

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
October 1, 2025, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, October 1, 2025, at 6PM at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320.

At 6 PM Chairman Walter Barlow called the meeting to order.

At 6:01 PM Chairman Barlow suspended the regular meeting and the Board, Secretary/Treasurer, Solicitor, and KPI meet in an Executive Session to discuss legal matters regarding the Liberty Estates Sewage Planning Module application.

At 6:25 PM Chairman Barlow called the meeting back to order stating that an Executive Session was held to discuss legal matters regarding the Liberty Estates Sewage Planning Module application.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Christopher Hill, Solicitor John Lisko, Secretary/Treasurer Wendy Peck, Chief of Police Terry DeWitt, Craig Zack and Dominic Picarrelli from the Township SEO/Engineering firm KPI.

Public Comments: Richard Swiat 385 Wenschhof Road commented that he noticed some culverts and ditches needed attention on Crum Road and Bullfrog Road.

Supervisor Comments:

- Mr. Keilholtz had no comments.
- Mr. Hill thanked the Police Chief and the Secretary/Treasurer for providing department reports in the new format that he requested.

Minutes:

- Mr. Keilholtz made a motion to accept the minutes of the September 3 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.
- Mr. Barlow made a motion to accept the minutes of the September 24 Bid Opening and Award meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT - As of Sep 29, 2025						
ACNB Gen Oper		\$	113,107.05	PLGIT Liq Fuels		\$191,026.93
PLGIT Gen Res		\$	762,333.37	ACNB Escrow		\$ 15,388.48
PLGIT Cap Res		\$	150,033.39			
			\$1,025,473.81			
Type	Date	Nur	Name	Memo	Pd Am	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$ 79,519.06
Deposit	8/29/2025			Deposit	\$ 15.30	\$ 79,534.36
Deposit	8/31/2025			INTEREST	\$ 5.69	\$ 79,540.05
Deposit	9/2/2025			Deposit	\$ 6,435.00	\$ 85,975.05
Check	9/4/2025	ACH	BMO Harris Bank	PLGIT CREDIT ACCOU	\$ (1,164.82)	\$ 84,810.23
Deposit	9/5/2025			Deposit	\$ 1,242.31	\$ 86,052.54
Check	9/8/2025	13936	Harold Eastman	CLIENT 68208	\$ (1,798.00)	\$ 84,254.54
Check	9/8/2025	13937	John M. Lisko	Solicitor Fees	\$ (1,380.00)	\$ 82,874.54
Check	9/8/2025	13938	Total Tech Solut	Invoice 12304	\$ (550.00)	\$ 82,324.54
Check	9/8/2025	13939	LEAF	100-4990181-002	\$ (98.00)	\$ 82,226.54
Check	9/8/2025	13940	Wetzels Cleaning	912050	\$ (95.00)	\$ 82,131.54
Check	9/8/2025	13941	PMCA	2494522	\$ (675.00)	\$ 81,456.54
Check	9/8/2025	13942	East Trail Autom	09/04/25 2025 Ford	\$ (124.15)	\$ 81,332.39
Liabilit	9/8/2025	13943	Security Benefit	610257	\$ (317.62)	\$ 81,014.77
Deposit	9/8/2025			Deposit	\$ 1,159.02	\$ 82,173.79
Deposit	9/9/2025			Deposit	\$ 22.00	\$ 82,195.79
Deposit	9/10/2025			Deposit	\$ 1,659.85	\$ 83,855.64
Check	9/10/2025	ACH	ACNB	Payroll - Direct D	\$ (28.82)	\$ 83,826.82
Paycheck	9/11/2025	13944	Barlow {BOS}, Walter		\$ (87.78)	\$ 83,739.04
Paycheck	9/11/2025	ACH	Hill {BOS}, Christopher G		\$ (87.58)	\$ 83,651.46
Paycheck	9/11/2025	13945	Keilholtz, Jr. {BOS}, Robert		\$ (87.78)	\$ 83,563.68
Paycheck	9/11/2025	13946	Barlow, Walter M		\$ (515.60)	\$ 83,048.08
Paycheck	9/11/2025	ACH	De Witt, Terry A.		\$ (2,410.55)	\$ 80,637.53

Paycheck	9/11/2025	ACH	Ilko {Tax Collector}, Jessica L.		\$ (55.98)	\$ 80,581.55
Paycheck	9/11/2025	ACH	Ilko, Jessica		\$ (879.57)	\$ 79,701.98
Paycheck	9/11/2025	ACH	Morris, Ryan J		\$ (265.83)	\$ 79,436.15
Paycheck	9/11/2025	ACH	Peck, Wendy J.		\$ (1,506.30)	\$ 77,929.85
Deposit	9/11/2025			Deposit	\$ 600.00	\$ 78,529.85
Deposit	9/11/2025			Deposit	\$ 150.00	\$ 78,679.85
Liabilit	9/12/2025	ACH	PA Dept. of Reve	1641 9699	\$ (234.39)	\$ 78,445.46
Liabilit	9/12/2025	ACH	US Treasury Dept	23-2110946	\$ (1,809.10)	\$ 76,636.36
Deposit	9/12/2025			Deposit	\$ 401.25	\$ 77,037.61
Deposit	9/15/2025			Deposit	\$ 256.28	\$ 77,293.89
Deposit	9/17/2025			Deposit	\$ 12,021.21	\$ 89,315.10
Deposit	9/18/2025			Deposit	\$ 5,205.70	\$ 94,520.80
Deposit	9/18/2025			Deposit	\$ 22.72	\$ 94,543.52
Check	9/22/2025	13947	Comcast-Phone	901156234	\$ (207.13)	\$ 94,336.39
Check	9/22/2025	13948	Lowes	98004701524	\$ (118.14)	\$ 94,218.25
Check	9/22/2025	13949	ACATO	ACATO Annual Conve	\$ (75.00)	\$ 94,143.25
Check	9/22/2025	13950	DPM	26000	\$ (82.50)	\$ 94,060.75
Check	9/22/2025	13951	Gettysburg Times	Cust 159232/Advert	\$ (46.09)	\$ 94,014.66
Check	9/22/2025	13952	Stryker Sales, I	Payer 20299321	\$ (158.00)	\$ 93,856.66
Check	9/22/2025	13953	Wetzels Cleaning	058251	\$ (95.00)	\$ 93,761.66
Check	9/22/2025	13954	Verizon Wireless	Acct 621280772-000	\$ (238.68)	\$ 93,522.98
Check	9/22/2025	13955	Rabold's Service	Invoice 28305 2679	\$ (251.00)	\$ 93,271.98
Check	9/22/2025	13956	Shealers Septic	37985	\$ (100.00)	\$ 93,171.98
Check	9/22/2025	13957	Doceo	LT03 Contract C158	\$ (164.93)	\$ 93,007.05
Liabilit	9/22/2025	ACH	PA Dept. of Reve	1641 9699	\$ (243.27)	\$ 92,763.78
Deposit	9/22/2025			Deposit	\$ 18,166.18	\$ 110,929.96
Deposit	9/23/2025			Deposit	\$ 3,527.82	\$ 114,457.78
Deposit	9/23/2025			Deposit	\$ 7,164.70	\$ 121,622.48
Liabilit	9/24/2025	ACH	York/Adams Count	000095043	\$ (850.78)	\$ 120,771.70
Liabilit	9/24/2025	ACH	PA UC Fund	01-04573M3	\$ (36.69)	\$ 120,735.01
Liabilit	9/24/2025	ACH	PSATS UC Group T	0104573	\$ (158.92)	\$ 120,576.09
Paycheck	9/25/2025	13958	Barlow, Walter M		\$ (754.39)	\$ 119,821.70
Paycheck	9/25/2025	ACH	Boehs, Donald G		\$ (100.64)	\$ 119,721.06
Paycheck	9/25/2025	ACH	De Witt, Terry A.		\$ (2,001.05)	\$ 117,720.01
Paycheck	9/25/2025	ACH	Ilko {Tax Collector}, Jessica L.		\$ (44.15)	\$ 117,675.86
Paycheck	9/25/2025	ACH	Ilko, Jessica		\$ (853.21)	\$ 116,822.65
Paycheck	9/25/2025	ACH	Morris, Ryan J		\$ (156.16)	\$ 116,666.49
Paycheck	9/25/2025	13959	Pecher, Bruce E.		\$ (499.01)	\$ 116,167.48
Paycheck	9/25/2025	ACH	Peck, Wendy J.		\$ (1,506.32)	\$ 114,661.16
Paycheck	9/25/2025	13960	Barlow {BOS}, Walter		\$ (87.78)	\$ 114,573.38
Paycheck	9/25/2025	ACH	Hill {BOS}, Christopher G		\$ (87.58)	\$ 114,485.80
Paycheck	9/25/2025	13961	Keilholtz, Jr. {BOS}, Robert		\$ (87.78)	\$ 114,398.02
Paycheck	9/25/2025	ACH	Ruppert {Planning Com}, Barbara L.		\$ (43.79)	\$ 114,354.23
Deposit	9/25/2025			Deposit	\$ 535.26	\$ 114,889.49
Liabilit	9/26/2025	ACH	US Treasury Dept	23-2110946	\$ (1,782.44)	\$ 113,107.05
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$ 33,567.00	\$ 113,107.05
100.00 · PLIGT State						\$ 189,857.25
Deposit	8/31/2025			Interest	\$ 1,169.68	\$ 191,026.93
Total 100.00 · PLIGT State					\$ 1,169.68	\$ 191,026.93
10.100 · Liberty Township Escrow						\$ 42,365.42
Check	8/11/2025	231	KPI	10616 07/21/25-08,	\$ (2,831.20)	\$ 39,534.22
Deposit	9/11/2025			Deposit	\$ 1,300.00	\$ 40,834.22
Check	9/22/2025	232	Subdivision Appl	Return of Construc	\$ (25,445.74)	\$ 15,388.48
Total 10.100 · Liberty Township Escrow					\$ (26,976.94)	\$ 15,388.48
95.100 · PLGIT Gen Reserve Fund						\$ 759,520.48
Deposit	8/31/2025		INTEREST	Deposit	\$ 2,812.89	\$ 762,333.37
Total 95.100 · PLGIT Gen Reserve Fund					\$ 2,812.89	\$ 762,333.37

30.101 · PLIGIT Capital Reserve Fund						\$ 149,479.79
Deposit	8/31/2025		INTEREST	Deposit	\$ 553.60	\$ 150,033.39
Total 30.101 · PLIGIT Capital Reserve Fund					\$ 553.60	\$ 150,033.39
Type	Date	Num	Name	Memo	Paid Amount	Balance
01.105 · PLGIT Credit Card						
105.01 · BARLOW						
Credit C	9/4/2025		PSU	Walter Barlow Tra	\$ 50.00	\$ 50.00
105.02 · DEWITT						\$ --
Credit C	9/4/2025		Farrar's Firearm	Three Rifle Slings	\$ 79.50	\$ 79.50
Credit C	9/4/2025		E Plus Copy Cent	AED shipping-PD	\$ 16.32	\$ 95.82
Credit C	9/4/2025		3 Monkey Inflata	NNO Obstacle Cours	\$ 993.00	\$ 1,088.82
Credit C	9/4/2025		EverWash	PD Monthly Car Was	\$ 26.00	\$ 1,114.82

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

Expenses/Payroll: Mr. Keilholtz made a motion for retroactive approval of the 09/04/2025-10/01/2025 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 08/24/2025-09/06/2025 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 09/07/2025-09/20/2025 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Terry DeWitt gave a report for the month of September which included: Patrol Hours: 205; On Call Hours: 34; Traffic Details: 4; Total Miles: 1,686; FT Hours: 172.5; PT Patrol: 32.5; PT Admin: 84 + 8 hr. Holiday; Total Hours: 296; Chief DeWitt, Sgt. MORRIS and Chief Pilot Dickerson will be attending training in Liberty 1 on Oct 8th, 2025 hosted by the Attorney General's Office. We will be testing a router for Internet from Verizon. DUI Roving / Click it or Ticket and Aggressive Driving Details will continue with the new funding provided from the Center for Traffic Safety. Dan Gaskin has been hired by the Board of Supervisors and will be completing the needed testing for his re-certification. Sgt. Morris assisted with escorting an organized Motorcycle ride throughout our jurisdictions. Trunk or Treat events scheduled at Blue Ridge Sportsman and the Greenmount Fire Department. All (MVR/BWC) Camera Footage over sixty (60) days will be purged. Mr. Hill asked the Chief about the Verizon vs T-mobile hotspots. The Chief responded that the Verizon contract will expire in January 2026 and he recommends using T-Mobile in 2026. Mr. Hill offered to loan the Police Department his hotspot to test. Mr. Hill asked Chief Dewitt about the number of hours worked by the Part Time Officers. The Chief replied in detail stating that some were on personal leave.

Zoning Officer's Report – Mr. Barlow reported that six permits were issued for a total of \$500. He also summarized the status of open enforcement issues. Mr. Barlow then went in to detail about considering other options for zoning enforcement and suggested inviting a company to give a presentation at the next meeting.

Roadmaster Report – Mr. Barlow commented that in the month of September the Road Department used 60.3 gallons of gasoline, 35 gallons of diesel, 115.9 gallons of off-road diesel and drove 646 miles. He stated that a month of boom mowing throughout the township started on September 24. He also remarked that the Flex Base Modified work contracted with Russell Standard for Orchard Road was completed the previous Friday. He also announced that he recently attended a Dirt and Gravel program and would be attending a Roadmaster Conference in Ocean City at the end of October.

Planning Commission Report: The Planning Commission met on September 16 and submitted a recommendation to the Board of Supervisors for a zoning amendment. Mr. Barlow stated that the board would not be taking any action on the Zoning Amendment recommendation until the Planning Commission completes other recommendations that the board has requested. He also announced that the Planning Commission still has an open position for Alternate Member.

Secretary/Treasurer: The Secretary Treasurer distributed the draft proposed 2026 budgets to the Board and asked the Board to consider scheduling a Scheduling Budget Workshop Meeting. It was agreed to hold the meeting on October 14. She also reported that by the end of the third quarter the budgeted income for 2025 was reached with a surplus. It was also reported that the Township has exceeded the budget on Legal and Engineering Fees due to several legal and zoning enforcement matters that are ongoing and the expenses will continue into the fourth quarter.

Old Business:

- *Mr. Barlow made a motion to table the Police Service Intermunicipal Contracts. Mr. Hill seconded the motion. All voted yes, and the motion passed.* Mr. Hill thanked Jessica Ilko and Chief DeWitt for their work on the police contracts.

Public Comments on New Business Items:

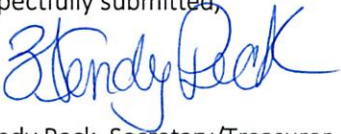
- *Mr. Keilholtz made a motion for the Board of Supervisors to send a letter to all township residents explaining the zoning permit process. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

New Business:

- *Mr. Barlow made a motion to accepting Greenview 25C18-0027-000 179 Topper Road Subdivision Plan for review. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to acknowledge the receipt of the ASA Application from Baker for 25B18-0038---000 8014 FRIENDS CREEK RD on 09/17/25 and for the township to take no action. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Keilholtz made a motion to send an estimated payment of \$1,000 to West Penn Power to cover the unbilled electricity usage from April – September 2025. Mr. Barlow seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to table consideration of the quote from Cradlepoint Routers for Police Department. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to distribute the 2025 Volunteer Fire Relief Allocation with \$6010.60 to Fairfield Fire and \$6010.61 to Fountaindale Fire. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- The Board discussed the Adams Regional EMS request for donation, and no action was taken.
- *Mr. Hill made a motion to vote for the only candidate running unopposed for Board of Trustees Cooperative Trust and Unemployment Compensation. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*

With no further business, *at 7:30 PM, Mr. Barlow made a motion to adjourn the meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.* The next regular meeting of the Board of Supervisors is scheduled for Wednesday, November 5, at 6 PM, located at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer