

**Liberty Township Board of Supervisors, Adams County, PA**  
**39 Topper Road, Fairfield, PA 17320**  
**October 3, 2023, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, October 3, 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 John Lisko, Chief Sherri Hansen, Secretary/Treasurer Wendy Peck, and Administrative Assistant Hannah Beckett.

**Presentation by Zack Markle from Stephenson's Equipment:** Zack Markle asked the Board about the rental of the boom mower and how it has been working so far. He then provided information regarding various quotes for different boom mower options for the Township. The first option he provided was upfitting the Township's current tractor with a Diamond boom mower attachment kit with a rotary head, or it could come with a flail head. He stated that about 90% of what is sold is the rotary style head. Mr. Markle added that the flail head will do roadside mowing better, but the rotary head is better in some ways. He added that most Townships in the area run both types of boom mower, such as Hamiltonban Township, Carroll Valley Borough, Franklin Township, and various others. Mr. Keilholtz asked Zack Markle what the reach on the boom mower is. Mr. Markle replied that it reaches 22 feet. Mr. Markle then provided the downside to this option, stating that the Township's tractor is over 15 years old, and at any moment it could need major repairs. He continued by saying it might not be worth the large investment by upfitting what the Township currently has. Mr. Markle suggested keeping the current tractor and using that as a roadside mower to follow the boom mower. He stated that there is an option to attach a boom mower via a 3-point hitch and it is transferrable to different tractors, but Mr. Markle added that there was a lengthy list of cons to this option. Additionally, he stated that Massey Ferguson tractors are about \$15,000-\$20,000 cheaper than John Deere mowers and the Massey Ferguson tractors have more pros to using them in comparison to the John Deere tractors. Mr. Markle added that there is a new modular system for newer mowers in which one can take off a boom mower and put a side mower on and vice versa to allow for more versatility from one tractor.

**Public Comments:** None.

**Supervisor Comments:**

- **Mr. Keilholtz** had no comments.
- **Mr. Lowe** had no comments.
- **Mr. Barlow** had no comments.

**Minutes:** *Mr. Keilholtz moved to accept the minutes of the September 5 regular meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved to accept the minutes of the September 5 joint meeting with Hamiltonban Township. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

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

ACNB Gen		\$76,974.43	PLGIT Liquid Fuels	\$40,239.44
PLGIT Gen		\$484,239.85	ACNB Escrow	\$33,662.25
PLGIT Cap		\$135,707.75	ACNB ARP	\$94,403.45
		<b>\$696,922.03</b>		

Type	Date	Num	Name	Memo	PD AMT	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>76,486.60</b>
Deposit	08/31/2023			Interest	9.69	76,496.29
Check	09/07/2023	ACH	PLGIT Card	PLGIT CREDIT ACCOUNT	-669.26	75,827.03
Deposit	09/08/2023			Deposit	473.53	76,300.56
Deposit	09/08/2023			Deposit	33.00	76,333.56
Check	09/11/2023	ACH	ACNB	Payroll - Direct Deposit Service Charge	-30.14	76,303.42
Check	09/12/2023	13130	Roosen, Chris	Reimbursement for Gasoline	-94.13	76,209.29
Check	09/12/2023	13131	Boehs, Donald	Reimbursement for Gasoline	-53.00	76,156.29
Check	09/12/2023	13132	West Penn Pow	100090757368	-155.11	76,001.18
Check	09/12/2023	13133	PA Municipal C	49558	-750.00	75,251.18
Check	09/12/2023	13134	Zachary I. Mills	July 2023	-330.00	74,921.18
Check	09/12/2023	13135	Total Tech Solut	Invoice 9912	-450.00	74,471.18
Check	09/12/2023	13136	Aero Energy	Cust 59990	-867.52	73,603.66
Deposit	09/13/2023			Deposit	371.40	73,975.06

Paycheck	09/14/2023	ACH	Ammerman, C		-136.84	73,838.22
Paycheck	09/14/2023	13127	Barlow, Walter		-1,108.90	72,729.32
Paycheck	09/14/2023	ACH	Beckett, Hann		-386.80	72,342.52
Paycheck	09/14/2023	ACH	Boehs, Donald		-665.49	71,677.03
Paycheck	09/14/2023	ACH	David, Joseph		-181.90	71,495.13
Paycheck	09/14/2023	ACH	French, James		-100.94	71,394.19
Paycheck	09/14/2023	ACH	Hansen, Sherri		-256.80	71,137.39
Paycheck	09/14/2023	ACH	Ilko {Tax Collector}, Jessica L.		-57.31	71,080.08
Paycheck	09/14/2023	ACH	Ilko, Jessica		-35.08	71,045.00
Paycheck	09/14/2023	13128	Keilholtz, Jr., Robert E.		-397.49	70,647.51
Paycheck	09/14/2023	13129	Pecher, Bruce E		-174.59	70,472.92
Paycheck	09/14/2023	ACH	Peck, Wendy J.		-1,243.64	69,229.28
Paycheck	09/14/2023	ACH	Roosen, Christopher M.		-2,706.85	66,522.43
Deposit	09/14/2023		Deposit		3,277.52	69,799.95
LiaCheck	09/19/2023	ACH	US Treasury	23-2110946	-2,101.82	67,698.13
LiaCheck	09/19/2023	ACH	US Treasury	23-2110946	-1,987.96	65,710.17
LiaCheck	09/19/2023	ACH	US Treasury	23-2110946	-2,279.56	63,430.61
LiaCheck	09/19/2023	ACH	PA Dept. of Rev	1641 9699	-263.47	63,167.14
LiaCheck	09/19/2023	ACH	PA Dept. of Rev	1641 9699	-278.32	62,888.82
LiaCheck	09/19/2023	ACH	PA Dept. of Rev	1641 9699	-232.17	62,656.65
LiaCheck	09/19/2023	ACH	PA Dept. of Rev	1641 9699	-278.29	62,378.36
LiaCheck	09/19/2023	ACH	PA Dept. of Rev	1641 9699	-270.37	62,107.99
LiaCheck	09/19/2023	ACH	PA Dept. of Rev	1641 9699	-293.66	61,814.33
LiaCheck	09/20/2023	ACH	PA Dept. of Rev	1641 9699	-253.26	61,561.07
LiaCheck	09/20/2023	ACH	PA Dept. of Rev	1641 9699	-270.37	61,290.70
LiaCheck	09/20/2023	ACH	PA Dept. of Rev	1641 9699	-526.86	60,763.84
Deposit	09/20/2023		Deposit		3,499.65	64,263.49
Deposit	09/20/2023		Deposit		26.33	64,289.82
Deposit	09/20/2023		Deposit		15,536.57	79,826.39
Deposit	09/21/2023		Deposit		31.63	79,858.02
Deposit	09/21/2023		Deposit		11,194.95	91,052.97
Check	09/25/2023	13140	Comcast-Phone	901156234	-193.34	90,859.63
Check	09/25/2023	13141	Comcast Cable	8993110110006912	-187.31	90,672.32
Check	09/25/2023	13142	Doceo	LT03 Contract C12477-01	-192.10	90,480.22
Check	09/25/2023	13143	Verizon Wireles	Acct 621280772-00001	-184.68	90,295.54
Check	09/25/2023	13144	Rabold's Servic	Invoice 27447 9/20/23 Calibration	-108.00	90,187.54
Check	09/25/2023	13145	Aero Energy	Cust 59990	-904.62	89,282.92
Check	09/25/2023	13146	NMS	Account # 40598	-2,412.00	86,870.92
Check	09/25/2023	13147	LEAF	100-4990181-001	-85.80	86,785.12
Check	09/25/2023	13149	Adams	Inv 2023 Website hosting and support	-160.00	86,625.12
Check	09/25/2023	13150	Harold Eastman	CLIENT 68208	-2,323.00	84,302.12
Check	09/25/2023	13151	KPI Technology	Invoice #9728 - General	-706.90	83,595.22
Check	09/25/2023	13152	Lowes	98004701524	-908.60	82,686.62
Check	09/25/2023	13160	D.E.Gemmill Inc	INV I23-2015	-530.00	82,156.62
Check	09/25/2023	13153	Napa Auto Par	Acct 3135	-138.21	82,018.41
Deposit	09/27/2023		Deposit		2,859.71	84,878.12
Paycheck	09/28/2023	13137	Barlow, Walter		-944.29	83,933.83
Paycheck	09/28/2023	ACH	Beckett, Hanna		-234.49	83,699.34
Paycheck	09/28/2023	ACH	Boehs, Donald		-545.19	83,154.15
Paycheck	09/28/2023	ACH	David, Joseph		-585.68	82,568.47
Paycheck	09/28/2023	ACH	Ilko {Tax Collector}, Jessica L.		-41.51	82,526.96
Paycheck	09/28/2023	ACH	Ilko, Jessica		-26.33	82,500.63

Paycheck	09/28/2023	13138	Keilholtz, Jr., Robert E.		-199.77	82,300.86
Paycheck	09/28/2023	13139	Pecher, Bruce E		-386.82	81,914.04
Paycheck	09/28/2023	ACH	Peck, Wendy J.		-1,244.86	80,669.18
Paycheck	09/28/2023	ACH	Roosen, Christopher M.		-2,701.66	77,967.52
Paycheck	09/28/2023	ACH	Weikert, Brian		-100.99	77,866.53
Paycheck	09/28/2023	ACH	Hansen, Sherri		-257.09	77,609.44
Check	09/28/2023	13154	John M. Lisko	Solicitor Fees	-1,300.00	76,309.44
Deposit	09/29/2023			Deposit	480.43	76,789.87
		2023-	Verizon	Reverse of GJE 2023-SEK-2 -- For CHK 13079		
JourEntry	09/30/2023	0930	Wireless	voided on 10/02/2023	184.56	76,974.43
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>487.83</b>	<b>76,974.43</b>

<b>100.00 · PLGIT State</b>						<b>260,265.87</b>
Deposit	08/30/2023			Interest	1,131.26	261,397.13
					-	
Check	09/12/2023	726	Russell Standa	1015428 - Pecher Road	102,720.00	158,677.13
Check	09/12/2023	727	Russell Standar	1015417 - Wenschhof Road	-42,800.00	115,877.13
Check	09/12/2023	728	AAA Paving	8541	-16,290.20	99,586.93
Check	09/12/2023	729	AAA Paving	8543	-32,479.58	67,107.35
Check	09/12/2023	730	AAA Paving	8542	-8,138.76	58,968.59
Check	09/12/2023	731	New Enterprise	Invoice 2577500	-12,157.73	46,810.86
Check	09/12/2023	732	Aero Energy	59990	-233.47	46,577.39
Check	09/25/2023	733	Barlow Road	576362	-220.00	46,357.39
Check	09/25/2023	734	SEI – Stephen	Account 112665	-728.07	45,629.32
Check	09/25/2023	735	Barlow Ag Servi	RO-23424	-528.38	45,100.94
Check	09/25/2023	736	Alpha Space Co	Invoice 58369	-3,954.60	41,146.34
Check	09/25/2023	737	Aero Energy	59990	-906.90	40,239.44
					-	
<b>Total 100.00 · PLGIT State</b>					<b>220,026.43</b>	<b>40,239.44</b>

<b>10.100 · Liberty Township Escrow</b>						<b>38,795.25</b>
Check	07/18/2023		KPI	1647 Not previously reported	-1,023.00	37,772.25
Deposit	09/20/2023			Deposit	800.00	38,572.25
Check	09/25/2023	211	KPI	9675 & 9728	-4,910.00	33,662.25
<b>Total 10.100 · Liberty Township Escrow</b>					<b>-5,133.00</b>	<b>33,662.25</b>

<b>95.100 · PLGIT Gen Reserve Fund</b>						<b>482,032.44</b>
Deposit	08/30/2023			Interest	2,207.41	484,239.85
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>					<b>2,207.41</b>	<b>484,239.85</b>

<b>30.101 · PLGIT Capital Reserve Fund</b>						<b>135,079.52</b>
Deposit	08/30/2023			Interest	628.23	135,707.75
<b>Total 30.101 · PLGIT Capital Reserve Fund</b>					<b>628.23</b>	<b>135,707.75</b>

<b>ACNB ARP FUND</b>						<b>94,399.44</b>
Deposit	08/30/2023			Interest	4.01	94,403.45
<b>Total ARP Fund</b>					<b>4.01</b>	<b>94,403.45</b>

<b>01.105 · PLGIT Credit Card</b>						
<b>105.01 · BARLOW</b>						
	09/07/2023		Harbor Freight	Gas Cart for torch and Blades	105.97	

09/07/2023	BMO-PLGITCar	Ending 8/27/2023 - PLGIT Credit Card Transactions	-105.97
<b>105.02 · HANSEN, S</b>			
09/07/2023	Opticsplanet,	Missing Receipt	12.72
09/07/2023	Galls	Police Department Uniforms	352.49
09/07/2023	BMOPLGITCard	Ending 8/27/2023 - PLGIT Credit Card Transactions	-365.21
<b>105.03 · PECK, W</b>			
09/07/2023	Amazon	Wipes, Tea, Storage bags, Coffee, paper ...	185.30
09/07/2023	Amazon	Creamer	12.78
09/07/2023	BMOPLGITCard	Ending 8/27/2023 - PLGIT Credit Card Transactions	-198.08

**Mr. Barlow moved for acceptance of the September 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 09/06/2023 – 10/03/2023 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 08/27/2023 – 09/09/2023 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 09/10/2023 - 09/23/2023 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

**Police Department Report** – Chief Hansen reported that in the month of September, the Police Department worked 227.1 hours, drove 3412 miles, and used 211.2 gallons of gas. In Liberty Township, there were 19 911 incidents, 42 traffic citations, 1 faulty equipment, 2 warnings, and 3 misdemeanor arrests. In Freedom Township, the Police Department worked 25 hours, issued 19 traffic citations, 3 warnings, 1 faulty equipment, 1 misdemeanor arrest, and 2 911 incidents. In Highland Township, the Police Department worked 25 hours, responded to 10 911 incidents, issued 12 traffic citations, 3 warnings, and 2 faulty equipment. Sergeant Roosen completed POSIT (Police Officer Supervision Inservice Training). In September, Sergeant Roosen had 4 DUI arrests. The Liberty Township Police Department assisted the Gettysburg Police Department in 2 recent cases involving an assault with firearm and a burglary. In accordance with the Police Policy manual body cam videos over 60 days old have been purged.

**Zoning Officer’s Report** – Mr. Barlow reported that there were 3 permits issued in September bringing in \$300.

**Roadmaster Report** – Mr. Barlow reported that in the month of September, the Road Department drove 691 miles and used 57.7 gallons of gas, and 51 gallons of off-road diesel. He stated that he met with Pat Wright from LTAP on September 6<sup>th</sup> to discuss various intersections within the Township and to complete road studies. Mr. Barlow added that Pat Wright wrote recommendations on how to resolve various issues that needed addressed. Both issues that needed correcting were done within a week. Mr. Barlow added his thanks and appreciation to the property owners for complying and fixing the issues as soon as they were made aware. During September, Mr. Barlow met with KPI to further discuss the stormwater issues in the Rist Trail and Strausbaugh Trail area. A plan of action and letters were sent out to the affected property owners in this area. Mr. Barlow continued by saying that the Ford F-550 truck needs to be inspected by the end of November, and that the backhoe is also due for inspection soon. He added that the backhoe can be inspected by Forrester’s Equipment. Other projects Mr. Barlow discussed included line painting and stop markers on the roads. He added that double yellow lines were painted on Wenschhof Road and Pecher Road. Mr. Barlow stated that white stop lines were added to various intersections in the Township including at the end of Irishtown Road, Stultz Road, and at the ends of Topper Road and Pecher Road. Mr. Barlow ordered “STOP” stencils and 5 gallons of rubberized paint for the roads that is state recognized. He added that boom mowing has started around the Township and will continue every day in October. Mr. Barlow reminded residents to be cautious and patient with the mowing crew. Mr. Barlow added that he will be attending the Road Management Conference in Seven Springs, PA from October 16<sup>th</sup> to the 19<sup>th</sup>. He stated that he will be re-certified in certain areas, and this will count as his continuing education requirements. There will be focuses on traffic, dirt and gravel roads, and many other subject areas.

**Planning Commission Report:** Judie Hogan reported that the Planning Commission did meet in September. She stated that the Planning Commission considered a request a 90-Day Extension for time to Review –Carmel Of Jesus Mary & Joseph 465 Water St 25C15-0085---000 Land Development Plan dated 06/22/23. Judie Hogan added that the Planning Commission recommends an approval for the extension. Mr. Keilholtz asked why they needed an extension. Judie Hogan stated that there were many questions regarding the plan, roughly over 15 pages worth. Mr. Keilholtz asked since the property is split between Hamiltonban Township and Liberty Township, are there issues within Hamiltonban slowing this down. Judie Hogan stated it is not a Hamiltonban Township issue. Mr. Barlow asked if KPI has put out comments as well. Judie Hogan replied that she has not seen the comments, but knows they are lengthy.

**Secretary/Treasurer:** The Secretary stated that the budget timeline was updated, and a draft budget was written.

**Old Business:** None.

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

**New Business:**

- **Mr. Keilholtz made a motion to Adopt the Joint Municipal Ordinance for Boundary Line Agreement for 440 Water Street 18C15-0085---000 Land Development Plan dated 06/22/2023. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

- Mr. Barlow discussed a bid received from Mar-Bar Tire Service for mower tires. He stated that the bid was for \$1891. Mr. Keilholtz asked if the Township has received other estimates. Mr. Barlow stated that there are very few other shops who have the tires needed in the area. Mr. Lowe asked if the estimate includes the cost of Mar-Bar Tire Service coming to the Township to perform the work necessary. Mr. Barlow stated that was correct. Mr. Keilholtz suggested that the Township receive more estimates before moving on this subject.
- **Mr. Keilholtz made a motion for a 50/50 Distribution of \$11,194.95 from the Foreign Fire Funds to Fairfield Fire & EMS and to the Fountaindale Volunteer Fire Department. 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 25AA0-0092---000/25AA0-0114---000 Kearchner 21/22 Strausbaugh 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 25AA0-0092---000/25AA0-0114---000 Kearchner 21/22 Strausbaugh Trail. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **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.**
- The Board discussed the Class Action Lawsuit LIBOR-Based Financial Instruments Antitrust Litigation. It was decided that the Secretary will research more information about how this potentially affects the Township before taking any action on this.
- After reviewing information regarding the Grant, Mr. Keilholtz stated that he believes it is worth the gamble of a \$100 application fee to potentially get \$25,000. Mr. Lowe stated that he agreed. **Mr. Balow made a motion to move forward with the application process for the Statewide Local Share Assessment Grant Due November 30<sup>th</sup>. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to keep as is in Response to the PSATS Insurance Services Election of Participation due October 31<sup>st</sup>. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- The Board discussed which Board of Supervisors members had previously attended the Adams County Association of Township Officials (ACATO) Meeting in prior years. Mr. Keilholtz stated that he potentially was interested in attending this year on Wednesday, November 15 at 4:45PM pending his availability.
- **Mr. Barlow made a motion to approve a \$300 Annual Donation to the Adams County SPCA. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to approve a \$500 Annual Donation to the Adams County Office for Aging. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Vote for Both Candidates in the PSATS Ballots for Board of Trustees Cooperative Trust & Unemployment Compensation. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

With no further business, **at 6:59 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 Wednesday, November 8, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer