

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
September 3, 2025, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, September 3, 2025, 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.

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

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Christopher Hill, Solicitor John Lisko, Secretary/Treasurer Wendy Peck, and Chief of Police Terry DeWitt.

Public Comments: None.

Supervisor Comments:

- Mr. Keilholtz had no comments.
- Mr. Hill had no comments.
- Mr. Barlow announced that the Board of Supervisors held an Executive Session on August 29 from 8:30 – 10 AM to discuss the police services contracts.

At 6:01 PM Chairman Barlow recognized that Doug Martin, the applicant for the lot consolidation item under new business was present and moved the item to the top of the agenda as a courtesy.

- *Mr. Barlow made a motion to grant the request for modification/waiver from the Township of Liberty PA Code Chapter 275; Subdivision and Land Development requiring a subdivision plan be filed for review with the township Planning Commission for the Charnita Lot Reverse Subdivision/lot consolidation of Tax Parcels 25AA0-0148---000 and 25AA0-0150---000 - comprised of lots AA148, AA149, AA150, and AA175. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to conditionally approve the Charnita Lot Consolidation of Tax Parcels 25AA0-0148---000 and 25AA0-0150---000 -(which are comprised of lots AA148, AA149, AA150, AA175) with the condition that a new deed be filed to reflect the consolidation, and that the reverse subdivision plan is signed by Adams County Office of Planning and Development. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

At 6:03 PM Chairman Barlow announced that the Board would go into an Executive Session to discuss legal matters and personnel issues.

At 6:45 PM Chairman Barlow announced that the Board had met in an Executive Session to discuss legal matters and personnel issues and reconvened the meeting.

Minutes: *Mr. Keilholtz made a motion to accept the minutes of the August 6, 2025 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT - As of Aug 27, 2025						
ACNB Gen Oper		\$ 79,519.06	PLGIT Liq Fuels		\$189,857.25	
PLGIT Gen Res		\$759,520.48	ACNB Escrow		\$ 42,365.42	
PLGIT Cap Res		\$149,479.79				
			\$988,519.33			
Type ▾	Date ▾	Nun ▾	Name ▾	Memo ▾	Pd Am ▾	Balance ▾
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$ 81,366.44
Adjust	7/31/2025			July Report Error	\$ (1,341.45)	\$ 80,024.99
Deposit	7/31/2025			Deposit	\$ 366.04	\$ 80,391.03
Deposit	7/31/2025			Interest	\$ 9.09	\$ 80,400.12
Liabilit	8/1/2025	ACH	PA Dept. of Re	1641 9699	\$ (260.06)	\$ 80,140.06
Liabilit	8/1/2025	ACH	PA Dept. of Re	1641 9699	\$ (236.41)	\$ 79,903.65
Liabilit	8/1/2025	ACH	US Treasury De	23-2110946	\$ (1,933.00)	\$ 77,970.65
Liabilit	8/1/2025	ACH	US Treasury De	23-2110946	\$ (1,714.22)	\$ 76,256.43
Check	8/6/2025	ACH	BMO Harris Bar	PLGIT CREDIT ACCO	\$ (207.25)	\$ 76,049.18
Deposit	8/7/2025			Deposit	\$ 1,056.55	\$ 77,105.73
Deposit	8/10/2025			Deposit	\$ 99.00	\$ 77,204.73

Check	8/11/2025	13910	PMCA	229557	\$ (815.00)	\$ 76,389.73
Check	8/11/2025	13911	R J Hall	Invoice 1915	\$ (1,250.00)	\$ 75,139.73
Check	8/11/2025	13912	John M. Lisko	Solicitor Fees	\$ (1,590.00)	\$ 73,549.73
Check	8/11/2025	13913	Total Tech Sol	Invoice 12197	\$ (550.00)	\$ 72,999.73
Check	8/11/2025	13914	KPI Technology	10588 06/06/25-07	\$ (661.70)	\$ 72,338.03
Check	8/11/2025	13915	Wetzels Cleani	912046	\$ (95.00)	\$ 72,243.03
Check	8/11/2025	13916	DPM	25220	\$ (1,105.50)	\$ 71,137.53
Check	8/11/2025	13917	AmTrust North	17598140	\$ (8,466.00)	\$ 62,671.53
Check	8/11/2025	13918	Napa Auto Part	Acct 3135	\$ (232.88)	\$ 62,438.65
Check	8/11/2025	13919	LEAF	100-4990181-002	\$ (98.00)	\$ 62,340.65
Check	8/11/2025	13920	Lowes	98004701524	\$ (66.41)	\$ 62,274.24
Check	8/11/2025	13923	PMCA	55594	\$ (1,000.00)	\$ 61,274.24
Check	8/11/2025	ACH	ACNB	Payroll - Direct	\$ (29.66)	\$ 61,244.58
Deposit	8/11/2025			Deposit	\$ 499.85	\$ 61,744.43
Paycheck	8/14/2025	13921	Barlow, Walter M		\$ (173.72)	\$ 61,570.71
Paycheck	8/14/2025	ACH	Boehs, Donald G		\$ (89.46)	\$ 61,481.25
Paycheck	8/14/2025	ACH	De Witt, Terry A.		\$ (2,001.05)	\$ 59,480.20
Paycheck	8/14/2025	ACH	Hassinger, Kenneth R.		\$ (44.62)	\$ 59,435.58
Paycheck	8/14/2025	ACH	Ilko {Tax Collector}, Jessica L.		\$ (48.09)	\$ 59,387.49
Paycheck	8/14/2025	ACH	Ilko, Jessica		\$ (874.28)	\$ 58,513.21
Paycheck	8/14/2025	ACH	Morris, Ryan J		\$ (424.29)	\$ 58,088.92
Paycheck	8/14/2025	13922	Pecher, Bruce E.		\$ (289.54)	\$ 57,799.38
Paycheck	8/14/2025	ACH	Peck, Wendy J.		\$ (1,506.31)	\$ 56,293.07
Deposit	8/14/2025			Deposit	\$ 627.76	\$ 56,920.83
Liabilit	8/15/2025	ACH	PA Dept. of Re	1641 9699	\$ (214.91)	\$ 56,705.92
Liabilit	8/15/2025	ACH	US Treasury De	23-2110946	\$ (1,600.00)	\$ 55,105.92
Deposit	8/19/2025			Deposit	\$ 13,259.12	\$ 68,365.04
Check	8/19/2025	ACH	Liberty Township Escrow Account		\$ (800.00)	\$ 67,565.04
Deposit	8/20/2025			Deposit	\$ 22,910.29	\$ 90,475.33
Check	8/25/2025	13924	Comcast-Phone	901156234	\$ (135.86)	\$ 90,339.47
Check	8/25/2025	13925	Deborah L. Zep	07/10/25 Zoning He	\$ (304.90)	\$ 90,034.57
Check	8/25/2025	13926	McDonald Unifo	Invoice 247880 09	\$ (100.49)	\$ 89,934.08
Check	8/25/2025	13927	Aero Energy	Cust 59990	\$ (611.39)	\$ 89,322.69
Check	8/25/2025	13928	Verizon Wirele	Acct 621280772-000	\$ (238.88)	\$ 89,083.81
Check	8/25/2025	13929	BFPE	3258024	\$ (984.75)	\$ 88,099.06
Check	8/25/2025	13930	Comcast Cable	8993110110006912	\$ (262.50)	\$ 87,836.56
Check	8/25/2025	13931	Wetzels Cleani	912047	\$ (95.00)	\$ 87,741.56
Paycheck	8/28/2025	13933	Barlow, Walter M		\$ (622.74)	\$ 87,118.82
Paycheck	8/28/2025	ACH	Boehs, Donald G		\$ (195.71)	\$ 86,923.11
Paycheck	8/28/2025	ACH	De Witt, Terry A.		\$ (2,096.16)	\$ 84,826.95
Paycheck	8/28/2025	ACH	Ilko {Tax Collector}, Jessica L.		\$ (44.14)	\$ 84,782.81
Paycheck	8/28/2025	ACH	Ilko, Jessica		\$ (847.95)	\$ 83,934.86
Paycheck	8/28/2025	13934	Keilholtz, Jr., Robert E.		\$ (150.17)	\$ 83,784.69
Paycheck	8/28/2025	ACH	Morris, Ryan J		\$ (217.58)	\$ 83,567.11
Paycheck	8/28/2025	13935	Pecher, Bruce E.		\$ (518.02)	\$ 83,049.09
Paycheck	8/28/2025	ACH	Peck, Wendy J.		\$ (1,506.32)	\$ 81,542.77
Liabilit	8/29/2025	ACH	PA Dept. of Re	1641 9699	\$ (226.47)	\$ 81,316.30
Liabilit	8/29/2025	ACH	US Treasury De	23-2110946	\$ (1,797.24)	\$ 79,519.06
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$ (505.93)	\$ 79,519.06

100.00 · PLIGT State						\$ 189,380.49
Deposit	7/31/2025			Interest	\$ 700.45	\$ 190,080.94
Check	8/25/2025	828	Aero Energy	59990	\$ (692.71)	\$ 189,388.23
Deposit	8/26/2025			Deposit	\$ 469.02	\$ 189,857.25
Total 100.00 · PLIGT State					\$ 476.76	\$ 189,857.25

10.100 · Liberty Township Escrow						\$ 39,804.62
Adj	7/31/2025			July Report Error	\$ 800.00	\$ 40,604.62
Check	8/11/2025	230	KPI	10588 06/06/25-07	\$ (1,139.20)	\$ 39,465.42
Deposit	8/11/2025			Deposit	\$ 2,100.00	\$ 41,565.42
Deposit	8/19/2025			Deposit	\$ 800.00	\$ 42,365.42
Total 10.100 · Liberty Township Escrow					\$ 1,760.80	\$ 42,365.42
95.100 · PLGIT Gen Reserve Fund						\$ 756,708.30
Deposit	7/31/2025		INTEREST	Deposit	\$ 2,812.18	\$ 759,520.48
Total 95.100 · PLGIT Gen Reserve Fund					\$ 2,812.18	\$ 759,520.48
30.101 · PLIGIT Capital Reserve Fund						\$ 148,926.33
Deposit	7/31/2025		INTEREST	Deposit	\$ 553.46	\$ 149,479.79
Total 30.101 · PLIGIT Capital Reserve Fund					\$ 553.46	\$ 149,479.79
105.02 · DEWITT, T						
Credit C	8/6/2025		Advanced Auto	Vehicle Cleaning E	\$ 34.87	
Credit C	8/6/2025		EverWash	PD Monthly Car Was	\$ 26.00	
Credit C	8/6/2025		Blubaugh's Tire	PD Tire Repair and	\$ 99.95	
Check	8/6/2025	ACH	BMO Harris Bar	Ending on 07/27/20	\$ (160.82)	
105.03 · PECK, W						
Credit C	7/6/2025		Amazon	PD Flash Drive, Er	\$ 46.43	
Check	8/6/2025	ACH	BMO Harris Bar	Ending on 07/27/20	\$ (46.43)	

Mr. Barlow made a motion for acceptance of the August 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 08/07/2025-09/03/2025 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 07/27/2025-08/09/2025 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 08/10/2025-08/23/2025 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Terry DeWitt gave a report for the month of August which included: Total Miles Patrolled:1,683 Total Department Hours: 293.75; Admin Asst Hours: 30.5; Total Citations: 29; Patrol Hours: 212; Traffic Warnings/FEC: 27; On Call Hours:88 (NOT BILLED); Total Incidents: 148 – 20 (PSP) = 128; Traffic Details:4; Total Arrest's – 2 Liberty Township; Police Department received a generous donation of \$5,000.00 for needed equipment from American Bikers on a Mission. Sgt. Morris and Chief DeWitt are rotating the On Call hours to cover the Township when no one is on duty. We are awaiting a quote for routers that will be in the car for better internet service from Verizon. Charges have been filed for possession with the intent to distribute narcotics within Liberty Township. DUI Roving was conducted during the Labor Day holiday weekend. 14 Traffic Stops were conducted, and one operator was arrested for DUI. Dan Gaskin has been interviewed for Patrol Officer Part-Time and a recommendation for hire was forwarded to the BOS. Chief DeWitt and Sgt. Morris assisted with escorting two organized motorcycle rides throughout our jurisdictions. All patrols have qualified this year with the patrol rifles and their duty weapons. The Center for Traffic Safety has scheduled Enforcement Campaigns, which we will be participating in. All (MVR/BWC) Camera Footage over sixty (60) days will be purged. Mr. Hill asked Chief DeWitt for clarification about the on-call hours. Chief DeWitt responded, stating that the on-call hours are only billed when an officer is dispatched.

- Mr. Barlow made a motion to table the Police Service Intermunicipal Contracts. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- Mr. Barlow made a motion for the police department to move forward with the necessary steps to comply with the requirement for Two Factor Authentication for the Police Department. Mr. Hill seconded the motion. All voted yes, and the motion passed. Chief DeWitt asked if Mr. Hill would be available to work with Total Tech on the implementation of the two-factor authentication. Mr. Hill agreed to assist.*
- Mr. Barlow made a motion to hire Dan Gaskin as a part-time police officer at the rate of \$25.50 per hour with a required minimum of 18 hours per month effective immediately. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

At 7 PM Chief DeWitt left the meeting.

Zoning Officer's Report – Mr. Barlow reported that four permits were issued for a total of \$380.

Roadmaster Report – Mr. Barlow commented that in the month of August the Road Department used 67.3 gallons of off-road diesel and drove 215 miles. He announced that a month of boom mowing throughout the township is scheduled to start after September 24. He also remarked that the Flex Base Modified work contracted with Russell Standard for Orchard Road has not been scheduled but expects it to take place in September or October. The Roadmaster reported on the state of several roads within the township that are in need of base repair and crossover pipe leveling. *Mr. Barlow made a motion to advertise a road work bid package in accordance with the law for base repair and crossover pipe leveling on multiple Township roads with a bid opening and meeting at 6 PM on September 24. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Planning Commission Report: The Planning Commission had no meeting in August. Planning Commission Secretary Barb Ruppert was present at the meeting.

Zoning Officer's Report – Mr. Barlow reverted back to the Zoning Officer's report and read the status of open code enforcement issues.

Secretary/Treasurer: The Secretary Treasurer distributed the draft proposed 2026 department budgets to the Board.

Old Business:

- Mr. Barlow commented that the Township would not be applying for the Community Development Block Grant stating that the Township failed to attend the required pre-application meeting.
- *Mr. Barlow made a motion to accept the Proposed Settlement Agreement for Kipe V. Liberty Township Board of Supervisors. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

Public Comments on New Business Items: None.

- *Mr. Barlow made a motion to adopt the Resolution to add two properties to the Agricultural Security Area (ASA). Mr. Keilholtz seconded the motion. Mr. Barlow voted yes. Mr. Keilholtz voted yes. Mr. Hill abstained from voting since he is the current owner of one of the properties. The motion passed.*
- *Mr. Barlow made a motion to accepting the 2026 Uniform Pension Plan Municipal Minimum Obligation (MMO) and the 2026 Non-Uniform Pension Plan Municipal Minimum Obligation (MMO) as presented by the Chief Administrative Officer of the Pension Plan Secretary/Treasurer Wendy Peck. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion that the Township not attend the September Adams County Tax Assessment Appeal for 25D16-0005A—000. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion that Mr. Keilholtz, Mr. Hill, and himself attend the annual ACATO Conference on November 19, 2025. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

With no further business, *at 7:09 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, October 1, 2025, at 6 PM, located at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer