

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
March 5, 2024, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, March 5, 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, Chief Don Boehs, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

HA Thompson Treasurer Bond Presentation: Andrew DiProspero, Vice President of HA Thompson, attended the Board of Supervisors meeting to present information and answer questions regarding the Treasurer Bonds. Mr. DiProspero remarked that the statement from Elaine Trofe regarding opening the mail negating the Treasurer bond was incorrect or misunderstood. He also provided clarification on the bond coverage and confirmed that all employees are currently covered under the liability policy for theft. The Township also has additional liability insurance covering the Supervisors.

Public Comments: **Richard Swiat, 385 Wenschhof Road**, commented that a turn at Stultz Road and Boyle Road is a very tight turn and that it has potholes. Mr. Swiat recommended that the Township add asphalt to the shoulder to prevent this from happening. Mr. Barlow acknowledged Mr. Swiat's concerns and advised him that the Road Department will investigate the matter.

Supervisor Comments:

- **Mr. Lowe** had no comments.
- **Mr. Keilholtz** had no comments.
- **Mr. Barlow** commented that he met with DE Gemmill to try to coordinate an AED training class. He also reported that he met with Susquehanna Doors to obtain an estimate to replace doors within the Township building. He stated that the shop door is rusting, door cylinders are leaking, and various doors are not up to standard for commercial doors. Mr. Barlow added that he attended the FREMA reorganization meeting in which they appointed officials to serve in various roles. He continued by saying that these meetings happen quarterly, and they help to set up emergency response in the region in event of a severe disaster. Mr. Barlow stated that FREMA is always looking for volunteers to help in times of disaster, and they will be hosting a mock disaster event in April. Mr. Barlow encouraged residents to contact the Fairfield Fire Department if they would be willing to have their lakes or ponds used to pump water in case of fires.

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

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of February 28, 2024

ACNB Gen Oper	\$67,255.81	PLGIT Liquid Fuels	\$21,666.47
PLGIT Gen Res	\$495,382.68	ACNB Escrow	\$40,427.45
PLGIT Cap Res	\$138,879.25	ACNB ARP	\$50,589.90
	\$701,517.74		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						67,461.64
Deposit	01/31/2024			Interest	3.10	67,464.74
Paycheck	02/01/2024	13281	Barlow {BOS}, Walter		-87.78	67,376.96
Paycheck	02/01/2024	13282	Keilholtz, Jr. {BOS}, Robert		-87.78	67,289.18
Paycheck	02/01/2024	13283	Lowe {BOS}, Brandon C.		-87.78	67,201.40
Paycheck	02/01/2024	13284	Barlow, Walter M		-1,390.27	65,811.13
Paycheck	02/01/2024	ACH	Beckett, Hannah		-349.90	65,461.23
Paycheck	02/01/2024	ACH	Boehs, Donald G		-1,247.20	64,214.03
Paycheck	02/01/2024	ACH	French, James		-511.83	63,702.20
Paycheck	02/01/2024	ACH	Hansen, Sherri		-8.59	63,693.61
Paycheck	02/01/2024	ACH	Ilko {Tax Collector}, Jessica L.		-38.87	63,654.74
Paycheck	02/01/2024	13285	Keilholtz, Jr., Robert E.		-382.54	63,272.20
Paycheck	02/01/2024	13286	Pecher, Bruce E.		-174.73	63,097.47
Paycheck	02/01/2024	ACH	Peck, Wendy J.		-1,248.86	61,848.61
Paycheck	02/01/2024	ACH	Roosen, Christopher M.		-1,664.31	60,184.30
Check	02/01/2024	ACH	BMO Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-130.45	60,053.85

Deposit	02/06/2024			Deposit	3,183.22	63,237.07
Check	02/12/2024	ACH	ACNB	Payroll - Direct Deposit Service Charge	-30.38	63,206.69
Check	02/13/2024	13301	West Penn Power	100090757368	-280.82	62,925.87
Check	02/13/2024	13302	LEAF	100-4990181-001	-78.00	62,847.87
Check	02/13/2024	13303	Mason's Propane Service	Invoice 289482	-425.32	62,422.55
Check	02/13/2024	13304	Shealers Septic Service	Inv 35790	-60.00	62,362.55
Check	02/13/2024	13305	PMCA	52534	-812.50	61,550.05
Check	02/13/2024	13306	Zachary I. Mills	January 2024	-575.25	60,974.80
Check	02/13/2024	13307	Total Tech Solutions LLC	Invoice 10471	-500.00	60,474.80
Check	02/13/2024	13308	10-8 Emergency Vehicle	Invoice 28477	-131.25	60,343.55
Check	02/13/2024	13309	Alexander Plumbing	Invoice #7693	-226.81	60,116.74
Deposit	02/13/2024			Deposit	440.69	60,557.43
Deposit	02/13/2024			Deposit	1,183.75	61,741.18
Paycheck	02/15/2024	ACH	Bostek {Elected}, Kathryn		-8.76	61,732.42
Paycheck	02/15/2024	ACH	Gee {Elected}, Vincent		-8.76	61,723.66
Paycheck	02/15/2024	ACH	Swiat {Elected}, Richard		-8.76	61,714.90
Paycheck	02/15/2024	13298	Barlow, Walter M		-1,082.20	60,632.70
Paycheck	02/15/2024	ACH	Beckett, Hannah		-469.06	60,163.64
Paycheck	02/15/2024	ACH	Boehs, Donald G		-1,212.70	58,950.94
Paycheck	02/15/2024	ACH	French, James		-282.64	58,668.30
Paycheck	02/15/2024	ACH	Ilko, Jessica		-28.10	58,640.20
Paycheck	02/15/2024	13299	Keilholtz, Jr., Robert E.		-103.28	58,536.92
Paycheck	02/15/2024	13300	Pecher, Bruce E.		-98.86	58,438.06
Paycheck	02/15/2024	ACH	Peck, Wendy J.		-1,594.25	56,843.81
Paycheck	02/15/2024	ACH	Roosen, Christopher M.		-1,977.38	54,866.43
Paycheck	02/15/2024	ACH	Ilko {Tax Collector}, Jessica L.		-38.87	54,827.56
Deposit	02/20/2024			Deposit	25,745.65	80,573.21
LiabCheck	02/23/2024	ACH	US Treasury Dept/IRS	23-2110946	-1,983.42	78,589.79
LiabCheck	02/23/2024	ACH	US Treasury Dept/IRS	23-2110946	-1,816.44	76,773.35
Check	02/27/2024	13317	Comcast-Phone	901156234	-194.77	76,578.58
Check	02/27/2024	13318	Verizon Wireless	Acct 621280772-00001	-224.81	76,353.77
Check	02/27/2024	13320	Aero Energy	Cust 59990	-385.82	75,967.95
Check	02/27/2024	13321	East Trail Automotive	12/21/23 - Replace brakes 2016 Ford	-251.20	75,716.75
Check	02/27/2024	13322	Motorola Solutions, Inc.	3010216335	-10.32	75,706.43
Check	02/27/2024	13323	Jerry Dellinger	Install Mailbox for 1055 McGlauhlin Rd	-322.00	75,384.43
Check	02/27/2024	13324	Comcast Cable	8993110110006912	-187.43	75,197.00
Check	02/27/2024	13325	John M. Lisko	Solicitor Fees	-1,218.00	73,979.00
Deposit	02/28/2024			Deposit	418.00	74,397.00
Paycheck	02/29/2024	13310	Barlow {BOS}, Walter		-87.78	74,309.22
Paycheck	02/29/2024	13311	Keilholtz, Jr. {BOS}, Robert		-87.78	74,221.44
Paycheck	02/29/2024	13312	Lowe {BOS}, Brandon C.		-87.78	74,133.66
Paycheck	02/29/2024	ACH	Ruppert {Planning Com}, Barbara L.		-43.78	74,089.88
Paycheck	02/29/2024	13316	Barlow, Walter M		-1,364.64	72,725.24
Paycheck	02/29/2024	ACH	Beckett, Hannah		-583.78	72,141.46
Paycheck	02/29/2024	ACH	Boehs, Donald G		-1,042.19	71,099.27
Paycheck	02/29/2024	ACH	French, James		-613.91	70,485.36
Paycheck	02/29/2024	ACH	Ilko {Tax Collector}, Jessica L.		-38.87	70,446.49
Paycheck	02/29/2024	13314	Keilholtz, Jr., Robert E.		-73.25	70,373.24
Paycheck	02/29/2024	13315	Pecher, Bruce E.		-40.45	70,332.79
Paycheck	02/29/2024	ACH	Peck, Wendy J.		-1,370.54	68,962.25
Paycheck	02/29/2024	ACH	Roosen, Christopher M.		-1,706.44	67,255.81
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-205.83	67,255.81

100.00 · PLGIT State						22,834.48
Deposit	02/01/2024			Interest		116.48 22,950.96
Check	02/27/2024	754	Hobbs Trucking	Inv 12119		-237.20 22,713.76
Check	02/27/2024	755	New Enterprise Stone &	Acct 93038		-350.37 22,363.39
Check	02/27/2024	756	Foster F Wineland, Inc	ACCOUNT NO. LIBER003		-30.23 22,333.16
Check	02/27/2024	757	US Municipal	Customer 17030		-261.10 22,072.06
Check	02/27/2024	758	Hagerstown Ford	152788		-405.59 21,666.47
Total 100.00 · PLGIT State						-1,168.01 21,666.47

10.100 · Liberty Township Escrow						37,981.55
Deposit	02/13/2024			Deposit		3,400.00 41,381.55
Check	02/27/2024	216	KPI	9927		-1,754.10 39,627.45
Deposit	02/28/2024			Deposit		800.00 40,427.45
Total 10.100 · Liberty Township Escrow						2,445.90 40,427.45

95.100 · PLGIT Gen Reserve Fund						493,108.98
Deposit	02/01/2024			Interest		2,273.70 495,382.68
Total 95.100 · PLGIT Gen Reserve Fund						2,273.70 495,382.68

30.101 · PLGIT Capital Reserve Fund						138,231.73
Deposit	02/01/2024			Interest		647.52 138,879.25
Total 30.101 · PLGIT Capital Reserve Fund						647.52 138,879.25

ACNB ARP FUND						50,587.28
Deposit	01/31/2024			Interest		2.62 50,589.90
Total ARP Fund						2.62 50,589.90

01.105 · PLGIT Credit Card						
105.01 · BARLOW						0.00
	2/1/2024		U.S. Postal Service	OTT Zoning Postage		10.02 10.02
	2/1/2024		BMO Harris Bank-PLGIT	Ending 1/27/2024-PLGIT Credit Card		-10.02 0.00
Total 105.01 · BARLOW						0.00 0.00
105.03 · PECK, W						0.00
	2/1/2024		Amazon	Ink, Scissors, book ends		56.94 56.94
	2/1/2024		Amazon	Battery Backup Surge Protector		60.99 117.93
	2/1/2024		Boxcast Live Streaming	Purchase Boxcast Live Streaming		2.50 120.43
	2/1/2024		BMO Harris Bank-PLGIT	Ending 1/27/2024 - PLGIT Credit Card		-120.43 0.00
Total 105.03 · PECK, W						0.00 0.00

Mr. Lowe moved for acceptance of the February 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 02/07/2023 – 3/05/2024 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 01/28/2024 – 02/10/2024 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 02/11/2024 – 02/24/2024 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Boehs reported that in the month of February, the Police Department worked 199 hours, drove 1466 miles, and used 137 gallons of gas. In Liberty Township, there were 6 PSP calls, 3 traffic citations, 2 warnings, and 0 arrests. In Freedom Township, the Police Department worked 35 hours, issued 29 traffic citations, 7 warnings, and 2 911 incidents. In Highland Township, the Police Department worked 25 hours, responded to 0 911 incidents, issued 3 traffic citations, and 5 warnings. Chief Boehs added that all body camera footage over 60 days old has been deleted. The Chief requested that the Board accept the employment application for Terry Dewitt and requested that the Board conduct interviews, and meet with himself and Lieutenant French regarding the Department's future plans. **Mr. Barlow made a motion to Hire Terry Dewitt**

on Immediately Following his Completion of the Interview Process. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Zoning Officer's Report – Mr. Barlow reported that one land use permit was issued for \$100.

Roadmaster Report – Mr. Barlow reported that in the month of February the Road Department used 28 gallons of gas and 30 gallons of on-road diesel, and drove 809 miles. The Road Department dealt with some winter weather activities including snow and flooding. Mr. Barlow added that some roads have been washing out and he met with the local PennDOT representative on how to deal with this. During his meeting with Jim Leshner, he discussed doing a full-depth reclamation of Bullfrog Road. Mr. Barlow explained that due to financial restraints, only 2400 square feet of Bullfrog Road will be able to be completed this year. Mr. Barlow stated that the cost of this project will be around \$200,000 and it will be a 22 feet wide section of Bullfrog Road from Stoops Road to the Hamiltonban Township line. He said that the Township joined the salt contract for 44 tons for the 2024-2025 season. Mr. Barlow stated that Girl Scout Road will also be slated for repairs that include ditching work and a French drain. Mr. Barlow stated that he had been out repairing various potholes and used 3.5 tons of cold patch material to temporarily fix Girl Scout Road. He stated that for the permanent repairs, the Township will need membranes, ballasts, 2-inch stone, and blacktop to help re-direct drainage into a field. Mr. Barlow added that he met with LTAP regarding Girl Scout Road to discuss the project. He continued by saying that he will be meeting with the residents who live on Girl Scout Road as this road may be a good candidate for a grant program from the state if it is a dirt/gravel road, the Township may be able to receive \$100,000 to help repave the road. Mr. Barlow said that the Old Waynesboro Road bridge project is going to continue this year, and it is important that the Township keeps this bridge as it has been Township owned since 1926. He stated that last year the Township invested \$30,000 into the bridge. Mr. Barlow commended the Pennsylvania State Police for their help during the windstorm as the Trooper on duty helped Mr. Barlow remove a tree from the roadway. He stated that there were five trees down within the Township from that storm. Mr. Barlow stated that he has the soil samples scheduled for March 12 for Bullfrog Road. **Mr. Barlow made a motion to Advertise the 2024 Bid Packets for Road Work As Soon As the Soil Sample Comes Back. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Planning Commission Report: Mr. Barlow stated that the Planning Commission met for their reorganization meeting in February. The Planning Commission appointed Judie Hogan as the Chair, Richard Luquette as the Vice Chair, and Barbara Ruppert as Secretary. Mr. Barlow reported that the Planning Commission acknowledged the request for an extension from the Carmel of Jesus Mary & Joseph. He added that the Planning Commission accepted the Wilders, Golden Wood, and Raven Rock plans for review.

Secretary/Treasurer: Mr. Keilholtz asked how many hours per week were needed for the month of March. The Secretary stated at least 15 per week are needed. **Mr. Keilholtz made a motion to Adjust the Allotted Hours for the Administrative Assistant in March for Up to 20 Hours Per Week. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

Old Business:

- **Mr. Barlow made a motion to confirm that Employee Raises Set at the February Meeting are Retroactive to January 1. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to conditionally approve the Charnita lot consolidation 25QQ0-0011---000/25QQ0-0012---000/25QQ0-0013---000 Glass 105/115 Airedale Trail. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Public Comments on New Business Items: None.

New Business:

- **Mr. Barlow made a motion to Sign Up for a Pick Up PA Township Event for 2024. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

At 6:51PM, the meeting was adjourned to Executive Session.

At 7:30PM, the Executive Session ended, and the public meeting resumed. Mr. Barlow announced the Executive Session was for personnel matters, Police Department applications, and the Rist Trail matter.

With no further business, **at 7:31 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, April 2, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer