\$3,471.73	\$483,334.79
Deposit	10/31/2024			Interest	\$2,045.42	\$485,380.21
Total 95.100 · PLGIT Gen Reser					\$5,517.15	\$485,380.21
30.101 · PLGIT Cap Reserve						\$143,933.78
Deposit	10/31/2024			Interest	\$609.14	\$144,542.92
Total 30.101 PLGIT Cap Reserv					\$609.14	\$144,542.92
ACNB ARP FUND						\$50,606.67
Deposit	10/31/2024			Interest	\$2.14	\$50,608.81
Total ARP Fund					\$2.14	\$50,608.81
01.105 · PLGIT Credit Card						
105.01 · BARLOW						
	11/7/2024		Amazon	PD-2 Camera, 2 cases	\$417.36	
	11/7/2024		U.S. Postal Ser	PD Certi Mail Ammerman	\$4.85	
	11/7/2024		U.S. Postal Serv	Cer Letter-A. Sanders	\$6.62	
	11/7/2024		Amazon	PD Halloween Candy/Toys f	\$171.53	
	11/7/2024		Atlantic Sands	Barlow Train 10/22-27/24	\$427.80	
	11/7/2024		Above The Dunes	Barlow Training Food Rece	\$78.72	
	11/7/2024		Kiwis Tlki Hut &	W. Barlow Training Food R	\$26.84	
	11/7/2024		Black Wall At Th	W. Barlow Training Food R	\$54.00	
	11/7/2024		Kiwis Tlki Hut &	W. Barlow Training Food R	\$36.00	
	11/7/2024		Above The Dunes	W. Barlow Training Food R	\$79.20	
	11/7/2024		Raw Bar & Grill	W. Barlow Training Food R	\$17.75	
	11/7/2024		BMO -PLGIT Card	Ending on 10/27/2024-PLGI	-\$1,320.67	
105.03 · PECK, W						
	11/7/2024		Adobe Inc	Credit Voucher Adobe Ado	-\$9.35	
	11/7/2024		Staples	Tape, 2 cases Paper	\$115.47	
	11/7/2024		Amazon	Tape,Mirror Film, Coffee	\$97.79	
	11/7/2024		Walmart	TV Monitor Cable for Secr	\$161.09	
	11/7/2024		Walmart	Road Dept TV	\$228.98	
	11/7/2024		Amazon	Bowls and Adapters	\$41.62	
	11/7/2024		BMO -PLGIT Card	Ending on 10/27/2024-PLGI	-\$635.60	

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

Expenses/Payroll: *Mr. Hill moved for retroactive approval of the 11/7/2024 – 12/3/2024 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 11/3/2024 – 11/16/2024 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 11/17/2024 – 11/30/2024 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Officer in Charge, Terry DeWitt, reported for the month of November, the Police Department worked 241.75 total hours, 207.75 hours on patrol, 56 on call hours, patrolled 1,940 miles, and 6 calls were handled by PSP. In Liberty Township, there were 19 traffic citations, 11 warnings, 25 traffic stops and 19 calls for service, and 3 CIOT/DUI/ADD details. In Freedom Township, the Police Department worked 35 hours, issued 23 traffic citations, 16 warnings, 37 traffic stops, 13 calls for service and 3 CIOT/DUI/ADD details. In Highland Township, the Police Department worked 25 hours, issued 1 traffic citation, 6 warnings, 7 traffic stops, 26 calls for service and 1 CIOT/DUI/ADD details. There were 2 calls for service outside of our jurisdiction. Officer in Charge DeWitt stated that Patrol Officer Kenneth Hassinger completed Field Training. Focused enforcement for speed infractions in all three townships are being conducted. The Center for Traffic Safety Grant funding allotment is being scheduled according to the grant specifications. Completed Aggressive Driving and Click it or Ticket campaigns successfully. On November 30, OIC DeWitt arrested an individual for DUI-Drugs. The Holiday DUI Enforcement Campaign is in progress. OIC DeWitt attended the DUI conference and Training in Seven Springs and stated useful information was presented related to obtaining funding for BAC Testing and updated case law. The Department will be conducting a range day to qualify with the new patrol rifles. The future need for new AED batteries, new fingerprint kits and lockout kits was also discussed with the Board.

- OIC DeWitt requested approval to accept a \$500 donation from Graphcom. *Mr. Barlow made a motion to accept the donation. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- OIC DeWitt asked the board to consider the purchase of two Metro Spike System and he gave a demonstration on the use of the spike strips elaborating on the fact that they are utilized as a safety mechanism. The board engaged in considerable discussion regarding the purchase of the spike strips and possible future items for the Police Department. *Mr. Hill made a motion to approve the purchase. Mr. Barlow seconded the motion. Mr. Barlow voted yes. Mr. Hill vote yes. Mr. Keilholtz voted No. The motion passed.*

Zoning Officer's Report – Mr. Barlow reported that there were two land use/zoning permits issued in November totaling \$200. PMCA noted five properties in the township that they are working with regarding ongoing violations and permits. He reported that septic pumping inspection forms are still being received daily by the Township. *Mr. Barlow made a motion to extend the septic pumping program compliance deadline to December 31. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Roadmaster Report – Mr. Barlow reported that in the month of November the Road Department used 52.8 gallons of gas, 32 gallons of diesel on-road, 56 gallons of off-road diesel and drove 693 miles. The snowplows are on the trucks and a new hose was put on the yellow truck. The Ford 550 was inspected and serviced by Steve Knouse. The international truck received four new tires. Line painting was completed by Alpha Space Control on November 13 on Sanders Road, Peacher Road, Topper Road, Steelman Marker Road and Gladhill Road. On November 21 Mr. Barlow met with Representative Dan Moul to discuss the backhoe and mower grant. Mr. Moul wrote a letter in support of the grant. Additionally, they spoke about getting help trying to fix the Waynesboro Bridge. Five trees fell in the township this past month. The block is continuing to be laid for the new salt sheds. Mr. Barlow reported receiving numerous bids for the hoop cover roof on the salt shed. The three lowest bids were discussed. Elemental Shelter Solutions bid \$29,534.04, Steel Master \$16,820.00, and Russellville Hoop Buildings \$14,540.00. *Mr. Barlow made a motion to accept the bid from Russellville Hoop Buildings for \$14,540.00. Mr. Hill second the motion. All voted yes, and the motion passed.*

Planning Commission Report: Consider Acceptance of 120 Day Extension for Plan Review of Monastery of Jesus Mary and Jospeh. *Mr. Barlow made a motion to accept the 120-day Extension for Plan Review of Monastery of Jesus Mary and Jospeh. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Secretary/Treasurer: None

Old Business: None

Public Comments on New Business Items: Karen Wilson 781 McGlaughlin Road spoke about concerns regarding speeding, four wheelers, dirt bikes and revving engines at all hours. She was encouraged to make an appointment with OIC Terry DeWitt to address her concerns.

New Business:

- *Mr. Barlow made a motion authorizing the 2024 Share Statewide Grant Application-Reaffirming Vote from October 1. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a Motion to Adopt the 2025 Real Estate Tax-Reaffirming Vote from November 6. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to Adopt the 2025 Budget as advertised with the General Fund at \$659,312; Liquid Fuels State Fund at \$279,500; Capital Reserve at \$153,000; and General Reserve at \$500,000. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

- **Mr. Barlow made a motion to advertise the 2025 meeting schedule in the Gettysburg Times and the Emmitsburg Journal newspapers. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to advertise the Intent to use CPA firm for 2024 Audit. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- **Mr. Hill made a motion to distribute \$15,000 for the 2024 donation to the area fire departments based on calls for service with distribution as follows: Fairfield 33% \$4,883.72, Fountaindale 14% \$2,093.02, and Emmitsburg 53% \$8,023.26. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the PLGIT Check Writing Authorization Form. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- **Mr. Farabaugh's request for reimbursement for grass seed and topsoil in the amount of \$106.00 was considered by the board. After considerable discussion, the board agreed a precedent could not be set for future reimbursement requests. The Board stated that prior approval for reimbursements must be granted before a purchase is made. Mr. Hill made a motion to deny the reimbursement. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to discontinue the rental of the post office box at the Fairfield Post Office in 2025. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the Police Pension 2025 COLA Adjustment. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- **Mr. Hill made a motion to donate \$4900 to the Adams County Office for Aging. After some discussion, the motion died for lack of a second. Mr. Keilholtz stated that he would support a donation of \$2500. Mr. Hill made a motion to donate \$2500 to the Adams County Office for Aging. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.**

With no further business, **at 7:29 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 Monday, January 6, 2025, directly following the 6 PM Reorganization meeting at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer