

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
June 6, 2023, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, June 6, 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, and Secretary/Treasurer Wendy Peck.

Road Bid Opening: Chairman Barlow read aloud the bids that were received for 2023 road work. He discussed the bids as they were advertised. **Mr. Barlow made a motion to delay the awarding of bids until June 13th at 11AM. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Two bids were received for Boyle Rd. AAA Paving & Excavating bid \$7,791.60 and New Enterprise Stone & Lime bid \$13,740.00. Two bids were received for Old Waynesboro Rd Bridge. AAA Paving & Excavating bid \$15,915.45 and New Enterprise bid \$19,295.00. One bid was received for Pecher Rd from Russell Standard Corp for \$102,720.00. Two bids were received for Sanders Rd. AAA Paving bid \$27,641.05, and New Enterprise bid \$29,906.00. Two bids were received for Wenschhof Rd for Base Repair/Mill/Superpave. New Enterprise bid \$20,400.00 and AAA Paving submitted an incomplete bid. **Mr. Barlow made a motion to reject a bid for the Wenschhof Road base repair from AAA Paving. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to reject all bids for Wenschhof Road Paving and Fog Seal because the advertised specifications were inconsistent with the bid packet specifications. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Public Comments: Richard Swiat, 385 Wenschhof Road, commented that he appreciated the new pipe recently installed on Wenschhof Road.

Supervisor Comments:

- **Mr. Lowe** had no comments.
- **Mr. Keilholtz** wanted to remind residents about the current burn ban, and he reminded residents to get permits for projects that require them.
- **Mr. Barlow** had no comments.

Minutes: **Mr. Keilholtz moved to accept the minutes of the May 2 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

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

| | | | |
|---------------|---------------------|--------------------|--------------|
| ACNB Gen Oper | \$195,149.85 | PLGIT Liquid Fuels | \$160,958.86 |
| PLGIT Gen Res | \$419,109.94 | ACNB Escrow | \$14,745.61 |
| PLGIT Cap Res | \$133,323.19 | ACNB ARP | \$94,387.54 |
| | \$747,582.98 | | |

| Type | Date | Num | Name | Memo | PD AMT | Balance |
|------------------------------------------------------------------|------------|-------|-------------------------|------------------------------------|------------|-------------------|
| 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account) | | | | | | 203,392.61 |
| Deposit | 03/31/2023 | | | Mar Interest Adj | 1.46 | 203,394.07 |
| Deposit | 06/01/2023 | | | Void Uncleared PA Tax Payments | 744.31 | 204,138.38 |
| Deposit | 04/30/2023 | | | Interest | 8.47 | 204,146.85 |
| Check | 05/01/2023 | 12999 | John M. Lisko | Solicitor Fees | -507.00 | 203,639.85 |
| Check | 05/01/2023 | 13000 | General Code | GC00121178 | -695.00 | 202,944.85 |
| Check | 05/01/2023 | 13001 | Comcast Cable | 8993110110006912 | -166.93 | 202,777.92 |
| Check | 05/01/2023 | 13003 | Staples | Acct 601110005005657 | -305.34 | 202,472.58 |
| Check | 05/01/2023 | ACH | PLGIT Gen Reserve Fund | Transfer to PLGIT General Fund per | -75,000.00 | 127,472.58 |
| Deposit | 05/02/2023 | | | Deposit | 26,416.72 | 153,889.30 |
| Deposit | 05/03/2023 | | | Deposit | 3,420.36 | 157,309.66 |
| Check | 05/04/2023 | ACH | BMOHarrisB-PLGIT Card | PLGIT CREDIT ACCOUNT | -1,161.10 | 156,148.56 |
| Deposit | 05/08/2023 | | | Deposit | 26,583.91 | 182,732.47 |
| Check | 05/09/2023 | 13008 | Shealers Septic Service | Inv 34798 | -60.00 | 182,672.47 |
| Check | 05/09/2023 | 13009 | LEAF | 100-4990181-001 | -78.00 | 182,594.47 |
| Check | 05/09/2023 | 13010 | West Penn Power | 100090757368 | -147.69 | 182,446.78 |
| Check | 05/09/2023 | 13011 | Hamiltonban Township | Invoice #737 | -21.31 | 182,425.47 |

| | | | | | | |
|-----------|------------|-------|----------------------------------|---------------------------------------|-----------|------------|
| Check | 05/09/2023 | 13012 | Total Tech Solutions LLC | Invoice 9525/9528 | -1,750.00 | 180,675.47 |
| Check | 05/09/2023 | 13013 | Aero Energy | Cust 59990 | -787.09 | 179,888.38 |
| Check | 05/09/2023 | 13014 | Blubaugh's Tire and Whee | Invoice 364755 | -1,154.54 | 178,733.84 |
| Check | 05/09/2023 | 13015 | Gettysburg Times | Cust 159232 | -697.29 | 178,036.55 |
| Deposit | 05/09/2023 | | | Deposit | 386.85 | 178,423.40 |
| Check | 05/09/2023 | 13016 | PA Mun Code Alliance | 46650 | -400.00 | 178,023.40 |
| Check | 05/09/2023 | 13017 | Roosen, Christopher M. | Sheetz-04/30/23-gas for Police Dept | -50.01 | 177,973.39 |
| Check | 05/09/2023 | 13018 | Spring Township | Municibid 56075211 | -1,500.00 | 176,473.39 |
| Deposit | 05/10/2023 | | | Deposit | 49.50 | 176,522.89 |
| Check | 05/10/2023 | ACH | ACNB | Payroll - Direct Deposit ServicCharge | -28.94 | 176,493.95 |
| Paycheck | 05/11/2023 | 13004 | Barlow, Walter M | | -899.78 | 175,594.17 |
| Paycheck | 05/11/2023 | ACH | Beckett, Hannah | | -312.41 | 175,281.76 |
| Paycheck | 05/11/2023 | ACH | Boehs, Donald G | | -589.69 | 174,692.07 |
| Paycheck | 05/11/2023 | ACH | Ilko {Tax Collector}, Jessica L. | | -784.13 | 173,907.94 |
| Paycheck | 05/11/2023 | 13005 | Keilholtz, Jr., Robert E. | | -204.68 | 173,703.26 |
| Paycheck | 05/11/2023 | 13007 | Pecher, Bruce E. | | -36.76 | 173,666.50 |
| Paycheck | 05/11/2023 | ACH | Peck, Wendy J. | | -1,241.67 | 172,424.83 |
| Paycheck | 05/11/2023 | ACH | Roosen, Christopher M. | | -2,449.80 | 169,975.03 |
| Paycheck | 05/11/2023 | 13006 | Lowe, Brandon C. | | -40.53 | 169,934.50 |
| Paycheck | 05/11/2023 | ACH | Hansen, Sherri | | -256.80 | 169,677.70 |
| Paycheck | 05/11/2023 | ACH | Ilko, Jessica | | -26.31 | 169,651.39 |
| Deposit | 05/11/2023 | | | Deposit | 3,603.77 | 173,255.16 |
| LiabCheck | 05/16/2023 | ACH | US Treasury Dept/IRS | 23-2110946 | -1,938.72 | 171,316.44 |
| Deposit | 05/18/2023 | | | Deposit | 971.78 | 172,288.22 |
| Deposit | 05/22/2023 | | | Deposit | 28,090.76 | 200,378.98 |
| Deposit | 05/23/2023 | | | Deposit | 648.49 | 201,027.47 |
| Paycheck | 05/25/2023 | ACH | Ammerman, Cory M. | | -141.01 | 200,886.46 |
| Paycheck | 05/25/2023 | 13019 | Barlow, Walter M | | -1,170.85 | 199,715.61 |
| Paycheck | 05/25/2023 | ACH | Beckett, Hannah | | -394.23 | 199,321.38 |
| Paycheck | 05/25/2023 | ACH | Boehs, Donald G | | -449.21 | 198,872.17 |
| Paycheck | 05/25/2023 | ACH | Hansen, Sherri | | -208.54 | 198,663.63 |
| Paycheck | 05/25/2023 | ACH | Ilko {Tax Collector}, Jessica L. | | -249.55 | 198,414.08 |
| Paycheck | 05/25/2023 | ACH | Ilko, Jessica | | -8.77 | 198,405.31 |
| Paycheck | 05/25/2023 | 13020 | Keilholtz, Jr., Robert E. | | -618.74 | 197,786.57 |
| Paycheck | 05/25/2023 | 13021 | Pecher, Bruce E. | | -309.20 | 197,477.37 |
| Paycheck | 05/25/2023 | ACH | Peck, Wendy J. | | -1,241.66 | 196,235.71 |
| Paycheck | 05/25/2023 | ACH | Roosen, Christopher M. | | -2,552.01 | 193,683.70 |
| LiabCheck | 05/26/2023 | ACH | US Treasury Dept/IRS | 23-2110946 | -2,202.52 | 191,481.18 |
| LiabCheck | 05/26/2023 | ACH | PA Dept of Rev | 1641 9699 | -251.43 | 191,229.75 |
| LiabCheck | 05/26/2023 | ACH | PA Dept of Rev | 1641 9699 | -243.60 | 190,986.15 |
| LiabCheck | 05/26/2023 | ACH | PA Dept of Rev | 1641 9699 | -249.28 | 190,736.87 |
| LiabCheck | 05/30/2023 | ACH | PA Dept of Rev | 1641 9699 | -288.26 | 190,448.61 |
| Deposit | 05/31/2023 | | | Deposit | 1,710.00 | 192,158.61 |
| Deposit | 05/31/2023 | | | Deposit | 2,991.24 | 195,149.85 |

Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)

-8,242.76 195,149.85

100.00 · PLGIT State

85,596.76

| | | | | | | |
|---------|------------|--|------------------|----------------------|-----------|------------|
| Deposit | 05/01/2023 | | | Interest | 362.10 | 85,958.86 |
| Deposit | 05/01/2023 | | Liberty Township | 2023 Budget Transfer | 75,000.00 | 160,958.86 |

Total 100.00 · PLGIT State

75,362.10 160,958.86

10.100 · Liberty Township Escrow

13,145.61

| | | | | |
|--------------------------------------------------|------------|-----------------------|-----------------|-------------------|
| Deposit | 05/11/2023 | Stormwater Review Dep | 800.00 | 13,945.61 |
| Deposit | 05/31/2023 | Stormwater Review Dep | 800.00 | 14,745.61 |
| Total 10.100 · Liberty Township Escrow | | | 1,600.00 | 14,745.61 |
| | | | | <hr/> |
| 95.100 · PLGIT Gen Reserve Fund | | | | 417,424.86 |
| Deposit | 04/01/2023 | Interest | 1,685.08 | 419,109.94 |
| Total 95.100 · PLGIT Gen Reserve Fund | | | 1,685.08 | 419,109.94 |
| | | | | <hr/> |
| 30.101 · PLGIT Capital Reserve Fund | | | | 132,783.06 |
| Deposit | 05/01/2023 | Interest | 540.13 | 133,323.19 |
| Total 30.101 · PLGIT Capital Reserve Fund | | | 540.13 | 133,323.19 |
| | | | | <hr/> |
| ACNB ARP FUND | | | | 94,383.66 |
| Deposit | 04/30/2023 | Interest | 3.88 | 94,387.54 |
| Total ARP Fund | | | 3.88 | 94,387.54 |
| | | | | <hr/> |

*Interest not available at time of report.

Mr. Keilholtz moved for acceptance of the May 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 05/03/2023 - 06/06/2023 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 04/23/2023 - 05/06/2023 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 05/07/2023 - 05/20/2023 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 05/20/2023 -06/03/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Chief Hansen reported that in the month of May, the Police Department worked 250 hours, drove 2529 miles, and used 189.3 gallons of gas. In Liberty Township, there were 10 911 incidents, 16 traffic citations, 3 faulty equipment, 8 PSP calls, 3 warnings, and 3 felony arrests. In Freedom Township, the Police Department worked 25 hours, issued 32 traffic citations and 15 warnings. In Highland Township, the Police Department worked 25 hours, responded to 1 911 incident, issued 14 traffic citations, and 4 warnings. Chief Hansen added that Sergeant Roosen attended a 3-day DUI instructor school in May. She reported that both cars have been inspected and have new tires. In accordance with the police policy manual, body cam videos over 60 days old have been purged. Mr. Keilholtz also asked the Chief about various items within the Police Department. Chief Hansen addressed his questions.

Zoning Officer’s Report - Mr. Barlow reported that 19 zoning permits were issued in May, bringing in \$1,390 in fees. He reminded everyone to obtain proper permits before beginning work in the township. Mr. Barlow also provided an update on open zoning violations.

Roadmaster Report – Mr. Barlow reported that in the month of May, the Road Department drove 812 miles, used 31 gallons of gas, 49 gallons of on road diesel, and 130 gallons of off-road diesel. Pipes were replaced on Sanders Road, Boyle Road, and on Wenschhof Road. He asked people to be mindful of the bumps in the road. Mr. Keilholtz is scheduled to travel to Spring Township to pick up a used berm box that was recently purchased. The berm box will be retrofitted to fit our equipment and it will be used to help build the berms up on Township roads. Mr. Barlow stated that he obtained an estimate of \$4,899.57 from Sanders Lawn and Beyond to add concrete floors to the gravel storage bays. He recommended that the board not act on the estimate at this time and wait to consider it during the 2024 budget process.

Planning Commission Report: The Planning Commission met in May and reorganized. They reviewed an application and made a recommendation to the Zoning Hearing Board. Mr. Barlow stated that the Zoning Hearing Board met on May 24th and reorganized as well.

Secretary/Treasurer: The Secretary/Treasurer requested that the board restate the motion for approval for the May expenses.

Old Business: None.

Public Comments on New Business Items: **John Bostek 2633 Tract Rd** asked a question about the estimate for repaving Pecher Road. Mr. Barlow responded and stated that previous price quotes estimate the cost to fully repave Pecher Road at \$445,000.

A representative from **Martin and Martin**, the engineering firm for Operation Second Chance Inc., asked a question regarding the status of their extension request. Mr. Barlow stated that it will be addressed in this meeting since it is on the agenda.

New Business:

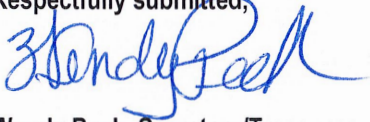
- **Mr. Barlow made a motion to acknowledge the Tour de Frederick Bike Tour on June 10 from 8:30 AM – 2:30 PM. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to not oppose Tax Claim Bureau Property Sale of 25AA0-0210---000 10 Lindsday Trail. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to approve the 45-day Extension of Time to Review for Operation Second Chance 17912 HARBAUGH VALLEY RD 25B18-0024---000 Land Development Plan dated 03/27/23. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to approve a request for Waiver of Plan Submission Stem –Airedale Trail 25QQ0-0012---000 and 25QQ0- 0013---000. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion for the approval of Charnita Lot Consolidation Plan Stem –Airedale Trail 25QQ0-0012---000 and 25QQ0-0013-- -000. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

At 6:36 PM, Mr. Barlow made a motion to go into an Executive Session and to resume the meeting following the conclusion of the Executive Session. Mr. Lowe seconded the motion. All voted yes, and the motion passed.

At 8:05 PM - The meeting was brought back to order and Solicitor Lisko left the meeting. Chairman Barlow reported that legal matters regarding Liberty Township properties were discussed in the Executive Session. He stated that Mr. Keilholtz was instructed to look in to boundary issues for 440 Water Street. He also stated that the board discussed Rist Trail issues and CDL requirements. **Mr. Barlow made a motion to direct KPI and PMCA to work together to write a plan of action to resolve the stormwater management issues on Rist Trail and Strausbaugh Trail. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

With no further business, **at 8:08 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 Wednesday, July 5, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer