

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
April 1, 2026, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, Apr 1, 2026 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, Police Chief Terry DeWitt, and Secretary/Treasurer Wendy Peck.

Annual Pension Plan Presentation by RJ Hall: Chairman Barlow welcomed Kevin Hall and Rob Lutz to present the annual performance report for the Police Pension Plan. Kevin Hall presented detailed information on the plan performance and reported an overall positive result. Kevin Hall reported that the investments finished last year at about 12% and are up almost 3% for February/March of this year. Kevin Hall discussed the current market conditions and recommended that a 60/40 rebalance of the plan be postponed until the market stabilizes. Chris Hill asked how the Liberty Township plan compared to other municipal pension plan performances. Kevin Hall replied that it was very comparative. The Board thanked RJ Hall for the presentation.

Road Work Bid Opening: Chairman Barlow opened the bids for road work and read the results. CE Williams submitted a bid in the amount of \$276,528 for the work on Bullfrog Road. New Enterprise submitted a bid in the amount of \$202,872 for the work on Bullfrog Road. Russell Standard submitted a bid in the amount of \$88,512 for the work on Girl Scout Road. *Mr. Barlow made a motion to award the bid for work on Bullfrog Road to the lowest bidder New Enterprise for the amount of \$202,872. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to award the bid for work on Girl Scout Road to the only bidder Russell Standard for the amount of \$88,512. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Township Auditor: Mr. Barlow addressed agenda item 10c at this time. Mr. Barlow announced that township resident Mike Capone of 556 Friends Creek Road has expressed interest in filling the open Township Auditor position. *Mr. Barlow made a motion to appoint Mike Capone to fill the open Township Auditor position. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Public Comments: Paul Royer, who identified himself as an attorney representing RAM Real Estate, addressed the Board. Mr. Royer stated that his client currently has a Land Development Plan for a hanger submitted to the township for review. He stated that the lease for the space that his client currently has for the aircraft is about to expire. Mr. Royer also stated that his client has already obtained an approved stormwater management plan from the township and that it is very similar to the Land Development Plan. Mr. Royer requested that the Board consider a conditional permit, or a provisional permit, or an expedited review of the plan. Mr. Barlow replied that Mr. Royer's client was first informed that he would need a Land Development Plan by the Liberty Township Zoning Officer on December 18, 2025 and no Land Development Plan was submitted until March 18, 2026. *Mr. Barlow made a motion not to grant a waiver for the review of the RAM Real Estate Land Development Plan. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Supervisor Comments:

- Mr. Hill announced excitedly that Artemis was going to the moon. He reported that he spent 67 hours on Township activities in the month of March.
- Mr. Keilholtz had no comments.
- Mr. Barlow asked the public to please report any signs of littering to the township.

Minutes:

- *Mr. Keilholtz made a motion to accept the March 4, 2026, Regular Meeting minutes as presented. Mr. Hill seconded the motion. All voted yes, and the motion passed unanimously.*

Mr. Barlow announced that the Board of Supervisors held Executive Sessions on March 31 from 8:45-9:15 AM to discuss personnel and contractual issues and on March 25 from 12 noon to 2:00 PM also to obtain legal advice.

Expenses/Payroll:

- *Mr. Keilholtz made a motion for retroactive approval of the 03/05/2026-04/01/2026 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

- *Mr. Hill moved for retroactive approval of the 02/22/2026-03/07/2026 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 03/08/2026-03/21/2026 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Chief Terry DeWitt presented a report for the month of March. The report for all three Townships included: Calls For Service 51; Traffic Stops 54; Citations 27; Faulty Equip/Warn 27; Community Events 0; Patrol Hours: 257.75; On Call Hours: 96; Traffic Details: 7; Total Miles: 1732; FT Hours: 173; PT Patrol: 84.75; PT Admin: 94; Total Hours: 351.75. Officer Higgins and Officer Coyne are both actively in the Field Training Program. Officer Gaskin is putting together a proposal to submit to the BOS to develop an Explorers Program for the Police Department. He is also possibly going to put together a Citizens Police Academy to help citizens understand what, how and why we do things. Officer Gaskin put together three “Go Bags” stocked with equipment for active shooter or barricade situations. Each vehicle has one bag supplied with medical equipment, spare magazines, rounds and restraints. National Night Out is August 4, 2026. The Gettysburg Lodges have agreed to allow us to use their physical location to host the event. The contract has been presented to the BOS. It is the 250th Anniversary of our Country. Our Police Department is looking to obtain 250th Anniversary badges through donation funds for all the Officers to wear. All (MVR/BWC) Camera Footage over sixty (60) days will be purged.

- *Mr. Hill made a motion to accept the contract from First Net/AT&T for Cellular and Hot Spot Service. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Hill made a motion to accept the contract with the Lodges at Gettysburg at no cost to use as a facility for the August 4th National Night Out event. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to table the Act 22 Law Enforcement Audio and Video Recording Request Policy until May.*
- *Mr. Barlow made a motion to accept the resignation of Jessica Ilko from the position of Administrative Secretary to the Police Department effective April 11. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Hill thanked Tripwire Aviation for participating in an MOU with the township for the past year and for the opportunity to explore a public/private partnership. After careful consideration, Mr. Hill made a motion to decline to renew the contract or extend the agreement with Tripwire Aviation, LLC. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow commented that two part-time police officers were sworn in to service at the March meeting, but at the time the Board unintentionally skipped the agenda item to vote on hiring them. Mr. Barlow made a motion to retroactively hire Conan Higgins and Tara Coyne as Part Time Police Officers for the Liberty Township Police Department effective March 4 at a rate of \$25.50 per hour. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to relieve the Auxiliary Police Officers serving as helicopter pilots from duty since the Township no longer had an agreement for a helicopter. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Chief DeWitt presented information on the ICE 287(g) Program and requested that the Board consider entering into the program. After a lengthy discussion and careful consideration, Mr. Hill made a motion that the township decline to participate in the ICE 287(g) Program. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*

At 7:01 PM Chief DeWitt left the meeting.

Zoning Officer’s Report – Mr. Barlow reported that one well permit, and one land use permit, were issued in March for a total of \$150. He commented that there were no updates to the open zoning enforcement items. Mr. Barlow introduced Russ Harper to the public and announced that Russ was brought on board to the Township in January to serve as an Ordinance Enforcement Officer.

Roadmaster Report – Mr. Barlow announced that Adams County has notified the Township that Boyle Road will be closed April 8-9 for bridge repairs. He went on to state in the month of March the Road Department used 84.3 gallons of gasoline, 30.7 gallons of diesel, 65.3 gallons of off-road diesel and drove 1,330 miles. On March 17 there were ice issues and a tree down on Gladhill Road. On March 23 the Road Department attended Flagger Training. Mr. Barlow also reported that welding repairs and a replacement spreader box were needed for the 2000 International Yellow Dump Truck #161. A used spreader box was obtained from a neighboring municipality for \$500. The mower also required welding repairs. Mr. Barlow also stated that the Road Department will be attending the PSATS conference for additional training and will be taking that opportunity to look at equipment eligible for the LSA grant.

- *Mr. Barlow asked the Board to consider enacting summer work hours for the Road Department permitting flexibility in the start and end schedule to better meet the needs of the township. Mr. Keilholtz made a motion to approve permitting flexible summer work hours for the Road Department. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Planning Commission Report: The Planning Commission met on March 17 to review and make recommendations for approval of several plans.

- *Mr. Barlow made a motion to approve the GOLDENWOOD 2575 TRACT RD 25D18-0004---000 Land Development Plan dated 09/17/2025; Revised 02/10/26 once all conditions have been met and account balances are paid in full. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow commented that he had several questions about the Blue Ridge Sportsmen Association Plan that is situated in both Liberty and Hamiltonban Township and did not wish to take any action until Liberty Township and Hamiltonban Township could meet to discuss the concerns. The Blue Ridge Sportsmen’s Plan Engineer Lee Royer was present at the meeting and attempted to address some of Mr. Barlow’s comments which included questions regarding the nonbuilding waiver, the building envelope, a forestry determination, and concerns with the lot boundaries in relation to the municipal boundaries. Mr. Royer’s replies did not address the issues at a level that satisfied Mr. Barlow’s concern. **Mr. Barlow made a motion to table any decisions on a conditional approval for the BLUE RIDGE SPORTSMEN 3030 WAYNESBORO PIKE 25A17-0072---000 LIBERTY/HAMILTONBAN Plan dated 11/19/2025; Revised 01/21/26.***
- *Mr. Barlow made a motion to grant the ninety day extension to review for BLUE RIDGE SPORTSMEN 3030 WAYNESBORO PIKE 25A17-0072---000 LIBERTY/HAMILTONBAN Plan dated 11/19/2025; Revised 01/21/26. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to Accept the RAM Real Estate Land Development Plan dated 03/23/26 for review. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Secretary/Treasurer: The fund balances as of March 31, 2026 were ACNB Gen Oper: \$ 145,641.31; PLGIT Gen Res: \$ 601,588.45; PLGIT Liq Fuels: \$ 86,548.96; PLGIT Cap Res: \$ 153,049.58; ACNB Escrow: \$ 11,238.08. The LSA Grant is ready for invoices to be submitted for reimbursement. Once the Board decides on a purchase, I will process them for reimbursement. The Financial Audit is complete, and the summary has been advertised. There is no time frame for the completion of the Liquid Fuels audit. There are currently no upcoming financial capital needs for this department. Priorities include Process Planning Commission Applications and preparation for meeting; Reconcile the Escrow Account and bill for outstanding balances; Filing: Accounting filing is up to date. Parcel/Zoning filing is eight months behind.

GENERAL LEDGER

Typ	Date	Num	Name	Memo	PD Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						104,112.16
Liability	03/05/2026	ACH	PA Dept. of Revent	1641 9699	-348.61	103,763.55
Liability	03/05/2026	ACH	US Treasury Dept/I	23-2110946	-2,526.30	101,237.25
Check	03/06/2026	ACH	BMO Harris Bank-F	PLGIT CREDIT ACCOUNT	-3,451.43	97,785.82
Deposit	03/06/2026			Deposit	5,615.78	103,401.60
Check	03/09/2026	14139	Mason's Propane	Invoice 055219	-739.91	102,661.69
Check	03/09/2026	14140	Wolanin Consultin	Invoice 3857	-425.00	102,236.69
Check	03/09/2026	14141	John M. Lisko	Solicitor Fees	-1,968.00	100,268.69
Check	03/09/2026	14142	ACCOG	Invoice 2026-022	-100.00	100,168.69
Check	03/09/2026	14143	DPM	28408	-181.50	99,987.19
Check	03/09/2026	14144	De Witt, Terry A.	Reimburse 1/28 First Aid Class	-24.00	99,963.19
Check	03/09/2026	14145	LEAF	100-4990181-002	-98.00	99,865.19
Check	03/09/2026	14146	Galls	Account 1002673858	-814.89	99,050.30
Check	03/09/2026	14147	PMCA	3535744	-207.00	98,843.30
Check	03/09/2026	14148	Aero Energy	Cust 59990	-537.31	98,305.99
Check	03/09/2026	14149	Lowe's	98004701524	-321.52	97,984.47
Check	03/09/2026	14150	West Penn Power	14105001009711	-407.25	97,577.22
Check	03/09/2026	14151	Total Tech Solutior	Invoice 12915	-550.00	97,027.22
Check	03/09/2026	14152	Rabold's Services	Invoice 28377	-90.00	96,937.22
Check	03/09/2026	14153	KPI Technology	10853 01/26/26-02/15/26 - Flaniğ	-261.95	96,675.27
Deposit	03/10/2026			Deposit	308.95	96,984.22
Check	03/10/2026	ACH	ACNB	Payroll - Direct Deposit Service C	-29.78	96,954.44
Deposit	03/10/2026			Deposit	27.50	96,981.94
Check	03/11/2026	14155	Hamiltonban Town	Purchase Equipment	-500.00	96,481.94
Deposit	03/11/2026			Deposit	2,945.82	99,427.76

Paychec 03/12/2026	14154	Barlow, Walter M		-1,695.95	97,731.81
Paychec 03/12/2026	ACH	De Witt, Terry A.		-2,093.45	95,638.36
Paychec 03/12/2026	ACH	Gaskin, Daniel E.		-86.84	95,551.52
Paychec 03/12/2026	ACH	Ilko {Tax Collector}, Jessica L.		-117.89	95,433.63
Paychec 03/12/2026	ACH	Ilko, Jessica		-864.69	94,568.94
Paychec 03/12/2026	ACH	Keller, Daniel A.		-1,471.20	93,097.74
Paychec 03/12/2026	ACH	Morris, Ryan J		-111.57	92,986.17
Paychec 03/12/2026	ACH	Peck, Wendy J.		-1,395.16	91,591.01
Check 03/12/2026	ACH	Intuit QuickBooks	Monthly fee for payroll service	-32.00	91,559.01
Liability 03/13/2026	ACH	PA Dept. of Revent	1641 9699	-307.98	91,251.03
Liability 03/13/2026	ACH	US Treasury Dept/I	23-2110946	-2,349.84	88,901.19
Deposit 03/13/2026			Deposit	24,830.95	113,732.14
Deposit 03/19/2026			Deposit	19,051.91	132,784.05
Check 03/23/2026	14156	SEK&Co.	Invoice 285479	-2,190.00	130,594.05
Check 03/23/2026	14157	Galls	Account 1002673858	-177.63	130,416.42
Check 03/23/2026	14158	ACATO	2026-13	-25.00	130,391.42
Check 03/23/2026	14159	Comcast-Phone	901156234	-214.23	130,177.19
Check 03/23/2026	14160	Shealers Septic Se	38584	-100.00	130,077.19
Check 03/23/2026	14161	Wetzels Cleaning	5058275	-95.00	129,982.19
Check 03/23/2026	14162	DPM	28513	-823.47	129,158.72
Check 03/23/2026	14163	E Plus Copy Center	2082	-561.66	128,597.06
Check 03/23/2026	14164	PSATS	INV - 186316-S1G4	-694.00	127,903.06
Check 03/23/2026	14165	Doceo	LT03 Contract C15840-01	-204.09	127,698.97
Deposit 03/24/2026			Deposit	18,537.30	146,236.27
Deposit 03/25/2026			Deposit	2,217.39	148,453.66
Paychec 03/26/2026	14166	Barlow, Walter M		-1,352.26	147,101.40
Paychec 03/26/2026	ACH	Coyne, Tara		-106.00	146,995.40
Paychec 03/26/2026	ACH	De Witt, Terry A.		-1,870.27	145,125.13
Paychec 03/26/2026	ACH	Gaskin, Daniel E.		-232.42	144,892.71
Paychec 03/26/2026	ACH	Harper, Russell		-741.90	144,150.81
Paychec 03/26/2026	ACH	Higgins, Conan		-357.02	143,793.79
Paychec 03/26/2026	ACH	Ilko {Tax Collector}, Jessica L.		-1,112.05	142,681.74
Paychec 03/26/2026	ACH	Ilko, Jessica		-827.86	141,853.88
Paychec 03/26/2026	ACH	Keller, Daniel A.		-1,446.75	140,407.13
Paychec 03/26/2026	ACH	Morris, Ryan J		-347.02	140,060.11
Paychec 03/26/2026	ACH	Peck, Wendy J.		-1,395.14	138,664.97
Deposit 03/26/2026			Deposit	468.00	139,132.97
Liability 03/27/2026	ACH	PA Dept. of Revent	1641 9699	-374.07	138,758.90
Liability 03/27/2026	ACH	US Treasury Dept/I	23-2110946	-2,611.26	136,147.64
Deposit 03/30/2026			Deposit	9,493.67	145,641.31
Total 01.100 • GEN OPER & PAYROLL - ACNB (Checking Account)				41,529.15	145,641.31
100.00 • PLIGT State					10,111.36
Deposit 03/02/2026			Deposit	76,437.60	86,548.96
Total 100.00 • PLIGT State				76,437.60	86,548.96
10.100 • Liberty Township Escrow					9,212.58
Deposit 03/03/2026			Deposit	3,000.00	12,212.58
Check 03/09/2026	238	KPI	10853 01/26/26-02/15/26	-2,274.50	9,938.08
Deposit 03/25/2026			Deposit	1,300.00	11,238.08
Total 10.100 • Liberty Township Escrow				2,025.50	11,238.08

95.100 · PLGIT Gen Reserve Fund			649,802.08
Check	02/10/2026 ACH	LIBERTY TOWNSHI TRANSFER TO ACNB GEN OPERA	-50,000.00
Deposit	02/28/2026	Interest	1,786.37
Total 95.100 · PLGIT Gen Reserve Fund			601,588.45

30.101 · PLIGIT Capital Reserve Fund			152,606.94
Deposit	02/28/2026	Interest	442.64
Total 30.101 · PLIGIT Capital Reserve Fund			153,049.58

Old Business:

- *Mr. Hill made a motion not to charge the employees for disputed PSATS Insurance Charge for January 2026. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow stated that no action would be taken on the request to Participate in Tribal Body-Worn Camera Micro-Grant Program since the time for the program has passed.*
- *Mr. Barlow made a motion to accept the Highway Occupancy Permit Application Form as presented for use by the township. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to table the proposed Zoning Amendment until May. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Public Comments on New Business Items: None.

New Business:

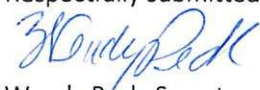
- *Mr. Barlow made a motion to retroactively set Administrative Work Rate for the Zoning Enforcement Employee at \$45 per hour effective January 5. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to adopt the Resolution Adopting A Parcel To The Township Agricultural Security Area for lands owned by Boyd 8014 Friends Creek Road Parcel 25B18-0038---000. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to send a Letter to Township Engineer Clarifying Billing Expectations. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to adopt the Resolution for Disposition Of Police Department Records for 2014-2017. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to accept the Financial Security Agreement for Overweight Trucks Operating on Township Roads. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Hill made a motion to adopt an Amendment to the Social Media Policy. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Hill made a motion to adopt an Employee Time Keeping Policy effective April 19, 2026. Mr. Barlow seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion adopting a Policy for Use of Municipal Property effective April 19, 2026. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to decline to send a Representative to Assessment Appeal Pre-Hearing Conference on April 28 at 9:30 AM. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

At 7:43 PM The Supervisors and the Solicitor left the meeting and went into an Executive Session.

At 8:25 PM Chairman Barlow called the meeting back to order and announced that the Board met in Executive Session to discuss personnel issues. Mr. Keilholtz commented that after careful consideration and considerable discussion with the Board and the Solicitor; *Mr. Keilholtz made a motion to terminate the employment of Liberty Township Police Officers Conan Higgins and Ryan Morris effective immediately. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

With no further business, *at 8:27 PM, Mr. Barlow made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.* The next regular meeting of the Board of Supervisors is scheduled for Wednesday, May 6, 2026 at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer