

**Liberty Township Board of Supervisors, Adams County, PA**  
**39 Topper Road, Fairfield, PA 17320**  
**February 6, 2024, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, February 6, 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, Lieutenant Jim French, Chief Don Boehs, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

**Annual Pension Report by RJ Hall:** Liberty Township Pension Plan Administrators Kevin Hall and Rob Lutz from RJ Hall were in attendance to review the 2023 valuation and year-end market report. They presented an annual report of the Police Pension Plan and discussed it with the Board of Supervisors. After a thorough review, it was determined that the investments would be rebalanced to maintain a 60/40 split. **Mr. Barlow made a motion to rebalance at a 60-40 with fixed income. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Public Comments:** **Judie Hogan, 685 Friends Creek Road**, thanked the Police Department for assisting her with an auto accident that occurred in Emmitsburg. She stated that she was very appreciative of their assistance. **Richard Swiat, 385 Wenschhof Road**, stated that he wanted to apologize for voicing negative feedback regarding the cost of the line painting on Wenschhof Road. He added that the lines are very helpful when driving in inclement weather. Mr. Barlow stated that the Board sent a notice to Beverly Ott requesting that she be present at tonight's meeting to discuss resolving her outstanding zoning violation. Since Beverly was not present at the meeting and the board had no choice but to proceed without her input. **Mr. Barlow made a motion to continue to go forward with the legal process and requesting the Magistrate's Office to turn the case over to the Court of Common Pleas for restitution, and a decision to assume the property to and take care of the problem ourselves at 2650 Bullfrog Road - 25D16-0006B—000. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

**At 6:14 PM The meeting was adjourned to an Executive Session to discuss legal matters and personnel issues.**

**At 6:51 PM The Executive Session ended and the public meeting resumed. Mr. Barlow announced that there were also an Executive Session on February 1st at 5:30PM to discuss employee raises, and personnel matters relating to the Police Department.**

**Supervisor Comments:**

- **Mr. Barlow** commented that Paul Wiles, a former member of the Citizen Advisory Board, had passed away late last year. He expressed condolences to the family of Mr. Wiles.
- **Mr. Lowe** had no comments.
- **Mr. Keilholtz** had no comments.

**Minutes:** **Mr. Keilholtz moved to accept the minutes of the January 2 ReOrganization meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved to accept the minutes of the January 2 Regular Meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of January 31, 2024**

ACNB Gen Oper	\$67,461.64	PLGIT Liquid Fuels	\$22,834.48
PLGIT Gen Res	\$493,108.98	ACNB Escrow	\$37,981.55
PLGIT Cap Res	\$138,231.73	ACNB ARP	\$50,587.28
	<b>\$698,802.35</b>		

Type	Date	Num	Name	Memo	PD AMT	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>62,954.71</b>
Deposit	12/31/2023			Interest	3.37	62,958.08
Deposit	01/02/2024			Deposit	3,269.44	66,227.52
Check	01/03/2024	13262	Comcast Cable	8993110110006912	-187.40	66,040.12
Check	01/03/2024	13263	KPI Technology	9881	-1,225.20	64,814.92
Check	01/03/2024	13264	Aero Energy	Cust 59990	-451.36	64,363.56
Check	01/03/2024	13265	Total Tech Solutions LLC	Invoice 10332 & 10239	-675.00	63,688.56
Check	01/03/2024	13266	PMCA	51881	-550.00	63,138.56
Check	01/03/2024	13267	ACNB INSURANCE SER	Asst Treasurer Bond-Ilko	-1,125.00	62,013.56
Check	01/03/2024	13268	John M. Lisko	Solicitor Fees	-338.00	61,675.56
Paycheck	01/04/2024	13256	Barlow {BOS}, Walter		-87.78	61,587.78
Paycheck	01/04/2024	13257	Keilholtz, Jr. {BOS}, Robert		-87.78	61,500.00
Paycheck	01/04/2024	13258	Lowe {BOS}, Brandon C.		-87.78	61,412.22

Paycheck	01/04/2024	13259	Barlow, Walter M		-498.27	60,913.95
Paycheck	01/04/2024	ACH	Beckett, Hannah		-372.21	60,541.74
Paycheck	01/04/2024	ACH	Boehs, Donald G		-434.50	60,107.24
Paycheck	01/04/2024	ACH	David, Joseph		-141.51	59,965.73
Paycheck	01/04/2024	ACH	French, James		-343.22	59,622.51
Paycheck	01/04/2024	ACH	Ilko {Tax Collector}, Jessica L.		-53.35	59,569.16
Paycheck	01/04/2024	13260	Keilholtz, Jr., Robert E.		-25.35	59,543.81
Paycheck	01/04/2024	13261	Pecher, Bruce E.		-147.12	59,396.69
Paycheck	01/04/2024	ACH	Peck, Wendy J.		-1,248.86	58,147.83
Paycheck	01/04/2024	ACH	Roosen, Christopher M.		-2,993.41	55,154.42
Paycheck	01/04/2024	ACH	Ilko, Jessica		-17.56	55,136.86
Check	01/04/2024	ACH	BMO -PLGIT Card	PLGIT CREDIT ACCOUNT	-476.57	54,660.29
Deposit	01/04/2024			Deposit	912.76	55,573.05
Deposit	01/08/2024			Deposit	201.48	55,774.53
Deposit	01/10/2024			Deposit	7,707.31	63,481.84
Deposit	01/10/2024			Deposit	38.50	63,520.34
Check	01/15/2024	ACH	ACNB	Payroll - Direct Deposit Service Charge	-29.66	63,490.68
Check	01/16/2024	13272	Shealers Septic Service	Inv 35720	-60.00	63,430.68
Check	01/16/2024	13273	West Penn Power	100090757368	-282.36	63,148.32
Check	01/16/2024	13274	Aero Energy	Cust 59990	-387.50	62,760.82
Check	01/16/2024	13275	D. E. Gemmill Inc	INV I23-3082	-3,530.00	59,230.82
LiabCheck	01/16/2024	13276	Sec Ben Ret Serv	610257	-262.97	58,967.85
Check	01/16/2024	13277	LEAF	100-4990181-001	-78.00	58,889.85
Check	01/16/2024	13278	U.S. Postal Service	Box 58 Yearly Rental	-70.00	58,819.85
Check	01/16/2024	13279	Harold Eastman	CLIENT 68208	-990.00	57,829.85
Check	01/16/2024	13280	Atlantic Tactical		-1,506.76	56,323.09
LiabCheck	01/16/2024	ACH	US Treasury Dept/IRS	23-2110946	-1,666.04	54,657.05
LiabCheck	01/17/2024	ACH	US Treasury Dept/IRS	23-2110946	-1,327.38	53,329.67
LiabCheck	01/17/2024	ACH	US Treasury Dept/IRS	23-2110946	-9.52	53,320.15
LiabCheck	01/17/2024	ACH	US Treasury Dept/IRS	23-2110946	-1,858.86	51,461.29
LiabCheck	01/17/2024	ACH	York/Adams County EIT	000095043	-780.63	50,680.66
LiabCheck	01/17/2024	ACH	PSATS UC Group Trust	0104573	-129.62	50,551.04
Deposit	01/17/2024			Deposit	21,680.00	72,231.04
Paycheck	01/18/2024	ACH	Bostek {Elected}, Kathryn		-8.75	72,222.29
Paycheck	01/18/2024	ACH	Gee {Elected}, Vincent		-8.75	72,213.54
Paycheck	01/18/2024	ACH	Swiat {Elected}, Richard		-8.75	72,204.79
Paycheck	01/18/2024	13269	Barlow, Walter M		-1,193.16	71,011.63
Paycheck	01/18/2024	ACH	Beckett, Hannah		-409.43	70,602.20
Paycheck	01/18/2024	ACH	Boehs, Donald G		-860.52	69,741.68
Paycheck	01/18/2024	ACH	David, Joseph		-343.41	69,398.27
Paycheck	01/18/2024	ACH	French, James		-161.51	69,236.76
Paycheck	01/18/2024	ACH	Ilko {Tax Collector}, Jessica L.		-124.46	69,112.30
Paycheck	01/18/2024	13270	Keilholtz, Jr., Robert E.		-252.54	68,859.76
Paycheck	01/18/2024	13271	Pecher, Bruce E.		-183.92	68,675.84
Paycheck	01/18/2024	ACH	Peck, Wendy J.		-1,248.87	67,426.97
Paycheck	01/18/2024	ACH	Roosen, Christopher M.		-1,877.52	65,549.45
Paycheck	01/18/2024	ACH	Ilko, Jessica		-17.56	65,531.89
LiabCheck	01/18/2024	ACH	PA UC Fund	0104573	-36.34	65,495.55
Deposit	01/18/2024			Deposit	5,207.75	70,703.30
Deposit	01/22/2024			Deposit	8,513.83	79,217.13
Deposit	01/23/2024			Deposit	5,914.00	85,131.13
Check	01/29/2024	13287	Rabold's Services	Invoice 27703 11/14/23 Calibration	-69.00	85,062.13
Check	01/29/2024	13288	Harrington Equipment Co	205294	-399.00	84,663.13

Check	01/29/2024	13289	Verizon Wireless	Acct 621280772-00001	-279.33	84,383.80
Check	01/29/2024	13290	Comcast Cable	8993110110006912	-187.40	84,196.40
Check	01/29/2024	13291	Gettysburg Times	Cust 159232/Advertiser No 4789	-35.32	84,161.08
Check	01/29/2024	13292	Comcast-Phone	901156234	-194.55	83,966.53
Check	01/29/2024	13293	John M. Lisko	Solicitor Fees	-1,246.00	82,720.53
Check	01/29/2024	13294	McLaughlin's Energy Serv	Cust 89482	-60.00	82,660.53
Check	01/29/2024	13296	10-8 Emergency Vehicle S	Invoice 28307	-15,625.91	67,034.62
Check	01/29/2024	13295	Aero Energy	Cust 59990	-469.48	66,565.14
Check	01/29/2024	13297	DataWorks Plus LLC	Invoice 24-056	-360.50	66,204.64
Deposit	01/31/2024			Deposit	1,257.00	67,461.64
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>4,506.93</b>	<b>67,461.64</b>

<b>100.00 · PLGIT State</b>						<b>26,519.35</b>
Deposit	12/31/2023			Interest	127.92	26,647.27
Check	01/30/2024	750	Specialty Granules, Inc.	90046200/90046216	-2,425.39	24,221.88
Check	01/30/2024	751	Aero Energy	59990	-1,056.37	23,165.51
Check	01/30/2024	752	Harringtons Equipment Co	Invoice 205279	-257.04	22,908.47
Check	01/30/2024	753	Beltway International LLC	Inv X107109861:01	-73.99	22,834.48
<b>Total 100.00 · PLGIT State</b>					<b>-3,684.87</b>	<b>22,834.48</b>

<b>10.100 · Liberty Township Escrow</b>						<b>38,300.05</b>
Check	01/16/2024	215	KPI	9887	-1,730.50	36,569.55
Deposit	01/31/2024			Deposit	1,412.00	37,981.55
<b>Total 10.100 · Liberty Township Escrow</b>					<b>-318.50</b>	<b>37,981.55</b>

<b>95.100 · PLGIT Gen Reserve Fund</b>						<b>490,831.89</b>
Deposit	01/01/2024			Interest	2,277.09	493,108.98
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>					<b>2,277.09</b>	<b>493,108.98</b>

<b>30.101 · PLGIT Capital Reserve Fund</b>						<b>137,583.50</b>
Deposit	01/01/2024			Interest	648.23	138,231.73
<b>Total 30.101 · PLGIT Capital Reserve Fund</b>					<b>648.23</b>	<b>138,231.73</b>

<b>ACNB ARP FUND</b>						<b>72,264.21</b>
Deposit	12/31/2023			Interest	3.07	72,267.28
Deposit	01/17/2024		General Fund	ARP Eligible Expenses through 01/17/24	-21,680.00	50,587.28
<b>Total ARP Fund</b>					<b>-21,676.93</b>	<b>50,587.28</b>

<b>01.105 · PLGIT Credit Card</b>						<b>0.00</b>
<b>105.03 · PECK, W</b>						
	1/4/2024		Commonwealth of Pennsylvania	SHARE Grant Application Fee Road Equipment Grant	100.00	100.00
	1/4/2024		Staples Inc	Case of Paper, 2 Calendars	88.17	188.17
	1/4/2024		Boxcast Live Streaming	Boxcast Live Streaming	2.50	190.67
	1/4/2024		Amazon	PD Case of Thermal Paper	169.85	360.52
	1/4/2024		Amazon	Sticky Notes, 2 Calendars, Pens, Pencils	54.48	415.00
	1/4/2024		Amazon	Coffee Creamer	14.49	429.49
	1/4/2024		Amazon	File Folders	12.83	442.32
	1/4/2024		Amazon	Plates, Utensils, File Folders	34.25	476.57
						<b>476.57</b>

**Mr. Lowe moved for acceptance of the January 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 1/3/24-2/6/24 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 12/17/2023 – 12/30/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 12/31/2023 – 01/13/2024 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 01/14/2024 – 01/27/2024 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

**Elected Auditors:** Chair Bostek discussed a potential issue that the Board of Auditors saw at their January 3<sup>rd</sup> meeting. She stated that the Board of Auditors is concerned about the chain of custody being broken due to Mr. Barlow opening the mail. Mr. Keilholtz stated that he also opens the mail, not just Mr. Barlow. Vincent Gee read an email conversation that he had with H.A. Thompson representative Elaine Trofe regarding the potential negation of the bonds. Mr. Barlow asked Mr. Lisko to address the Auditors' concerns. Mr. Lisko explained in great detail the procedures and legal requirements of bonding and the roles of the Township Supervisors and Treasurer. Mr. Swiat stated that the raises for the working Supervisors reflect the changes needed and the quality of work. Mr. Barlow stated that the Auditors set an increase of \$1.24 for the Roadmaster and an increase of \$0.74 for the Part-Time Road Crew- Working Supervisors. Mr. Keilholtz stated that he did not want a raise, and his raise should have gone in addition to Mr. Barlow for all the hard work he does each day.

**Police Department Report** – Chief Boehs reported that in the month of January, the Police Department worked 207 hours, drove 1577 miles, and used 128.5 gallons of gas. In Liberty Township, there were 8 PSP calls, 4 traffic citations, 0 warnings, and 0 arrests. In Freedom Township, the Police Department worked 35 hours, issued 12 traffic citations, 10 warnings, and 2 911 incidents. In Highland Township, the Police Department worked 25 hours, responded to 0 911 incidents, issued 6 traffic citations, and 7 warnings. **Mr. Barlow made a motion to accept the resignation of Officer Joe David effective January 24. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to accept the resignation of Sergeant Chris Roosen effective February 14. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to conditionally hire Charles Stuart completes an interview with the Board of Supervisors and updates his application by February 17. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to promote Officer Jim French to Lieutenant effective during the next pay period, February 11. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Keilholtz commented that Lieutenant French brings a lot to the table and the Township is grateful to have him on board. **Mr. Barlow made a motion to table to the disciplinary system policy. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** This item was not on the agenda. Mr. Lisko asked about the current police policy. Mr. Barlow asked Chief Boehs how the new car has been. Chief Boehs stated that the new car is working out well. Mr. Barlow instructed Chief Boehs to reach out to Freedom and Highland Townships regarding their expectations for their policing contracts.

**Zoning Officer's Report** – Mr. Barlow reported that permits brought in \$1200 in the month of January. **Mr. Barlow made a motion to approve a Junkyard Renewal Application for Piper 245 Waynesboro Pike -25C18-0074---000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Roadmaster Report** – Mr. Barlow reported that in the month of January the Road Department used 54.4 gallons of gas, 209 gallons of on-road diesel, 48 gallons of off-road diesel, and drove 1,511.4 miles. Mr. Barlow added that there was a severe snowstorm that caused damage to Liberty Hall Road and the piping along that road. He continued that he discussed a plan of action with the property owner to fix the issue. In January, there were two snowstorms. The second snowstorm had more snowfall than predicted. Mr. Barlow stated that the Road Crew spent 24 and a half hours out on the roads plowing and treating them. The Road Crew utilized hot mix which works more effectively on ice than salt alone. Mr. Barlow commended the Road Crew for staying out and getting the job done well. Mr. Barlow reminded residents to be cautious of flooding issues and reminded them to obey road closure signs. Mr. Barlow instructed the Chief of Police to take action on anyone who is caught going on closed roads.

**Planning Commission Report:** Judie Hogan reported that the Planning Commission did not meet in January. She stated that the Planning Commission plans to meet in February to have their reorganization meeting.

**Secretary/Treasurer:** **Mr. Keilholtz made a motion to Adjust the Allotted Hours for the Administrative Assistant in February to an Additional 5 Hours Per Week. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

#### **Old Business:**

- **Mr. Keilholtz made a motion to confirm the rates of the Alternate Solicitor for 2024, \$110 per hour regarding the Rist Trail Matter and the 2024 Rate is \$125 per hour billed in 6-minute increments. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to set the employee pay rates for 2024 as follows: Wendy Peck, \$27.50 per hour; Hannah Beckett \$18.02 per hour; Jessica Ilko, \$21 per hour; Part Time Police Officers, \$23.92; Bruce Pecher, \$23.10. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

- Mr. Keilholtz commented that the Adams Economic Alliance seems to be geared towards manufacturing. **Mr. Barlow made a motion to invite the ACEDA to the April Board of Supervisors Meeting to present more information about their organization. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

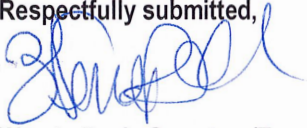
Public Comments on New Business Items: None.

New Business:

- **Mr. Barlow made a motion to issue a letter of awareness for the June 8 Tour de Frederick Bike Ride. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to not oppose the Tax Claim Bureau Property Sale of 25AA0-0210---000 10 LINDSAY TRL. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to receive bids for a building cleaning contract. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion for a waiver of Planning Commission review of Charnita lot consolidation 25QQ0-0011---000/25QQ0-0012---000/25QQ0-0013---000 Glass 105/115 Airedale Trail. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to deny an abandonment of the right of way between 25QQ0-0011---000/25QQ0-0012---000/25QQ0-0013---000 Glass on Retriever Trail. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- The Board discussed that the plan was incorrect due to the abandonment of the right of way listed on Retriever Trail. **Mr. Barlow made a motion to deny 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.**

With no further business, **at 7:56 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, March 5, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer