

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
September 2, 2026, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, September 2, 2026, 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.

At 6 PM Chairman Walter Barlow called the meeting to order and led the Pledge of Allegiance.

Present: Chairman Walter Barlow, Vice Chairman Chris Hill, Supervisor EJ Small, Secretary/Treasurer Wendy Peck, Solicitor Bernard Yannetti, and Attorney Ethan Kincaid.

Public Comments: None.

Supervisor Comments:

- Mr. Barlow announced that two executive sessions were held during the preceding month: on August 25, 2026, an introductory meeting with the Township's new solicitors (Bernie and Ethan Con) attended by Mr. Barlow and Mr. Hill; and on August 28, 2026, a meeting with the Police Department (attended by Mr. Barlow, Mr. Hill, and Mr. Small) to review policies, expectations, and the hiring of part-time officers.
- Mr. Hill had no comments.
- Mr. Small had no comments.

Minutes:

- *Mr. Hill made a motion to accept the July 1, 2026, Regular Meeting minutes as presented. Mr. Barlow seconded the motion. All voted yes, and the motion passed unanimously.*
- *Mr. Hill made a motion to accept the July 28, 2026, Special Meeting minutes as presented. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*
- *Mr. Hill made a motion to accept the August 5, 2026, Zoning Hearing minutes as presented. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to accept the August 5, 2026, Regular Meeting minutes as presented. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Expenses/Payroll:

- *Mr. Hill made a motion to approve the invoices for the period 08/06/2026 – 09/02/2026. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to approve Payroll for the period ending 08/13/2026. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Hill made a motion to approve Payroll for the period ending 08/24/2026 as reviewed and authorized. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*

Police Department Report: No formal written statistical report was available for the month of August. Officers Terry DeWitt and Dan Gaskin performed patrol duties in Liberty, Freedom, and Highland Townships. A more detailed report is expected at the October meeting. Discussion occurred regarding potential litigation involving the Police Department; the matter remains in executive-session status and no further public comment was offered.

- *Mr. Barlow made a motion to hire two part-time police officers—Dylan Gipe. (currently with UNMPC / prior Ocean City experience) and Jeff Prawdzik (retired Riverdale, MD sergeant, currently with Gettysburg)—at the rate of \$25.50 per hour, as-needed, retroactive to August 28, 2026 (the date offers were extended). Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Zoning Officer's Report: Mr. Barlow reported that permits issued in the recent period included one application withdrawal, one pool permit, and one addition permit totaling \$200, plus two well permits totaling \$100.

Roadmaster Report: Mr. Barlow reported Road Department activity for August: 81 gallons of gasoline, 47 gallons of diesel, and 1,263 total miles driven. Meetings were held with New Enterprise and Russell Standard for 2027 road-work pricing. Multiple truck and body vendors (Morocco Truck Body, Burman, Lancaster Truck Body, Rivers Truck Center) were visited to obtain

specifications and quotes for a new plow truck (approximate range \$142,000–\$290,000 depending on chassis and upfit). Quotes were also obtained for equipment trailers (Big Tracks, Eager Beaver, Cam) for inclusion in an LSA grant application. Fire extinguishers at the Township building were inspected and retagged. While Mr. Barlow was out of town (August 15–22), staff replaced metal around the garage door, performed downspout and corner repairs, power-washed the building exterior, and continued roadside mowing. Upcoming events include a symposium/equipment show in York on September 18, the RAC Conference in Williamsburg, VA (October 19–23), and the PSATS Public Works Expo in the Poconos (November 10–11).

Planning Commission Report: The Planning Commission met on August 18, 2026 to review and make recommendations to the Board of Supervisors on ANDREW MITCHELL 2785 BULLFROG RD 25D15-0035---000 Final Subdivision Plan dated 09/25/2025; FINAL LAND DEVELOPMENT FOR OPERATION SECOND CHANCE 17870 HARBAUGH VALLEY RD LDP 25B18-0024---000 dated 05/01/26; and proposed Zoning Ordinance Amendments -- for Retreat Center and Conservation by Design.

- *Mr. Barlow made a motion to accept the Township Engineer's recommendation for Financial Security for 25B18-0024---000 OPERATION SECOND CHANCE, 17870 Harbaugh Valley Road, Land Development Plan dated 05/01/2026, revised 08/27/2026. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion for conditional approval of the 25B18-0024---000 OPERATION SECOND CHANCE Land Development Plan (dated 05/01/2026, revised 08/27/2026) contingent upon full compliance with all comments contained in the KPI Technology letter dated August 31, 2026. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- Final Subdivision Plan 25D15-0035---000 (2785 Bullfrog Road – Andrew Mitchell): No action taken. The plan remains under review by the Adams County Office of Planning and Development and the Liberty Township Planning Commission; action is anticipated no earlier than the October meeting.

Secretary/Treasurer Report: Secretary/Treasurer Wendy Peck reminded the Board of the 2027 budget timeline. Draft budget worksheets have been distributed. The Board must advertise a proposed budget by the November 4, 2026 meeting; therefore, at least one (and preferably two) budget work sessions should be scheduled between now and mid-October.

Liberty Township - General Ledger Summary
As of August 31, 2026 (Cash Basis)

Fund / Account	Starting Balance	Net Activity	Ending Balance
01.100 - GEN OPER & PAYROLL - ACNB (Checking Acc	465,151.63	(204,910.29)	260,241.34
100.00 - PLIGT State (Hwy Aid Fund)	64,245.16	(1,534.96)	62,710.20
10.100 - Liberty Township Escrow	8,051.93	(1,212.46)	6,839.47
95.100 - PLGIT Gen Reserve Fund	611,068.49	-	611,068.49
30.101 - PLGIT Capital Reserve Fund	155,461.39	-	155,461.39
GRAND TOTAL (All Funds)	1,303,978.60	(207,657.71)	1,096,320.89

Type	Date	Num	Name	Memo	Pd Amount	Balance
01.100 - GEN OPER & PAYROLL - ACNB (Checking Account)						465,151.63
Liability...	08/03/2026	ACH	PA UC Fund	01-04573M3	(38.69)	465,112.94
Check	08/04/2026	ACH	BMO Harris Bank	PLGIT CREDIT ACCOUNT	(293.71)	464,819.23
Deposit	08/04/2026			Deposit	2,831.80	467,651.03
Deposit	08/05/2026			Deposit	120.74	467,771.77
Check	08/10/2026	14297	Wetzels Cleaning	058293	(95.00)	467,676.77
Check	08/10/2026	14298	Operation Second	Refund of Fee for Wit...	(100.00)	467,576.77
Check	08/10/2026	14299	Harrington Equip	217407	(74.36)	467,502.41
Check	08/10/2026	14300	John M. Lisko	Solicitor Fees	(3,536.00)	463,966.41
Check	08/10/2026	14301	Bankert Trophies	Invoice 15996	(23.50)	463,942.91
Check	08/10/2026	14302	ADECCO EMPLOY	Customer # 3346544	(698.34)	463,244.57
Check	08/10/2026	14303	LEAF	100-4990181-002	(98.00)	463,146.57
Liability...	08/10/2026	14304	Security Benefit	610257	(478.13)	462,668.44
Check	08/10/2026	14305	KPI Technology	11046 06/22/26 - 07/...	(1,666.50)	461,001.94
Check	08/10/2026	14306	Total Tech Soluti	Invoice 13624	(550.00)	460,451.94
Check	08/10/2026	14307	West Penn Power	100090757368	(212.37)	460,239.57
Check	08/10/2026	14308	Cleveland Brother	C1000066	(180,339.00)	279,900.57

Check	08/10/2026	14309	Gettysburg Times	Cust 159232/Advertising	(1,089.77)	278,810.80
Check	08/10/2026	14310	TruDiligence, LLC	Invoice 75293	(155.99)	278,654.81
Check	08/10/2026	14311	AmTrust North Ar	17598140	(8,500.00)	270,154.81
Check	08/10/2026	14312	Fountaindale Vol	Donation approved	(5,000.00)	265,154.81
Deposit	08/10/2026			Deposit	523.81	265,678.62
Deposit	08/10/2026			Deposit	27.50	265,706.12
Check	08/10/2026	ACH	ACNB	Payroll - Direct Deposit	(44.18)	265,661.94
Paycheck	08/13/2026	14313	Barlow, Walter M		(1,342.95)	264,318.99
Paycheck	08/13/2026	ACH	Coyne, Tara		(117.16)	264,201.83
Paycheck	08/13/2026	ACH	De Witt, Terry A.		(1,572.49)	262,629.34
Paycheck	08/13/2026	ACH	Ilko, Jessica		(85.84)	262,543.50
Paycheck	08/13/2026	ACH	Ilko (Tax Collector)		(13.92)	262,529.58
Paycheck	08/13/2026	ACH	Keller, Daniel A.		(1,481.58)	261,048.00
Paycheck	08/13/2026	ACH	Peck, Wendy J.		(1,406.30)	259,641.70
Deposit	08/13/2026			Deposit	3,364.88	263,006.58
Check	08/13/2026	ACH	Intuit QuickBooks	Monthly fee for payroll	(34.50)	262,972.08
Liability...	08/13/2026	ACH	PA Dept. of Rever	1641 9699	(315.85)	262,656.23
Liability...	08/13/2026	ACH	PA Dept. of Rever	1641 9699	(337.35)	262,318.88
Liability...	08/13/2026	ACH	PA Dept. of Rever	1641 9699	(283.15)	262,035.73
Deposit	08/13/2026			Deposit	230.21	262,265.94
Liability...	08/14/2026	ACH	US Treasury	23-2110946	(1,795.40)	260,470.54
Liability...	08/14/2026	ACH	PA Dept. of Rever	1641 9699	(237.46)	260,233.08
Deposit	08/19/2026			Deposit	1,717.61	261,950.69
Deposit	08/20/2026			Deposit	30,517.58	292,468.27
Deposit	08/21/2026			Deposit	1,491.79	293,960.06
Check	08/24/2026	14314	Shealers Septic	39217	(200.00)	293,760.06
Check	08/24/2026	14315	AT&T Mobility	287366075193	(222.71)	293,537.35
Check	08/24/2026	14316	Comcast-Phone	901156234	(214.93)	293,322.42
Check	08/24/2026	14317	ADECCO EMPLOY	Customer # 3346544	(673.23)	292,649.19
Check	08/24/2026	14318	Wetzels Cleaning	058296	(95.00)	292,554.19
Check	08/24/2026	14319	Rabold's Services	Invoice 29299	(30.00)	292,524.19
Check	08/24/2026	14320	Lowes	98004701524	(327.11)	292,197.08
Check	08/24/2026	14322	PIRMA	Invoice 378185	(28,041.00)	264,156.08
Liability...	08/25/2026	ACH	US Treasury	23-2110946	(1,261.04)	262,895.04
Paycheck	08/27/2026	14321	Barlow, Walter M		(748.66)	262,146.38
Paycheck	08/27/2026	ACH	Coyne, Tara		(518.83)	261,627.55
Paycheck	08/27/2026	ACH	Gaskin, Daniel E.		(70.05)	261,557.50
Paycheck	08/27/2026	ACH	Ilko (Tax Collector)		(15.36)	261,542.14
Paycheck	08/27/2026	ACH	Ilko, Jessica		(38.46)	261,503.68
Paycheck	08/27/2026	ACH	Keller, Daniel A.		(1,446.75)	260,056.93
Paycheck	08/27/2026	ACH	Peck, Wendy J.		(1,395.14)	258,661.79
Liability...	08/28/2026	ACH	PA Dept. of Rever	1641 9699	(168.57)	258,493.22
Deposit	08/28/2026			Deposit	1,264.42	259,757.64
Deposit	08/31/2026			Deposit	483.70	260,241.34
Total 01.100 - GEN OPER & PAYROLL - ACNB (Checking Account)					(204,910.29)	260,241.34

Type	Date	Num	Name	Memo	Paid Amount	Balance
100.00 - PLIGT State						64,245.16
Check	08/10/2026	870	PA Municipal Inc.	Customer 17030	(349.86)	63,895.30
Check	08/24/2026	871	NAPA	ACCT#3135	(156.20)	63,739.10

Check	08/24/2026	872	Harringtons Equip	Invoice 217702	(2.49)	63,736.61
Check	08/24/2026	873	Aero Energy	59990	(1,026.41)	62,710.20
Total 100.00 - PLIGT State					(1,534.96)	62,710.20

Type	Date	Num	Name	Memo	Paid Amount	Balance
10.100 - Liberty Township Escrow						8,051.93
Check	08/10/2026	245	KPI	11046 06/22/26...	(1,212.46)	6,839.47
Total 10.100 - Liberty Township Escrow					(1,212.46)	6,839.47

Type	Date	Num	Name	Memo	Paid Amount	Balance
95.100 - PLGIT Gen Reserve Fund						611,068.49
Total 95.100 - PLGIT Gen Reserve Fund						611,068.49
Type	Date	Num	Name	Memo	Paid Amount	Balance

30.101 - PLIGIT Capital Reserve Fund						155,461.39
Total 30.101 - PLIGIT Capital Reserve Fund						155,461.39

Old Business:

- *Mr. Barlow made a motion to submit the proposed Zoning Ordinance amendment regarding Conservation by Design and Retreat Centers to the Adams County Planning Commission / ACPD for review, with the expectation that a public hearing will be scheduled for a future meeting (target November). Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- Real Estate Matters: The Board discussed a potential acquisition of an approximately 10-acre parcel for future Township use (infrastructure / equipment storage). An appraisal has been received. Concerns regarding soil percolation were raised. After discussion, *Mr. Hill made a motion to table formal action and to explore further (including possible conditions related to percolation testing and other due-diligence items) with the intent of returning with a recommendation at a subsequent meeting. Mr. Small seconded the motion. All voted yes, and the motion passed.*

Public Comments on New Business: None.

New Business:

- Website Hosting for 2027: Adams County will no longer host Township websites. After discussion of cost, administrative burden, and limited current usage metrics, *Mr. Barlow made a motion to table the matter for further evaluation, with a commitment to develop a plan by January 2027. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to accept the 2026 Uniform Pension Plan and Non-Uniform Pension Municipal Minimum Obligations (MMO) as presented by the Secretary/Treasurer. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Hill made a motion to adopt a Resolution authorizing the disposition of Tax Collector records in accordance with the Municipal Records Retention Manual. Mr. Small seconded the motion. All voted yes, and the motion passed.*
- *Mr. Hill made a motion to adopt a Resolution authorizing the disposition of Financial Records in accordance with the Municipal Records Retention Manual. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Hill made a motion to adopt a Resolution authorizing application for a Local Share Account (LSA) Statewide Grant in the amount of \$390,000 for the purchase of a new plow truck and equipment trailer. Mr. Small seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion authorizing all three Supervisors to attend the Annual ACATO Convention on November 18, at the Southeastern Adams Volunteer Emergency Services (SAVES) Social Hall, 5865 Hanover Road, Hanover, PA. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to cast the Township's votes on the PSATS ballots for Board of Trustees of the Cooperative Trust and for Unemployment Compensation in favor of the two candidates presented. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

With no further business, at 6:36 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 7, 2026, at 6 PM at the Township Municipal Building.

Respectfully submitted, Wendy Peck, Secretary/Treasurer