

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

The Board of Supervisors of Liberty Township, Adams County met Tuesday, December 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, Supervisor Brandon Lowe, Solicitor Zach Mills, Sergeant Chris Roosen, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

Public Comments: None.

Supervisor Comments:

- **Mr. Keilholtz** wished everyone a Merry Christmas and a happy New Year. He gave kudos to Mr. Barlow for taking the road management classes to help the Township.
- **Mr. Lowe** had no comments.
- **Mr. Barlow** announced an executive session after the November 20th special meeting for personnel matters, which included interviewing applicants for the police chief position. He stated there was another executive session on December 1st for personnel issues.

Minutes: *Mr. Keilholtz moved to accept the minutes of the November 8 budget meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved to accept the minutes of the November 8 regular meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the November 20 special meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

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

ACNB Gen Oper	\$89,885.55	PLGIT Liquid Fuels	\$29,804.57
PLGIT Gen Res	\$488,639.33	ACNB Escrow	\$36,210.05
PLGIT Cap Res	\$136,959.39	ACNB ARP	\$72,260.85
	\$715,484.27		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						54,666.24
Deposit	10/31/2023			Interest	2.90	54,669.14
LiabChec	11/01/2023	ACH	US Treasury Dept/IRS	23-2110946	-2,495.34	52,173.80
LiabChec	11/01/2023	ACH	PA UC Fund	01-04573M3	-41.97	52,131.83
LiabChec	11/01/2023	ACH	PSATS UC Group Trust	0104573	-150.00	51,981.83
Deposit	11/01/2023			Deposit	150.00	52,131.83
Deposit	11/01/2023			Deposit	37.98	52,169.81
Check	11/02/2023	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-887.06	51,282.75
Deposit	11/06/2023			Deposit	352.49	51,635.24
Check	11/08/2023	13200	Aero Energy	Cust 59990	-683.46	50,951.78
Check	11/08/2023	13201	LEAF	100-4990181-001	-85.80	50,865.98
Check	11/08/2023	13202	West Penn Power	100090757368	-148.13	50,717.85
Check	11/08/2023	13203	Zachary I. Mills	October 2023	-176.00	50,541.85
Check	11/08/2023	13204	John M. Lisko	Solicitor Fees	-1,457.00	49,084.85
Check	11/08/2023	13205	Atlantic Tactical	LIB1201	-6.98	49,077.87
Check	11/08/2023	13206	Total Tech Solutions LLC	Invoice 9993	-450.00	48,627.87
Check	11/08/2023	13207	Harold Eastman	CLIENT 68208	-1,325.00	47,302.87
Check	11/08/2023	13208	PMCA	50800	-1,662.50	45,640.37
Check	11/08/2023	13209	H. A. Thomson Co	Treasurer Bond-Peck	-1,125.00	44,515.37
Paycheck	11/09/2023	13194	Barlow {BOS}, Walter		-87.78	44,427.59
Paycheck	11/09/2023	13195	Keilholtz, Jr. {BOS}, Robert		-87.78	44,339.81
Paycheck	11/09/2023	13196	Lowe {BOS}, Brandon C.		-87.78	44,252.03
Paycheck	11/09/2023	13197	Barlow, Walter M		-1,071.29	43,180.74
Paycheck	11/09/2023	ACH	Beckett, Hannah		-200.99	42,979.75
Paycheck	11/09/2023	ACH	Boehs, Donald G		-282.64	42,697.11
Paycheck	11/09/2023	ACH	David, Joseph		-706.82	41,990.29
Paycheck	11/09/2023	ACH	French, James		-181.70	41,808.59

Paycheck	11/09/2023	ACH	Hansen, Sherri		-160.49	41,648.10
Paycheck	11/09/2023	13198	Keilholtz, Jr., Robert E.		-172.35	41,475.75
Paycheck	11/09/2023	13199	Pecher, Bruce E.		-592.32	40,883.43
Paycheck	11/09/2023	ACH	Peck, Wendy J.		-1,293.12	39,590.31
Paycheck	11/09/2023	ACH	Roosen, Christopher M.		-2,582.19	37,008.12
Paycheck	11/09/2023	ACH	Ilko {Tax Collector}, Jessica L.		-44.14	36,963.98
Deposit	11/10/2023			Deposit	27.50	36,991.48
Deposit	11/10/2023			Deposit	805.95	37,797.43
Check	11/10/2023	ACH	ACNB	Payroll - Direct Deposit Service Charge	-29.18	37,768.25
Deposit	11/13/2023			Deposit	3,287.19	41,055.44
Check	11/13/2023	ACH	Intuit QuickBooks	Annual fee for QB and Payroll service	-1,797.69	39,257.75
Deposit	11/14/2023			Deposit	22,150.49	61,408.24
Deposit	11/15/2023			Deposit	115.86	61,524.10
Deposit	11/16/2023			Deposit	9,389.32	70,913.42
Deposit	11/16/2023			Deposit	480.00	71,393.42
Check	11/20/2023	13210	Verizon Wireless	Acct 621280772-00001	-184.76	71,208.66
Check	11/20/2023	13211	Comcast-Phone	901156234	-194.77	71,013.89
Check	11/20/2023	13212	Gettysburg Times	Customer 159232 Advertiser 4789	-126.51	70,887.38
Check	11/20/2023	13213	Shealers Septic Service	Inv 35516	-120.00	70,767.38
Check	11/20/2023	13214	McLaughlin's Energy	Cust 89482	-274.62	70,492.76
Check	11/20/2023	13215	Beckett, Hannah	11/09/23 mileage	-7.50	70,485.26
Check	11/20/2023	13216	Peck, Wendy J.	Mileage Reimbursement	-21.38	70,463.88
Check	11/20/2023	13220	Comcast Cable	8993110110006912	-187.40	70,276.48
Check	11/20/2023	13221	Rabold's Services	Invoice 27703 11/14/23 Calibration	-82.00	70,194.48
Deposit	11/20/2023			Deposit	26,670.34	96,864.82
Paycheck	11/22/2023	ACH	Ammerman, Cory M.		-96.47	96,768.35
Paycheck	11/22/2023	13217	Barlow, Walter M		-1,145.46	95,622.89
Paycheck	11/22/2023	ACH	Beckett, Hannah		-160.05	95,462.84
Paycheck	11/22/2023	ACH	Boehs, Donald G		-1,022.34	94,440.50
Paycheck	11/22/2023	ACH	David, Joseph		-363.59	94,076.91
Paycheck	11/22/2023	ACH	Hansen, Sherri		-232.96	93,843.95
Paycheck	11/22/2023	ACH	Ilko {Tax Collector}, Jessica L.		-65.20	93,778.75
Paycheck	11/22/2023	ACH	Ilko, Jessica		-30.73	93,748.02
Paycheck	11/22/2023	13218	Keilholtz, Jr., Robert E.		-235.32	93,512.70
Paycheck	11/22/2023	13219	Pecher, Bruce E.		-508.75	93,003.95
Paycheck	11/22/2023	ACH	Peck, Wendy J.		-1,240.86	91,763.09
Paycheck	11/22/2023	ACH	Roosen, Christopher M.		-1,986.45	89,776.64
Deposit	11/30/2023			Deposit	108.91	89,885.55
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					35,219.31	89,885.55
100.00 · PLGIT State						41,042.71
Deposit	10/31/2023			Interest	181.90	41,224.61
Check	11/08/2023	738	Aero Energy	59990	-946.70	40,277.91
Check	11/08/2023	739	LB Water	44445	-1,096.00	39,181.91
Check	11/08/2023	740	Barlow Road Repairs	393970	-60.00	39,121.91
Check	11/08/2023	741	US Municipal	Customer 17030	-726.48	38,395.43
Check	11/08/2023	742	SEI - Stephensen Equip	Account 112665	-8,408.81	29,986.62
Check	11/20/2023	743	Steve's Repair	Inv 23302/23312	-182.05	29,804.57
Total 100.00 · PLGIT State					-11,238.14	29,804.57
10.100 · Liberty Township Escrow						35,756.05
Check	11/08/2023	213	KPI	9792	-346.00	35,410.05
Deposit	11/16/2023			Deposit	800.00	36,210.05
Total 10.100 · Liberty Township Escrow					454.00	36,210.05

95.100 · PLGIT Gen Reserve Fund				486,396.43
Deposit	10/31/2023		Interest	2,242.90 488,639.33
Total 95.100 · PLGIT Gen Reserve Fund				2,242.90 488,639.33
 30.101 · PLGIT Capital Reserve Fund				 136,321.37
Deposit	11/30/2023		Interest	638.02 136,959.39
Total 30.101 · PLGIT Capital Reserve Fund				638.02 136,959.39
 ACNB ARP FUND				 94,407.33
Deposit	10/31/2023		Interest	4.01 94,411.34
Check	11/14/2023	ACH ACNB General Fund	2023 ARP Eligible Expenses through 7/5/2023	-22,150.49 72,260.85
Total ARP Fund				-22,150.49 72,260.85

01.105 · PLGIT Credit Card

105.01 · BARLOW

11/02/2023	Seven Springs Mountain Resort	Meals	6.00
11/02/2023	Tst Cafe Del Sol - Ha	Meals	28.38
11/02/2023	Seven Springs Lodging	Purchase Seven Springs Lodging	326.34
11/02/2023	Seven Springs F&b	Meals	66.28
11/02/2023	Seven Springs F&b	Meals	44.78
11/02/2023	Seven Springs F&b	Meals	12.19
11/02/2023	Seven Springs F&b	Meals	7.00
11/02/2023	Seven Springs Lodging	Credit Voucher Seven Springs Lodging	-4.90
11/02/2023	BMO Harris Bank-PLGIT Card	Ending 10/27/2023 - PLGIT Credit Card	-486.07

105.03 · PECK, W

11/02/2023	Staples	Copy paper and Office supplies	100.63
11/02/2023	Staples	Phone Message book, Receipt book, Paper C	159.03
11/02/2023	Boxcast Live Streaming	Purchase Boxcast Live Streaming	3.10
11/02/2023	Staples Inc	Soap, Coffee, Notepads	103.23
11/02/2023	PSATS	Arentz Zoning Training	35.00
11/02/2023	BMO Harris Bank-PLGIT Card	Ending 10/27/2023 - PLGIT Credit Card	-400.99

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

Expenses/Payroll: Mr. Keilholtz moved for retroactive approval of the 11/09/2023 – 12/05/2023 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 11/05/2023 – 11/18/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 11/19/2023 -12/02/2023 payroll.

Police Department Report – Sergeant Roosen reported that in the month of November, the Police Department worked 282 hours, drove 2686 miles, and used 180.2 gallons of gas. In Liberty Township, there were 9 911 incidents, 5 PSP calls, 21 traffic citations, 3 faulty equipment, 2 non-traffic citations, 1 warning, 1 felony arrest, and 4 misdemeanor arrests. In Freedom Township, the Police Department worked 25 hours, issued 18 traffic citations, 6 warnings, made 1 felony arrest, 2 misdemeanor arrests, and 3 911 incidents. In Highland Township, the Police Department worked 25 hours, responded to 1 911 incident, issued 7 traffic citations, 2 faulty equipment, and 4 warnings. Officer David investigated an unauthorized use complaint. Sergeant Roosen had a felony DUI arrest. The Police Department investigated a vehicle theft from the Freedom Auto Auction, a suspect was developed, and a warrant was issued. Sergeant Roosen reported that the new patrol car upfitting is complete and it will be put into service after the computer is integrated by the county. Mr. Lowe asked if there is a timeframe in which the computer will be integrated. Sergeant Roosen stated that he did not have a timeframe, but he is hopeful that it will be done by the end of the week. Mr. Keilholtz asked if it was just the computer that was dropped off to county. Sergeant Roosen stated that only the computer was dropped off. Mr. Barlow stated that the car will be put into service with a radio from an old police vehicle that is no longer in service. He added that the radio will be fitted into the new police interceptor.

Zoning Officer's Report – Mr. Barlow reported that there were 2 land use permits issued in November, bringing in \$200. Mr. Barlow announced that there will be a hearing regarding the issues at 3257 Bullfrog Road. Mr. Lowe asked if it was regarding the McMaster case. Mr. Barlow stated that it was regarding the 3257 Bullfrog Road, McMaster case.

Roadmaster Report – Mr. Barlow reported that in the month of November, the Road Department drove 942 miles and used 54 gallons of gas and 31 gallons of on-road diesel. Mr. Barlow stated that the plows are now on the trucks, so they are ready for the winter season. He added that the big

yellow International truck had a new clutch plate installed as well as new hoses. Mr. Barlow added that a pipe was repaired on Gladhill Road. He continued discussing that there are many older pipes within the Township that will need to be addressed. Mr. Barlow re-addressed the upcoming winter season by informing residents that the road crew will not start plowing until at least an inch of snow is accumulated. Mr. Keilholtz asked how much salt was ordered this year. Mr. Barlow stated that 75 tons was ordered, and there is a total of 200 tons outside currently. Mr. Barlow added that the Township has cut back on its salt orders due to lack of winter precipitation, and that more can be ordered if it is deemed necessary.

Planning Commission Report: Judie Hogan reported that the Planning Commission did meet in November. She stated that for Piper – 255 Wenschhof Road – 25D17-0027---000, the Planning Commission received comments back from KPI and they believe all conditions have been met. **Mr. Barlow made a motion to approve the plans for Piper – 255 Wenschhof Road – 25D17-0027---000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Secretary/Treasurer: Mr. Barlow asked if the Board had any questions regarding Considering Adjusting Allotted Hours for December. Mr. Keilholtz stated that it was discussed, and it is as needed approval. **Mr. Barlow made a motion to Adjust the Allotted Hours for the Administrative Assistant in December to an Additional 5 Hours Per Week. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

Old Business: None.

Public Comments on New Business Items: Zachary Mills stated that he spoke with John Lisko about the New Business items of Considering Accepting the Resignation of Part-Time Police Chief and the Hiring of a Part-Time Police Chief. He stated that they need to be voted on retroactively, and the hiring will be effective today.

New Business:

- **Mr. Barlow made a motion to Adopt the 2024 Budget as Advertised. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Adopt a Resolution to use the CPA Firm SEK for the 2023 Audit. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Accept the Proposed Police Pension 2024 COLA Adjustment. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to Offer an Amendment to the 2023-2025 Joint Municipal Agreement for Police Services Freedom-Liberty. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a retroactive motion to Accept the Resignation of the Part-Time Police Chief Sherri Hansen effective December 2nd. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a retroactive motion to Appoint Don Boehs effective December 2nd as the Temporary Officer in Charge. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to hire Don Boehs as the Part-Time Chief of Police at \$30 per hour effective December 5th. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Keilholtz commented that the Township was very fortunate to have 2 well-qualified candidates for the position. He added that both candidates had ample years of experience, many certifications, and training. Kathy Campbell, 36 Strausbaugh Trail, asked if the new police chief would be full-time. Mr. Barlow stated that he will be working part-time. Mr. Keilholtz added it will be 25 hours per week. Zachary Mills asked if the terms of employment are settled. Mr. Barlow stated the terms of employment are settled. Judie Hogan, 685 Friends Creek Road, asked if Chief Boehs has been working part-time with the department. Mr. Barlow stated that he has been.
- **Mr. Barlow made a motion to Acknowledge the Changes to the Adams County Sheriff's Sale Process. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Keilholtz tabled the Adams Economic Alliance Request for Sponsorship.
- **Mr. Barlow made a motion to Respond "No Comment" to the Washington Township, Franklin County, Proposed Zoning Map and Comprehensive Plan Amendments. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Advertise the 2024 Meeting Dates. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- The Board discussed three different options of distribution for the Area Fire Departments. **Mr. Keilholtz made a motion to Distribute \$7,500 to the Vigilant Hose Company (Emmitsburg, MD), \$5,000 to Fairfield Fire and EMS, and \$2,500 to the Fountaindale Volunteer Fire Company. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

With no further business, **at 6:34 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, January 2, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,


Wendy Peck, Secretary/Treasurer