

**Liberty Township Board of Supervisors, Adams County, PA**  
**39 Topper Road, Fairfield, PA 17320**  
**February 7, 2023, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, February 7, 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:** None.

**Supervisor Comments:**

- **Mr. Lowe** had no comments.
- **Mr. Keilholtz** expressed his concern regarding the recent Elected Auditors meeting. He noted that according to the meeting video, the auditors were unaware of the current rates of pay when setting the rates for 2023. Mr. Keilholtz stated that the Roadmaster and Road Crew currently have the same rate of pay despite the Roadmaster having more responsibilities and higher qualifications. He listed the many certifications and skills that the Roadmaster holds. Mr. Keilholtz went on to comment that he reviewed the pay rates of Roadmasters and Road Crews in neighboring municipalities and discovered that the even their Road Crew rates were equal to our Roadmaster's pay. He requested that the Board of Elected Auditors meet again to evaluate their decision and recommended a pay rate of \$25 per hour.
- **Mr. Barlow** thanked Mr. Keilholtz for commenting and had no other comments.

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

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of January 31, 2023**  
**Presented at Feb 7, 2023 BOS Meeting**

<b>ACNB</b>	<b>Gen Oper</b>	<b>\$74,219.18</b>	<b>PLGIT - Liquid Fuels</b>	<b>\$22,056.35</b>
<b>PLGIT</b>	<b>Gen Res</b>	<b>\$412,782.15</b>	<b>ACNB - Escrow</b>	<b>\$10,494.13</b>
<b>PLGIT</b>	<b>Cap Res</b>	<b>\$131,260.19</b>	<b>ACNB - ARP Funds</b>	<b>\$94,372.02</b>
		<b>\$618,261.52</b>		

Type	Date	Num	Name	Memo	PD AMT	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>117,353.12</b>
Deposit	12/31/2022			Interest	9.88	117,363.00
Check	01/03/2023	12871	John M. Lisko	Solicitor Fees	-3,324.00	114,039.00
Check	01/03/2023	12872	Boro of Fairfield	2022 FREMA Shared Costs	-75.74	113,963.26
Check	01/03/2023	12873	Total Tech Soluti	Invoice 9043	-450.00	113,513.26
Check	01/03/2023	12874	Gettysburg Times	Cust 159232	-33.73	113,479.53
Check	01/03/2023	12875	Mason's Propane	Invoice 513919	-318.76	113,160.77
Check	01/03/2023	12876	Aero Energy	Cust 59990	-693.87	112,466.90
Check	01/03/2023	12877	Staples	Acct 601110005005657	-172.74	112,294.16
Deposit	01/03/2023			Deposit	1,287.22	113,581.38
Paycheck	01/05/2023	12866	Barlow {BOS}, Walter		-87.78	113,493.60
Paycheck	01/05/2023	12867	Keilholtz, Jr. {BOS}, Robert		-87.78	113,405.82
Paycheck	01/05/2023	12868	Lowe {BOS}, Brandon C.		-87.78	113,318.04
Paycheck	01/05/2023	ACH	Ruppert {Planning Com}, Barbara L.		-43.78	113,274.26
Paycheck	01/05/2023	12869	Barlow, Walter M		-856.98	112,417.28
Paycheck	01/05/2023	ACH	Beckett, Hannah		-392.04	112,025.24
Paycheck	01/05/2023	ACH	Hansen, Sherri		-220.45	111,804.79
Paycheck	01/05/2023	ACH	Ilko {Tax Collector}, Jessica L.		-38.87	111,765.92
Paycheck	01/05/2023	ACH	Ilko, Jessica		-33.32	111,732.60
Paycheck	01/05/2023	12870	Pecher, Bruce E.		-56.87	111,675.73
Paycheck	01/05/2023	ACH	Peck, Wendy J.		-1,122.99	110,552.74

Paycheck	01/05/2023	ACH	Roosen, Christopher M.		-1,751.29	108,801.45
Paycheck	01/05/2023	ACH	Ross, Scott		-737.43	108,064.02
Paycheck	01/05/2023	ACH	Ammerman, Cory M.		-172.53	107,891.49
Check	01/05/2023	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-320.02	107,571.47
Check	01/10/2023	ACH	ACNB	Payroll - Direct Deposit Service	-28.94	107,542.53
Check	01/12/2023	12878	New Holland Auto	2023 Ford Police Utility Vehic	-38,182.00	69,360.53
Deposit	01/12/2023			Deposit	11.00	69,371.53
Check	01/17/2023	12882	West Penn Power	100090757368	-256.61	69,114.92
Check	01/17/2023	12883	Shealers Septic	Inv 34378	-120.00	68,994.92
Check	01/17/2023	12884	Comcast-Phone	901156234	-191.32	68,803.60
Check	01/17/2023	12885	Roosen, Chris	Reimburse for Car Wash	-10.00	68,793.60
Check	01/17/2023	12886	Harrington Equip	200077/199989	-205.69	68,587.91
Check	01/17/2023	12887	KPI Technology	Invoice #9407	-167.47	68,420.44
Check	01/17/2023	12888	LEAF	100-4990181-001	-78.00	68,342.44
Check	01/17/2023	12889	PMCA	44231	-750.00	67,592.44
Check	01/17/2023	12891	U.S. Postal Service	Box 58 Yearly Rental	-66.00	67,526.44
Check	01/17/2023	12892	AC Law Enf Assn	Liberty Township - 2023 Dues	-15.00	67,511.44
Check	01/17/2023	12893	Hanover Door	Invoice 20178	-1,555.92	65,955.52
Check	01/17/2023	12894	Murphy	2022 Mun tax penalty refund	-94.50	65,861.02
Deposit	01/18/2023			Deposit	903.16	66,764.18
Deposit	01/18/2023			Deposit	54.75	66,818.93
Paycheck	01/19/2023	12880	Barlow, Walter M		-864.27	65,954.66
Paycheck	01/19/2023	ACH	Beckett, Hannah		-457.45	65,497.21
Paycheck	01/19/2023	ACH	Bostek {Elected}, Kathryn		-17.52	65,479.69
Paycheck	01/19/2023	ACH	Hansen, Sherri		-352.31	65,127.38
Paycheck	01/19/2023	ACH	Ilko {Tax Collector}, Jessica L.		-127.10	65,000.28
Paycheck	01/19/2023	ACH	Ilko, Jessica		-43.84	64,956.44
Paycheck	01/19/2023	ACH	Peck, Wendy J.		-1,241.67	63,714.77
Paycheck	01/19/2023	ACH	Roosen, Christopher M.		-2,433.70	61,281.07
Paycheck	01/19/2023	ACH	Ross, Scott		-162.30	61,118.77
Paycheck	01/19/2023	ACH	Swiat {Elected}, Richard		-17.52	61,101.25
Paycheck	01/19/2023	12881	Jackson {Elected Auditor}, Robert		-17.56	61,083.69
Deposit	01/19/2023			Deposit	9,241.41	70,325.10
Deposit	01/19/2023			Deposit	3,494.43	73,819.53
Deposit	01/19/2023			Deposit	4,725.00	78,544.53
LiabCheck	01/20/2023	ACH	PA Dept. of Rev	1641 9699	-216.95	78,327.58
LiabCheck	01/20/2023	ACH	US Treasury	23-2110946	-1,478.22	76,849.36
LiabCheck	01/25/2023	ACH	YATB	000095043	-522.75	76,326.61
LiabCheck	01/26/2023	ACH	PSATS UC GrTrust	0104573	-133.49	76,193.12
LiabCheck	01/27/2023	ACH	US Treasury Dep	23-2110946	-1,726.88	74,466.24
LiabCheck	01/27/2023	ACH	PA Dept. of Rev	1641 9699	-226.11	74,240.13
LiabCheck	01/27/2023	ACH	PA UC Fund	01-04573M3	-20.95	74,219.18
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>-43,133.94</b>	<b>74,219.18</b>
<b>100.00 · PLIGT State</b>						<b>22,128.76</b>
Deposit	12/31/2022			Interest	105.21	22,233.97
Check	01/17/2023	706	US Municipal	Invoice #1186966	-177.62	22,056.35
Check	01/17/2023	707	Foster F Wineland	VOID: 6415 John Deere Mower	0.00	22,056.35
<b>Total 100.00 · PLIGT State</b>					<b>-72.41</b>	<b>22,056.35</b>
<b>10.100 · Liberty Township Escrow</b>						<b>10,494.13</b>

	NO ACTIVITY	0.00	10,494.13
<b>Total 10.100 · Liberty Township Escrow</b>		<b>0.00</b>	<b>10,494.13</b>
<b>95.100 · PLGIT Gen Reserve Fund</b>			<b>411,293.63</b>
Deposit 01/01/2023	Interest	1,488.52	412,782.15
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>		<b>1,488.52</b>	<b>412,782.15</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>			<b>130,780.84</b>
Deposit 01/01/2023	Interest	479.35	131,260.19
<b>Total 30.101 · PLIGIT Capital Reserve Fund</b>		<b>479.35</b>	<b>131,260.19</b>
<b>ACNB ARP FUND</b>			<b>94,365.50</b>
Deposit 12/31/2022	Interest	6.52	94,372.02
<b>Total ARP Fund</b>		<b>6.52</b>	<b>94,372.02</b>

*\*Interest not available at time of report.*

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

**Expenses/Payroll: Mr. Keilholtz moved for retroactive approval of the 01/04/2023 – 02/07/2023 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 01/01/2023 - 01/14/2023 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 01/15/2023-01/28/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

**Police Department Report** – Chief Hansen reported that in the month of January, the Police Department worked 222.5 hours, drove 1771 miles, and used 154.2 gallons of gas. There were 14 911 incidents, two PSP calls, 42 traffic citations, four warnings, and one faulty equipment citation issued in Liberty Township. In Freedom Township, 25 hours were worked, 17 traffic citations, zero 911 incidents, and seven warnings were issued. In Highland Township, 25 hours were worked, 29 traffic citations, zero 911 incidents, and seven warnings were issued. The 2023 Ford Explorer Interceptor was delivered. She reported that the department is currently obtaining bids for the vehicle to be upfitted. Sgt. Roosen had nine DUI arrests in the month of January. Chief Hansen discussed new bank scams occurring and advised everyone to be careful about giving out personal information over the telephone to anyone who claims that they work for your bank.

**At 6:10 PM the Board of Supervisors and the Solicitor went into an Executive Session to discuss personnel matters. At 6:30 PM the meeting was brought back to order by Chairman Barlow.**

Chairman Barlow listed the credentials of part-time police applicant, Donald Boehs, who is the former Cumberland Township Chief of Police. **Mr. Barlow made a motion to hire Donald Boehs as a Part-Time Police Officer at a rate of \$23 per hour. Mr. Keilholtz seconded the motion. All voted yes and the motion passed.** Chief Hansen stated that Donald Boehs is available to start as soon as the proper paperwork is completed.

**Zoning Officer's Report**

Mr. Barlow reported that in the month of January, three permits were issued totaling \$245. He also reported that there has been no change in status to the ongoing violations at 2650 and 3257 Bullfrog Road, the DEP is working on compliance at 340 Brent Road, and that corrective action has taken place for 350 Stultz Road. **Mr. Barlow made a motion to approve the Piper Junkyard Application Renewal for 245 Waynesboro Pike, 25C18-0074---000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Roadmaster Report** – Mr. Barlow reported that in January, the Road Department drove a total of 745 miles, used 33.8 gallons of diesel, and 55.9 gallons of gas. Fuel injectors were replaced in the F-550. Work was done to various garage doors in the Township building. Mr. Barlow thanked the York Adams Tax Bureau for their generous donation of multiple filing cabinets. The Road Department also started cold patching roads within the Township. Ditch work began on Boyle Road requiring 120 tons of number four stone. The Road Department is aware of other berm work that needs to be completed and it has been scheduled for repair. Mr. Barlow discussed estimates he received on retrofitting the tractor ranging from about \$46,000 to \$72,000 and stated due to the high cost, he is looking into purchasing a used tractor from Muncibid. Mr. Barlow stated that he looked at a 2009 Massey Ferguson tractor that has a boom mower already installed. He stated that the bidding closes February 14<sup>th</sup> and the current bid price at the time of the meeting was \$26,500. Mr. Barlow added that he spoke to Stevenson Equipment about what the machine would cost out of auction, and they estimated between \$25,000-\$35,000 just for the tractor without any of the attachments. Mr. Keilholtz commented that the purchase of this tractor would save the Township money over time. He added that it would reduce manpower needed, since the tractor would be operated by only one person versus having multiple people to complete the job. He also noted that wait times for similar machines are at six months to one year. **Mr. Barlow made a motion to authorize Mr. Keilholtz to go and view the tractor prior to placing a bid. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to set a maximum bid of \$60,000 on Muncibid for the 2009 Massey Ferguson Tractor with a Boom Mower Attachment. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Planning Commission Report:** There was no Planning Commission meeting in January.

**Elected Auditors:** Mr. Swiat responded to Mr. Keilholtz's earlier comments, stating that he would ask Chair Kathryn Bostek to have another meeting to discuss the Roadmaster hourly rate for 2023. John Lisko commented that it is the auditors' job to set the wages. Mr. John Bostek requested a copy of Mr. Keilholtz's written statement from the earlier Supervisor Comment for his wife, Chair Kathryn Bostek who was not present at the Board of Supervisors meeting.

**Secretary/Treasurer:** Administrative Assistant, Hannah Beckett, presented information about the Pick Up PA event that the township will be hosting from March 1 until May 31 of this year. PennDOT gave the Township 60 free work gloves, trash bags, and safety vests. Residents who want to participate must contact the township office for supplies and coordinate pick up. After their trash bags are full, they can return them to the township building for disposal.

**Old Business:** None.

**New Business:**

- **Mr. Barlow made a motion to issue no comments to the DEP Permit Application for Water Obstruction-Encroachment 340 Brent Road. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to issue no comments to the DEP Title V State Operating Permit Renewal Application for Raven Rock. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- The Secretary stated that the Adams County Tax Ordinance Number 1 of 2023 was recently passed. She said they were currently reviewing the new requirements with tax collectors to see how they can be implemented.

With no further business, **at 7:01 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, March 7, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer