

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

The Board of Supervisors of Liberty Township, Adams County met Tuesday, June 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 Bruce Crelin, Secretary/Treasurer Wendy Peck, and Chief Terry DeWitt.

**Orchard Road Work Bid Opening:** Chairman Barlow announced that there was only one bid received from Russell Standard in the amount of \$174,345 for 20 Tons FB modified MS-0310-0010 at \$142.25 per ton and 1,400 Tons FB-3 modified MS-0310-0011 at \$122.50 per ton. After some discussion, *Mr. Barlow made a motion to reject the bid. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

**Oath of Office:** Chairman Barlow called Michael Dickerson to the front and administered the Oath for the Office of Auxiliary Police as the Helicopter Pilot for Liberty Township.

**Public Comments:** Lee Royer from Royer and Associates asked if the Chairman would move the plan review to the top of the agenda explaining that he had another meeting to attend that evening. Chairman Barlow permitted the request.

- Mr. Keilholtz made a motion to grant the request for waiver for a Wetlands Study for the Final Subdivision of Tomko, Charlene 1981 Tract Rd, 25D17-0009---000 Plan date 03/17/2025; Revised 04/29/2025 and 05/22/2025. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*
- Mr. Keilholtz made a motion to certify the Planning Module Application for the Final Subdivision of Tomko, Charlene. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- Mr. Barlow made a motion to approve the Final Subdivision of Tomko, Charlene 1981 Tract Rd, 25D17-0009---000 Plan date 03/17/2025; Revised 04/29/2025 and 05/22/2025. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*

**Supervisor Comments:**

- Mr. Keilholtz:** Mr. Keilholtz promoted Liberty Township National Night Out event on August 5 at the Mid-Atlantic Soaring Association airport in Liberty Township and encouraged attendance.
- Mr. Hill:** None.
- Mr. Barlow:** Announced that an Executive Session was held to address personnel issues on May 29.

At 6:10 Chairman Barlow called an Executive Session to discuss legal matters.

At 6:27 Chairman Barlow called the regular meeting back to order.

**Minutes:** Mr. Keilholtz made a motion to accept the minutes of the May 6, 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 May 28, 2025						
ACNB Gen Oper \$ 85,189.27			PLGIT Liq Fuels		\$188,678.95	
PLGIT Gen Res \$751,378.20			ACNB Escrow		\$41,168.12	
PLGIT Cap Res \$147,844.03						
			\$984,411.50			
Type	Date	Num	Name	Memo	Pd Amt	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$91,866.60
Deposit	4/30/2025			Interest	\$ 8.11	\$91,874.71
Check	5/5/2025	13808	East Trail Automotive	04/22/25 2025 Ford Interceptor Inspect	\$ (66.00)	\$91,808.71

Check	5/5/2025	13809	Ilko, Jessica	Reimbursement for Sam Document Notary	\$ (5.00)	\$91,803.71
Liabilit	5/5/2025	13810	Sec Ben Ret Se	610257	\$ (317.62)	\$91,486.09
Check	5/5/2025	13811	Gettysburg Tim	159232/Adver No 4789	\$ (605.48)	\$90,880.61
Check	5/5/2025	13812	ACOPD	Updated Zoning Map	\$ (7.00)	\$90,873.61
Check	5/5/2025	13813	LEAF	100-4990181-002	\$ (98.00)	\$90,775.61
Check	5/5/2025	13814	KPI Technology	03/17/25- 04/20/25	\$ (2,774.30)	\$88,001.31
Check	5/5/2025	13816	ACCOG	Invoice 2025-022	\$ (100.00)	\$87,901.31
Check	5/5/2025	13817	Total Tech Sol	Invoice 11918	\$ (550.00)	\$87,351.31
Check	5/5/2025	13818	Hobbs Excavat	Invoice 690A	\$ (420.00)	\$86,931.31
Check	5/5/2025	13819	Wetzels Clean	912030	\$ (95.00)	\$86,836.31
Deposit	5/5/2025			Deposit	\$ 138,434.94	\$225,271.25
Deposit	5/5/2025			Deposit	\$ 194.08	\$225,465.33
Check	5/6/2025	ACH	PLGIT Gen Res	Transfer to PLGIT	(150,000.00)	\$75,465.33
Check	5/6/2025	ACH	BMO-PLGIT Card	PLGIT CREDIT ACCOUNT	\$ (1,680.71)	\$73,784.62
Paycheck	5/8/2025	13820	Barlow {BOS}		\$ (87.78)	\$73,696.84
Paycheck	5/8/2025	ACH	Hill {BOS}		\$ (87.58)	\$73,609.26
Paycheck	5/8/2025	13821	Keilholtz {BOS		\$ (87.78)	\$73,521.48
Paycheck	5/8/2025	ACH	Ruppert {Plann		\$ (43.79)	\$73,477.69
Paycheck	5/8/2025	13822	Barlow, Walter		\$ (847.00)	\$72,630.69
Paycheck	5/8/2025	ACH	Boehs, Donald		\$ (272.41)	\$72,358.28
Paycheck	5/8/2025	ACH	De Witt, Terry		\$ (2,143.22)	\$70,215.06
Paycheck	5/8/2025	ACH	Ilko {Tax Col		\$ (462.85)	\$69,752.21
Paycheck	5/8/2025	ACH	Ilko, Jessica		\$ (926.96)	\$68,825.25
Paycheck	5/8/2025	13823	Keilholtz,		\$ (134.09)	\$68,691.16
Paycheck	5/8/2025	ACH	Morris, Ryan J		\$ (256.62)	\$68,434.54
Paycheck	5/8/2025	13824	Pecher, Bruce		\$ (285.27)	\$68,149.27
Paycheck	5/8/2025	ACH	Peck, Wendy J.		\$ (1,506.26)	\$66,643.01
Deposit	5/8/2025			Deposit	\$ 3,074.84	\$69,717.85
Deposit	5/8/2025			Deposit	\$ 5,541.47	\$75,259.32
Liabilit	5/9/2025	ACH	IRS	23-2110946	\$ (1,979.48)	\$73,279.84
Liabilit	5/9/2025	ACH	PA Dept. Rev	1641 9699	\$ (276.59)	\$73,003.25
Deposit	5/12/2025			Deposit	\$ 10,764.37	\$83,767.62
Check	5/13/2025	ACH	ACNB	Payroll-Direct Depos	\$ (28.82)	\$83,738.80
Deposit	5/14/2025			Deposit	\$ 1,814.51	\$85,553.31
Deposit	5/15/2025			Deposit	\$ 2,245.29	\$87,798.60
Check	5/19/2025	13826	General Code	GC0013293	\$ (695.00)	\$87,103.60
Check	5/19/2025	13827	PMCA	1795357	\$ (865.00)	\$86,238.60
Check	5/19/2025	13828	Wetzels Cleani	912032	\$ (95.00)	\$86,143.60
Check	5/19/2025	13830	Aero Energy	Cust 59990	\$ (652.23)	\$85,491.37
Check	5/19/2025	13831	Comcast-Phone	901156234	\$ (302.96)	\$85,188.41
Check	5/19/2025	13832	Gettysbu Times	Cust 159232/Adv 4789	\$ (46.09)	\$85,142.32
Check	5/19/2025	13833	Keeseman- Seam	Invoice 1186	\$ (50.00)	\$85,092.32
Check	5/19/2025	13834	DPM	23851	\$ (2,491.50)	\$82,600.82
Check	5/19/2025	13835	Verizon Wirele	Acct 621280772-00001	\$ (247.74)	\$82,353.08
Check	5/19/2025	13836	Shealers Septi	37548	\$ (100.00)	\$82,253.08
Deposit	5/19/2025			Deposit	\$ 2,302.15	\$84,555.23
Deposit	5/19/2025			Deposit	\$ 959.86	\$85,515.09
Deposit	5/20/2025			Deposit	\$ 35,483.63	\$120,998.72
Paycheck	5/22/2025	13837	Barlow, Walter		\$ (690.81)	\$120,307.91
Paycheck	5/22/2025	ACH	Boehs, Donald		\$ (402.59)	\$119,905.32
Paycheck	5/22/2025	ACH	De Witt, Terry		\$ (2,001.05)	\$117,904.27
Paycheck	5/22/2025	ACH	Hassinger, Ken		\$ (94.84)	\$117,809.43

Paycheck	5/22/2025	ACH	Ilko {Tax Coll		\$ (666.94)	\$117,142.49
Paycheck	5/22/2025	ACH	Ilko, Jessica		\$ (1,011.21)	\$116,131.28
Paycheck	5/22/2025	13838	Pecher, Bruce		\$ (424.94)	\$115,706.34
Paycheck	5/22/2025	ACH	Peck, Wendy J.		\$ (1,558.11)	\$114,148.23
LiaCheck	5/23/2025	ACH	PA Deptof Rev	1641 9699	\$ (265.12)	\$113,883.11
LiaCheck	5/23/2025	ACH	US Treas Dept	23-2110946	\$ (1,882.32)	\$112,000.79
Check	5/23/2025	ACH	PLGIT Gen Res	Trans PLGIT GenRes	\$ (30,000.00)	\$ 82,000.79
Deposit	5/27/2025			Deposit	\$ 1,697.31	\$83,698.10
Deposit	5/28/2025			Deposit	\$ 1,491.17	\$85,189.27
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>\$ (6,677.33)</b>	<b>\$85,189.27</b>
<b>100.00 · PLIGT State</b>						\$188,049.35
Deposit	4/30/2025			Interest	\$ 682.59	\$188,731.94
Check	5/5/2025	824	Harringtons Eq	Invoice 211144	\$ (52.99)	\$188,678.95
<b>Total 100.00 · PLIGT State</b>					<b>\$ 629.60</b>	<b>\$188,678.95</b>
<b>10.100 · Liberty Township Escrow</b>						\$41,970.12
Check	5/5/2025	227	KPI	10483	\$ (802.00)	\$41,168.12
<b>Total 10.100 · Liberty Township Escrow</b>					<b>\$ (802.00)</b>	<b>\$41,168.12</b>
<b>95.100 · PLGIT Gen Reserve Fund</b>						\$567,760.40
Deposit	3/31/2025			Apr Int Adj	\$ 1,764.19	\$569,524.59
Deposit	4/30/2025			Interest	\$ 1,853.61	\$571,378.20
Deposit	5/6/2025			Deposit	\$ 150,000.00	\$721,378.20
Deposit	5/23/2025			Deposit	\$ 30,000.00	\$751,378.20
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>					<b>\$ 183,617.80</b>	<b>\$751,378.20</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						\$147,309.86
Deposit	4/30/2025		INTEREST	Deposit	\$ 534.17	\$147,844.03
<b>Total 30.101 · PLIGIT Capital Reserve Fund</b>					<b>\$ 534.17</b>	<b>\$147,844.03</b>
<b>01.105 · PLGIT Credit Card</b>						
<b>105.01 · BARLOW</b>						
Charge	5/6/2025	CC	U.S.P.S.	Stamps	\$ 657.00	
Check	5/6/2025	ACH	BMO-PLGIT Card	04/27/2025-PLGIT Tra	\$ (657.00)	
<b>105.02 · DEWITT, T</b>						
Charge	5/6/2025		Sheetz	Fuel-Chief -Training Atlantic City 3/29	\$ 73.90	
Charge	5/6/2025		Sunoco	Fuel-Chief -Atlantic City Training 4/1/25	\$ 50.00	
Charge	5/6/2025		Starbucks	Breakfast-Chief DeWitt Training 4/1	\$ 12.08	
Charge	5/6/2025		PA Chief of Police Assn	Membership	\$ 255.25	
Charge	5/6/2025		U.S. Postal Service	Mailed Patches to McDonald Uniforms	\$ 6.10	
Check	5/6/2025	ACH	BMO-PLGIT Card	04/27/2025-PLGIT Credit Card Transact	\$ (397.33)	
<b>105.03 · PECK, W</b>						
Charge	5/6/2025		AC Recorder of Deeds	Recorder of Deeds Access Fee	\$ 415.00	

Charge	5/6/2025		Mason's Propane Servic	Balance Due from February 28 2025 Inv	\$ 27.00	
Charge	5/6/2025		Staples	Paper (2 Cases), Stapler, Staples	\$ 117.55	
Charge	5/6/2025		Amazon	Finger Print Pad, Cofee, Paper Clamps	\$ 66.83	
Check	5/6/2025	ACH	BMO Bank-PLGIT Card	04/27/2025-PLGIT Credit Card Transa	\$ (626.38)	

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

**Expenses/Payroll:** *Mr. Hill made a motion for retroactive approval of the 05/05/2025-06/03/2025 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 05/04/2025-05/17/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 05/18/2025-05/31/2025 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 May which included: Total Miles Patrolled: 5,477; Admin Asst Hours: 54.75; Patrol Hours: 217.75; On Call Hours: 162; Traffic Details: Total Hours Worked: 272.5, Total Citations: 13, Traffic Warnings/FEC: 5, Total Incidents: 86 (8-PSP) = 94, Total Arrest's – 0. National Night Out is coming together through the planning by Office Manager Ilko. MAJOR INCIDENTS: Suspected narcotics is located at the Blue Ridge Sportsman's Association Liberty Township. Search and Rescue Detail -7 hours dedicated through Highland Township contract. 2 Patrols involved, four canines from Cumberland County, Cumberland County Drone Team and Constable Fitting with his drone. Juvenile located safely. Charges filed for the vehicle into a House on Bullfrog Road - Freedom Township. The Center for Traffic Safety has scheduled Click it or Ticket Campaign in May, which we will be participating in. All Body Camera Footage over sixty (60) days will be purged. Mr. Hill asked follow up questions regarding the search and rescue procedures. Chief DeWitt explained the process. Mr. Keilholtz asked the Chief if the part-time officers were meeting their monthly minimum required hours. The Chief replied that he was watching the hours, and they have been a little light recently due to illness for some of the officers.

**Service Agreements-** The Board discussed several agreements that the Police Department had entered into recently. **The board and the Chief discussed the purpose of the agreements and signing authority for Liberty Township.**

- **Staffing Adjustment:** The Board discussed the recent staffing adjustment removing Jessica Ilko from the Secretary's office and adding addition hours for the police department. The board considered adding increase to the hours for 2025, but after 2025 the ten hour increase would need to be funded through the intermunicipal police support agreements. The job title was also discussed at length. *Mr. Barlow made a motion to state that Jessica Ilko's title as Administrative Secretary to the Liberty Township Police Department for 20 hours per week at \$24 per hour until the end of 2025. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

**Zoning Officer's Report** – Mr. Barlow reported that there six zoning permits issued in May with fees totaling \$600. He also reported on the status of open code enforcement issues.

**Roadmaster Report** – Mr. Barlow reported that in the month of May the Road Department used 26.7 gallons of gas, 98.4 gallons of off-road diesel and drove 480 miles. He reported that some error in recording must have occurred because the amount of miles driven and the amount of fuel used did not seem to add up. He reported on various activities including addressing flooding concerns with affected property owners. The Board also discussed proposed repairs to Orchard Road as an alternative to the rejected bid for FB road work. *Mr. Barlow made a motion to repair shoulders and perform base repair on Orchard Road. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

**Planning Commission Report:** The Planning Commission met on May 28 to review and comment on the Tomko Subdivision Plan and to discuss a sketch plan with the property owner. No one was present from the Planning Commission to give a report.

**Secretary/Treasurer:** No Report.

#### **Old Business:**

- The Board reviewed the police department's request for National Night Out Funding and considered all contributions and commitments to date. *Mr. Keilholtz made a motion to approve \$1,000 in funding for National Night Out. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

- *Mr. Barlow made a motion to appoint Carroll Valley Borough Mayor Ron Harris as YATB Proxy for Liberty Township. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*

Public Comments on New Business Items: Nadina Campbell of 7 Rist Trail asked the Board why they were moving the meeting which is listed under New Business Item 13)c. Chairman Barlow replied indicating that the item would be covered momentarily.

New Business:

- *Mr. Hill made a motion to accept the resignation of Dethlefs Pykosh & Murphy as Township Solicitor effective June 30, 2025 but remain as Special Counsel. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Hill made a motion to appoint John Lisko as Township Solicitor effective July 1, 2025. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to change the monthly meeting to 6 PM on the first Wednesday of the month, effective Wednesday July 3, 2025. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to accept the resignation of Zoning Hearing Board Member Charles Murdorf. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- The Board had no applicants to fill the open Zoning Hearing Board Member for 1.5 year term.
- *Mr. Barlow made a motion to classify the Comcast Franchise Fee overpayment as credit to future payments. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *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.*

With no further business, *at 7:13 PM, Mr. Barlow made a motion to adjourn the meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.* The next meeting of the Board of Supervisors is scheduled for Wednesday, July 2, 2025, at 6 PM, located at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer