

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

The Board of Supervisors of Liberty Township, Adams County met Tuesday, July 2, 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 Brandon Lowe, Solicitor John Lisko, Officer Terry DeWitt, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

Road Bid Opening: Mr. Barlow stated that four bids were received for the pipe replacements on Bullfrog Road. The New Enterprise quote came in at \$60,000. The quote from Kinsley came in at \$73,800. CE Williams' quote came in at \$84,000. Finally, AAA Paving came in at \$47,216. **Mr. Keilholtz made a motion to select the lowest bidder, AAA Paving at \$47,216. Mr. Lowe seconded the motion. All voted yes, and the motion passed.** Mr. Barlow reported that no bids came in for the Old Waynesboro Road bridge project and that he has been in talks with the liquid fuels representative regarding this project. Mr. Barlow also discussed this with local bridge companies who stated that they were being more selective when choosing to bid on projects.

Public Comments: None.

Supervisor Comments:

- **Mr. Keilholtz:** Apologized to residents about the mower being down due to problems getting parts to repair it.
- **Mr. Barlow:** Responded to Mr. Keilholtz in his comments by addressing that the fuel lines needed repaired and transmission lines also needed repaired in the tractor. Mr. Barlow added that an accident occurred with the mower and tractor which also added to the down time. Mr. Barlow announced that there were two executive sessions, one on June 10 from 5:45Pm to 6:45PM addressing personnel issues and the other on June 25 at 1PM at the Township building with the Police Department and officers.
- **Mr. Lowe:** None.

Minutes: *Mr. Lowe moved to accept the minutes of the June 4 regular meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of June 26, 2024

| | | | |
|---------------|---------------------|--------------------|-------------|
| ACNB Gen Oper | \$85,488.80 | PLGIT Liquid Fuels | \$77,444.74 |
| PLGIT Gen Res | \$754,803.77 | ACNB Escrow | \$35,509.45 |
| PLGIT Cap Res | \$141,389.81 | ACNB ARP | \$50,598.25 |
| | \$981,682.38 | | |

| Type | Date | Num | Name | Memo | PD AMT | Balance |
|--|------------|-------|------------------------------------|--|-----------|------------------|
| 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) | | | | | | 81,764.98 |
| Deposit | 05/31/2024 | | | Interest | 12.93 | 81,777.91 |
| Check | 06/04/2024 | 13416 | Zachary I. Mills | May 2024 | -94.00 | 81,683.91 |
| Check | 06/04/2024 | 13417 | Total Tech Solutions LLC | Invoice 10812 | -500.00 | 81,183.91 |
| Check | 06/04/2024 | 13418 | KPI Technology | Invoice #10065 - General & Straus/Rist | -1,487.50 | 79,696.41 |
| Check | 06/04/2024 | 13419 | Wetzels Cleaning Service | 65334 | -75.00 | 79,621.41 |
| Check | 06/04/2024 | 13420 | Barry's Lock & Key Service | Inv No 5696 | -22.50 | 79,598.91 |
| Check | 06/04/2024 | 13421 | Architectural Doors & Hardw | Balance Due for 28036 & 28030 | -1,412.69 | 78,186.22 |
| Check | 06/04/2024 | 13422 | Gettysburg Times | Cust 159232/Advertiser No 4789 | -389.70 | 77,796.52 |
| Check | 06/04/2024 | 13423 | LEAF | 100-4990181-001 | -78.00 | 77,718.52 |
| Check | 06/04/2024 | 13424 | West Penn Power | 100090757368 | -155.22 | 77,563.30 |
| Check | 06/04/2024 | 13425 | Alexander Plumbing | Invoice #3351 | -2.89 | 77,560.41 |
| Paycheck | 06/06/2024 | 13409 | Barlow {BOS}, Walter | | -87.78 | 77,472.63 |
| Paycheck | 06/06/2024 | 13410 | Keilholtz, Jr. {BOS}, Robert | | -87.78 | 77,384.85 |
| Paycheck | 06/06/2024 | 13411 | Lowe {BOS}, Brandon C. | | -87.78 | 77,297.07 |
| Paycheck | 06/06/2024 | ACH | Ruppert {Planning Com}, Barbara L. | | -43.79 | 77,253.28 |
| Paycheck | 06/06/2024 | 13412 | Barlow, Walter M | | -1,014.69 | 76,238.59 |
| Paycheck | 06/06/2024 | ACH | Beckett, Hannah | | -552.55 | 75,686.04 |

| | | | | | | |
|--|------------|-------|----------------------------------|---|-------------------|------------------|
| Paycheck | 06/06/2024 | ACH | Boehs, Donald G | | -895.02 | 74,791.02 |
| Paycheck | 06/06/2024 | ACH | French, James | | -199.46 | 74,591.56 |
| Paycheck | 06/06/2024 | ACH | Hartman, Russell E. | | -236.27 | 74,355.29 |
| Paycheck | 06/06/2024 | ACH | Ilko {Tax Collector}, Jessica L. | | -87.59 | 74,267.70 |
| Paycheck | 06/06/2024 | ACH | Ilko, Jessica | | -87.56 | 74,180.14 |
| Paycheck | 06/06/2024 | 13413 | Keilholtz, Jr., Robert E. | | -384.75 | 73,795.39 |
| Paycheck | 06/06/2024 | 13414 | Pecher, Bruce E. | | -372.18 | 73,423.21 |
| Paycheck | 06/06/2024 | ACH | Peck, Wendy J. | | -1,353.84 | 72,069.37 |
| Paycheck | 06/06/2024 | ACH | Powers, Donna | | -47.40 | 72,021.97 |
| Paycheck | 06/06/2024 | ACH | Roosen, Christopher M. | | -126.40 | 71,895.57 |
| Check | 06/06/2024 | ACH | BMO Harris Bank-PLGIT Ca | PLGIT CREDIT ACCOUNT | -1,319.23 | 70,576.34 |
| Deposit | 06/10/2024 | | | Deposit | 2,944.27 | 73,520.61 |
| Check | 06/10/2024 | ACH | ACNB | Payroll - Direct Deposit Service Charge | -29.18 | 73,491.43 |
| Deposit | 06/11/2024 | | | Deposit | 1,586.02 | 75,077.45 |
| Deposit | 06/13/2024 | | | Deposit | 1,100.18 | 76,177.63 |
| Liability | 06/14/2024 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,824.80 | 74,352.83 |
| Liability | 06/14/2024 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,440.04 | 72,912.79 |
| Liability | 06/14/2024 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,461.26 | 71,451.53 |
| Liability | 06/14/2024 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,648.16 | 69,803.37 |
| Liability | 06/17/2024 | 13426 | Security Benefit RetireSer | 610257 | -335.10 | 69,468.27 |
| Check | 06/17/2024 | 13427 | Wetzels Cleaning Service | 653337 | -75.00 | 69,393.27 |
| Check | 06/17/2024 | 13428 | University of Delaware | Registration for Walter Barlow Oct 23-25 | -150.00 | 69,243.27 |
| Check | 06/17/2024 | 13429 | ACATO | 2024-01 | -25.00 | 69,218.27 |
| Check | 06/17/2024 | 13430 | Gettysburg Times | Cust 159232/Advertiser No 4789 | -364.92 | 68,853.35 |
| Check | 06/17/2024 | 13431 | Shealers Septic Service | 36213 | -120.00 | 68,733.35 |
| Check | 06/17/2024 | 13432 | Comcast-Phone | 901156234 | -260.86 | 68,472.49 |
| Check | 06/17/2024 | 13433 | Verizon Wireless | Acct 621280772-00001 | -225.33 | 68,247.16 |
| Check | 06/17/2024 | 13434 | Buchanan Auto Park | 2016 Ford Interceptor - Liberty Police Dept | -125.05 | 68,122.11 |
| Deposit | 06/17/2024 | | | Deposit | 853.83 | 68,975.94 |
| Liability | 06/18/2024 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,508.58 | 67,467.36 |
| Liability | 06/18/2024 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,221.86 | 66,245.50 |
| Paycheck | 06/20/2024 | 13452 | Barlow, Walter M | | -1,051.43 | 65,194.07 |
| Paycheck | 06/20/2024 | ACH | Beckett, Hannah | | -417.61 | 64,776.46 |
| Paycheck | 06/20/2024 | ACH | Boehs, Donald G | | -963.02 | 63,813.44 |
| Paycheck | 06/20/2024 | ACH | Hartman, Russell E. | | -83.20 | 63,730.24 |
| Paycheck | 06/20/2024 | ACH | Ilko {Tax Collector}, Jessica L. | | -74.43 | 63,655.81 |
| Paycheck | 06/20/2024 | ACH | Ilko, Jessica | | -202.77 | 63,453.04 |
| Paycheck | 06/20/2024 | 13453 | Pecher, Bruce E. | | -96.09 | 63,356.95 |
| Paycheck | 06/20/2024 | ACH | Peck, Wendy J. | | -1,368.39 | 61,988.56 |
| Deposit | 06/20/2024 | | | Deposit | 23,500.24 | 85,488.80 |
| Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) | | | | | 3,723.82 | 85,488.80 |
| 100.00 · PLGIT State | | | | | | 88,288.83 |
| Deposit | 05/31/2024 | | | Interest | 413.11 | 88,701.94 |
| Check | 06/04/2024 | 771 | Barlow Road Repairs | 584851 | -25.00 | 88,676.94 |
| Check | 06/04/2024 | 772 | LB Water | 3817178 | -8,582.00 | 80,094.94 |
| Check | 06/04/2024 | 773 | Foster F Wineland, Inc | VOID: check written for wrong amt | 0.00 | 80,094.94 |
| Check | 06/04/2024 | 774 | Foster F Wineland, Inc | ACCOUNT NO. LIBER003 | -2,650.20 | 77,444.74 |
| Total 100.00 · PLGIT State | | | | | -10,844.09 | 77,444.74 |
| 10.100 · Liberty Township Escrow | | | | | | 38,159.45 |
| NO ACTIVITY | | | | | 0.00 | 38,159.45 |

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|--|------------|----------|-----------------|-------------------|
| Total 10.100 · Liberty Township Escrow | | | 0.00 | 38,159.45 |
| 95.100 · PLGIT Gen Reserve Fund | | | | 751,947.90 |
| Deposit | 05/31/2024 | Interest | 2,855.87 | 754,803.77 |
| Total 95.100 · PLGIT Gen Reserve Fund | | | 2,855.87 | 754,803.77 |
| 30.101 · PLGIT Capital Reserve Fund | | | | 140,745.64 |
| Deposit | 05/31/2024 | Interest | 644.17 | 141,389.81 |
| Total 30.101 · PLGIT Capital Reserve Fund | | | 644.17 | 141,389.81 |
| ACNB ARP FUND | | | | 50,596.11 |
| Deposit | 05/31/2024 | Interest | 2.14 | 50,598.25 |
| Total ARP Fund | | | 2.14 | 50,598.25 |

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|-----------------------------------|-------------|--------------------------|---|---------------|
| 01.105 · PLGIT Credit Card | | | | |
| | Date | Name | Memo | PD AMT |
| 105.03 · PECK, W | | | | |
| | 06/06/2024 | Amazon | Secretary/Treasurer New Computer | 01/27/1903 |
| | 06/06/2024 | Amazon | 2 Letter/Legal File Storage | 02/17/1900 |
| | 06/06/2024 | Amazon | Coffee, Sugar, 2 Metal Clipboards | 05/26/1900 |
| | 06/06/2024 | BMO Harris Bank-PLGIT Ca | Ending5/27/2024 - PLGIT CC Transactions | -1319.23 |

Mr. Keilholtz moved for acceptance of the June 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 06/05/2024 – 07/02/2024 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 06/02/2024 – 06/15/2024 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 06/16/2024 – 06/29/2024 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Officer in Charge, Terry DeWitt, reported that in the month of June, the Police Department worked 154.5 total hours, 140.5 hours on patrol, and 10 calls were handled by PSP. In Liberty Township, there were 0 traffic citations, 1 warning, and 0 arrests. In Freedom Township, the Police Department worked 37 hours, issued 7 traffic citations, 1 warning, and responded to 29 calls for service. In Highland Township, the Police Department worked 25 hours, responded to 4 calls for service, issued 0 traffic citations, and 0 warnings. Officer DeWitt stated that body cam footage over 60 days old has been deleted. He added that Chief Boehs recently resigned from his position but will remain on as a part-time officer. Officer DeWitt reported that the police office manager Donna Powers has assumed several administrative duties within the Police Department and is assisting in the transition. Officer DeWitt is researching the Technology Grant through PCCD for new in car cameras with an automatic license plate reader system. He continued by stating that traffic enforcement in problem areas of each of the three Townships is still occurring. Officer DeWitt is handling a theft from the Blue Ride Sportsman's Association. Finally, Officer DeWitt stated that the Police Department is searching for part time applicants for Police Officers.

Zoning Officer's Report – Mr. Barlow reported permits brough in \$495 in the month of June. Mr. Barlow stated that 3 land use permits, 3 driveway permits, and 1 well permit were issued. He provided an update on ongoing issues on Wenschhof Road, Girl Scout Road, and Old Waynesboro Road. Mr. Barlow explained that some court cases are still ongoing.

Roadmaster Report – Mr. Barlow reported that in the month of June the Road Department used 79.9 gallons of gas and 26 gallons of off-road diesel, 26 gallons of on-road diesel, and drove 886 miles. He reported that many pipes within the Township need to be upgraded as they are undersized. Mr. Barlow stated that the pipes need to be a minimum of 18 inches and up to a maximum of 24 inches to handle stormwater. Mr. Barlow added that the Road Crew went out and prepared the roads for pipe replacements and replaced two pipes one on the 3200 block of Bullfrog Road in the full depth reclamation area, and the other on McLaughlin Road. The pipe replacement on Bullfrog Road took four and a half hours, while the pipe on McLaughlin Road took an entire afternoon due to unexpected challenges. Mr. Barlow explained that when they dug up the road, they found a large cast iron pipe surrounded by concrete with many layers from 1902. Mr. Barlow reported that there were storms recently that took down five trees within the Township. Mr. Barlow stated that Mr. Keilholtz went out with the backhoe, and it broke down. He reported that it is now back up and running, and a new switch needs to be ordered which will cost \$2487.78. **Mr. Barlow made a motion to order the necessary switch part for the backhoe for \$2487.78. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Barlow continued by saying that the mower is repaired, but the Township is still waiting for the tractor to be serviced. He added that he has been discussing the possibility of using other Township's mowers in the meantime. Mr. Barlow reported that Orchard Road and Topper Road have been marked for base repairs. He mentioned

that a resident has offered usage of their mini excavator to the Township for road repairs. Finally, Mr. Barlow announced that New Enterprise subcontracted the full depth reclamation of Bullfrog Road out to another contractor and that they have until August 16th to complete the project.

Planning Commission Report: Judie Hogan stated that the Planning Commission met on June 18 and reviewed a memo from the Adams County Office of Planning and Development for comprehensive plan management. Rich Luquette volunteered to be the Liberty Township representative for the comprehensive plan update. Chair Hogan mentioned that during the Board of Supervisors meeting in June, the Board approved a time extension for the Monastery of Jesus, Mary, and Joseph of 120 days. She added that the Planning Commission met with Golden Wood and discussed that since none of the floodplain soil will be disturbed, the Planning Commission voted in favor of recommending conditional approval of their wetland waiver. The conditions include: Address All Comments from KPI's June 14, 2024, Review Letter, delete the first word "No" in General Notes #19, correct the Site Name on the Plan to Read "Golden Wood 2575 Tract Road LLC"— adding "LLC" to the Owner Name, address All Comments from PMCA Zoning Officer Review Letter of May 27, 2024 incorrectly dated March 27, 2024.

Secretary/Treasurer: The Secretary reminded everyone that budget season is starting.

Old Business: None.

Public Comments on New Business Items: None.

- At this time, the Solicitor addressed the Board regarding receiving no bids for the Bridge Repair project after two attempts. Mr. Lisko referenced the non-receiving bids act stated that the Township can now negotiate for the projects that received zero bids. Mr. Barlow thanked Mr. Lisko and stated that would consult with the liquid fuels representative before proceeding.

New Business:

- *Mr. Keilholtz made a motion to accept the Memorandum of Understanding between the County of Adams and Liberty Township for website services. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to update the Emergency Operations Plan with the Secretary. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*
- *Mr. Keilholtz made a motion to update the Intergovernmental Service Agreement between Freedom Township and Liberty Township as an indefinite agreement that either party can withdraw from with 30 days' notice. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to retroactively accept the resignation of Police Chief Don Boehs effective June 15. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to reinstate Don Boehs as a Part-Time Police Officer at a rate of \$23.92 per hour. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to retroactively appoint Officer Terry DeWitt as Officer in Charge effective June 15 at a rate of \$30 per hour for 6 months based on the needs of the Township. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to accept the resignation of Zoning Hearing Board alternate member Chris Hill. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to accept the resignation of Supervisor Brandon Lowe effective immediately on July 2. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to appoint Chris Hill as Supervisor effective immediately July 2. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.* Mr. Barlow asked Chris Hill if he accepted his appointment. Mr. Hill stated that he did accept the appointment.
- *Mr. Barlow made a motion to remove Brandon Lowe from the Township's banking accounts and add Chris Hill in his place. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.* Mr. Barlow thanked Mr. Lowe for his service to the Township and gave his regards.
- Kathy Campbell, 36 Strausbaugh Trail, asked a question about the Rist Trail area resident police statements and if they would need to be resubmitted in the transition of the Police Department. Officer in Charge DeWitt assured her that they would not be lost since former Chief Boehs is still working in the department as a part-time Officer.
- Officer in Charge DeWitt asked the Board about an application submitted by Ryan Morris as a part-time Police Officer.

With no further business, **at 6:41 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, August 6, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer