

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
October 1, 2024, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, October 1, 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 Chris Hill, Officer in Charge Terry DeWitt, and Secretary/Treasurer Wendy Peck.

Not Present: Solicitor John Lisko.

Public Comments:

Richard and Dixie Turner of 220 Harbaugh Valley Rd addressed the Board. Dixie Turner requested line painting on Gladhill Road. Chairman/Roadmaster Barlow addressed the request and stated that line painting was recently completed on other roads at twenty-two cents per foot and that the township would look into the possibility of line painting on Gladhill Road. Richard Turner requested police patrol on Gladhill Road and Harbaugh Valley Road. Officer In Charge DeWitt stated that the police department has been patrolling the area and that there have been at least six hours of patrol in that area within the last thirty days.

Richard Swiat of 385 Wenschhof Rd expressed concern over possible traffic issues at the township on election day citing problems in 2016 and commented that the township parking lot was not well lit. Chairman Barlow stated that the lighting in the parking lot was schedule to be upgraded on Friday. He also stated that he would discuss traffic issues with the Police Department to see if there are any areas in which they can be of assistance.

Jim Cramer 15 Anthony Ln stated that he recently filed a complaint against 30 Anthony Ln for garbage, inoperable vehicles, and the possibility of someone living in a trailer behind the home. The Board discussed the process for enforcement on the complaint and the difficulty with enforcement for some of the issues. The Board stated that they would request that the Sewage Enforcement Officer perform an investigation to see if there was any violation regarding the trailer.

Jeff Campbell 36 Strausbaugh Trl asked the Board if the Township was done working on Bullfrog Road for the year. After some discussion, Mr. Barlow commented on areas that will need pipe replacement but those are scheduled for next year.

Chairman Barlow moved item 8)aji Consider Application for Part-Time Officer up on the agenda. Mr. Barlow stated that the Board interviewed Ken Hassinger for the position of part-time police officer. He gave some background and a summary of Ken Hassinger's qualifications. **Mr. Barlow then made a motion to hire Ken Hassinger a part-time police officer at a rate of \$23.92 per hour. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Immediately following the vote, Ken Hassinger was sworn in to office by Chairman Barlow.

Supervisor Comments:

- **Mr. Keilholtz:** None.
- **Mr. Hill:** None.
- **Mr. Barlow:** Chairman Barlow stated that an Executive Session was held on October 1, from 5:27-5:50 PM prior to the start of the meeting in order to interview Ken Hassinger. He also noted that the Solicitor was not present.

Minutes: Mr. Hill moved to accept the minutes of the September 3 regular meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

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

ACNB Gen Oper	\$88,724.75	PLGIT Liquid Fuels	\$136,457.30
PLGIT Gen Res	\$765,086.66	ACNB Escrow	\$49,445.64
PLGIT Cap Res	\$143,316.02	ACNB ARP	\$50,604.60
	\$997,127.43		

Type	Date	Num	Name	Memo	PD AMT	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						62,099.08
Deposit	08/27/2024			Deposit	60.42	62,159.50
Check	08/28/2024	ACH	IntuitQuickBo	Check order	-231.98	61,927.52
Deposit	08/31/2024			Interest	5.13	61,932.65

Check	09/03/2024	13509	John M. Lisko	Solicitor Fees	-1,736.00	60,196.65
Deposit	09/03/2024			Deposit	876.23	61,072.88
Check	09/05/2024	ACH	BMOHarris Bank	PLGIT CREDIT ACCOUNT	-340.87	60,732.01
Deposit	09/09/2024			Deposit	41.47	60,773.48
Check	09/10/2024	13513	Woerner Haul	invoice 25956	-1,750.00	59,023.48
Check	09/10/2024	13514	West Penn Powe	100090757368	-147.02	58,876.46
Check	09/10/2024	13515	EastTrail Auto	2018 Ford Oil Change	-96.20	58,780.26
Check	09/10/2024	13516	PSATS	Inv 424 Flagger Training	-165.00	58,615.26
Check	09/10/2024	13517	DPM	Inv20042 June 20-27, 2024	-825.00	57,790.26
Check	09/10/2024	13518	Aero Energy	Cust 59990	-344.91	57,445.35
Check	09/10/2024	13519	Wetzels Clea	653348	-75.00	57,370.35
Check	09/10/2024	13520	Total Tech So	Invoice 11065	-550.00	56,820.35
Check	09/10/2024	13521	LEAF	100-4990181-002	-98.00	56,722.35
Check	09/10/2024	13522	Rabold's Serv	Invoi 26009 & 26121	-111.95	56,610.40
Check	09/10/2024	13523	Galls	Account 1002673858	-161.93	56,448.47
Deposit	09/10/2024			Deposit	55.00	56,503.47
Check	09/10/2024	ACH	ACNB	Direct Deposit Ser	-29.18	56,474.29
Deposit	09/11/2024			Deposit	8,045.20	64,519.49
Paycheck	09/12/2024	13510	Barlow, Walte		-1,180.98	63,338.51
Paycheck	09/12/2024	ACH	Beckett, Hann		-655.75	62,682.76
Paycheck	09/12/2024	ACH	Boehs, Donald		-283.46	62,399.30
Paycheck	09/12/2024	ACH	De Witt, Terr		-1,420.47	60,978.83
Paycheck	09/12/2024	ACH	Harvey, Jona		-679.40	60,299.43
Paycheck	09/12/2024	ACH	Ilko (Tax Col		-57.30	60,242.13
Paycheck	09/12/2024	ACH	Ilko, Jessica		-423.64	59,818.49
Paycheck	09/12/2024	13511	Keilholtz, J		-41.86	59,776.63
Paycheck	09/12/2024	ACH	Morris, Ryan		-115.21	59,661.42
Paycheck	09/12/2024	13512	Pecher, Bruce		-516.36	59,145.06
Paycheck	09/12/2024	ACH	Peck, Wendy		-1,368.38	57,776.68
Liability	09/12/2024	ACH	PA Dept. Rev	1641 9699	-268.85	57,507.83
Liability	09/12/2024	ACH	US Treas IRS	23-2110946	-1,990.80	55,517.03
Liability	09/12/2024	ACH	PA Dept Rev	1641 9699	-260.76	55,256.27
Liability	09/12/2024	ACH	US Treas IRS	23-2110946	-1,857.58	53,398.69
Deposit	09/12/2024			Deposit	150.00	53,548.69
Deposit	09/12/2024			Deposit	644.81	54,193.50
Deposit	09/13/2024			Deposit	230.00	54,423.50
Deposit	09/13/2024			Deposit	530.00	54,953.50
Deposit	09/16/2024			Deposit	448.55	55,402.05
Deposit	09/18/2024			Deposit	12,283.58	67,685.63
Deposit	09/18/2024			Deposit	11,355.99	79,041.62
Deposit	09/20/2024			Deposit	14,649.15	93,690.77
Check	09/24/2024	13528	Verizon Wire	621280772-00001	-225.47	93,465.30
Check	09/24/2024	13529	Comcast-Phon	901156234	-262.38	93,202.92
Check	09/24/2024	13530	Shealers Se	36630	-60.00	93,142.92
Check	09/24/2024	13531	Aero Energy	Cust 59990	-317.04	92,825.88
Check	09/24/2024	13532	Doceo	LT03 ContC15840-01	-198.82	92,627.06
Check	09/24/2024	13533	ComcastCable	8993110110006912	-219.08	92,407.98

Liability	09/24/2024	13534	SecBenRetSer	610257		-508.81	91,899.17
Check	09/24/2024	13535	AAA Paving	Inv 9152		-2,100.00	89,799.17
Check	09/24/2024	13536	CountyAdams	2024 Tax Billing		-908.55	88,890.62
Check	09/24/2024	13537	Wetzels Cle	653348		-75.00	88,815.62
Deposit	09/24/2024			Deposit		1,065.08	89,880.70
Deposit	09/24/2024			Deposit		150.00	90,030.70
Deposit	09/25/2024			Deposit		5,951.72	95,982.42
Paycheck	09/26/2024	13524	Barlow, Wal			-1,162.62	94,819.80
Paycheck	09/26/2024	ACH	Boehs, Dona			-304.45	94,515.35
Paycheck	09/26/2024	ACH	De Witt, Te			-1,106.18	93,409.17
Paycheck	09/26/2024	ACH	Harvey, Jo			-814.63	92,594.54
Paycheck	09/26/2024	ACH	Ilko (Tax C			-54.68	92,539.86
Paycheck	09/26/2024	ACH	Ilko, Jess			-1,069.12	91,470.74
Paycheck	09/26/2024	13525	Keilholtz,			-560.88	90,909.86
Paycheck	09/26/2024	ACH	Morris, Rya			-503.44	90,406.42
Paycheck	09/26/2024	13526	Pecher, Bru			-564.98	89,841.44
Paycheck	09/26/2024	ACH	Peck, Wendy			-1,368.37	88,473.07
Paycheck	09/26/2024	ACH	Roosen, Chr			-63.20	88,409.87
Deposit	09/30/2024			Deposit		314.88	88,724.75
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						26,625.67	88,724.75
100.00 · PLGIT State							21,292.94
Deposit	08/31/2024	784	AAA Paving	VOIDED CHECK		47,216.00	68,508.94
Deposit	08/31/2024			Interest		308.16	68,817.10
Deposit	09/10/2024			Deposit		284,200.00	353,017.10
Check	09/10/2024	786	AAA Paving	BullfrogChangeOrder		-44,855.20	308,161.90
Check	09/10/2024	787	NewEnterpri	2747331 Bullfrog Rd FDR		-171,704.60	136,457.30
Total 100.00 · PLGIT State						115,164.36	136,457.30
10.100 · Liberty Township Escrow							47,845.64
Deposit	09/17/2024			Deposit		1,600.00	49,445.64
Total 10.100 · Liberty Township Escrow						1,600.00	49,445.64
95.100 · PLGIT Gen Reserve Fund							761,614.93
Deposit	08/31/2024			Interest		3,471.73	765,086.66
ACH	08/31/2024			Transfer to State Fund		-284,200.00	477,414.93
Total 95.100 · PLGIT Gen Reserve Fund						-280,728.27	477,414.93
30.101 · PLGIT Capital Reserve Fund							142,665.68
Deposit	08/31/2024			Interest		650.34	143,316.02
Total 30.101 · PLGIT Capital Reserve Fund						650.34	143,316.02

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

Expenses/Payroll: Mr. Keilholtz moved for retroactive approval of the 09/04/2024 – 10/01/2024 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 08/25/2024 – 09/07/2024 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 09/08/2024 – 09/21/2024 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Police Department Report – Officer in Charge, Terry DeWitt, reported for the month of September: Total miles Patrolled: Miles 1450; Total Hours Worked: 277.44; Admin Asst Hours: 60.24; Total Citations:17; Patrol Hours:217.20; Traffic Warnings: 8; On Call Hours: 16; Total Incidents:117; Traffic Details: 10; Calls Handled By PSP: 7. He also reported that: Patrol Officer Morris and Harvey have completed their field training and have been handling complaints and conducting traffic/patrol duties solo. Specific complaints for Speeding were brought up at the

Highland Township, Freedom Township meetings and through two residents of Liberty Township. Details were assigned and results are being met. Several citations were issued for the offense of speeding on Bullfrog Road (Freedom and Liberty Townships)/Knoxlyn Orrtanna Road and in Freedom Township in various locations. The Grant for the 2023 Patrol Unit has been closed and settled with PCCD. The Vest Grant reimbursement through OJS has been applied for, referring to the vest Sgt. Roosen was issued. Inquired about the Center for Traffic Safety Grant funding and the allotment for all three townships. Details will be scheduled according to the grant specifications. Interviewed and recommended the hiring of Patrol Officer Kenneth Hassinger. Community events for Halloween. The Police Department will join Greenmount Fire Department on October 26th and Blue Ridge Sportsman's Association on October 27th with treats for the children and this would allow Officers to be available to interact with the parents and children of the communities. Police Department acquired a Hewlett Packard Lap Top designated for the station CAD system for officer while on station, threat level 4 Plates and Plate Carriers for Patrol Officers and the detailing of all three Police Units was donated by Tripwire South, LLC. The Police Department ordered uniforms for all the current Patrol Officers. This includes winter shirts for under the outer carrier vests. A new Pre-Arrest Breath test instrument, a new set of batteries for the ENRADDs, two (2) cameras for patrol work and two (2) Stream lights were purchased. The 2025 preliminary Police Department budget was submitted to the township Secretary/Treasurer. All Patrol Officers are current on their Handgun Qualifications and CPR/FA/AED. National Drug Take Back at Carroll Valley Borough Building Saturday October 26th, 2024, 10:00 a.m. – 2:00 p.m. A new Badge design was forwarded to the Board for approval and ordering with no expense to the Township. All Body Camera Footage over sixty (60) days will be purged.

- OIC DeWitt requested that the Board consider purchasing a TDX Unit noting that the device can be used in inclement weather unlike the ENRADD. **Mr. Barlow made a motion to Purchase a TDX Unit and installation from YCG for \$1629. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- Officer DeWitt presented proposed donations from Tripwire including Level 4 Vests, a Dell Laptop Computer to be used as a Station CAD Computer, and car detailing for the police vehicles. **Mr. Barlow made a motion to accept the donations, and a letter would be sent acknowledging the donations with their value. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- OIC DeWitt asked the board to consider a new badge design that contained an image of an eagle and an American flag. **Mr. Barlow made a motion to accept the New Liberty Township Police Department Badge Design. Mr. Hill seconded the motion. All voted yes, and the motion passed.**

Zoning Officer's Report – Mr. Barlow reported that there were four land use/zoning permits issued in September totaling \$400. Mr. Barlow further discussed ongoing violations which included upcoming hearings for 3257 Bullfrog Road and 431 Wenschhof Road. Some other properties under investigation were, 30 Anthony Lane, 4 Kelly Trail, 10 Girl Scout Road, and 23 Strabuagh Trail. The SEO has requested that the Board decide whether to continue to issue violations to for the 2020 septic program violations in light of the fact that a new round of violations would soon be issued for the 2024 program cycle. **Mr. Keilholtz made a motion to instruct the SEO to continue to pursue the 2020 septic violations. Mr. Hill seconded the motion. All voted yes, and the motion passed.**

Roadmaster Report – Mr. Barlow reported that in the month of August the Road Department used 84.4 gallons of gas and 113.5 gallons of off-road diesel, 20 gallons of on-road diesel, and drove 1,039 miles. He stated that the full depth reclamation was completed on Bullfrog Road and the shoulder work was started. Mr. Barlow stated that before any more shoulder work can continue the road needs to continue to cure for two weeks. He reported that he has been in contact with New Enterprise to get initial quotes above resurfacing the remainder 1.18 miles as part of that section of road was previously reclaimed in 2007. Mr. Barlow added that more mowing was completed within the Township and that Bruce Pecher is continuing to mow. He reported that a letter was received about mowing potential wildflowers along Township roads. He stated that the Township routinely mows the berms from May to September to keep vegetation low for visibility and run off purposes. Mr. Barlow added that tall grass allows deer and other animals to hide before they run onto the roads at night, which is dangerous for drivers. Mr. Barlow stated that the length of Girl Scout Road, 0.45 miles, has an existing 2-inch tar and chip that is broken up. There are plans for the road to be milled and to lay 3 inches of 19 mm and 1 ½ inches of 95 on top to give the road a better base. Mr. Barlow reported that other base repairs on Topper Road and Orchard Road still need to be completed. Mr. Barlow provided an update on the grant the Township applied for and stated that the Township is still waiting to hear back. The grant would purchase a new mower and tractor for the Township. Mr. Barlow shared that the Township is in the process of applying for another grant to upgrade other equipment.

Planning Commission Report: Mr. Barlow reported that there was no Planning Commission meeting in September and that the next meeting was scheduled for Tuesday, October 15 at 7:30 PM.

Secretary/Treasurer: The Secretary/Treasurer distributed the proposed 2025 budget to the Board and requested that the board set a date and time for a budget meeting in October. Mr. Barlow made motion to advertise a budget meeting for Thursday, October 17 at 9 AM. Mr. Hill seconded the motion. All voted yes, and the motion passed.

Old Business:

- **Consider Applying to Pennsylvania Gaming Local Statewide Share Account Grant** – After some discussion and acknowledgement that the award of the 2023 grant application for the mower had not yet been determined, **Mr. Barlow made a motion to apply for the 2024 Local Share Account (LSA) – Statewide grant for a backhoe and approving the expense of \$100 application fee. 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 adopt an ordinance to remove the truck weight restriction on Bullfrog Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to adopt an ordinance amending the code to provide peddling and soliciting regulations. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to allocate to the 2024 Volunteer Fire Relief Allocation with 50% to Fairfield Fire Department and 50% to Fountaindale Fire Department. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to contribute the budgeted amount of \$500 to Adams County Library. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Keilholtz made a motion to donate the budgeted amount of \$300 to the Adams County SPCA. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Keilholtz made a motion not to donate to ACEDC at this time. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to vote for the only candidates listed running unopposed Clyde Holman and Andrew Boni for both ballots on the PSATS Health Insurance Cooperative Trust and the PSATS Unemployment Compensation Group Trust. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

At this time Chairman Barlow acknowledge Judy West who stated that she was representing her son Pete Shank of 9 Laurel Trail. Judy West asked the board for instructions on how to move forward with obtaining the occupancy permit relating to the new home construction at 9 Laurel Trail. The Board advised that according to the previous agreement, the original trailer must be removed from the property before a permanent Use and Occupancy Permit can be issued for the new home.

With no further business, at 7:15 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed. The next meeting of the Board of Supervisors is scheduled for Wednesday November 6, 2024, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer