

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
May 6, 2025, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Tuesday, May 6, 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 Zoning Ordinance Amendment Hearing to order.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz (by phone), Supervisor Christopher Hill, Solicitor Bruce Crelin, Secretary/Treasurer Wendy Peck, Chief Terry DeWitt, and a court reporter.

Zoning Ordinance Amendment Hearing: Chairman Barlow opened the Zoning Ordinance amendment hearing. Solicitor Crelin read the exhibits into the record. Chairman Barlow provided an explanation for the amendment and read the text of the amendment into the record. The amendment added the text to permit uses not expressly permitted elsewhere in the ordinance and that exhibit the same general character to be added to the list of Special Exception Uses for all Zoning Districts. Mr. Barlow opened the hearing to public comment. There were no public comments. **Mr. Barlow made a motion to adopt the ordinance to amend the zoning ordinance to permit uses not expressly permitted elsewhere in the ordinance and that exhibit the same general character to be added to the list of Special Exception Uses for all Zoning Districts. Mr. Hill seconded the motion. All voted yes, and the motion carried.**

At 6:06 PM Chairman Walter Barlow closed the Zoning Ordinance Amendment Hearing and Call the Regular Meeting of the Board of Supervisors to order.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz (by phone), Supervisor Christopher Hill, Solicitor Bruce Crelin, Secretary/Treasurer Wendy Peck, and Chief Terry DeWitt.

Public Comments: None.

Supervisor Comments:

- **Mr. Keilholtz:** None.
- **Mr. Hill:** None.
- **Mr. Barlow:** Announced that two Executive Sessions were held to address personnel issues. An Executive Session was held on April 28 at 8 AM, and one was held on May 5 at 8 AM. **Mr. Barlow announced that the Board had received a resignation and made a motion to accept the resignation from Jessica Ilko for position of Assistant to the Secretary/Treasurer effective May 9. Mr. Hill seconded the motion. All voted yes, and the motion passed.**

Minutes: **Mr. Barlow made a motion to accept the minutes of the April 1, 2025 4 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.**

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of April 30, 2025						
Presented at May BOS Meeting						
ACNB Gen Oper		\$ 91,866.60		PLGIT Liq Fuels		\$188,049.35
PLGIT Gen Res		\$567,760.40		ACNB Escrow		\$ 41,706.12
PLGIT Cap Res		\$147,309.86				
		\$806,936.86				
Type	Date	Num	Name	Memo	Pd Amt	Balance
01.100 · GEN OPER & PAYROLL - ACNB						\$100,378.44
JE	2/12/2025	2025-01		Adjustment for uncashed paycheck-Lowe	\$87.78	\$100,466.22
Deposit	3/31/2025			Interest	\$5.97	\$100,472.19
Deposit	4/1/2025			Deposit	\$14,314.66	\$114,786.85
Check	4/3/2025	ACH	BMO Harris Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	\$(404.67)	\$114,382.18
Deposit	4/3/2025			Deposit	\$8,029.06	\$122,411.24
Deposit	4/3/2025			Deposit	\$73.36	\$122,484.60
Check	4/7/2025	13776	Wetzels Cleaning Service	912025	\$(75.00)	\$122,409.60
Check	4/7/2025	13777	Henise Tire Service	Inv 80037624/80038128/80038143	\$(1,236.00)	\$121,173.60
Check	4/7/2025	13778	Aero Energy	Cust 59990	\$(612.74)	\$120,560.86

Check	4/7/2025	13779	KPI Technology	10430	\$(986.69)	\$119,574.17
Check	4/7/2025	13780	ACATO	2025-01	\$(25.00)	\$119,549.17
Check	4/7/2025	13781	LEAF	100-4990181-002	\$(98.00)	\$119,451.17
Check	4/7/2025	13782	Total Tech Solutions LLC	Invoice 11836	\$(550.00)	\$118,901.17
Check	4/7/2025	13783	Rabold's Services	Invoice 25727/25723	\$(160.00)	\$118,741.17
Check	4/7/2025	13784	De Witt, Terry A.	Reimburse 3/29-4/1 LEAD Conference	\$(307.90)	\$118,433.27
Check	4/7/2025	13785	West Penn Power	14105001009711	\$(282.02)	\$118,151.25
Deposit	4/7/2025			Deposit	\$12,428.10	\$130,579.35
Check	4/7/2025	ACH	Liberty Township PLGIT Gen Reserve Fund	Transfer to PLGIT General Fund	\$(50,000.00)	\$80,579.35
Check	4/7/2025	13786	AYDUS LLC	Invoice 13852	\$(230.00)	\$80,349.35
Check	4/7/2025	13787	DPM	23418	\$(3,268.94)	\$77,080.41
Check	4/7/2025	13788	East Trail Automotive	03/14, 03/19, 04/02/25 Police	\$(664.65)	\$76,415.76
Check	4/7/2025	13789	PMCA	1646852	\$(450.00)	\$75,965.76
Deposit	4/9/2025			Deposit	\$2,439.33	\$78,405.09
Paycheck	4/10/2025	13790	Barlow, Walter M		\$(875.04)	\$77,530.05
Paycheck	4/10/2025	ACH	Boehs, Donald G		\$(274.20)	\$77,255.85
Paycheck	4/10/2025	ACH	De Witt, Terry A.		\$(2,048.11)	\$75,207.74
Paycheck	4/10/2025	ACH	Ilko {Tax Collector}, Jessica L.		\$ (358.83)	\$ 74,848.91
Paycheck	4/10/2025	ACH	Ilko, Jessica		\$ (1,039.83)	\$ 73,809.08
Paycheck	4/10/2025	13791	Keilholtz, Jr., Robert E.		\$ (234.18)	\$ 73,574.90
Paycheck	4/10/2025	ACH	Morris, Ryan J		\$ (301.10)	\$ 73,273.80
Paycheck	4/10/2025	13792	Pecher, Bruce E.		\$ (285.51)	\$ 72,988.29
Paycheck	4/10/2025	ACH	Peck, Wendy J.		\$ (1,503.94)	\$ 71,484.35
Paycheck	4/10/2025	ACH	Hassinger, Kenneth R.		\$ (184.24)	\$ 71,300.11
Liability Check	4/10/2025	ACH	Pennsylvania Dept. of Revenue	1641 9699	\$ (274.78)	\$ 71,025.33
Check	4/10/2025	ACH	ACNB	Payroll - Direct Deposit Service Charge	\$ (29.18)	\$ 70,996.15
Liability Check	4/11/2025	ACH	US Treasury Dept/IRS	23-2110946	\$ (1,955.46)	\$ 69,040.69
Deposit	4/15/2025			Deposit	\$ 18,283.65	\$ 87,324.34
Deposit	4/15/2025			Deposit	\$ 4,815.03	\$ 92,139.37
Liability Check	4/16/2025	ACH	PSATS UC Group Trust	0104573	\$ (1,064.86)	\$ 91,074.51
Liability Check	4/17/2025	ACH	York/Adams County EIT	000095043	\$ (1,032.89)	\$ 90,041.62
Liability Check	4/17/2025	ACH	PA UC Fund	01-04573M3	\$ (24.05)	\$ 90,017.57
Liability Check	4/17/2025	ACH	PA UC Fund	01-04573M3	\$ (44.96)	\$ 89,972.61
Check	4/17/2025	13802	Shealers Septic Service	37408	\$ (100.00)	\$ 89,872.61
Check	4/21/2025	13793	E Plus Copy Center	1645	\$ (226.02)	\$ 89,646.59
Check	4/21/2025	13794	Doug's Auto Body	2018 Ford	\$ (3,155.00)	\$ 86,491.59
Check	4/21/2025	13795	KPI Technology	14069	\$ (3,305.04)	\$ 83,186.55
Liability Check	4/21/2025	13796	Security Benefit Retirement Services	610257	\$ (317.62)	\$ 82,868.93
Check	4/21/2025	13797	Wetzels Cleaning Service	912027	\$ (95.00)	\$ 82,773.93
Deposit	4/21/2025			Deposit	\$ 14,367.94	\$ 97,141.87
Check	4/21/2025	13798	Comcast Cable	8993110110006912	\$ (262.50)	\$ 96,879.37
Check	4/21/2025	13799	Comcast-Phone	901156234	\$ (267.88)	\$ 96,611.49
Check	4/21/2025	13800	Verizon Wireless	Acct 621280772-00001	\$ (247.74)	\$ 96,363.75
Check	4/21/2025	13801	Lowe's	98004701524	\$ (114.35)	\$ 96,249.40
Check	4/21/2025	13803	Hamiltonban Township	Invoice #793	\$ (60.00)	\$ 96,189.40
Deposit	4/21/2025			Deposit	\$ 22,178.77	\$118,368.17
Paycheck	4/24/2025	13804	Barlow, Walter M		\$(1,020.25)	\$117,347.92
Paycheck	4/24/2025	ACH	De Witt, Terry A.		\$(1,994.05)	\$115,353.87
Paycheck	4/24/2025	ACH	Hassinger, Kenneth R.		\$ (171.95)	\$115,181.92
Paycheck	4/24/2025	ACH	Ilko {Tax Collector}, Jessica L.		\$ (283.79)	\$114,898.13
Paycheck	4/24/2025	ACH	Ilko, Jessica		\$(1,074.23)	\$113,823.90
Paycheck	4/24/2025	13805	Keilholtz, Jr., Robert E.		\$ (217.86)	\$113,606.04

Paycheck	4/24/2025	ACH	Morris, Ryan J		\$ (109.93)	\$113,496.11
Paycheck	4/24/2025	13806	Pecher, Bruce E.		\$ (260.01)	\$113,236.10
Paycheck	4/24/2025	ACH	Peck, Wendy J.		\$ (1,499.32)	\$111,736.78
Liability Check	4/25/2025	ACH	Pennsylvania Dept. of Revenue	1641 9699	\$ (259.45)	\$111,477.33
Liability Check	4/25/2025	ACH	US Treasury Dept/IRS	23-2110946	\$ (1,882.00)	\$109,595.33
Deposit	4/28/2025			Deposit	\$ 32,231.27	\$141,826.60
Check	4/28/2025	ACH	Liberty Township PLGIT Gen Reserve Fund	Transfer to PLGIT General Fund	\$(50,000.00)	\$ 91,826.60
Deposit	4/30/2025			Deposit	\$ 40.00	\$ 91,866.60
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$ (8,511.84)	\$ 91,866.60
100.00 · PLGIT State						\$112,856.72
Deposit	3/3/2025	ACH	State of PA	Liquid Fuels Allocation	\$ 77,670.43	\$190,527.15
Deposit	3/31/2025	ACH		Interest	\$ 697.03	\$191,224.18
Check	4/7/2025	820	US Municipal	Customer 17030	\$ (261.90)	\$190,962.28
Check	4/7/2025	821	Foster F Wineland, Inc	ACCOUNT NO. LIBER003	\$ (2,257.04)	\$188,705.24
Check	4/21/2025	822	HOBBS TRUCKING, INC.	Inv 12981	\$ (592.14)	\$188,113.10
Check	4/21/2025	823	Harringtons Equipment Co	Invoice 210992	\$ (63.75)	\$188,049.35
Total 100.00 · PLGIT State					\$ 75,192.63	\$188,049.35
10.100 · Liberty Township Escrow						\$ 41,970.12
Check	4/7/2025	226	KPI	10430	\$ (1,564.00)	\$ 40,406.12
Deposit	4/15/2025			Deposit	\$ 1,300.00	\$ 41,706.12
Total 10.100 · Liberty Township Escrow					\$ (264.00)	\$ 41,706.12
95.100 · PLGIT Gen Reserve Fund						\$467,760.40
Deposit	3/31/2025	ACH	INTEREST	Deposit	\$ 1,764.19	\$469,524.59
Deposit	4/8/2025	ACH	GENERAL FUND	TRANSFER	\$ 50,000.00	\$517,760.40
Deposit	4/28/2025	ACH	GENERAL FUND	TRANSFER	\$ 50,000.00	\$567,760.40
Total 95.100 · PLGIT Gen Reserve Fund					\$101,764.19	\$567,760.40
30.101 · PLGIT Capital Reserve Fund						\$146,756.36
Deposit	3/31/2025		INTEREST	Deposit	\$ 553.50	\$147,309.86
Total 30.101 · PLGIT Capital Reserve Fund					\$ 553.50	\$147,309.86
01.105 · PLGIT Credit Card						
105.02 · DEWITT, T						
Credit Card Charge	4/3/2025		Exxon AC&T Waynesboro	Gas-police Car 323	\$ 22.00	\$ -
Credit Card Charge	4/3/2025		Amazon	Heavy Duty Stapler (2)	\$ 41.24	\$ -
Credit Card Charge	4/3/2025		Amazon	Forks, Spoons, Folders, Laser Pointer (2)	\$ 54.43	
Credit Card Charge	4/3/2025		E Plus Copy Center	Postage, returned hard drive to AG and returned License plate to DMV	\$ 31.79	
Credit Card Charge	4/3/2025		Amazon	Labels, Label Refills, Pens, Uniform Pins	\$ 51.46	
Check	4/3/2025	ACH	BMO Harris Bank-PLGIT Card	Ending on 03/27/2025-PLGIT Credit Card Transactions	\$ (200.92)	
105.03 · PECK, W						
Credit Card Charge	4/3/2025		Comcast Cable	Cable Box Fees for Road Dept	\$ 12.69	
Credit Card Charge	4/3/2025		Amazon	Table Cover Protector, Coffee, TV Remote Control, White Out	\$ 89.30	\$ -
Credit Card Charge	4/3/2025		SUPPORTPDFFILLER.COM	PDF Subscription	\$ 101.76	

Check	4/3/2025	ACH	BMO Harris Bank-PLGIT Card	Ending on 03/27/2025-PLGIT Credit Card Transactions	\$ (203.75)
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Mr. Barlow made a motion for acceptance of the April Treasurer's report. Mr. Hill seconded the motion. All voted yes, and the motion passed.

Expenses/Payroll: *Mr. Barlow made a motion for retroactive approval of the 04/02/2025-05/06/2025 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 03/23/2025-04/05/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 04/06/2025-04/19/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for approval of the 04/20/2025-05/03/2025 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 April. Total Miles Patrolled: 4,177; Total Hours Worked: 249; Admin Asst Hours: 39.5; Total Citations: 21; Patrol Hours: 209.5; Traffic Warnings/FEC: 10; On Call Hours: 85; Total Incidents: 105 (14-PSP) = 91; Traffic Details: 4.5 hrs; Total Arrests: 0; The Chief reported that the meeting with the Mid-Atlantic Soaring Association for use of their facility for NNO 2025 went well, and they approved use of their grounds for NNO. Office Manager Ilko will be spear heading the event. Liberty 1's services were offered to assist in the wildland fires of Cumberland County Micheaux State Forrest. Chief DeWitt joined the Pennsylvania Chiefs of Police Association. The Chief requested permission to attend a conference in Lancaster. All the Patrol Units are in service, lettered, and available. He thanked Graphcom for the donated graphics work on the vehicles. Liberty 1 is scheduled to be at Touch -a- Truck as a site visit in East Berlin on May 17th, 2025. Major Incidents: Residential Fire with injury – PSP FM Handled – Highland Township - Chief DeWitt followed up with homeowner. Vehicle into a House Bullfrog Road – Freedom Township – Chief DeWitt is handling the investigation. The department will participate in the Center for Traffic Safety Click it or Ticket Campaign in May. All body camera footage over sixty (60) days will be purged. Mr. Hill asked the Chief about expenses for Liberty 1 and the Center for Traffic Safety. The Chief addressed his questions.

- The Board reviewed the Chief's request to attend PCPA 112th Annual Education & Training Conference and Exhibition at Lancaster Marriott Penn Square and Convention Center June 22 -25, 2025. It was noted that this would exceed the training budget for the year by \$235.36, but the Chief reassured the Board that this was the last training for 2025. **Mr. Hill made a motion to approve the training request for Chief DeWitt. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- A Request for Funding for National Night Out was made to the Board from the Police Department. The board reviewed the proposed items, sources of funding, and the current budget with Chief DeWitt. **After much discussion, Mr. Barlow made a motion to table the item until the Police Department receives responses to the request for financial commitments from other sources. Mr. Hill seconded the motion. All voted yes, and the motion passed.**

At 6:26 PM Chief DeWitt left the meeting.

Zoning Officer's Report – Mr. Barlow reported that there were no zoning permits issued in April. He also reported on the status of open code enforcement issues.

Roadmaster Report – Mr. Barlow reported that in the month of April the Road Department used 29.3 gallons of gas, 53 gallons of off-road diesel and drove 455 miles. He reported that township employees participated in the CPR class on April 9th at Hamiltonban Township. He stated that he met with Russell Standard and New Enterprise regarding the proposed repair work on Orchard Road. He also reported that he met with PennDOT Representative Jim Leshar several times to discuss the proposed work on township roads, and that one of the visits included an engineer. He went on to state that during the last week of April, ACCD representative Deb Musselman performed a site visit at Girl Scout Road to determine if it would qualify for funding through the Dirt and Gravel Road program and he is waiting for her report. During the month of April the department worked on identifying and removing dead trees. He asked that the public report to the township any sightings of dead trees on township roads. He went on to state that the Road Department will be working on culvert pipe maintenance and road shoulder work. Mr. Barlow made a recommendation that the Board agree to use FB for repairs on Orchard Road and read the details of the work from the proposed bid specification sheet. Mr. Keilholtz asked if the proposed work included fixing the two-foot berm. Mr. Barlow stated that it would include the berm repair, but the township would be responsible for removing the existing stone. **Mr. Barlow made a motion to advertise the Road Work Bid for Orchard Road for a bid opening on June 3. Mr. Hill seconded the motion. All voted yes, and the motion passed.**

Planning Commission Report: The Planning Commission met on April 15 to review and comment on Proposed Zoning Ordinance Amendment. No one was present from the Planning Commission to give a report. The Planning Commission submitted a request to the Board of Supervisors to hold up to three one hour workshops with the Township Engineer to assist with the Zoning Ordinance Reviews. After some discussion regarding exceeding the 2025 budget for engineering expenses, **Mr. Hill made a motion to approve the Planning Commission request to have the township Engineer attend workshops up to \$300 of Engineering fees noting that additional request can be made if needed. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Secretary/Treasurer: No Report.

Old Business:

- **HVAC** – The Board reviewed several options for repairs and replacement to the HVAC system. Mr. Barlow reported that one of the HVAC units was leaking and a quote was obtained from B&M Heating, Cooling & Electrical Service to provide all labor and materials for the cost of \$850. He also reported that two quotes were obtained to replace the HVAC unit for the Secretary's office. Key Services submitted a quote to provide all labor and materials for \$5357. B&M Heating, Cooling & Electrical Service submitted a quote to provide all labor and materials for the cost of \$3100. After careful consideration, **Mr. Barlow made a motion to accept the quote from B&M Heating, Cooling & Electrical Service to repair the damaged unit for \$850. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz made a motion to accept the quote from B&M Heating, Cooling & Electrical Service to replace the unit that provides service to the Secretary's office for \$3100. Mr. Hill seconded the motion. All voted yes, and the motion passed.**

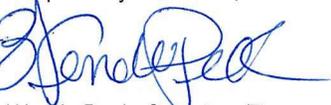
Public Comments on New Business Items: Nadina Campbell of 7 Rist Trail asked the Board what the YATB Proxy item was. Mr. Barlow explained that it was regarding attendance and voting at the York Adams Tax Bureau meetings held in York.

New Business:

- **Mr. Barlow stated that the board had already voted on the ordinance amendment at the end of the hearing and restated the Motion to Adopt Ordinance 2025-02 Amending the Zoning Ordinance. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept Tomko, Charlene Final Subdivision Tract Road, 25D17-0009---000 plan for review. Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to grant a Waiver/Modification to Section 275-302 to allow the Tomko, Charlene Final Subdivision plan to be reviewed as a final instead of a preliminary and to grant Waiver/Modification to Section 275-305B which requires a minimum scale of one inch equals 50 feet to allow a scale of one inch equals 200 feet. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to table the appointment of a proxy for the YATB until he can find someone to take on the role.**
- Mr. Hill confirmed that he will continue to be the Township Representative for ACCOG.
- The Township had received a request from College of Public Health, Temple University requesting that the Township post information on its website for a well water study. **After careful consideration, and consultation with the attorney, Mr. Barlow made a motion to grant permission to post WET Trial Private Well Water Study Survey on Township Website.** Chris Hill commented that he had personal knowledge of well water contamination issues and supports the study and increased public knowledge. **Mr. Hill seconded the motion. All voted yes, and the motion passed.**
- The Board of Supervisors considered a request from PSATS to participate in The Coalition Against Bigger Trucks by signing a letter to Congress requesting them to maintain current truck size and weight laws and oppose longer and heavier trucks. After some discussion, **Mr. Barlow made a motion to participate in the Coalition Against Bigger Trucks. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

With no further business, **at 6:59PM, Mr. Barlow made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** The next meeting of the Board of Supervisors is scheduled for Tuesday, June 3, 2025, at 6 PM, located at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer