

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
November 8, 2023, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, November 8, 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.

Public Comments: **Judie Hogan** thanked the Township for providing house checks for residents who are on vacation.

Supervisor Comments:

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

Minutes: *Mr. Keilholtz moved to accept the minutes of the October 3 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved to accept the minutes of the October 24 budget meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

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

ACNB Gen Oper	\$54,666.24	PLGIT Liquid Fuels	\$41,042.71
PLGIT Gen Res	\$486,396.43	ACNB Escrow	\$35,756.05
PLGIT Cap Res	\$135,707.75	ACNB ARP	\$94,407.33
	\$676,770.42		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						76,974.43
Deposit	09/30/2023			Interest	4.63	76,979.06
Deposit	10/02/2023			Deposit	28.22	77,007.28
Check	10/05/2023	ACH	BMO HarrPLGIT Card	PLGIT CREDIT ACCOUNT	-323.30	76,683.98
Check	10/10/2023	13162	Borough of Fairfield	Fairfield Fire & EMS Workers Comp.	-1,534.79	75,149.19
Check	10/10/2023	13163	Total Tech Solutions	Invoice 9993	-450.00	74,699.19
Check	10/10/2023	13164	Comcast-Phone	901156234	-194.77	74,504.42
Check	10/10/2023	13165	West Penn Power	100090757368	-146.68	74,357.74
Check	10/10/2023	13166	Adams County SPCA	2023 Donation	-300.00	74,057.74
Check	10/10/2023	13167	Ad Cty Office for Aging	2023 Donation	-300.00	73,757.74
Check	10/10/2023	13168	Fairfield Fire Co Relief	2023 VFRA Allocation Disbursement	-5,597.48	68,160.26
Check	10/10/2023	13169	Fountaindale VFRA	2023 VFRA Allocation Disbursement	-5,597.47	62,562.79
Check	10/10/2023	13170	LEAF	100-4990181-001	-78.00	62,484.79
Check	10/10/2023	13171	County of Adams	2023 Tax Billing	-829.90	61,654.89
Check	10/10/2023	13172	Gettysburg Times	Cust 159232	-256.34	61,398.55
Check	10/10/2023	13173	PMCA	50065	-200.00	61,198.55
Check	10/10/2023	13174	Aero Energy	Cust 59990	-689.63	60,508.92
Check	10/10/2023	13175	Lowe's	98004701524	-67.04	60,441.88
Check	10/10/2023	13176	KPI Technology	Invoice #9767	-1,432.12	59,009.76
Check	10/10/2023	13177	Jansen Crane Servic	10274	-75.90	58,933.86
Check	10/10/2023	13178	KPI Technology	Invoice #9728 - General	-1,001.20	57,932.66
Check	10/10/2023	ACH	ACNB	Payroll - Direct Deposit Service Charge	-29.54	57,903.12
Deposit	10/10/2023			Deposit	177.03	58,080.15
Deposit	10/10/2023			Deposit	38.50	58,118.65
Paycheck	10/12/2023	13155	Barlow {BOS}, Walter		-87.78	58,030.87
Paycheck	10/12/2023	13156	Keilholtz, Jr. {BOS}, Robert		-87.78	57,943.09

Paycheck	10/12/2023	13157	Lowe {BOS}, Brandon C.		-87.78	57,855.31
Paycheck	10/12/2023	13158	Barlow, Walter M		-834.55	57,020.76
Paycheck	10/12/2023	ACH	Beckett, Hannah		-271.73	56,749.03
Paycheck	10/12/2023	ACH	Boehs, Donald G		-589.69	56,159.34
Paycheck	10/12/2023	ACH	David, Joseph		-181.90	55,977.44
Paycheck	10/12/2023	ACH	Hansen, Sherri		-208.81	55,768.63
Paycheck	10/12/2023	ACH	Ilko {Tax Collector}, Jessica L.		-42.82	55,725.81
Paycheck	10/12/2023	ACH	Ilko, Jessica		-8.78	55,717.03
Paycheck	10/12/2023	13159	Keilholtz, Jr., Robert E.		-460.79	55,256.24
Paycheck	10/12/2023	13161	Pecher, Bruce E.		-587.71	54,668.53
Paycheck	10/12/2023	ACH	Peck, Wendy J.		-1,253.92	53,414.61
Paycheck	10/12/2023	ACH	Roosen, Christopher M.		-2,451.90	50,962.71
Liability C	10/13/2023	ACH	US Treasury Dept/IRS	23-2110946	-2,212.70	48,750.01
Deposit	10/16/2023			Deposit	78.49	48,828.50
Liability C	10/17/2023	ACH	York/Adams County E	000095043	-876.75	47,951.75
Liability C	10/17/2023	ACH	PA Dept. of Revenue	1641 9699	-286.05	47,665.70
Liability C	10/17/2023	ACH	PA Dept. of Revenue	1641 9699	-279.48	47,386.22
Deposit	10/20/2023			Deposit	9,972.67	57,358.89
Liability C	10/24/2023	13182	Security Ben Rett Serv	610257	-394.69	56,964.20
Liability C	10/24/2023	13183	Security Ben Rett Serv	610257	-262.50	56,701.70
Check	10/24/2023	13184	Principal Funds	NonUniform Pension Plan 2023	-3,185.15	53,516.55
Check	10/24/2023	13185	Comcast Cable	8993110110006912	-187.40	53,329.15
Check	10/24/2023	13186	Barlow, Walter M	Mileage Reimbursement for Training	-220.74	53,108.41
Check	10/24/2023	13188	Shealers Septic Serv	Inv 35440	-60.00	53,048.41
Check	10/24/2023	13189	Gettysburg Times	Cust 159232	-40.41	53,008.00
Check	10/24/2023	13190	Verizon Wireless	Acct 621280772-00001	-184.78	52,823.22
Check	10/24/2023	13192	Hamiltonban Township	Invoice #756	-21.45	52,801.77
Check	10/24/2023	13193	Corrie L. Ondrizek	Public Hearing (Oct 5, 2023 - Bard)	-157.50	52,644.27
Deposit	10/25/2023			Deposit	28.22	52,672.49
Paycheck	10/26/2023	13179	Barlow, Walter M		-1,075.36	51,597.13
Paycheck	10/26/2023	ACH	Beckett, Hannah		-241.93	51,355.20
Paycheck	10/26/2023	ACH	Boehs, Donald G		-429.03	50,926.17
Paycheck	10/26/2023	ACH	David, Joseph		-626.05	50,300.12
Paycheck	10/26/2023	ACH	Hansen, Sherri		-232.95	50,067.17
Paycheck	10/26/2023	ACH	Ilko {Tax Collector}, Jessica L.		-44.14	50,023.03
Paycheck	10/26/2023	13180	Keilholtz, Jr., Robert E.		-943.41	49,079.62
Paycheck	10/26/2023	13181	Pecher, Bruce E.		-1,016.29	48,063.33
Paycheck	10/26/2023	ACH	Peck, Wendy J.		-1,267.01	46,796.32
Paycheck	10/26/2023	ACH	Ilko, Jessica		-8.77	46,787.55
Paycheck	10/26/2023	ACH	Roosen, Christopher M.		-2,428.21	44,359.34
Deposit	10/26/2023			Deposit	2,063.85	46,423.19
Deposit	10/26/2023			Deposit	10,345.91	56,769.10
Liability C	10/31/2023	ACH	US Treasury Dept/IRS	23-2110946	-2,102.86	54,666.24

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

-22,308.19 54,666.24

100.00 · PLGIT State

40,239.44

Deposit 09/30/2023 Interest

803.27 41,042.71

Total 100.00 · PLGIT State

803.27 41,042.71

10.100 · Liberty Township Escrow

33,662.25

ADJ 08/31/2023 Correct Deposit Amount

-399.00 33,263.25

Check 10/24/2023 212 KPI 9757

-657.20 32,606.05

Deposit	10/26/2023		Deposit	3,150.00	35,756.05
Total 10.100 · Liberty Township Escrow				2,093.80	35,756.05
95.100 · PLGIT Gen Reserve Fund					484,239.85
Deposit	09/30/2023		Interest	2,156.58	486,396.43
Total 95.100 · PLGIT Gen Reserve Fund				2,156.58	486,396.43
30.101 · PLGIT Capital Reserve Fund					135,707.75
Deposit	09/30/2023		Interest	613.62	136,321.37
Total 30.101 · PLGIT Capital Reserve Fund				613.62	136,321.37
ACNB ARP FUND					94,403.45
Deposit	09/29/2023		Interest	3.88	94,407.33
Total ARP Fund				3.88	94,407.33
01.105 · PLGIT Credit Card					
105.01 · BARLOW					
	10/05/2023	Nutrien Ag Solution 25	2 Jugs of Weed Killer	242.58	
	10/05/2023	U.S. Postal Service	Police Dept. Plates	9.35	
	10/05/2023	BMO Harris Bank- PLGIT Card	Ending 9/27/2023 - PLGIT Credit Card Transactions	-251.93	
105.03 · PECK, W					
	10/05/2023	Amazon	Tea and Coffee	22.20	
	10/05/2023	Amazon	Staple Remover,Laptop Stand Riser,	49.17	
	10/05/2023	BMO HarrPLGIT Card	Ending 9/27/2023 - PLGIT Credit Card Tran	-71.37	

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

Expenses/Payroll: Mr. Lowe moved for retroactive approval of the 10/04/2023 – 11/08/2023 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 09/24/2023 – 10/07/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 10/08/2023 - 10/21/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 10/21/2023 -11/04/2023 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Hansen reported that in the month of October, the Police Department worked 347 hours, drove 3600 miles, and used 251.1 gallons of gas. In Liberty Township, there were 27 911 incidents, 5 PSP calls, 21 traffic citations, 3 faulty equipment, 1 warning, 2 felony arrests, and 13 misdemeanor arrests. In Freedom Township, the Police Department worked 25 hours, issued 26 traffic citations, 9 warnings, 1 faulty equipment, and 2 911 incidents. In Highland Township, the Police Department worked 25 hours, responded to 5 911 incidents, issued 10 traffic citations, and 4 warnings. Officer David investigated a severe traffic crash on Rt. 16. In October, Sergeant Roosen had 10 DUI arrests. Two felony PWI arrests were made. One involved a firearm, another with a significant amount of cocaine. Several thefts from unlocked motor vehicles were reported both in the Township as well as the region.

Zoning Officer's Report – Mr. Barlow reported that there were 8 permits issued in October, bringing in \$700. There were 2 land use renewal permits issued and 6 general land use permits issued. Mr. Barlow then described the Shank Request for Delayed Demolition of Mobile Home at 9 Laurel Trail 25B18-0034---000. He stated that as soon as the new home is completed, the mobile home will be removed from the property. The Secretary asked the Chairman to provide a timeline for the motion. Mr. Barlow asked the resident if she had a timeline for completion. She stated at the current moment she did not know as some permits were still in the process of getting approved. The Secretary stated that the resident could request a renewal after 1 year from the date of the land use permit. The resident asked if there would be a period of time in which the items from the mobile home could be moved into the new house. **Mr. Barlow made a motion to Approve the Request for Delayed Demolition of Mobile Home at 9 Laurel Trail 25B18-0034---000 for 1 year following the Issuance of the Land Use Permit. 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 drove 533 miles and used 57.4 gallons of gas, 346.3 gallons of off-road diesel, and 31 gallons of on-road diesel. The tractor and boom mower that the Township rented from Stephenson's

Equipment was out 8 hours per day most days of the week during the month of October. Mr. Barlow stated that he has received many positive comments about the mowing so far. Mr. Barlow also expressed his gratitude to Mr. Keilholtz and Bruce Pecher for all of their hard work. Mr. Barlow discussed the road management training he attended in Seven Springs in late October. He stated that 5 states are involved, and the classes lasted all day from 8AM-5PM. He took classes in road maintenance, road management, cost analysis, and various classes about new road technologies. Mr. Barlow stated that he received a quote for roughly \$372,000 to resurface 1 mile of Bullfrog Road with normal blacktopping methods. The quote with the new method for the entirety of Bullfrog Road is roughly \$300,000. Mr. Barlow added that he is working on getting the certificate from the training that states he completed the classes so the Township can continue to receive grants for various projects. Mr. Barlow brought up that Gladhill Road recently had a 2 feet deep sinkhole. He stated that a steel plate has temporarily been placed on top. Mr. Barlow continued by saying that Mr. Keilholtz and himself completed the temporary repair and they are grateful towards Jansen Crane Service in Blue Ridge Summit let them borrow a saw needed got no cost. He stated that Gladhill Road will be closed on Monday to through traffic to replace the pipe that collapsed. Mr. Barlow added that inspections to the F550 and GMC 2500 trucks were completed, and no issues were found with either truck. He continued by saying that the highway box was taken off of the International truck and the plow will be installed soon so it is ready for the winter season. **Mr. Barlow Made a Motion to Schedule and Complete the Repairs Needed to the Clutch on the Yellow International Truck at Hobbs Trucking for roughly \$2500-\$3000. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

Planning Commission Report: Judie Hogan reported that the Planning Commission did not meet in October. She stated that two sets of plans have been submitted so far for November. **Mr. Barlow made a motion to Accept the Application for Review for Piper Plan Date 08-22-23 D17-0027---000 Subdivision – Lot Addition Plan 255 Wenschhof Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Secretary/Treasurer: No report.

Old Business:

- Mr. Barlow tabled the discussion of the Class Action Lawsuit LIBOR-Based Financial Instruments Antitrust Litigation.
- **Mr. Barlow made a motion to apply for the statewide local share assessment for \$500,000 to construct an equipment storage building and other building improvements. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow discussed that the AED units have arrived and there will be a training session for the Township employees on how to use the units. He continued that the units were approximately \$3,000 and the training is included with the purchase.

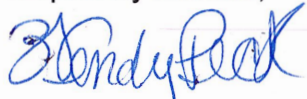
Public Comments on New Business Items: Judie Hogan asked if there are any changes to the 2024 meetings. The Secretary stated that no changes were being made to the time and dates and the new business item will be tabled until next month.

New Business:

- **Mr. Barlow made a motion to Advertise the Proposed 2024 Budget General Fund \$561,265, Capital Reserve \$143,708, Gen Oper Reserve \$493,000, and Liquid Fuels \$398,235. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow tabled the proposed motion to Advertise the 2024 Meetings.
- **Mr. Barlow made a motion to Advertise the intent to use a CPA Firm in place of the Elected Auditors for the 2023 Audit. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to issue “no comment” to the Land Conservancy of Adams County re-accreditation. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to not consider donating to Shining Stars for this year. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

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, December 5, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer