

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

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

Swearing In of New Police Officers: New Police Officers Johnathan Harvey and Ryan Morris were sworn in at the start of the meeting,

Public Comments: Anne Ruppert asked if Wormald was actively trying to develop again. Mr. Barlow addressed her concerns. Anne Ruppert asked questions regarding their plans. Mr. Barlow responded by saying that the Township does not wish to comment at this time. Richard Swiat asked if the corner at Boyle Road and Stultz Road would be repaired as it is deteriorating. Mr. Barlow stated that the Township often adds stone to the area.

Supervisor Comments:

- **Mr. Keilholtz:** Expressed his thanks to the Roadmaster for the work completed on Bullfrog Road. He also reminded residents to please check if permits are needed to complete projects on their properties.
- **Mr. Barlow:** None.
- **Mr. Hill:** None.

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

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of August 27, 2024

ACNB Gen Oper	\$62,099.08	PLGIT Liquid Fuels	\$21,292.94
PLGIT Gen Res	\$761,614.93	ACNB Escrow	\$47,845.64
PLGIT Cap Res	\$142,665.68	ACNB ARP	\$50,602.46
	\$966,379.69		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						90,247.85
Deposit	07/31/2024			Interest	3.75	90,251.60
Paycheck	08/01/2024	13470	Barlow {BOS}, Walter		-87.78	90,163.82
Paycheck	08/01/2024	13471	Hill {BOS}, Christopher G		-87.58	90,076.24
Paycheck	08/01/2024	13472	Keilholtz, Jr. {BOS}, Robert		-87.78	89,988.46
Paycheck	08/01/2024	ACH	Ruppert {Planning Com}, Barbara L.		-43.79	89,944.67
Paycheck	08/01/2024	13473	Barlow, Walter M		-845.12	89,099.55
Paycheck	08/01/2024	ACH	Beckett, Hannah		-552.27	88,547.28
Paycheck	08/01/2024	ACH	Boehs, Donald G		-362.20	88,185.08
Paycheck	08/01/2024	ACH	De Witt, Terry A.		-1,593.02	86,592.06
Paycheck	08/01/2024	ACH	Ilko {Tax Collector}, Jessica L.		-77.06	86,515.00
Paycheck	08/01/2024	ACH	Ilko, Jessica		-12.91	86,502.09
Paycheck	08/01/2024	13474	Pecher, Bruce E.		-503.19	85,998.90
Paycheck	08/01/2024	ACH	Peck, Wendy J.		-1,368.38	84,630.52
Paycheck	08/01/2024	ACH	Powers, Donna		-218.04	84,412.48
Paycheck	08/01/2024	ACH	Roosen, Christopher M.		-252.81	84,159.67
Check	08/01/2024	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-643.96	83,515.71
Deposit	08/01/2024			Deposit	164.33	83,680.04
Check	08/01/2024	ACH	PA UC Fund	3rd QTR 2024 UC Employee Paid	-27.37	83,652.67
Check	08/06/2024	13480	McDonald Uniform	Invoice 233656 shipping charges	-15.50	83,637.17
Check	08/06/2024	13481	John M. Lisko	Solicitor Fees	-700.00	82,937.17

Check	08/06/2024	13482	West Penn Power	100090757368	-160.52	82,776.65
Check	08/06/2024	13483	Borough of Fairfield	Fairfield Fire & EMS Workers Comp.	-2,406.95	80,369.70
Check	08/06/2024	13484	Wetzels Cleaning	653343	-75.00	80,294.70
Check	08/06/2024	13485	PMCA	Inv 56123	-825.00	79,469.70
Check	08/06/2024	13486	Total Tech Solutions	Invoice 10783/10970	-635.00	78,834.70
Check	08/06/2024	13487	BFPE	3088791	-206.70	78,628.00
Deposit	08/07/2024			Deposit	661.20	79,289.20
Deposit	08/07/2024			Deposit	595.56	79,884.76
Deposit	08/09/2024			Deposit	3,036.13	82,920.89
Deposit	08/09/2024			Deposit	60.50	82,981.39
Check	08/12/2024	ACH	ACNB	Payroll - Direct Deposit Service Charge	-33.12	82,948.27
Check	08/13/2024	13491	Comcast-Phone	901156234	-262.38	82,685.89
Check	08/13/2024	13492	Key Services	#4179 8/8/24 HVAC Maintenance Visit	-347.00	82,338.89
Check	08/13/2024	13493	Shealers Septic	36475	-60.00	82,278.89
Check	08/13/2024	13494	PSATS	PSATS CDL Program	-150.00	82,128.89
Check	08/13/2024	13495	Aero Energy	Cust 59990	-400.48	81,728.41
Paycheck	08/15/2024	13488	Barlow, Walter M		-1,028.73	80,699.68
Paycheck	08/15/2024	ACH	Beckett, Hannah		-490.90	80,208.78
Paycheck	08/15/2024	ACH	Boehs, Donald G		-293.02	79,915.76
Paycheck	08/15/2024	ACH	De Witt, Terry A.		-1,594.35	78,321.41
Paycheck	08/15/2024	ACH	Ilko {Tax Collector}, Jessica L.		-45.46	78,275.95
Paycheck	08/15/2024	ACH	Ilko, Jessica		-87.55	78,188.40
Paycheck	08/15/2024	13489	Keilholtz, Jr., Robert E.		-183.11	78,005.29
Paycheck	08/15/2024	13490	Pecher, Bruce E.		-394.79	77,610.50
Paycheck	08/15/2024	ACH	Peck, Wendy J.		-1,368.38	76,242.12
Paycheck	08/15/2024	ACH	Powers, Donna		-221.20	76,020.92
Liab Check	08/16/2024	ACH	US Treasury Dept	23-2110946	-1,666.08	74,354.84
Liab Check	08/16/2024	ACH	PA Dept. of Rev	1641 9699	-235.41	74,119.43
Liab Check	08/16/2024	ACH	PA Dept. of Rev	1641 9699	-222.14	73,897.29
Liab Check	08/16/2024	ACH	US Treasury Dept	23-2110946	-1,608.04	72,289.25
Deposit	08/19/2024			Deposit	17.22	72,306.47
Deposit	08/19/2024			Deposit	30,493.56	102,800.03
Check	08/26/2024	13508	Hamiltonban Towns	Septic Inspection Fee 18A17-0052---000	-10.00	102,790.03
Check	08/27/2024	13501	Rabold's Services	Invoice 26314 & 26947	-283.18	102,506.85
Check	08/27/2024	13502	Wolanin Consulting	Invoice 2820	-425.00	102,081.85
Check	08/27/2024	13503	Comcast Cable	8993110110006912	-219.08	101,862.77
Check	08/27/2024	13504	Verizon Wireless	Acct 621280772-00001	-225.39	101,637.38
Check	08/27/2024	13505	Wetzels Cleaning	653346	-75.00	101,562.38
Check	08/27/2024	13506	PIRMA	R0694PC2024-1	-23,993.00	77,569.38
Check	08/27/2024	13507	AmTrust North Ame	17598140	-8,700.00	68,869.38
CREDIT	08/27/2024	ACH	PSATS UC Group	VOIDED duplicate Payment	115.18	68,984.56
Paycheck	08/29/2024	13496	Barlow {BOS}, Walter		-87.78	68,896.78
Paycheck	08/29/2024	ACH	Hill {BOS}, Christopher G		-87.58	68,809.20
Paycheck	08/29/2024	13497	Keilholtz, Jr. {BOS}, Robert		-87.78	68,721.42
Paycheck	08/29/2024	13498	Barlow, Walter M		-1,374.33	67,347.09
Paycheck	08/29/2024	ACH	Beckett, Hannah		-463.14	66,883.95
Paycheck	08/29/2024	ACH	Boehs, Donald G		-257.22	66,626.73
Paycheck	08/29/2024	ACH	De Witt, Terry A.		-1,384.10	65,242.63
Paycheck	08/29/2024	ACH	Harvey, Jonathan P		-83.98	65,158.65
Paycheck	08/29/2024	ACH	Ilko {Tax Collector}, Jessica L.		-40.19	65,118.46
Paycheck	08/29/2024	13499	Keilholtz, Jr., Robert E.		-699.90	64,418.56

	Paycheck	08/29/2024	13500	Pecher, Bruce E.		-764.96	63,653.60
	Paycheck	08/29/2024	ACH	Peck, Wendy J.		-1,396.52	62,257.08
	Paycheck	08/29/2024	ACH	Powers, Donna		-158.00	62,099.08
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						-28,148.77	62,099.08
100.00 · PLGIT State							75,749.92
	Deposit	07/31/2024			Interest	334.18	76,084.10
	Check	08/06/2024	780	Aero Energy	59990	-1,253.04	74,831.06
	Check	08/06/2024	781	Steve's Repair	Inv 24892	-116.40	74,714.66
	Check	08/06/2024	782	SEI - Stephensen E	Account 112665	-2,575.12	72,139.54
	Check	08/06/2024	783	Foster F Wineland,	ACCOUNT NO. LIBER003	-3,454.60	68,684.94
	Check	08/27/2024	784	AAA Paving & Exca	9153	-47,216.00	21,468.94
	Check	08/27/2024	785	Barlow Road Repa	384878	-176.00	21,292.94
Total 100.00 · PLGIT State						-54,456.98	21,292.94
10.100 · Liberty Township Escrow							35,547.29
	Deposit	08/14/2024			Deposit	12,298.35	47,845.64
Total 10.100 · Liberty Township Escrow						12,298.35	47,845.64
95.100 · PLGIT Gen Reserve Fund							758,146.44
	Deposit	07/31/2024			Interest	3,468.49	761,614.93
Total 95.100 · PLGIT Gen Reserve Fund						3,468.49	761,614.93
30.101 · PLGIT Capital Reserve Fund							142,015.94
	Deposit	07/31/2024			Interest	649.74	142,665.68
Total 30.101 · PLGIT Capital Reserve Fund						649.74	142,665.68
ACNB ARP FUND							50,600.32
	Deposit	07/31/2024			Interest	2.14	50,602.46
Total ARP Fund						2.14	50,602.46

01.105 · PLGIT Credit Card

	105.03 · PECK, W						
		08/01/2024		Amazon	Sticky Notes, Paper Towels (2)	77.59	
		08/01/2024		Boxcast Live Strea	Streamed Video Storage	2.84	
		08/01/2024		Amazon		156.73	
		08/01/2024		Staples Inc	PD chair, office equipment	333.93	
		08/01/2024		Staples Inc	Credit Voucher Staples Inc	-2.51	
		08/01/2024		Staples Inc	Credit Voucher Staples Inc	-18.90	
		08/01/2024		Amazon	Toner for Secretary/PD	94.28	
		08/01/2024		BMO -PLGIT Card	Ending 07/27/2024 - PLGIT Transactions	-643.96	

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

Expenses/Payroll: *Mr. Keilholtz moved for retroactive approval of the 08/07/2024 – 09/03/2024 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 07/28/2024 – 08/10/2024 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 08/11/2024 – 08/24/2024 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Officer in Charge, Terry DeWitt, reported that in the month of August, the Police Department worked 170.75 total hours, 152.75 hours on patrol, 0 on call hours, patrolled 1,051 miles, and 13 calls were handled by PSP. In Liberty Township, there were 0 traffic citations, 0 warnings, and 0 traffic details. In Freedom Township, the Police Department worked 35 hours, issued 9 traffic citations, 0 warnings, 9

traffic stops, and responded to 13 calls for service. In Highland Township, the Police Department worked 25 hours, responded to 8 calls for service, issued 0 traffic citations, and 0 verbal warnings. There were 2 calls for service outside of our jurisdiction. Officer in Charge DeWitt stated that both new officers are certified by the Commission and their MPOETC numbers are active. Continuation of traffic enforcement in all three townships at problem areas. Heightened enforcement on back community roads. Inquiry being made into a PCCD Grant for enforcement on the Medical Marijuana Act. The second set of ENRADD stands are back and both have been calibrated. A regionalization meeting was held and was very informative for all three townships, which is being further discussed. Any interested candidates for Part Time Patrol Officer are encouraged to apply.

Zoning Officer's Report – Mr. Barlow reported that there were no permits issued in August.

Roadmaster Report – Mr. Barlow reported that in the month of August the Road Department used 84.4 gallons of gas and 113.5 gallons of off-road diesel, 20 gallons of on-road diesel, and drove 1,039 miles. He stated that the full depth reclamation was completed on Bullfrog Road and the shoulder work was started. Mr. Barlow stated that before any more shoulder work can continue the road needs to continue to cure for 2 weeks. He reported that he has been in contact with New Enterprise to get initial quotes above resurfacing the remainder 1.18 miles as part of that section of road was previously reclaimed in 2007. Mr. Barlow added that more mowing was completed within the Township and that Bruce Pecher is continuing to mow. He reported that a letter was received about mowing potential wildflowers along Township roads. He stated that the Township routinely mows the berms from May to September to keep vegetation low for visibility and run off purposes. Mr. Barlow added that tall grass allows deer and other animals to hide before they run onto the roads at night, which is dangerous for drivers. Mr. Barlow stated that the length of Girl Scout Road, 0.45 miles, has existing 2-inch tar and chip that is broken up. There are plans for the road to be milled and to lay 3 inches of 19 mm and 1 ½ inches of 95 on top to give the road a better base. Mr. Barlow reported that other base repairs on Topper Road and Orchard Road still need to be completed. Mr. Barlow provided an update on the grant the Township applied for and stated that the Township is still waiting to hear back. The grant would purchase a new mower and tractor for the Township. Mr. Barlow shared that the Township is in the process of applying for another grant to upgrade other equipment.

Planning Commission Report: Judie Hogan stated that the Planning Commission met on August 20 and that the Secretary Barb Ruppert was not present. She reported that Rich Luquette gave a report on the Review of Adams County Southwest Joint Comprehensive Plan for 2025. Rich Luquette summarized the meeting he attended by stating that Freedom Township requested an update to the SWJCP to improve its utility for supporting various grant requests. He added the attendees favored a targeted revision to bring the SWJCP up to date versus a complete revision. Rich Luquette continued by stating that the Office of Planning and Development (ACOPD) committed to developing a draft Scope of Work for an update. The Scope of Work will be distributed to each municipality covered by the SWJCP within a month or two. ACOPD will evaluate the cost of the update to determine if ACOPD can fully fund the effort. Alternatively, funding may require cost sharing with covered municipalities. Rich Luquette concluded by stating that no action is required until ACOPD provides the draft Scope of Work and associated funding assessment.

- Chair Hogan asked the Board if they had made any progress on an Alternate Planning Commission Member. Mr. Barlow discussed that he reached out to many members of the community and was able to find a previous Planning Commission member who was interested in the role. **Mr. Barlow made a motion to appoint Ken Farabaugh to the Planning Commission as an Alternate Member for a one-year term. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Chair Hogan reported that the Planning Commission recommends to the Board of Supervisors a denial of the plans unless Jesus, Mary, and Joseph ask for a time extension. It was reported that an extension of time request was received since the August 20 meeting. **Mr. Barlow made a motion to accept the new plans from Jesus, Mary, and Joseph with a 120 extension. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- Chair Hogan reported that the Planning Commission recommends that the Board of Supervisors conditionally approve the plan following the comments in the August letter from KPI and from Hamiltonban Township stating that the proposed building, parking area, and stormwater management area will be in Hamiltonban Township and that there will be minimal grading within Liberty Township. **Mr. Barlow made a motion to conditionally approve the RRMC SOPAF Land Development Plan dated 5/29/2024 if they meet the conditions set out in the Engineer Plan review letter issued by KPI on August 9, 2024. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Chair Hogan reported that the Planning Commission tabled action on the Liberty Estates Sewage Planning Module – Component 3 date 05/22/2024 on the grounds that application was incomplete and had been returned to the applicant for resubmission. **Mr. Barlow made a motion to table the Liberty Estates Sewage Planning Module. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Chair Hogan reported that the Planning Commission tabled action on the Preliminary/Final Plan for Subdivision/Lot Addition for the Property of Dustin & Ashley Alexander 25D16-0005A-000 and Kellett Property 25AE0-0113-000 plan date 05/20/2024. The plan was sent back to the applicant for revisions. **Mr. Barlow made a motion to table the Subdivision Plan of Ashley and Dustin Alexander and the Kellett Property. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Secretary/Treasurer: The Board was reminded of the budget planning timeline.

Old Business: None.

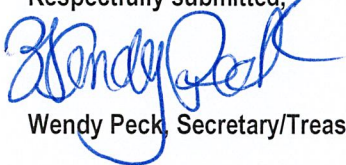
Public Comments on New Business Items: Judie Hogan asked about the recycling item. It was determined that recycling was not on the agenda, but the trash contract was. Judie Hogan withdrew her comment.

New Business:

- *Mr. Barlow made a motion to approve the 2025 MMO for Uniform Pension Plans. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to approve the 2025 MMO Non-Uniform Pension Plans. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to not object to the Adams County Tax Appeals. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to not object to the Adams County Tax Claim Bureau Annual Upset Sale. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to move forward with advertising the Soliciting and Peddling Ordinance. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to move forward with advertising the removal of weight restrictions/Township Road Vehicle Weight Limits Ordinance. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to agree to the option of a one-year renewal of the current Parks/Apple Valley Trash/Recycling contract. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to give the Secretary authority to move forward with the Gaming Local Statewide Share Account Grant application due in October. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Keilholtz made a motion to respond with No Comment to the Washington Township, Franklin County – Proposed Zoning Map and Comprehensive Plan Amendments. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to respond with No Comment to the letter from Dave and Jane’s Crab House Dated August 8, 2024 – National Pollutant Discharge Elimination System (NPDES) Permit application to the Pennsylvania Department of Environmental Protection (DEP). Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to Appoint Chris Hill as the Liberty Township representative at the ACATO 2024 Conference. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to accept the resignation of Lieutenant Jim French effective August 22, 2024. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to accept the resignation of Donna Powers effective August 27, 2024. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to move forward with the personnel restructuring of the administrative duties in the township as discussed at the Executive Session held on September 3, 2024. Mr. Hill seconded the motion. All voted yes, and the motion passed.* Mr. Barlow announced that Jessica Ilko would be taking on more responsibilities as the Administrative Assistant Secretary/Treasurer and the Administrative Assistant of the Police Department at a rate of \$23 per hour working 25 hours per week.

With no further business, **at 6:49 PM Mr. Hill made a motion to adjourn the meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed.** The next meeting of the Board of Supervisors is scheduled for Tuesday, October 1, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer