

**Liberty Township Board of Supervisors, Adams County, PA**  
**39 Topper Road, Fairfield, PA 17320**  
**July 5, 2023, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Wednesday, July 5, 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 (by phone), Supervisor Brandon Lowe, Solicitor John Lisko, Chief Sherri Hansen, Sergeant Chris Roosen, 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 great and safe Fourth of July. He added that recently the Township has been alerted to people living in campers. Mr. Keilholtz continued by saying that this is not allowed within Liberty Township. He reminded residents and property owners about the importance of getting the proper permits when completing projects on their property.
- **Mr. Barlow** commented that he recently took employee retention classes. He added that the Township is looking at options to improve benefits for its employees. Currently, the Township is researching benefits from local municipalities and the costs associated with them. Mr. Barlow noted that employee retention is low across the state, especially with police officers. He mentioned that keeping officers is important to the Township. Mr. Barlow announced that he is going to be reducing his hours with the Road Department on January 1, 2024. Due to his Social Security benefits, he will have to limit his hours and income. He recommended that the Township should start looking for new Road Department staff, especially staff that are younger.

**Minutes:** *Mr. Keilholtz moved to accept the minutes of the June 6 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved to accept the minutes of the June 13 road bid meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved to accept the minutes of the June 23 road bid meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of June 30, 2023**

ACNB Gen Oper		\$98,541.28	PLGIT Liquid Fuels	\$260,650.82
PLGIT Gen Res		\$477,992.86	ACNB Escrow	\$11,650.51
PLGIT Cap Res		\$133,903.63	ACNB ARP	\$94,391.55
		<b>\$710,437.77</b>		

Type	Date	Num	Name	Memo	PD AMT	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>195,149.85</b>
Deposit	05/31/2023			Interest	15.28	195,165.13
Deposit	05/31/2023			Deposit	1,710.00	192,158.61
Deposit	05/31/2023			Deposit	2,991.24	195,149.85
Deposit	05/31/2023			Interest	15.28	195,165.13
Check	06/01/2023	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-325.71	194,839.42
LiabCheck	06/02/2023	ACH	PSATS UC Group Trust	0104573	-428.94	194,410.48
LiabCheck	06/05/2023	ACH	PA UC Fund	01-04573M3	-161.93	194,248.55
LiabCheck	06/05/2023	ACH	PA UC Fund	01-04573M3	-0.44	194,248.11
Deposit	06/05/2023			Deposit	459.48	194,707.59
LiabCheck	06/06/2023	13022	Sec BenRetiServ	610257	-525.00	194,182.59
Check	06/06/2023	13023	Gettysburg Times	Cust 159232	-411.79	193,770.80
Check	06/06/2023	13024	John M. Lisko	Solicitor Fees	-1,066.00	192,704.80
Check	06/06/2023	13025	Total Tech Solutions LLC	Invoice 9615	-450.00	192,254.80
Check	06/06/2023	13027	Blubaugh's Tire Wheel Sal	Invoice 365307	-790.64	191,464.16
Check	06/06/2023	13028	East Trail Automotive	5/24/23 - Serv 2018 Police I	-160.05	191,304.11
Check	06/06/2023	13029	Comcast-Phone	901156234	-190.80	191,113.31
Check	06/06/2023	13030	Comcast Cable	8993110110006912	-186.93	190,926.38
Check	06/06/2023	13032	Staples	Acct 601110005005657	-51.59	190,874.79
Check	06/06/2023	13033	Aero Energy	Cust 59990	-815.29	190,059.50

Check	06/06/2023	13034	Rabold's Services	Invoice 27425	-108.00	189,951.50
Check	06/06/2023	13035	Mason's Propane Service	Invoice 520889	-332.82	189,618.68
Check	06/06/2023	13036	Verizon Wireless	Acct 621280772-00001	-184.50	189,434.18
Check	06/06/2023	13037	Zachary I. Mills	May 2023	-33.00	189,401.18
Deposit	06/06/2023			Deposit	242.22	189,643.40
Paycheck	06/08/2023	13038	Barlow {BOS}, Walter		-87.78	189,555.62
Paycheck	06/08/2023	13039	Keilholtz, Jr. {BOS}, Robert		-87.78	189,467.84
Paycheck	06/08/2023	13040	Lowe {BOS}, Brandon C.		-87.78	189,380.06
Paycheck	06/08/2023	ACH	Ruppert {Planning Com}, Barbara L.		-43.79	189,336.27
Paycheck	06/08/2023	13041	Barlow, Walter M		-899.79	188,436.48
Paycheck	06/08/2023	ACH	Beckett, Hannah		-263.08	188,173.40
Paycheck	06/08/2023	ACH	Hansen, Sherri		-112.03	188,061.37
Paycheck	06/08/2023	ACH	Ilko {Tax Collector}, Jessica L.		-49.39	188,011.98
Paycheck	06/08/2023	13042	Keilholtz, Jr., Robert E.		-468.52	187,543.46
Paycheck	06/08/2023	13043	Pecher, Bruce E.		-650.71	186,892.75
Paycheck	06/08/2023	ACH	Peck, Wendy J.		-1,250.71	185,642.04
Paycheck	06/08/2023	ACH	Roosen, Christopher M.		-2,504.69	183,137.35
Paycheck	06/08/2023	ACH	Boehs, Donald G		-449.21	182,688.14
LiabCheck	06/09/2023	ACH	PA Dept. of Revenue	1641 9699	-272.49	182,415.65
LiabCheck	06/09/2023	ACH	US Treasury Dept/IRS	23-2110946	-2,202.52	180,213.13
Check	06/12/2023	ACH	Liberty Towns State Fund	Transf for 2023 RoadWork	-100,000.00	80,213.13
Deposit	06/12/2023			Deposit	1,225.41	81,438.54
Deposit	06/12/2023			Deposit	1,298.19	82,736.73
Check	06/12/2023	ACH	ACNB	Payroll - Direct Dep Service	-29.06	82,707.67
Deposit	06/20/2023			Deposit	27,190.09	109,897.76
Check	06/21/2023	13047	Keilholtz, Jr., Robert E.	Reimburse – Fuel	-145.03	109,752.73
Check	06/21/2023	13048	Verizon Wireless	Acct 621280772-00001	-184.56	109,568.17
Check	06/21/2023	13049	Comcast-Phone	901156234	-190.80	109,377.37
Check	06/21/2023	13050	Comcast Cable	8993110110006912	-186.93	109,190.44
Check	06/21/2023	13051	Doceo	LT03 Contract C12477-01	-226.18	108,964.26
Check	06/21/2023	13052	Gettysburg Times	Cust 159232	-36.86	108,927.40
Check	06/21/2023	13053	Shealers Septic Service	Inv 34920	-70.00	108,857.40
Check	06/21/2023	13054	Harold Eastman	70449566	-1,159.00	107,698.40
Check	06/21/2023	13055	LEAF	100-4990181-001	-78.00	107,620.40
Check	06/21/2023	13057	PMCA	46650	-1,342.00	106,278.40
Check	06/21/2023	13058	PSATS	CMV/CDL- 06/20/23-Barlow	-55.00	106,223.40
Check	06/21/2023	13059	KPI Technology	Invoice #9315 – General	-200.30	106,023.10
Check	06/21/2023	13060	Lowe's	98004701524	-1,269.54	104,753.56
Check	06/21/2023	13061	Aero Energy	Cust 59990	-720.91	104,032.65
Check	06/21/2023	13062	West Penn Power	100090757368	-125.50	103,907.15
Deposit	06/21/2023			Deposit	561.80	104,468.95
Paycheck	06/22/2023	13044	Barlow, Walter M		-1,301.79	103,167.16
Paycheck	06/22/2023	ACH	Beckett, Hannah		-92.98	103,074.18
Paycheck	06/22/2023	ACH	Boehs, Donald G		-558.33	102,515.85
Paycheck	06/22/2023	ACH	Hansen, Sherri		-160.27	102,355.58
Paycheck	06/22/2023	ACH	Ilko {Tax Collector}, Jessica L.		-73.11	102,282.47
Paycheck	06/22/2023	ACH	Ilko, Jessica		-35.08	102,247.39
Paycheck	06/22/2023	13045	Keilholtz, Jr., Robert E.		-732.43	101,514.96
Paycheck	06/22/2023	13046	Pecher, Bruce E.		-491.93	101,023.03
Paycheck	06/22/2023	ACH	Peck, Wendy J.		-1,241.66	99,781.37
Paycheck	06/22/2023	ACH	Roosen, Christopher M.		-2,037.93	97,743.44
Paycheck	06/22/2023	ACH	Weikert, Brian		-100.90	97,642.54
LiabCheck	06/22/2023	ACH	PA Dept. of Revenue	1641 9699	-267.31	97,375.23

LiabCheck	06/23/2023	ACH	US Treasury Dept/IRS	23-2110946	-2,015.18	95,360.05
Deposit	06/28/2023			Deposit	3,181.23	98,541.28
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>-91,892.05</b>	<b>98,541.28</b>
						<hr/>
<b>100.00 · PLGIT State</b>						<b>160,958.86</b>
Deposit	06/01/2023			Interest	663.88	161,622.74
Check	06/06/2023	717	Barlow Road Repairs	388926	-93.50	161,529.24
Check	06/06/2023	718	Harringtons Equipment Co	Invoice 201244/202373	-67.48	161,461.76
Check	06/06/2023	719	Aero Energy	59990	-810.94	160,650.82
Deposit	06/12/2023			Deposit	100,000.00	260,650.82
<b>Total 100.00 · PLGIT State</b>					<b>99,691.96</b>	<b>260,650.82</b>
						<hr/>
<b>10.100 · Liberty Township Escrow</b>						<b>14,745.61</b>
Check	06/06/2023	208	KPI	9491/9521	-870.10	13,875.51
Check	06/21/2023	209	KPI	9615	-2,225.00	11,650.51
<b>Total 10.100 · Liberty Township Escrow</b>					<b>-3,095.10</b>	<b>11,650.51</b>
						<hr/>
<b>95.100 · PLGIT Gen Reserve Fund</b>						<b>419,109.94</b>
Deposit	06/01/2023			Interest	1,810.92	420,920.86
Deposit	06/14/2023			GRANT for Police Car	57,072.00	477,992.86
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>					<b>58,882.92</b>	<b>477,992.86</b>
						<hr/>
<b>30.101 · PLGIT Capital Reserve Fund</b>						<b>133,323.19</b>
Deposit	06/01/2023			Interest	580.44	133,903.63
<b>Total 30.101 · PLGIT Capital Reserve Fund</b>					<b>580.44</b>	<b>133,903.63</b>
						<hr/>
<b>ACNB ARP FUND</b>						<b>94,387.54</b>
Deposit	05/31/2023			Interest	4.01	94,391.55
<b>Total ARP Fund</b>					<b>4.01</b>	<b>94,391.55</b>
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\*Interest not available at time of report.

**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. Lowe moved for retroactive approval of the 06/07/2023 - 07/05/2023 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 06/04/2023 - 06/17/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 06/18/2023 - 07/01/2023 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Police Department Report** – Chief Hansen reported that in the month of June, the Police Department worked 218.5 hours, drove 2224 miles, and used 145.1 gallons of gas. In Liberty Township, there were 7 911 incidents, 19 traffic citations, 1 faulty equipment, 8 PSP calls, 5 warnings, and 3 misdemeanor arrests. In Freedom Township, the Police Department worked 25 hours, issued 27 traffic citations and 0 warnings. In Highland Township, the Police Department worked 25 hours, responded to 1 911 incident, issued 9 traffic citations, and 0 warnings. Chief Hansen added that Sergeant Roosen attended a medical marijuana workshop. The Chief stated that Sergeant Roosen had 3 DUI arrests last month as week. In accordance with the Police Policy manual, body cam videos over 60 days old have been purged. Mr. Keilholtz asked Chief Hansen for an update on the new police vehicle. Chief Hansen stated that it needs one very important part, the cage, and it is pertinent to officer safety. The Chief continued by saying that the last date she was provided with was July 10<sup>th</sup>. Mr. Keilholtz suggested that after July 10<sup>th</sup>, the Township should consider finding another vendor to complete the upfitting. Mr. Lowe asked if the police vehicle that had codes displaying was repaired. Mr. Barlow stated that the car was taken to the shop. Chief Hansen added that the shop found no issues, cleared the codes, and if the engine light came back on, they could bring it back for them to inspect.

**Zoning Officer's Report** – Mr. Barlow reported that there were three permits issued bringing in \$200.

**Roadmaster Report** – Mr. Barlow reported that in the month of June, the Road Department used 218.2 gallons of fuel; 58.7 gallons of gas, 55.5 gallons of diesel, and 104 gallons of off-road diesel. He stated that the paving on Wenschhof Road was completed, and it is now ready to be tar and chipped. Russell Standard is scheduled to complete the tar and chipping on Pecher Road and Wenschhof Road during the first week of August. AAA Paving will be completing the Old Waynesboro Road bridge project during the first week of August as well. Mr. Barlow added that Bruce Pecher has completed two mowings and more will continue. Mr. Barlow noted that he refilled the stone in areas where pipe replacements occurred. He added that the Township gave the old concrete culvert pipes to a resident. Mr. Barlow concluded by saying he recently completed a CDL class through PSATS.

**Planning Commission Report:** Judie Hogan reported that the Planning Commission met in June. She stated that Jenna Smith from ACOPD presented information about the historic areas within Liberty Township. The Planning Commission gave the information of Bob Jackson and a few other residents who had historical information about the Township.

**Secretary/Treasurer:** None.

**Old Business:** None.

**Public Comments on New Business Items:** Judie Hogan asked for more information regarding the Assessment Appeal 440 Water Street. Mr. Barlow stated that he would provide more information after the executive session. Mr. Lisko stated that it was about where the property should be taxed; in Liberty Township or Hamiltonban Township.

**New Business:**

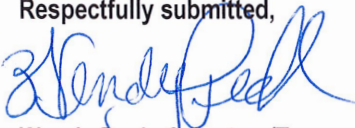
***At 6:28 PM the meeting went into an Executive Session to discuss the Personnel and Legal Matters regarding the CDL Program and a municipal boundary agreement.***

***At 7:07 PM, the meeting was brought back to order.***

- ***Mr. Barlow made a motion to approve the Municipal Boundary Line Agreement. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.***
- ***Mr. Barlow made a motion to adopt the Proposed Resolution Regarding the CDL Program regarding limited driving times during emergencies as discussed in Executive Session. Mr. Lowe seconded the motion. All voted yes, and the motion passed.***
- ***Mr. Barlow made a motion to adopt a Proposed Resolution Regarding the CDL Program to authorize the township to pay for new hire drug testing for Township employees as discussed in Executive Session. The Solicitor suggested a restated version of the motion and Mr. Barlow restated the motion to pass the resolution to adopt the program policy with the option that was discussed in Executive Session. Mr. Lowe seconded the motion. All voted yes, and the motion passed.***
- ***Mr. Barlow made a motion to join the PSATS Program for CDL Drug and Alcohol Testing Personnel for \$150 to join and \$100 annually. Mr. Lowe seconded the motion. All voted yes, and the motion passed.***
- ***Mr. Barlow made a motion to Submit a Letter of Intent to the Governor's Center for Local Government Services Requesting Technical Assistance for Police Services. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.***
- ***Mr. Barlow made a motion to add the Resume of Officer James T. French to the agenda. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*** Mr. Barlow asked Sergeant Roosen about the availability of Officer French. Sergeant Roosen stated that he was not sure, but based off their conversations it seems as if he could be available to put in hours. Mr. Barlow then asked if Sergeant Roosen knew how many hours Officer French could complete. Sergeant Roosen said that he did not know. Mr. Keilholtz asked if there were any concerns due to the distance Officer French would be travelling to come to work. Sergeant Roosen stated that would not be an issue. Mr. Barlow added that he has family within Adams County. Mr. Barlow then asked about a time frame if he was hired. Sergeant Roosen stated he would be ready within the next two weeks and that he currently works full time for the DUI Association. ***Mr. Barlow made a motion to move forward in the Interview Process with Officer French. Mr. Lowe seconded the motion. All voted yes, and the motion passed.***

With no further business, ***at 7:19 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, August 1, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer