

Liberty Township Board of Supervisors, Adams County, PA  
39 Topper Road, Fairfield, PA 17320  
July 2, 2025, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, July 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 6:01 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 Terry DeWitt.

**Orchard Road Work Bid Opening:** Chairman Barlow announced that there was only one bid received and it was from Russell Standard in the amount of \$184,500 for 1,640 Tons FB modified MS-0310-0010 at \$112.50 per ton. After some discussion regarding the total price of the bid coming in higher than last month, *Mr. Keilholtz made a motion to table the bid award. Mr. Lisko stated that the board is required to award the bid at the meeting in which the bids are opened. The motion died for lack of a second.* The Board and Solicitor continued discussions for options on how to address the bid. It was determined that the changes made from the June bid package to the July bid package contained an unintended increase of 220 tons. After careful consideration and under the advice of the Solicitor, *Mr. Barlow made a motion to accept the bid from Russell Standard for the cost of \$112.50 per ton with the condition that a change order reducing the contract amount by 220 tons. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

At 6:20 PM the Bid Opening Portion of the Meeting Ended

Public Comments: None.

Supervisor Comments:

- Mr. Keilholtz had no comments.
- Mr. Hill had no comments.
- Mr. Barlow thanked John Lisko for rejoining the township as Township Solicitor.

Minutes: *Mr. Keilholtz made a motion to accept the minutes of the June 3, 2025 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Liberty Township - General Ledger				07/01/2025		
As of June 30, 2025				Cash Basis		
Presented at BOS Meeting						
ACNB Gen Oper	\$102,236.20	PLGIT Liq Fuels	\$188,704.47			
PLGIT Gen Res	\$754,001.81	ACNB Escrow	\$39,804.62			
PLGIT Cap Res	\$148,393.67					
	\$1,004,631.68					
Type	Date	Num	Name	Memo	Paid Amount	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						
Deposit	05/28/2025			Deposit	1,491.17	85,189.27
Deposit	05/31/2025			Interest	4.88	85,194.15
Check	06/02/2025	13839	Gettysburg Times	Cust 159232/Adv No 4789	-209.62	84,984.53
Check	06/02/2025	13840	East Trail Automotive	05/21/25 2018 Ford Interceptor PA Inspection	-66.00	84,918.53
Check	06/02/2025	13841	B&M Heating Cooling & E		-3,950.00	80,968.53
Check	06/02/2025	13842	Wetzels Cleaning Service	912033	-95.00	80,873.53
Liability Check	06/02/2025	13848	Security Benefit Retirement Services	610257	-323.29	80,550.24
Deposit	06/02/2025			Deposit	7,154.70	87,704.94

Deposit	06/02/2025			Deposit	117.93	87,822.87
Check	06/03/2025	ACH	BMO Harris B-PLGIT Card	PLGIT CREDIT ACCOUNT	-2,317.35	85,505.52
Paycheck	06/05/2025	13843	Barlow {BOS}, Walter		-87.78	85,417.74
Paycheck	06/05/2025	ACH	Hill {BOS}, Christopher G		-87.58	85,330.16
Paycheck	06/05/2025	13844	Keilholtz, Jr. {BOS}, Rober		-87.78	85,242.38
Paycheck	06/05/2025	ACH	Ruppert, Barbara L.		-43.78	85,198.60
Paycheck	06/05/2025	13845	Barlow, Walter M		-880.54	84,318.06
Paycheck	06/05/2025	ACH	Boehs, Donald G		-178.93	84,139.13
Paycheck	06/05/2025	ACH	De Witt, Terry A.		-1,959.00	82,180.13
Paycheck	06/05/2025	ACH	Hassinger, Kenneth R.		-223.14	81,956.99
Paycheck	06/05/2025	ACH	Ilko {Tax Collector}, Jessica L.		-78.38	81,878.61
Paycheck	06/05/2025	ACH	Ilko, Jessica		-916.43	80,962.18
Paycheck	06/05/2025	13846	Keilholtz, Jr., Robert E.		-262.18	80,700.00
Paycheck	06/05/2025	ACH	Morris, Ryan J		-305.40	80,394.60
Paycheck	06/05/2025	13847	Pecher, Bruce E.		-397.39	79,997.21
Paycheck	06/05/2025	ACH	Peck, Wendy J.		-1,506.32	78,490.89
Liability Check	06/05/2025	ACH	US Treasury Dept/IRS	23-2110946	-1,923.10	76,567.79
Liability Check	06/06/2025	ACH	PA Dept. of Revenue	1641 9699	-271.12	76,296.67
Check	06/10/2025	ACH	ACNB	Direct Deposit Charge	-28.94	76,267.73
Deposit	06/11/2025			Deposit	753.30	77,021.03
General Journal	06/11/2025	2025- 02R	West Penn Power	Reverse of GJE 2024-SEK4 -- For CHK 13755 voided on 06/11/2025	430.83	77,451.86
Deposit	06/12/2025			Deposit	166.27	77,618.13
Deposit	06/12/2025			Deposit	7,497.97	85,116.10
Check	06/16/2025	13849	KPI Technology	10510 04/21/25-05/18/25	-131.20	84,984.90
Check	06/16/2025	13850	Total Tech Solutions LLC	Invoice 11986	-550.00	84,434.90
Check	06/16/2025	13851	Rabold's Services	Invoice 27282 26822	-240.00	84,194.90
Check	06/16/2025	13852	LEAF	100-4990181-002	-98.00	84,096.90
Check	06/16/2025	13853	PMCA	1947025	-702.50	83,394.40
Check	06/16/2025	13854	DPM	24242	-3,342.50	80,051.90
Check	06/16/2025	13855	Aero Energy	Cust 59990	-617.05	79,434.85
Check	06/16/2025	13856	Gettysburg Times	Cust 159232/Adv No 4789	-40.78	79,394.07
Check	06/16/2025	13857	Shealers Septic Service	37638	-100.00	79,294.07
Check	06/16/2025	13858	Comcast-Phone	901156234	-302.96	78,991.11
Check	06/16/2025	13859	Comcast Cable	8993110110006912	-262.50	78,728.61
Check	06/16/2025	13864	Wetzels Cleaning Service	912036	-95.00	78,633.61
Deposit	06/18/2025			Deposit	6,506.16	85,139.77
Paycheck	06/19/2025	13861	Barlow, Walter M		-544.65	84,595.12
Paycheck	06/19/2025	ACH	Boehs, Donald G		-212.48	84,382.64
Paycheck	06/19/2025	ACH	De Witt, Terry A.		-2,599.78	81,782.86
Paycheck	06/19/2025	ACH	Ilko, Jessica		-926.95	80,855.91
Paycheck	06/19/2025	13862	Keilholtz, Jr., Robert E.		-266.54	80,589.37
Paycheck	06/19/2025	ACH	Morris, Ryan J		-111.58	80,477.79
Paycheck	06/19/2025	13863	Pecher, Bruce E.		-405.91	80,071.88

Paycheck	06/19/2025	ACH	Peck, Wendy J.		-1,506.32	78,565.56
Paycheck	06/19/2025	ACH	Ilko {Tax Collector}, Jessica L.		-67.84	78,497.72
Deposit	06/19/2025			Deposit	26,489.85	104,987.57
Deposit	06/19/2025			Deposit	2,640.18	107,627.75
Liability Check	06/20/2025	ACH	PA Dept. of Revenue	1641 9699	-263.89	107,363.86
Liability Check	06/20/2025	ACH	US Treasury Dept/IRS	23-2110946	-2,053.18	105,310.68
Liability Check	06/23/2025	ACH	PSATS UC Group Trust	0104573	-184.28	105,126.40
Check	06/30/2025	13865	Verizon Wireless	Acct 621280772-00001	-247.74	104,878.66
Liability Check	06/30/2025	13866	Security Benefit Retirement Services	610257	-317.62	104,561.04
Liability Check	06/30/2025	ACH	York/Adams County EIT	000095043	-817.72	103,743.32
Check	06/30/2025	ACH	PA UC Fund	2nd QTR 2025 UC Employee	-34.54	103,708.78
Check	06/30/2025	13867	Doceo	LT03 Contract C15840-01	-204.87	103,503.91
Check	06/30/2025	13868	Comcast Cable	8993110110006912	-262.50	103,241.41
Check	06/30/2025	13869	Gettysburg Times	Cust 159232/Adv No 4789	-152.98	103,088.43
Check	06/30/2025	13870	KPI Technology	10534 05/19/25- 06/15/25	-1,117.40	101,971.03
Check	06/30/2025	13871	Wetzels Cleaning Service	912037	-95.00	101,876.03
Check	06/30/2025	13872	Harold Eastman	CLIENT 68208	-735.00	101,141.03
Deposit	06/30/2025			Deposit	1,095.17	102,236.20
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>7,570.51</b>	<b>102,236.20</b>
<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>	<b>Balance</b>
<b>100.00 · PLIGT State</b>						
Check	05/05/2025	824	Harringtons Equipment C	Invoice 211144	-52.99	188,678.95
Deposit	05/31/2025			Interest	698.21	189,377.16
Check	06/16/2025	825	Aero Energy	59990	-571.94	188,805.22
Check	06/30/2025	826	Void	VOID: VOID	0.00	188,805.22
Check	06/30/2025	827	New Enterprise Stone & L	Acct 93038	-100.75	188,704.47
<b>Total 100.00 · PLIGT State</b>					<b>67,691.11</b>	<b>188,704.47</b>
<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
<b>10.100 · Liberty Township Escrow**</b>						
Check	02/11/2025	225	KPI	10382	-286.00	41,970.12
Check	04/07/2025	226	KPI	10430	-1,564.00	40,406.12
Deposit	04/15/2025			Deposit	1,300.00	41,706.12
Check	05/05/2025	227	KPI	10483	-802.00	40,904.12
Check	06/16/2025	228	KPI	10510 04/21/25-05/18/25	-792.00	40,112.12
Check	06/30/2025	229	KPI	10534 05/19/25-06/15/25	-307.50	39,804.62
<b>Total 10.100 · Liberty Township Escrow</b>					<b>-6,362.28</b>	<b>39,804.62</b>
<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>	<b>Balance</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						
Deposit	04/30/2025			Interest	534.17	147,844.03

Deposit	05/31/2025			Interest	549.64	148,393.67
<b>Total 30.101 - PLGIT Capital Reserve Fund</b>					<b>2,701.83</b>	<b>148,393.67</b>
<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
<b>95.100 - PLGIT Gen Reserve Fund</b>						
Deposit	05/23/2025			Deposit	30,000.00	751,378.20
Deposit	05/31/2025			Interest	2,623.61	754,001.81
<b>Total 95.100 - PLGIT Gen Reserve Fund</b>					<b>264,763.68</b>	<b>754,001.81</b>
<b>01.105 - PLGIT Credit Card</b>						
105.01 - BARLOW						
105.02 - DEWITT, T						0.00
Charge	06/03/2025		Lowes	Level for Car 322 & 321	9.50	9.50
Charge	06/03/2025		U.S. Postal Service	Stamps-NNO Donati Letters	73.00	82.50
Charge	06/03/2025		PA Chiefs Of Police Assn	Chief's Training 6/22-6/25	583.00	665.50
Charge	06/03/2025		Amazon	Finger Print Pad	35.00	700.50
Charge	06/03/2025		National Night Out.org	Accessories for NNO- Tattoo's, table cover, frisbee, coloring books, child ID kits	694.25	1,394.75
Charge	06/03/2025		3 Monkey Inflatables	Deposit for bounce house and obstacle course- NNO	331.00	1,725.75
Charge	06/03/2025		EverWash	Car wash	26.00	1,751.75
Charge	06/03/2025		Laser Labs	Tint Meters (3)	267.00	2,018.75
Check	06/03/2025	ACH	BMO Harris -PLGIT Card	Ending on 05/27/2025-PLGIT	-2,018.75	0.00
105.03 - PECK, W						0.00
Credit	06/03/2025	CC	Amazon	Returned Finger Print Kit	-8.30	-8.30
Charge	06/03/2025		Amazon	Coffee Creamer	32.99	24.69
Charge	06/03/2025		Amazon	Coffee	49.99	74.68
Charge	06/03/2025		Staples	Printer Cartridges (2)	155.99	230.67
Charge	06/03/2025		Amazon	Coffee/Tea	56.99	287.66
Charge	06/03/2025		Amazon	Tea	10.94	298.60
Check	06/03/2025	ACH	BMO Harris -PLGIT Card	Ending on 05/27/2025-PLGIT	-298.60	0.00
** Previously reported \$264 error in calculating June Escrow Account Balance						

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

Expenses/Payroll: Mr. Keilholtz made a motion for retroactive approval of the 06/04/2025-07/02/2025 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 06/01/2025-06/14/2025 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 06/15/2025-06/30/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Terry DeWitt gave a report for the month of June which included: Total Miles Patrolled: 2,555; Total Hours Worked: 341.75; Admin Asst Hours: 82; Total Citations: 41; Patrol Hours: 259.75; Traffic Warnings/FEC: 45; On Call Hours: 56; Total Incidents: 165 (12-PSP) = 177; Traffic Details: 10; Total Arrest's – 0. National Night Out is coming together through the planning by Administrative Secretary ILKO. Donations have been received from numerous areas. Sgt. MORRIS and Chief DeWitt are rotating the On Call hours to cover the Township when no one is on duty. Chief DeWitt attended the PA Chiefs Conference and returned with great information on Camera footage and court and on Active shooter Response. The Range has been scheduled and cancelled twice due to the extreme heat and the rain this week. The PD is looking forward to August 1st to be our Range Date. Gettysburg Bike week is July 11, 12 and 13 at the Barn Resort. Patrols will be assigned and out in force. The PD is demo testing an Internet Hot Spot for the Patrol Units from T Mobile as the Hot Spots from Verizon have numerous dead areas in the coverage area of the Police Department which can inhibit the operations of the department and the Patrolmen. The contracts for police service have been completed and presented to the Board of

Supervisor's for their review and approval. A Ride Along invitation was extended to all three Board of Supervisors to see the workings of a Patrol shift or partial patrol Shift in their area. Freedom Township – Endangering the Welfare of a Child and Sex Based Communications between minors. The Police Department will be participating in The Center for Traffic Safety scheduled Click it or Ticket Campaign. All (MVR/BWC) Camera Footage over sixty (60) days will be purged.

**Zoning Officer's Report** – Mr. Barlow reported that three zoning permits were issued for a total of \$300. He also reported on the status of open code enforcement issues.

**Roadmaster Report** – Mr. Barlow reported that in the month of June the Road Department used 96 gallons of gas, 24.1 gallons of off-road diesel and drove 289 miles. He reported that Bruce Pecher has been out mowing along the roads. Mr. Barlow reported that on June 10, he met with PennDOT District 8 Representative Jim Leshner to revise the bid package for FB-modified for Orchard Road. On June 12, Mr. Barlow and Mr. Keilholtz attended PA Safety Day in York sponsored by PA 811 (PA One Call) for updates on gas, water, and sewer lines and the new rules and regulations dealing with PA One Call. He also gave an updated on the corrective measures being taken by the property owners addressing stormwater issues along Gladhill Road.

**Planning Commission Report:** The Planning Commission had no meeting in June.

- The Planning Commission submitted a request to the Board of Supervisors to cover the cost of an additional ten to fifteen hours of work from the Township Engineer KPI to complete the task of making recommendations to the Board of Supervisors for Zoning Ordinance Amendments. No one from the Planning Commission was present at the meeting. The Board of Supervisors reviewed the request and after considerable discussion it was determined that more information was needed to consider the request. *Mr. Barlow made a motion to table the request until more information was available to explain the need for the additional hours. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

**Secretary/Treasurer:** No Report.

**Old Business:**

- Chairman Barlow announced that the Board had received a letter of interest from Sherri Kipe for the open position on the Zoning Hearing Board. He further stated that the township is currently accepting additional letters of interest and that he had recently encouraged the residents to apply for township appointments in the July edition of the Emmitsburg Journal. *Mr. Barlow made a motion to table any action on an appointment to the Zoning Hearing Board until the August meeting to allow time for all interested parties to apply. Chris Hill seconded the motion. All voted yes, and the motion carried.*

**Public Comments on New Business Items:** None.

**New Business:**

- *After review of the bids received, Mr. Barlow made a motion to award the telephone service contract to Comcast. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- Comcast was the only internet service provider that presented a proposal that could meet the current needs of the township, including the Police Department. *Mr. Barlow made a motion to award the internet service contract to Comcast. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion for Liberty Township to offer no comments on the Proposed Zoning Map and Comprehensive Plan Amendments for Washington Township, Franklin County. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- Mr. Barlow announced that the Adams County Office of Planning and Development is collecting public comments on behalf of the Adams County Commissioners from June 11th, 2025 until July 28th, 2025.

*At 7:24 Chairman Barlow called an Executive Session to discuss legal matters.*

*At 7:43 Chairman Barlow called the regular meeting back to order.*

With no further business, *at 7:45 PM, 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 Wednesday, August 6, 2025, at 6 PM, located at the Township Municipal Building.

Respectfully submitted,



Wendy Peck Secretary/Treasurer