

**Liberty Township Board of Supervisors, Adams County, PA**  
**39 Topper Road, Fairfield, PA 17320**  
**April 2, 2024, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, April 2, 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, Solicitor John Lisko, Chief Don Boehs, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

**Absent:** Supervisor Brandon Lowe

**ACEDA Presentation:** Rescheduled their presentation for the May 7 Board of Supervisors meeting.

**Public Comments:** None.

**Supervisor Comments:**

- **Mr. Keilholtz** reminded residents to clear out the culverts to help alleviate roadway flooding and to ensure their driveways are not spilling onto the roads. He also reminded residents to check the structural integrity of their mailboxes.
- **Mr. Barlow** commented that there have been flooding issues due to excessive rain. He reminded residents to take an alternative route if they see a road is flooded and to not drive through it.

**Minutes:** *Mr. Keilholtz moved to accept the minutes of the March 5 regular meeting. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*

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

ACNB Gen Oper	\$109,352.94	PLGIT Liquid Fuels	\$99,023.18
PLGIT Gen Res	\$497,497.74	ACNB Escrow	\$38,159.45
PLGIT Cap Res	\$139,481.00	ACNB ARP	\$50,591.90
	<b>\$746,331.68</b>		

Type	Date	Num	Name	Memo	PD AMT	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>67,255.81</b>
Deposit	02/29/2024			Interest	2.78	67,258.59
Check	03/07/2024		BMO Harris Bank-	PLGIT CREDIT ACCOUNT	-410.31	66,848.28
Deposit	03/07/2024	ACH	PLGIT Card	Deposit	150.00	66,998.28
Deposit	03/08/2024			Deposit	11.00	67,009.28
Check	03/11/2024	ACH	ACNB	Payroll - Direct Deposit Service Charge	-29.42	66,979.86
Deposit	03/12/2024			Deposit	10,218.21	77,198.07
Deposit	03/12/2024			Deposit	174.13	77,372.20
Paycheck	03/14/2024	13326	Barlow, Walter M		-1,370.00	76,002.20
Paycheck	03/14/2024	ACH	Beckett, Hannah		-461.62	75,540.58
Paycheck	03/14/2024	ACH	Boehs, Donald G		-1,531.38	74,009.20
Paycheck	03/14/2024	ACH	French, James		-335.95	73,673.25
Paycheck	03/14/2024	ACH	Ilko, Jessica		-36.86	73,636.39
Paycheck	03/14/2024	ACH	Peck, Wendy J.		-1,355.98	72,280.41
Paycheck	03/14/2024	ACH	Ilko {Tax Collector}, Jessica L.		-38.86	72,241.55
Check	03/14/2024	13327	West Penn Power	100090757368	-267.30	71,974.25
Check	03/14/2024	13328	LEAF	100-4990181-001	-78.00	71,896.25
Check	03/14/2024	13329	Shealers Septic Servi	35886	-60.00	71,836.25
Check	03/14/2024	13330	PMCA	Inv 19110	-675.00	71,161.25
Check	03/14/2024	13331	Total Tech Solutions	Invoice 10540	-500.00	70,661.25
Check	03/14/2024	13332	Zachary I. Mills	February 2024	-303.98	70,357.27
Check	03/14/2024	13333	Aero Energy	Cust 59990	-299.93	70,057.34
Check	03/14/2024	13334	Roy Kent	Police Radio Installation	-254.00	69,803.34
Check	03/14/2024	13335	Rabold's Services	Invoice 26789 03/06/24 Calibration	-118.00	69,685.34
Check	03/14/2024	13336	Harrington Equipmen	205631	-34.24	69,651.10

Check	03/14/2024	13337	ACCOG	Invoice 2024-022	-100.00	69,551.10
Deposit	03/19/2024			Deposit	18,120.73	87,671.83
Deposit	03/19/2024			Deposit	19,794.50	107,466.33
Deposit	03/20/2024			Deposit	8,482.74	115,949.07
LiabPmt	03/22/2024	ACH	US Treasury Dept	23-2110946	-1,532.00	114,417.07
LiabPmt	03/22/2024	ACH	US Treasury Dept	23-2110946	-1,827.62	112,589.45
LiabPmt	03/22/2024	ACH	PA Dept. of Revenue	1641 9699	-254.01	112,335.44
LiabPmt	03/22/2024	ACH	PA Dept. of Revenue	1641 9699	-253.03	112,082.41
LiabPmt	03/22/2024	ACH	PA Dept. of Revenue	1641 9699	-279.80	111,802.61
LiabPmt	03/22/2024	ACH	PA Dept. of Revenue	1641 9699	-265.39	111,537.22
LiabPmt	03/22/2024	ACH	PA Dept. of Revenue	1641 9699	-271.40	111,265.82
LiabPmt	03/22/2024	ACH	PA Dept. of Revenue	1641 9699	-202.64	111,063.18
Check	03/25/2024	13344	Doceo	LT03 Contract C12477-01	-162.33	110,900.85
Check	03/25/2024	13345	Comcast-Phone	901156234	-196.57	110,704.28
Check	03/25/2024	13346	Comcast Cable	8993110110006912	-209.04	110,495.24
LiabPmt	03/25/2024	13347	Security Benefit Retir	610257	-719.58	109,775.66
Check	03/25/2024	13348	Verizon Wireless	Acct 621280772-00001	-225.39	109,550.27
Check	03/25/2024	13349	Lowes	98004701524	-497.75	109,052.52
Check	03/25/2024	13351	KPI Technology	Invoice #9962 - General	-1,527.74	107,524.78
LiabPmt	03/25/2024	ACH	PA Dept. of Revenue	1641 9699	-325.71	107,199.07
LiabPmt	03/25/2024	ACH	PA Dept. of Revenue	1641 9699	-294.48	106,904.59
LiabPmt	03/25/2024	ACH	PA Dept. of Revenue	1641 9699	-275.31	106,629.28
LiabPmt	03/25/2024	ACH	PA Dept. of Revenue	1641 9699	-271.50	106,357.78
LiabPmt	03/25/2024	ACH	PA Dept. of Revenue	1641 9699	-194.12	106,163.66
LiabPmt	03/26/2024	ACH	PA Dept. of Revenue	1641 9699	-214.13	105,949.53
LiabPmt	03/26/2024	ACH	US Treasury Dept	23-2110946	-1,484.06	104,465.47
Deposit	03/26/2024			Deposit	8,319.01	112,784.48
Deposit	03/27/2024			Deposit	3,865.13	116,649.61
Check	03/27/2024	13352	John M. Lisko	Solicitor Fees	-1,736.00	114,913.61
Paycheck	03/28/2024	13338	Barlow, Walter M		-1,010.36	113,903.25
Paycheck	03/28/2024	ACH	Beckett, Hannah		-510.91	113,392.34
Paycheck	03/28/2024	ACH	Boehs, Donald G		-1,179.20	112,213.14
Paycheck	03/28/2024	ACH	Ilko {Tax Collector}, Jessica L.		-429.93	111,783.21
Paycheck	03/28/2024	13339	Keilholtz, Jr., Robert E.		-104.63	111,678.58
Paycheck	03/28/2024	13340	Pecher, Bruce E.		-126.46	111,552.12
Paycheck	03/28/2024	ACH	Peck, Wendy J.		-1,379.61	110,172.51
Paycheck	03/28/2024	ACH	French, James		-512.44	109,660.07
Paycheck	03/28/2024	13341	Barlow {BOS}, Walter		-87.78	109,572.29
Paycheck	03/28/2024	13342	Keilholtz, Jr. {BOS}, Robert		-87.78	109,484.51
Paycheck	03/28/2024	13343	Lowe {BOS}, Brandon C.		-87.78	109,396.73
Paycheck	03/28/2024	ACH	Ruppert {Planning Com}, Barbara L.		-43.79	109,352.94
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>42,097.13</b>	<b>109,352.94</b>
<b>100.00 · PLGIT State</b>						<b>21,666.47</b>
Deposit	02/29/2024			Interest	97.93	21,764.40
Deposit	03/01/2024			Deposit	77,578.58	99,342.98
Check	03/14/2024	759	NAPA	ACCT#3135	-319.80	99,023.18
<b>Total 100.00 · PLGIT State</b>					<b>77,356.71</b>	<b>99,023.18</b>
<b>10.100 · Liberty Township Escrow</b>						<b>40,427.45</b>
Check	03/25/2024	217	KPI	9962	-2,268.00	38,159.45
<b>Total 10.100 · Liberty Township Escrow</b>					<b>-2,268.00</b>	<b>38,159.45</b>

<b>95.100 · PLGIT Gen Reserve Fund</b>				<b>495,382.68</b>
Deposit	03/01/2024	Interest	2,115.06	497,497.74
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>				<b>2,115.06    497,497.74</b>

<b>30.101 · PLGIT Capital Reserve Fund</b>				<b>138,879.25</b>
Deposit	03/01/2024	Interest	601.75	139,481.00
<b>Total 30.101 · PLGIT Capital Reserve Fund</b>				<b>601.75    139,481.00</b>

<b>ACNB ARP FUND</b>				<b>50,589.90</b>
Deposit	02/29/2024	Interest	2.00	50,591.90
<b>Total ARP Fund</b>				<b>2.00    50,591.90</b>

<b>01.105 · PLGIT Credit Card</b>				
<b>105.01 · BARLOW</b>				<b>0.00</b>
	3/7/2024	Lowe's	Mail Box and Poles	158.59    158.59
	3/7/2024	Lowe's	Stain for picnic table and Office building supplies	163.72    322.31
	3/7/2024	PSATS	Barlow Training -PennDot Municipal Road	88.00    410.31
	3/7/2024	BMO Bank-PLGIT	Ending 2/27/2024 - PLGIT Credit Card Trans	-410.31    0.00
<b>Total 105.01 · BARLOW</b>				<b>0.00    0.00</b>
 <b>105.03 · PECK, W</b>				 <b>0.00</b>
<b>Total 105.03 · PECK, W</b>				<b>0.00    0.00</b>

**Mr. Barlow moved for acceptance of the March 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 03/06/2024 – 04/02/2024 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 02/25/2024 – 03/09/2024 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 03/10/2024 – 03/23/2024 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

**Police Department Report** – Chief Boehs reported that in the month of March, the Police Department worked 153.5 hours, drove 1121 miles, and used 90.9 gallons of gas. In Liberty Township, there were 6 PSP calls, 5 traffic citations, 4 warnings, and 0 arrests. In Freedom Township, the Police Department worked 35 hours, issued 15 traffic citations, 7 warnings, 2 911 incidents, and there were 6 PSP calls. In Highland Township, the Police Department worked 25 hours, responded to 2 911 incidents, issued 3 traffic citations, 8 warnings, and there were 7 PSP calls. Chief Boehs added that all body camera footage over 60 days old has been deleted. Mr. Barlow asked the Chief how much progress has been made in the policy he had been assigned. The Chief stated that he finished it and is currently reviewing other portions of the policy.

**Zoning Officer's Report** – Mr. Barlow reported that 2 land use permits, and 1 driveway permit were issued bringing in \$265.

**Roadmaster Report** – Mr. Barlow reported that in the month of March the Road Department used 58.9 gallons of gas and 29 gallons of off-road diesel, and drove 542 miles. He added that there were water issues along Township roads including flooding, multiple trees down, and pothole repairs were completed. Mr. Barlow stated that three bids came in for the engineering work on Bullfrog Road to test the soil. The first bid was from Stahl Sheaffer Engineering from Cannonsburg, PA for \$7,000. The second bid was from Geo-Technology Associates Inc from York, PA for \$5,445. The third bid was from Hill-Carnes Engineering Associates in Frederick, MD for \$3,195. **Mr. Barlow made a motion to retroactively accept the bid from Hill-Carnes Engineering Associates for \$3,195. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Barlow stated that the soil samples are already completed, and the results will be back by May. He added that the bid packet for the Old Waynesboro Road bridge will be put out soon. Mr. Barlow stated that he will be attending a PennDOT Roadmaster Symposium from April 14 to 16 in Hershey, PA. He continued by saying this multi-day roundtable will provide new perspectives from roadmasters across the state.

**Planning Commission Report:** Judie Hogan stated that the Planning Commission met in March to consider the Wilders Plan. She stated that previously this plan in earlier versions had been denied by the Planning Commission and Zoning Hearing Board. Judie Hogan added that the Zoning Hearing Board approved a narrow strip to be subdivided and added to the one lot to allow for the well to be on the appropriate property. The

Planning Commission recommends that the Board of Supervisors also approve this narrow strip. Mr. Lisko asked questions about the plans and after a discussion with the Board and Secretary they all came to a consensus.

**Secretary/Treasurer:** *Mr. Barlow made a motion to adjust the allotted hours for the Administrative Assistant to 15 hours per week with up to 20 hours per week as needed. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

**Old Business:**

**Public Comments on New Business Items:** None.

**New Business:**

- Mr. Barlow stated that the Administrative Assistant had worked to contact the cleaning companies to receive bids. Mr. Keilholtz asked if there would be an out option for either party in this contract. Mr. Lisko stated that this one-year contract can be cancelled within 30 days by either party. **Mr. Barlow made a motion to award the cleaning bid on a trial basis to Wetzel's Cleaning Service from Hanover, PA at a rate of \$75 per bi-weekly cleaning of the Township Building. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow commented that the garage entry door and the door arm on the main door into the office building need to be replaced. **Mr. Barlow made a motion to approve the bid given by Architectural Doors and Hardware from York, PA at \$2,825.69. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to deny the waiver of Planning Commission review of Charnita Lot Consolidation 25AD0-0063---000/25AD0-0064---000 Wagerman/McGlaughlin 10 Girl Scout Road. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- The Secretary commented that the conditional approval item on the agenda is now void due to the denial of the waiver of Planning Commission review. The Secretary added that the Board should comment addressing the voidance of the conditional approval item. Mr. Barlow recommended that a motion be made to deny the conditional approval based on the denial of the waiver of Planning Commission review. **Mr. Keilholtz made a motion to deny conditional approval of the Charnita Lot Consolidation 25AD0-0063---000/25AD0-0064---000 Wagerman/McGlaughlin 10 Girl Scout Road. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow commented that the Policy and Procedure Manual Amendments strike out the clause that states having relation to other employees is not allowed within the Township. He added that family is the basis of this Township, and it is hard to find help, so adding the option of family members will allow the Township to have more help in times of need. **Mr. Barlow made a motion to approve the Policy and Procedure Manual Amendments. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to take no action regarding the ENDO Bankruptcy. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow stated that the RTK Requests for Permit Applications item has been resolved and can be struck from the agenda.

**At 6:30PM, the meeting was adjourned to Executive Session. At 6:40 the public meeting resumed. Mr. Barlow announced the Executive Session was for personnel matters. The Secretary and Administrative Assistant left the meeting at 6:41PM. At 6:42, 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 7:35 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, May 7, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer



Walter Barlow, Chairman, Board of Supervisors