

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
May 7, 2024, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, May 7, 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.

ACEDA Presentation: Rescheduled their presentation for later in the year.

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 April 2 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of April 30, 2024

ACNB Gen Oper	\$184,122.04	PLGIT Liquid Fuels	\$99,454.54
PLGIT Gen Res	\$499,758.43	ACNB Escrow	\$35,509.45
PLGIT Cap Res	\$140,123.64	ACNB ARP	\$50,594.04
	\$824,004.11		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						109,352.94
Deposit	04/01/2024			Interest	5.65	109,358.59
LiabChck	04/01/2024	ACH	York/Adams County EIT	000095043	-844.84	108,513.75
Deposit	04/02/2024			Deposit	3,683.88	112,197.63
Check	04/04/2024	ACH	BMO Harris Bank-PLGIT	PLGIT CREDIT ACCOUN	-1,068.38	111,129.25
LiabChck	04/04/2024	ACH	PA UC Fund	0104573	-37.97	111,091.28
Deposit	04/05/2024			Deposit	419.45	111,510.73
LiabChck	04/05/2024	ACH	PSATS UC Group Trust	0104573	-439.72	111,071.01
Deposit	04/09/2024			Deposit	7,490.18	118,561.19
Deposit	04/10/2024			Deposit	5.50	118,566.69
Check	04/10/2024	ACH	ACNB	Payroll - Direct Deposit Se	-28.82	118,537.87
Paycheck	04/11/2024	ACH	Ammerman, Cory M.		-143.47	118,394.40
Paycheck	04/11/2024	13353	Barlow, Walter M		-607.98	117,786.42
Paycheck	04/11/2024	ACH	Beckett, Hannah		-583.79	117,202.63
Paycheck	04/11/2024	ACH	Boehs, Donald G		-1,155.85	116,046.78
Paycheck	04/11/2024	ACH	French, James		-461.93	115,584.85
Paycheck	04/11/2024	ACH	Ilko {Tax Collector}, Jessi		-249.54	115,335.31
Paycheck	04/11/2024	ACH	Ilko, Jessica		-20.41	115,314.90
Paycheck	04/11/2024	13354	Keilholtz, Jr., Robert E.		-431.38	114,883.52
Paycheck	04/11/2024	13355	Pecher, Bruce E.		-211.42	114,672.10
Paycheck	04/11/2024	ACH	Peck, Wendy J.		-1,379.61	113,292.49
Paycheck	04/11/2024	ACH	Roosen, Christopher M.		-42.14	113,250.35
LiabChck	04/16/2024	13356	Security Benefit Retirem	610257	-288.24	112,962.11
Check	04/16/2024	13357	Architectural Doors & Har	Deposit for 28036\28030	-1,413.00	111,549.11
Check	04/16/2024	13358	Total Tech Solutions LLC	Invoice 10614/10648	-715.00	110,834.11
Check	04/16/2024	13359	LEAF	100-4990181-001	-78.00	110,756.11

	Check	04/16/2024	13360	West Penn Power	100090757368	-232.12	110,523.99
	Check	04/16/2024	13361	Shealers Septic Service	35886	-60.00	110,463.99
	Check	04/16/2024	13362	Mason's Propane Service	Invoice 538046	-322.28	110,141.71
	Check	04/16/2024	13363	PMCA	Inv 53657	-383.50	109,758.21
	Check	04/16/2024	13364	Comcast-Phone	901156234	-195.83	109,562.38
	Check	04/16/2024	13365	Zachary I. Mills	March 2024	-674.50	108,887.88
	Check	04/16/2024	13366	Adams County Tax Servi	04-03-2024 Parcel File	-9.75	108,878.13
	Check	04/16/2024	13367	Aero Energy	Cust 59990	-358.76	108,519.37
	Check	04/16/2024	13368	Hamiltonban Township	Invoice #767	-21.52	108,497.85
	Check	04/16/2024	13369	Verizon Wireless	Acct 621280772-00001	-225.35	108,272.50
	Check	04/16/2024	13370	KPI Technology	9881	-5,505.62	102,766.88
	Deposit	04/16/2024			Deposit	16,066.15	118,833.03
	Deposit	04/18/2024			Deposit	12,674.22	131,507.25
	Deposit	04/22/2024			Deposit	21,784.81	153,292.06
	Deposit	04/22/2024			Deposit	15,017.73	168,309.79
	Paycheck	04/25/2024	13376	Barlow, Walter M		-1,272.82	167,036.97
	Paycheck	04/25/2024	ACH	Boehs, Donald G		-1,087.87	165,949.10
	Paycheck	04/25/2024	ACH	French, James		-367.45	165,581.65
	Paycheck	04/25/2024	ACH	Ilko {Tax Collector}, Jess		-315.38	165,266.27
	Paycheck	04/25/2024	ACH	Ilko, Jessica		-36.87	165,229.40
	Paycheck	04/25/2024	13375	Keilholtz, Jr., Robert E.		-449.32	164,780.08
	Paycheck	04/25/2024	13374	Pecher, Bruce E.		-417.08	164,363.00
	Paycheck	04/25/2024	ACH	Peck, Wendy J.		-1,368.38	162,994.62
	Paycheck	04/25/2024	ACH	Powers, Donna		-337.07	162,657.55
	Paycheck	04/25/2024	ACH	Roosen, Christopher M.		-42.14	162,615.41
	Paycheck	04/25/2024	ACH	Ammerman, Cory M.		-143.45	162,471.96
	Paycheck	04/25/2024	ACH	Beckett, Hannah		-559.56	161,912.40
	Paycheck	04/25/2024	13373	Barlow {BOS}, Walter		-87.78	161,824.62
	Paycheck	04/25/2024	13372	Keilholtz, Jr. {BOS}, Rob		-87.78	161,736.84
	Paycheck	04/25/2024	13371	Lowe {BOS}, Brandon C.		-87.78	161,649.06
	Paycheck	04/25/2024	ACH	Ruppert {Planning Com},		-43.78	161,605.28
	Deposit	04/29/2024			Deposit	22,516.76	184,122.04
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						74,769.10	184,122.04
100.00 · PLGIT State							99,023.18
	Deposit	03/31/2024			Interest	431.36	99,454.54
Total 100.00 · PLGIT State						431.36	99,454.54
10.100 · Liberty Township Escrow							38,159.45
	Check	04/17/2024	218	KPI	VOID CHECK	0.00	0.00
	Check	04/17/2024	219	KPI	9962	-2,650.00	35,509.45
Total 10.100 · Liberty Township Escrow						-2,650.00	35,509.45
95.100 · PLGIT Gen Reserve Fund							497,497.74
	Deposit	03/31/2024			Interest	2,260.69	499,758.43
Total 95.100 · PLGIT Gen Reserve Fund						2,260.69	499,758.43
30.101 · PLGIT Capital Reserve Fund							139,481.00
	Deposit	03/31/2024			Interest	642.64	140,123.64
Total 30.101 · PLGIT Capital Reserve Fund						642.64	140,123.64

ACNB ARP FUND						
	Deposit	03/31/2024		Interest	2.14	50,594.04
Total ARP Fund					2.14	50,594.04
		Date	Name	Memo	PD AMT	
01.105 · PLGIT Credit Card						
105.01 · BARLOW						
		04/04/2024	U.S. Postal Service	DEP 537 Annual SEO Re	8.95	
		04/04/2024	BMO Harris Bank-PLGIT	Ending 3/27/2024	-8.95	
105.03 · PECK, W						
		04/04/2024	Staples Inc	Case of Copy Paper	45.99	
		04/04/2024	Amazon	Break Room/Office Suppli	219.00	
		04/04/2024	AC Recorder of Deeds	Recorders Office Records	415.00	
		04/04/2024	Amazon	2 - Battery Backup Surge	117.78	
		04/04/2024	Tax1099	Tax Form Filing Fees	11.67	
		04/04/2024	Staples Inc	Police Department Fax/Pri	249.99	
		04/04/2024	BMO Harris Bank-PLGIT	Ending 3/27/2024 PLGIT	-1,059.43	

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

Expenses/Payroll: Mr. Lowe moved for retroactive approval of the 04/03/2024 – 05/07/2024 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 03/24/2024 – 04/06/2024 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 04/21/2024 – 05/04/2024 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Boehs reported that in the month of April, the Police Department worked 104.5 hours, drove 530 miles, and used 40.5 gallons of gas. In Liberty Township, there were 4 PSP calls, 1 traffic citation, 4 warnings, and 0 arrests. In Freedom Township, the Police Department worked 35 hours, issued 3 traffic citations, 4 warnings, 2 911 incidents, and there were 5 PSP calls. In Highland Township, the Police Department worked 25 hours, responded to 2 911 incidents, issued 0 traffic citations, 3 warnings, and there were 7 PSP calls. Chief Boehs stated that body cam footage over 60 days old has been deleted.

Zoning Officer's Report – Mr. Barlow reported that two land use permits, and one driveway permit were issued in April.

Roadmaster Report – Mr. Barlow reported that in the month of April the Road Department used 31 gallons of gas and 43 gallons of off-road diesel, 59 gallons of on-road diesel, and drove 618 miles. He stated that there have been some issues with the backhoe, but Forrester came to the Township and repaired the issues. Mr. Barlow added that it needed new tie rods in the front end, new pads on the feet, and other inspections were completed. He continued his report by stating that mowing has been completed on Pecher Road and Topper Road, but some issues have come up with the mower and it will be out of service for two weeks. Mr. Barlow added that the mower will need a fuel leak repaired, a hydraulic leak repaired, and it will also need new tie rods. Mr. Barlow stated that leakage from the tailgate on the yellow dump truck has also been repaired. He added that spare metal was scrapped bringing in roughly \$153. Mr. Barlow explained that Bullfrog Road has 13 total pipes running underneath it that need to be replaced and upgraded prior to the completion of the full depth reclamation. He added that the pipes will be a plastic PVC and they need to be a minimum of 18" but they will be utilizing some 24" pipes to handle excess water. Mr. Barlow stated that an estimate he had received to purchase the necessary pipes was from LB Water for \$8140. **Mr. Barlow made a motion to purchase the pipes for Bullfrog Road at a price of \$8140. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Barlow added that the soil analysis came back for Bullfrog Road so the bids for road work will be coming out soon along with the bids for the Old Waynesboro Road bridge. Mr. Keilholtz added that the road crew had attempted to repair the bridge themselves but were unsuccessful. Mr. Barlow stated that Girl Scout Road had ditching work done to help alleviate the excess water flow. Mr. Barlow continued by stating that eventually Girl Scout Road may become a gravel road for a few years to help it qualify for grant money to repave it. Mr. Barlow reminded residents that the Township applied for a grant for a new tractor with boom mower attachments and the Township will not hear back regarding that until September.

Planning Commission Report: Chair Judie Hogan reported that the Planning Commission met in April to review and comment on plans for Raven Rock Mountain Complex and Golden Wood(Bard)Site Development. No formal action was taken for recommendation and both plans are currently being revised. The Planning Commission also reviewed a sketch plan with the property owners for the Subdivision /Lot Addition for 25D16-0005A-000 and 25AE0-0113-000.

Secretary/Treasurer: The Secretary stated that attempts at obtaining bids on copier leasing has been unsuccessful so far. The Secretary requested that the Board make a motion to approve an extension of one month on the current copier contract. **Mr. Keilholtz made a motion to extend the current copier leasing contract with Doceo for one month. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

Old Business:

Public Comments on New Business Items: None.

New Business:

- **Mr. Barlow made a motion to accept the resignation of Zoning Hearing Board Member Donna Powers effective April 7. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to appoint Charles Murdorf to the Zoning Hearing Board to finish the remainder of Donna Powers' term until December 31, 2025. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to appoint Chris Hill as an Alternate Member to the Zoning Hearing Board for a three-year term. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to retroactively hire Donna Powers effective April 7 as an Administrative Secretary in the Police Department at a rate of \$24 per hour and the hours will be varied based on the needs of the Township.**
- **Mr. Barlow made a motion to hire Russell Hartman as a Seasonal Part-Time Road Crew Member at a rate of \$20 per hour and the hours will be varied based on the needs of the Township effective May 8. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to respond "No comment" to the Proposed Zoning Map and Comprehensive Plan Amendments in Washington Township, Franklin County. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Grant a Waiver of Planning Commission Review of Charnita Lot Consolidation 25AA0-0209—000/25AA0-0210—000 Mazzola 8/10 Lindsay Trail. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Grant a Conditional Approval for Charnita Lot Consolidation 25AA0-0209—000/25AA0-0210—000 Mazzola 8/10 Lindsay Trail. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Adopt Resolution 2024-02 Disposition of Tax Collector Records Prior to 2016. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Adopt Resolution 2024-03 Disposition of Police Records Prior to 2016. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the request made by Freedom Township to begin a Joint Comprehensive Plan update. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to table considering collection options for judgement against First Response Emergency Lighting LLC. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

With no further business, **at 6:46 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, June 4, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer