

Liberty Township Board of Supervisors, Adams County, PA
 39 Topper Road, Fairfield, PA 17320
 January 2, 2024, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, January 2, 2024, immediately following the Reorganization Meeting 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 Don Boehs, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

Public Comments: None.

Supervisor Comments:

- Mr. Lowe had no comments.
- Mr. Keilholtz stated that he hoped everyone had a good holiday season and wished everyone health in the new year.
- Mr. Barlow stated that he agrees with Mr. Keilholtz and hopes everyone has a good new year.

Minutes: Mr. Barlow moved to accept the minutes of the December 5 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.

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

ACNB Gen Oper	\$62,954.71	PLGIT Liquid Fuels	\$26,519.35
PLGIT Gen Res	\$490,831.89	ACNB Escrow	\$38,300.05
PLGIT Cap Res	\$137,583.50	ACNB ARP	\$72,264.21
	\$691,370.10		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						89,885.55
Deposit	11/30/2023			Interest	2.86	89,888.41
Deposit	12/31/2023		Lexis Nexus	Void 2022 Check #12800	15.00	89,903.41
Check	12/05/2023	13228	Corrie L. Ondrizek	Public Hearing (Oct 5, 2023 - Bard)	-164.50	89,738.91
Check	12/05/2023	13230	Gettysburg Times	Cust 159232	-36.86	89,702.05
Check	12/05/2023	13231	John M. Lisko	Solicitor Fees	-325.00	89,377.05
Check	12/05/2023	13232	Zachary I. Mills	November 2023	-176.00	89,201.05
Check	12/05/2023	13233	Aero Energy	Cust 59990	-747.29	88,453.76
Check	12/05/2023	13234	KPI Technology	Invoice #9847 - General	-604.40	87,849.36
Check	12/05/2023	13235	East Trail Automotive	11/21/23 - Service2016 & 2018 Police	-303.60	87,545.76
Deposit	12/06/2023			Deposit	1,367.46	88,913.22
Check	12/07/2023	13229	Total Tech Solutions LLC	Invoice 10129	-2,450.00	86,463.22
Paycheck	12/07/2023	13222	Barlow {BOS}, Walter		-87.78	86,375.44
Paycheck	12/07/2023	13223	Keilholtz, Jr. {BOS}, Robert		-87.78	86,287.66
Paycheck	12/07/2023	13224	Lowe {BOS}, Brandon C.		-87.78	86,199.88
Paycheck	12/07/2023	ACH	Ruppert {Planning Com}, Barbara L.		-43.79	86,156.09
Paycheck	12/07/2023	13225	Barlow, Walter M		-952.40	85,203.69
Paycheck	12/07/2023	ACH	Beckett, Hannah		-253.12	84,950.57
Paycheck	12/07/2023	ACH	Boehs, Donald G		-563.40	84,387.17
Paycheck	12/07/2023	ACH	David, Joseph		-171.79	84,215.38
Paycheck	12/07/2023	ACH	French, James		-581.89	83,633.49
Paycheck	12/07/2023	ACH	Hansen, Sherri		-62.89	83,570.60
Paycheck	12/07/2023	ACH	Ilko {Tax Collector}, Jessica L.		-69.16	83,501.44
Paycheck	12/07/2023	13226	Keilholtz, Jr., Robert E.		-222.12	83,279.32
Paycheck	12/07/2023	13227	Pecher, Bruce E.		-203.91	83,075.41
Paycheck	12/07/2023	ACH	Peck, Wendy J.		-1,244.87	81,830.54
Paycheck	12/07/2023	ACH	Roosen, Christopher M.		-2,381.14	79,449.40

Check	12/07/2023	ACH	BMO Har Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-2,034.59	77,414.81
Deposit	12/08/2023			Deposit	715.66	78,130.47
Deposit	12/08/2023			Deposit	88.00	78,218.47
Check	12/11/2023	ACH	ACNB	Payroll - Direct Deposit Serv Charge	-29.42	78,189.05
Deposit	12/13/2023			Deposit	497.33	78,686.38
LiabCheck	12/14/2023	ACH	US Treasury Dept/IRS	23-2110946	-2,206.50	76,479.88
LiabCheck	12/14/2023	ACH	US Treasury Dept/IRS	23-2110946	-2,025.06	74,454.82
LiabCheck	12/15/2023	ACH	US Treasury Dept/IRS	23-2110946	-1,961.52	72,493.30
Check	12/19/2023	13238	West Penn Power	100090757368	-211.78	72,281.52
Check	12/19/2023	13239	LEAF	100-4990181-001	-70.20	72,211.32
Check	12/19/2023	13240	Doceo	LT03 Contract C12477-01	-232.25	71,979.07
Check	12/19/2023	13241	Harold Eastman Emmitsburg Volunteer Fire	CLIENT 68208	-2,325.00	69,654.07
Check	12/19/2023	13242	Dept	2023 Donation approved 12/05/2023	-7,500.00	62,154.07
Check	12/19/2023	13243	Fairfield Fire and EMS Fountaindale Volunteer Fire	2023 Donation approved 12/05/2023	-5,000.00	57,154.07
Check	12/19/2023	13244	Company	2023 Donation approved 12/05/2023	-2,500.00	54,654.07
Check	12/19/2023	13245	PA Municipal Code Alliance	51446 12/12/23 - Inspection 2023 Police	-1,487.50	53,166.57
Check	12/19/2023	13246	East Trail Automotive	Interc	-66.00	53,100.57
Check	12/19/2023	13247	Mason's Propane Service LLC	Invoice 529585	-271.46	52,829.11
Check	12/19/2023	13248	Shealers Septic Service	Inv 35600	-60.00	52,769.11
Check	12/19/2023	13249	Lowes	98004701524	-131.70	52,637.41
Check	12/19/2023	13250	Comcast-Phone	901156234	-194.77	52,442.64
Check	12/19/2023	13251	PSATS	144583-W8J9	-684.00	51,758.64
LiabCheck	12/19/2023	13252	Security Benefit Retire Serv	610257 NonUniform Pension Plan 2023 Acct	-532.97	51,225.67
Check	12/19/2023	13253	Principal Funds	8900269484	-11.37	51,214.30
Check	12/19/2023	13254	Verizon Wireless	Acct 621280772-00001	-184.80	51,029.50
Check	12/19/2023	13255	Gettysburg Times	Cust 159232/Advertiser No 4789	-74.26	50,955.24
Deposit	12/20/2023			Deposit	13,453.48	64,408.72
Deposit	12/20/2023			Deposit	441.99	64,850.71
Paycheck	12/21/2023	13236	Barlow, Walter M		-562.31	64,288.40
Paycheck	12/21/2023	ACH	Beckett, Hannah		-390.82	63,897.58
Paycheck	12/21/2023	ACH	David, Joseph		-303.04	63,594.54
Paycheck	12/21/2023	ACH	French, James		-121.14	63,473.40
Paycheck	12/21/2023	ACH	Ilko {Tax Collector}, Jessica L.		-63.90	63,409.50
Paycheck	12/21/2023	ACH	Ilko, Jessica		-17.56	63,391.94
Paycheck	12/21/2023	13237	Keilholtz, Jr., Robert E.		-167.29	63,224.65
Paycheck	12/21/2023	ACH	Peck, Wendy J.		-1,249.88	61,974.77
Paycheck	12/21/2023	ACH	Roosen, Christopher M.		-2,183.80	59,790.97
Deposit	12/28/2023			Deposit	3,163.74	62,954.71
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-26,930.84	62,954.71
100.00 · PLGIT State						29,804.57
Deposit	11/30/2023			Interest	147.34	29,951.91
Check	12/05/2023	744	SEI - Stephensen Equipment	Account 112665	-450.00	29,501.91
Check	12/05/2023	745	NAPA	ACCT#3135	-77.71	29,424.20
Check	12/05/2023	746	Harringtons Equipment Co	Invoice 204974/204909	-167.50	29,256.70
Check	12/05/2023	747	Specialty Granules, Inc.	73012	-40.99	29,215.71
Check	12/05/2023	748	New Enterprise Stone & Lime	Acct 93038	-258.27	28,957.44
Check	12/19/2023	749	Hobbs Trucking	Inv 12076	-2,438.09	26,519.35
Total 100.00 · PLGIT State					-3,285.22	26,519.35

10.100 · Liberty Township Escrow					36,210.05
Deposit	12/01/2023		Deposit	3,621.00	39,831.05
Check	12/19/2023	214	KPI	9847	-1,531.00
Total 10.100 · Liberty Township Escrow					38,300.05

95.100 · PLGIT Gen Reserve Fund					488,639.33
Deposit	11/30/2023		Interest	2,192.56	490,831.89
Total 95.100 · PLGIT Gen Reserve Fund					490,831.89

30.101 · PLGIT Capital Reserve Fund					136,959.39
Deposit	11/30/2023		Interest	624.11	137,583.50
Total 30.101 · PLGIT Capital Reserve Fund					137,583.50

ACNB ARP FUND					72,260.85
Deposit	11/30/2023		Interest	3.36	72,264.21
Total ARP Fund					72,264.21

01.105 · PLGIT Credit Card
105.01 · BARLOW

12/07/2023	Seven Springs Lodging	Credit Voucher Seven Springs Lodging	-9.80
12/07/2023	U.S. Postal Service	PLGIT Postage	330.00

105.03 · PECK, W

12/07/2023	Total Tech Solutions LLC	deposit Security Camera 16 Ch 5 MP	1,150.00
12/07/2023	Amazon	Time Cards	84.46
12/07/2023	Amazon	Time Clock and Coffee	375.34
12/07/2023	PA State Association of Boro	Arentz Zoning Training	25.00
12/07/2023	Amazon	Police Car Power Inverter	35.97
12/07/2023	Amazon	3 Desk Calendars	21.88
12/07/2023	Amazon	Daily Planner and Time Card Rack	18.90
12/07/2023	Boxcast Live Streaming	Purchase Boxcast Live Streaming	2.84

Mr. Keilholtz moved for acceptance of the December 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 12/06/2023 – 1/02/2024 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 12/03/2023 – 12/16/2023 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz postponed the retroactive approval of the 12/17/2023 – 12/30/2023 payroll until the February meeting.*

Police Department Report - Chief Boehs reported that in the month of December, the Police Department worked 219.5 hours, drove 1977 miles, and used 150.4 gallons of gas. In Liberty Township, there were 5 911 incidents, 12 PSP calls, 21 traffic citations, 3 faulty equipment, 2 non-traffic citations, 1 warning, 1 felony arrest, and 4 misdemeanor arrests. In Freedom Township, the Police Department worked 25 hours, issued 4 traffic citations, no warnings, made 2 misdemeanor arrests, and 3 911 incidents. In Highland Township, the Police Department worked 25 hours, responded to 1 911 incident, issued 2 traffic citations, 4 faulty equipment, and 1 warning. Mr. Barlow stated that Freedom Township requested 10 additional hours per month for 2024. Mr. Barlow thanked both Freedom Township and Highland Township for continuing to utilize the Liberty Township Police Department to help serve their communities.

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

Roadmaster Report - Mr. Barlow reported that in the month of December the Road Department used 30.4 gallons of gas and drove a total of 343 miles. He reported that Mr. Keilholtz took the International Dump Truck to Hobbs Trucking for a new clutch to be installed. Mr. Barlow added that the chains and plows are on the trucks, and they are ready to go in case of any potential snowfall. He continued by adding that one weekend in December, multiple trees came down on power lines and roads. Mr. Barlow stated that there is not much to report as December was a slow month.

Planning Commission Report: Judie Hogan reported that the Planning Commission did not have a meeting in December.

Secretary/Treasurer: The Secretary thanked the Board for the extra allotted hours in December and requested more additional hours for December. *Mr. Barlow made a motion to Adjust the Allotted Hours for the Administrative Assistant in January to an Additional 5 Hours Per Week. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

Old Business:

- Mr. Barlow asked Mr. Keilholtz his opinion on the Adams Economic Alliance Request for Sponsorship. Mr. Keilholtz stated that the Adams Economic Alliance is looking for a \$200 sponsorship and it could be a good investment in the community. Mr. Lisko added that he is not sure the Township can donate since the organization does not identify themselves to be in accordance with Second Class Township Code.

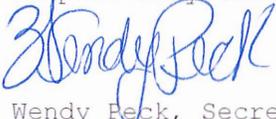
Public Comments on New Business Items: None.

New Business:

- *Mr. Barlow made a motion to Approve the Final Report of the Boundary Line Change for the Strayer Properties. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.* Mr. Lisko commented that this report needs to be filed by January 15th.
- *Mr. Barlow made a motion to Re-Approve the October 3, 2023, Approval of Charnita Lot Consolidation Plan for 25AA0-0092---000/25AA0-0114---000 Kearchner 21/22 Strausbaugh Trail. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to adopt Resolution 2024-01 Eliminating Employee Contributions to The Police Pension Plan For 2024. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to Set the Mileage Rate for Township Mileage Reimbursement to the Federal Rate 67 cents per mile for 2024 with the option to reconsider if the Federal Rate Changes. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to appoint the same representatives as 2023 to attend meetings and vote on behalf of Liberty Township for YAB, Adams County Tax Committee, ACCOG, FREMA, PSATS, and Area Fire Companies. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

With no further business, at 6:31 PM Mr. Barlow 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, February 6, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer