

**Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
January 3, 2023, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, January 3, 2023, at 6:10 PM 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 by telephone, Solicitor John Lisko, Chief Sherri Hansen, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

Public Comments: **Adam Sanders 23 Strausbaugh Trail** asked why the 2021 Annual Audit was not available on the township website. The Secretary responded that Adams County was transition to a new website and some items are currently not available. She requested that Mr. Sanders send her an email and she would provide it to him.

Supervisor Comments:

- **Mr. Keilholtz** wished everyone a Happy New Year and congratulated and thanked the township staff.
- **Mr. Lowe** had agreed and echoed Mr. Keilholtz's comments.
- **Mr. Barlow** reiterated the comments of the other Supervisors, and stated that he is looking forward to working with other municipalities this year through our joint agreements.

Minutes: *Mr. Keilholtz moved to accept the minutes of the November 1 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the December 6 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of December 30, 2022
Presented at Jan 3, 2023 BOS Meeting**

ACNB GenOper		\$117,353.12	PLGIT - Liquid Fuels	\$22,128.76
PLGIT - GenRes		\$411,293.63	ACNB - Escrow	\$10,494.13
PLGIT - CapRes		\$130,780.84	ACNB - ARP Funds	\$94,365.50
		\$659,427.59		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						106,348.44
Deposit	10/31/2022		Tax Collector	Unrecorded ACH Dep	688.56	107,037.00
Deposit	11/28/2022			Unrecorded ACH Dep	160.00	107,197.00
Deposit	11/30/2022			Interest	8.18	107,205.18
Check	12/01/2022	ACH	BMO Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-2,407.28	104,797.90
Check	12/06/2022	12827	West Penn Power	100090757368	-195.87	104,602.03
Check	12/06/2022	12828	Harold Eastman	7040331	-1,881.00	102,721.03
Check	12/06/2022	12829	Total Tech Solutions	Invoice 8878/8868/8893	-2,005.69	100,715.34
Check	12/06/2022	12830	PA Municipal Code Al	43630/43097	-2,349.00	98,366.34
Check	12/06/2022	12832	Gettysburg Times	Cust 159232	-66.57	98,299.77
Check	12/06/2022	12833	KPI Technology	Invoice #9297/9358	-261.41	98,038.36
Check	12/06/2022	12834	LEAF	100-4990181-001	-78.00	97,960.36
Check	12/06/2022	12835	Borough of Carroll Vall	Septic Inspect 47 Walnut Tr	-10.00	97,950.36
Check	12/06/2022	12836	Rabold's Services	Invoice 25311	-85.00	97,865.36
Check	12/06/2022	12837	Shealers Septic Service	Inv 34111	-120.00	97,745.36
Check	12/06/2022	12838	Staples	Acct 601110005005657	-47.91	97,697.45
Check	12/06/2022	12839	East Trail Automotive	10-04-22 2016 Polic Inter	-518.40	97,179.05
Check	12/06/2022	12840	Straight Run Gutters	437351	-439.00	96,740.05
Check	12/06/2022	12841	Specialty Granules, LLC	90003295	-667.56	96,072.49
Check	12/06/2022	12842	Napa Auto Parts	Acct 3135	-317.94	95,754.55
Check	12/06/2022	12843	Harrington Equipment	200077/199989	-316.84	95,437.71
Check	12/06/2022	12844	East Trail Automotive	10-11-22 - 2012 GMC Serv I	-157.70	95,280.01

Check	12/06/2022	12845	Tractor Supply	6035 3012 0529 1766	-29.97	95,250.04
Deposit	12/07/2022			Deposit	174.38	95,424.42
Paycheck	12/08/2022	12823	Barlow {BOS}, Walter		-87.78	95,336.64
Paycheck	12/08/2022	12824	Keilholtz, Jr. {BOS}, Robert		-87.78	95,248.86
Paycheck	12/08/2022	12825	Lowe {BOS}, Brandon C.		-87.78	95,161.08
Paycheck	12/08/2022	12826	Barlow, Walter M		-737.53	94,423.55
Paycheck	12/08/2022	ACH	Beckett, Hannah		-245.05	94,178.50
Paycheck	12/08/2022	ACH	Hansen, Sherri		-343.68	93,834.82
Paycheck	12/08/2022	ACH	Peck, Wendy J.		-1,118.16	92,716.66
Paycheck	12/08/2022	ACH	Roosen, Christopher M.		-1,938.73	90,777.93
Paycheck	12/08/2022	ACH	Ross, Scott		-310.54	90,467.39
Paycheck	12/08/2022	ACH	Ilko {Tax Collector}, Jessica L.		-38.86	90,428.53
Deposit	12/09/2022			Deposit	71.50	90,500.03
Check	12/12/2022	ACH	Intuit QuickBooks	Annual fee for QB&Payroll	-1,289.03	89,211.00
Check	12/12/2022	ACH	ACNB	Payroll - Dir Dep Charge	-29.30	89,181.70
Check	12/13/2022	12846	Hoffman Homes, Inc.	2022 Donation 12/06/2022	-5,000.00	84,181.70
Check	12/13/2022	12847	Adams Cty Office Aging	2022 Donation 12/06/2022	-5,000.00	79,181.70
Check	12/13/2022	12848	Fairfield Fire and EMS	2022 Donation 12/06/2022	-6,005.92	73,175.78
Check	12/13/2022	12849	Fountaindale Vol Fire C	2022 Donation 12/06/2022	-2,278.11	70,897.67
Check	12/13/2022	12850	Emmitsburg Fire Dept	2022 Donation 12/06/2022	-10,976.33	59,921.34
Deposit	12/13/2022			Deposit	29,260.36	89,181.70
Check	12/13/2022	ACH	Intuit QuickBooks	Monthly fee payroll service	-80.00	89,101.70
LiabCheck	12/16/2022	ACH	PA Dept. of Revenue	1641 9699	-193.95	88,907.75
LiabCheck	12/16/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,399.48	87,508.27
LiabCheck	12/20/2022	12853	Security BeRet Services	610257	-473.12	87,035.15
Check	12/20/2022	12854	Beckett, Hannah	12/1-12/22 mileage	-7.50	87,027.65
Check	12/20/2022	12855	Rabold's Services	Invoice 25311	-78.00	86,949.65
Check	12/20/2022	12856	Adams County SPCA	2022 Donation	-300.00	86,649.65
Check	12/20/2022	12857	Comcast Cable	8993110110006912	-154.61	86,495.04
Check	12/20/2022	12858	Verizon Wireless	Acct 621280772-00001	-184.46	86,310.58
Check	12/20/2022	12859	ACNB INS SERVICES	Asst Treasurer Bond-Ilko	-1,125.00	85,185.58
Check	12/20/2022	12860	Comcast-Phone	901156234	-189.94	84,995.64
Check	12/20/2022	12861	Gettysburg Times	Cust 159232	-62.46	84,933.18
Check	12/20/2022	12862	Deborah L. Zepp	Zoning Hearing	-205.00	84,728.18
Check	12/20/2022	12863	E Plus Copy Center	185317	-338.20	84,389.98
Check	12/20/2022	12864	Doceo	LT03 Contract C12477-01	-253.14	84,136.84
Check	12/20/2022	12865	Lowes	98004701524	-250.35	83,886.49
Deposit	12/20/2022			Deposit	14,364.81	98,251.30
Deposit	12/21/2022			Deposit	16,286.60	114,537.90
Paycheck	12/22/2022	12851	Barlow, Walter M		-603.56	113,934.34
Paycheck	12/22/2022	ACH	Hansen, Sherri		-297.63	113,636.71
Paycheck	12/22/2022	ACH	Ilko {Tax Collector}, Jessica L.		-111.30	113,525.41
Paycheck	12/22/2022	ACH	Ilko, Jessica		-16.67	113,508.74
Paycheck	12/22/2022	12852	Keilholtz, Jr., Robert E.		-46.06	113,462.68
Paycheck	12/22/2022	ACH	Peck, Wendy J.		-1,118.14	112,344.54
Paycheck	12/22/2022	ACH	Roosen, Christopher M.		-1,354.74	110,989.80
Paycheck	12/22/2022	ACH	Ross, Scott		-465.79	110,524.01
Paycheck	12/22/2022	ACH	Beckett, Hannah		-245.05	110,278.96
Deposit	12/22/2022			Deposit	8,646.31	118,925.27
LiabCheck	12/23/2022	ACH	PA Dept. of Revenue	1641 9699	-216.33	118,708.94
LiabCheck	12/29/2022	ACH	PA Dept. of Revenue	1641 9699	-165.76	118,543.18

LiabCheck	12/29/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,190.06	117,353.12
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					11,004.68	117,353.12

100.00 · PLIGT State						34,988.54
Deposit	11/30/2022			Interest	98.82	35,087.36
Check	12/06/2022	696	Morton Salt Inc	Customer #3684741	-3,558.76	31,528.60
Check	12/06/2022	697	Aero Energy	VOID: 59990	0.00	31,528.60
Check	12/06/2022	698	Steve's Repair	Inv 21439	-407.71	31,120.89
Check	12/06/2022	699	Hobbs Trucking	Inv 11251	-229.85	30,891.04
Check	12/06/2022	700	Ag Com Inc.	100-B36791	-792.00	30,099.04
Check	12/20/2022	701	Aero Energy	VOID: PRINTING ERROR	0.00	30,099.04
Check	12/20/2022	702	Aero Energy	59990	-918.42	29,180.62
Check	12/20/2022	703	Mar-Bar Tire	Invoice #118285	-376.75	28,803.87
Check	12/20/2022	704	Hobbs Trucking	Inv 11362	-4,777.01	24,026.86
Check	12/20/2022	705	Specialty Granules, Inc.	81336000	-1,898.10	22,128.76
Total 100.00 · PLIGT State					-12,859.78	22,128.76

10.100 · Liberty Township Escrow						9,694.13
Deposit	12/22/2022			Deposit	800.00	10,494.13
Total 10.100 · Liberty Township Escrow					800.00	10,494.13

95.100 · PLGIT Gen Reserve Fund						410,009.62
Deposit	12/01/2022			Interest	1,284.01	411,293.63
Total 95.100 · PLGIT Gen Reserve Fund					1,284.01	411,293.63

30.101 · PLIGIT Capital Reserve Fund						130,366.49
Deposit	12/01/2022			Interest	414.35	130,780.84
Total 30.101 · PLIGIT Capital Reserve Fund					414.35	130,780.84

ACNB ARP FUND						123,615.70
Deposit	11/30/2022			Interest	10.16	123,625.86
ACH	12/13/2022			Donations from Gen Fund	-29,260.36	94,365.50
Total ARP Fund					-29,250.20	94,365.50

*Interest not available at time of report.

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

Expenses/Payroll: Mr. Barlow moved for retroactive approval of the 12/07/22 - 1/03/2023 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 12/04/22-12/17/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 12/18/22-12/31/2022 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Hansen reported that the department worked 168.5 hours, drove 1,380 miles, and used 98.6 gallons of gas in the month December. There were 12 911 calls, 5 PSP calls, 15 citations written in Liberty Township, and 3 misdemeanors. 25 hours were worked in Freedom Township and 35 citations were issued. Service to Highland Township included working 25 hours and issuing 10 citations. Officer Ammerman responded to a fire call on New Year's Eve and extinguished the fire with his fire extinguisher which prevented further damage to the property. Chief Hansen gave kudos to Sergeant Roosen for his work with the grant for the new police vehicle. Highland Township approved their 3-year police contract which starts this month. Highland also asked for a 90 day opt out clause to be included in the contract. **Mr. Barlow made a motion to add the 90-day opt out clause to the Highland Police Support Contract and to extend the same offer to Freedom Township. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Zoning Officer's Report – Mr. Barlow reported that three land use permits, one driveway permit, and one well permit were issued bringing in a total of \$280 in fees. There were no updates on the ongoing Bullfrog Road violations. The DEP is continuing its investigation on the Brent Road violation.

Roadmaster Report – Mr. Barlow reported that in the month of December, the road department drove a total of 633 miles and used 80.7 gallons of fuel. A total of 5,671 miles were driven in 2022 and 463.8 gallons of gas and 397.1 gallons of diesel were used. On December 16, the ice storm caused 13 trees to come down and Mr. Barlow and Mr. Keilholtz were able to help PennLine Tree Service to remove them. On December 23, there was a windstorm that caused a lot of trees to come down. During this time, the backhoe broke down and it was able to be repaired. Mr. Barlow met with a sales representative from Sealmaster for estimates on road improvement products. He also met with Antietam Tractor to get estimates for upfitting the tractor and he met with Stevenson Equipment for prices on a lift, a side mower, and a boom mower. In 2022, both sides of McGlaughlin Road were repaved. We received an estimate to repave Pecher Road for \$485,000. In 2023 and in 2024 the road department hopes to replace a pipe and do a base repair on Sanders Road. Also, Wenschhof Road is planned to have work done in 2024. Culvert inspections are due in the Spring of 2023.

Planning Commission Report: Judie Hogan reported that the Planning Commission met in December to look at a sewer module proposal from KPI. The Planning Commission signed off on the proposal.

Secretary/Treasurer: Adams County website training will occur on January 23.

Old Business:

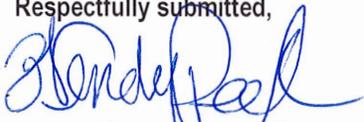
- Mr. Barlow noted that NIMS training was completed by Wendy Peck, Walter Barlow, and Sherri Hansen. Mr. Barlow encouraged Mr. Keilholtz, Mr. Lowe, and Jessica Ilko to complete it as well.
- Mr. Barlow expressed that the position of a Building Maintenance Supervisor may not need to be created. Mr. Barlow asked the other Supervisors to look at the job description.
- Overhead garage doors in the police bay and in the four main bays were repaired. Parts were ordered for the plow truck bay so it can also be repaired.

New Business:

- *Mr. Barlow made a motion to adopt Resolution 2023-XX Eliminating Employee Contributions to The Police Pension Plan for 2023. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to adopt Resolution 2023-XX to Appoint a CPA Firm for 2022 Audit. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to appoint representatives and alternate representatives to attend meetings and vote on behalf of Liberty Township for YATB, Adams County Tax Committee, ACCOG, FREMA, PSATS, and Area Fire Companies. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to Set Mileage Rate for Township Mileage Reimbursement to the Federal Rate 62.5 cents per mile for 2023 with the option to reconsider if the Federal Rate Changes. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

With no further business, **at 6:45 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, February 7, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer