

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
February 4, 2026, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, February 4, 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.

Presentation by Land Conservancy of Adams County: Chairman Barlow welcomed Conservation Director Morgan Huckabee, Treasurer Norma Calhoun, and Board Member Andy Lawrence from the Land Conservancy of Adams County who were invited to give a presentation and to answer questions about their land conservation program. LCAC representatives presented an overview of the ways townships can create designated or restricted accounts to support conservation or preservation initiatives within their own municipality. They answered questions and participated in a discussion of common approaches to managing these funds, including township-held accounts, LCAC stewardship or custodial funds, or other administrative structures, along with any applicable considerations related to oversight or financial performance. The team gave examples of how other townships have developed financial and working partnerships with LCAC, including their roles as contributors or collaborative partners in local conservation efforts. The presentation ended at 6:31 PM.

Public Comments: An unidentified resident thanked the road crew for the winter maintenance efforts in the township during the recent storm.

Supervisor Comments:

- Mr. Hill reported that he spent approximately 45 hours on Township activities which included: Executing on the employee PSATS insurance program; Researching recruitment strategies - creative ways to post jobs; Zoning and Planning Committee activities - Township Ordinances; HR and Personnel; Evaluating Participating in a Tree Grant Program - Not a fit for now; Supporting our Community Services team - Police Department needs; Attending PSATS Training online; Attending a two day seminar for Newly Elected Officials Training in Gettysburg; Researching Land Conservation Programs; and a ride-along with the Road Crew during the recent snow storm. February Priorities include reviewing the 2nd Class Township Codes and Township Ordinances; Evaluating our Internal Organizational structure, job functions, roles and responsibilities, employees agreements and handbooks; Monthly support for the Zoning and Planning Committee activities; Continued HR and Personnel support; Research/evaluate the community's interest in "Meet the Supervisor: Departmental Overviews/How the Township works/ Community questions and concerns.
- Mr. Keilholtz had no comments.
- Mr. Barlow had no comments.

Minutes:

- *Mr. Keilholtz made a motion to accept the January 5, 2026, Reorganization Meeting minutes as presented. Mr. Hill seconded the motion. All voted yes, and the motion passed unanimously.*
- *Mr. Hill made a motion to accept the January 5, 2026, Regular Meeting minutes as presented. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to accept the January 14, 2026, Special Meeting minutes as presented. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Expenses/Payroll:

Mr. Barlow made a motion for retroactive approval of the 01/06/2026-02/04/2026 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Mr. Barlow moved for retroactive approval of the 12/21/2025-01/10/2026 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 01/11/2026-01/24/2026 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Terry DeWitt read his report for the month of January for all three Townships which included: Calls For Service 61; Traffic Stops 45; Citations 30; Faulty Equip/Warn 20; Community Events 0; Patrol Hours: 236.75; On Call Hours: 56; Traffic Details: 0; Total Miles: 2,177; FT Hours: 175; PT Patrol: 61.75; PT Admin: 92; Total Hours: 328.75. Received a \$5,000 Donation

from Blue Ridge Sportsman's Association. The Gettysburg Hospital Approved a Donation of \$7,350.00 to purchase three new AED Units. AOPC approved PA TraCS application. Agency added to deployment go live list. AOPC does deployments every two months and allows limited submissions. Present two applicants for Part Time Police employment. Land of Little Horses – Contract presented, request was made for PSP Mounted Patrol to be present. Requested Sheriff's Office to assign one vehicle with two Deputies. Attendance Policy recommendation for adoption. To reduce the requirement by two hours a month and introduce flexibility by requiring 8 hours per calendar month and an average of 48 hours per quarter, to equal 16 hours per month instead of 18 hours. This will increase retention, recruitment and morale of the department. The requirements will meet the needs of the department. All (MVR/BWC) Camera Footage over sixty (60) days will be purged.

- Chairman Barlow invited Chief DeWitt to perform the swearing in of newly hired Part-Time Officers Tara Coyne and Conan Higgins and both were sworn in at the meeting.
- *Mr. Barlow made a motion to accept the Land of Little Horses Police Service Agreement for ten hours of service at \$75 per hour on February 28, 2026. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- Chief Dewitt presented a Police Department Policy Amendment addressing the required minimum number of hours for part-time employees. After careful consideration and considerable discussion among the Chief, the Supervisors, and the Solicitor, *Mr. Hill made a motion to accept the amendment that included requiring each part-time mandatory eight hours each calendar month and a total of 16 hours each calendar month, averaged over the quarter. Mr. Barlow seconded the motion. All voted yes, and the motion carried.*
- Chairman Barlow advised the Board that he received information earlier today from special counsel concerning hiring an investigator. An investigator is needed to determine if there are sufficient assets to pursue further collection efforts concerning the First Response Emergency Lighting Judgment. *Mr. Hill made a motion to amend the agenda to add the item to Consider Hiring an Investigator for Collection Efforts on the First Response Emergency Lighting Judgement with the reason being that the information was received by Mr. Barlow today and that an immediate action was required. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried. Mr. Barlow made a motion to hire an investigator for collection efforts on the First Response Emergency Lighting Judgement. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*

Zoning Officer's Report – Mr. Barlow reported that three land use permits and one driveway permit were issued for a total of \$365. He also summarized the status of open enforcement issues. He commented on the recent court ruling against the township in several stormwater ordinance violations and expressed frustration with enforcing an ordinance required by the state of Pennsylvania that the court system would not uphold on appeal.

- *At the recommendation of the Zoning Officer, Mr. Barlow made a motion to approve the Junkyard Permit Renewal application for PIPER at 245 WAYNESBORO PIKE 25C18-0074--000. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*

Roadmaster Report – Mr. Barlow commented that in the month of January the Road Department used 76.5 gallons of gasoline, 143.2 gallons of diesel, 21.7 gallons of off-road diesel and drove 1,670 miles. He reported that he has been training the new full-time Road Crew member and attending Road Scholar training events with him. The road department handled several snow and ice events during the month. With the number of employees now available, the storm was plowed in shifts with two employees on each shift. Mr. Barlow also stated that he has been in contact with several different vendors to test equipment and obtain pricing in preparation to consider a purchase when the funds from the LSA grant become available. The road department has also been looking at trucks for a possible near future purchase. He also discussed state availability of salt, and winter mailbox damage. He went on to state that he is doing research for the 2026 Road Projects in preparation for bid packets.

Planning Commission Report: The Planning Commission met on January 20, 2026 at 6:30 PM to reorganize and to meet with the Board of Supervisors to discuss zoning amendments. At the meeting, ACOPD Planner Rob Thaeler was tasked with working with the Planning Commission to create a draft zoning ordinance amendment to present to the Board of Supervisors at a future meeting.

Secretary/Treasurer: The fund balances as of January 31 are ACNB Gen Oper: \$ 72,200.48; PLGIT Gen Res: \$ 649,802.08; PLGIT Liq Fuels: \$11,403.93; PLGIT Cap Res: \$ 151,610.72; ACNB Escrow: \$ 10,985.78. Transfers from the General Reserve to the General Fund will be required periodically through March to maintain a balance in the checking account to cover expenses. The funds will be transferred back to the reserves beginning April as the 2026 tax income is received. We are still waiting for the contract for the LSA Grant. On January 29 DCED was contacted for a status and was told that the grant contract is being prepared and that no timeline can be given for its distribution. The 2025 Financial Audit is scheduled for and onsite audit on February 16-18 during the Presidents Day holiday. The 2025 Liquid Fuels onsite audit is scheduled for February 23. There are currently no upcoming financial capital needs for this department. Current priorities are as follows: Set up and administer Employee payroll deductions for Insurance; Complete and File all 2025 Year End and 2026 new year reports including Payroll and Administrative. Status on filing: Accounting filing is up to date. Parcel/Zoning filing is six months behind.

GENERAL LEDGER

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						160,481.42
Check	12/01/2025	14024	Shealers Septic Service	reimburse for overpaym	-10.00	160,471.42
Check	12/01/2025	14025	Wetzels Cleaning Ser	058259	-95.00	160,376.42
Check	12/01/2025	14026	New Enterprise Ston	Invoice 2921508	-54,136.00	106,240.42
Check	12/01/2025	14027	Hill {BOS}, Christoph	ACATO Conf Mileage Rei	-35.00	106,205.42
Check	12/01/2025	14028	PSATS	181019-R7B9	-239.00	105,966.42
Check	12/01/2025	14029	Comcast Cable	8993110110006912	-261.99	105,704.43
Check	12/01/2025	14030	Verizon Wireless	Acct 621280772-00001	-238.74	105,465.69
Check	12/01/2025	14031	Gettysburg Times	Cust 159232/Advertiser I	-115.42	105,350.27
Check	12/01/2025	14032	John M. Lisko	Solicitor Fees	-660.00	104,690.27
Deposit	12/01/2025			Deposit	518.87	105,209.14
Check	12/01/2025	14033	KPI Technology	10725 10/20/25-11/16/2	-540.00	104,669.14
Check	12/01/2025	14034	Total Tech Solutions	Invoice 12608	-550.00	104,119.14
Check	12/01/2025	14035	Principal Funds	NonUniform Pension Plan	-3,832.20	100,286.94
Liability C	12/01/2025	14036	Security Benefit Retir	610257	-317.63	99,969.31
Check	12/01/2025	14042	Wolanin Consulting a	Invoice 3660	-425.00	99,544.31
Check	12/01/2025	14043	Rabold's Services	Invoice 28241	-190.00	99,354.31
Check	12/04/2025	ACH	BMO Harris Bank-PL	PLGIT CREDIT ACCOUNT	-995.06	98,359.25
Paycheck	12/04/2025	14037	Barlow {BOS}, Walter		-87.78	98,271.47
Paycheck	12/04/2025	ACH	Hill {BOS}, Christopher G		-131.66	98,139.81
Paycheck	12/04/2025	14038	Keilholtz, Jr. {BOS}, Robert		-131.66	98,008.15
Paycheck	12/04/2025	ACH	Ruppert {Planning Com}, Barbara L.		-43.78	97,964.37
Paycheck	12/04/2025	14039	Barlow, Walter M		-421.49	97,542.88
Paycheck	12/04/2025	ACH	Boehs, Donald G		-89.48	97,453.40
Paycheck	12/04/2025	ACH	De Witt, Terry A.		-2,127.20	95,326.20
Paycheck	12/04/2025	ACH	Gaskin, Daniel E.		-355.23	94,970.97
Paycheck	12/04/2025	ACH	Ilko {Tax Collector}, Jessica L.		-69.16	94,901.81
Paycheck	12/04/2025	ACH	Ilko, Jessica		-874.29	94,027.52
Paycheck	12/04/2025	14040	Keilholtz, Jr., Robert E.		-490.62	93,536.90
Paycheck	12/04/2025	ACH	Morris, Ryan J		-315.57	93,221.33
Paycheck	12/04/2025	14041	Pecher, Bruce E.		-281.26	92,940.07
Paycheck	12/04/2025	ACH	Peck, Wendy J.		-1,506.31	91,433.76
Deposit	12/04/2025			Deposit	798.10	92,231.86
Deposit	12/08/2025			Deposit	103.80	92,335.66
Deposit	12/09/2025			Deposit	1,140.47	93,476.13
Deposit	12/10/2025			Deposit	5.50	93,481.63
Deposit	12/11/2025			Deposit	564.45	94,046.08
Check	12/12/2025	ACH	ACNB	Payroll - Direct Deposit S	-29.18	94,016.90
Check	12/15/2025	14044	East Trail Automotive	10/09/25 2023 Ford & 1	-299.60	93,717.30
Check	12/15/2025	14045	Aero Energy	Cust 59990	-520.89	93,196.41
Check	12/15/2025	14046	Lowes	98004701524	-267.06	92,929.35
Check	12/15/2025	14047	Wetzels Cleaning Ser	058262	-95.00	92,834.35
Check	12/15/2025	14048	LEAF	100-4990181-002	-98.00	92,736.35
Check	12/15/2025	14049	Mason's Propane Ser	Invoice 43641	-431.98	92,304.37
Check	12/15/2025	14050	Comcast-Phone	901156234	-219.79	92,084.58
Check	12/15/2025	14051	Shealers Septic Servir	38345	-100.00	91,984.58
Check	12/15/2025	14052	PMCA		-225.00	91,759.58
Check	12/15/2025	14053	KPI Technology	10674 09/22/25-10/19/2	-216.20	91,543.38

Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						160,481.42
Liability C	12/16/2025	ACH	PA Dept. of Revenue	1641 9699	-249.31	91,294.07
Paycheck	12/18/2025	14054	Barlow, Walter M		-1,046.26	90,247.81
Paycheck	12/18/2025	ACH	De Witt, Terry A.		-2,001.05	88,246.76
Paycheck	12/18/2025	ACH	Gaskin, Daniel E.		-131.68	88,115.08
Paycheck	12/18/2025	ACH	Hartle, Richard		-34.66	88,080.42
Paycheck	12/18/2025	ACH	Ilko {Tax Collector}, Jessica L.		-70.47	88,009.95
Paycheck	12/18/2025	ACH	Ilko, Jessica		-953.29	87,056.66
Paycheck	12/18/2025	14055	Keilholtz, Jr., Robert E.		-160.91	86,895.75
Paycheck	12/18/2025	ACH	Morris, Ryan J		-286.09	86,609.66
Paycheck	12/18/2025	14056	Pecher, Bruce E.		-78.89	86,530.77
Paycheck	12/18/2025	ACH	Peck, Wendy J.		-1,506.32	85,024.45
Paycheck	12/18/2025	ACH	Boehs, Donald G		-89.46	84,934.99
Liability C	12/18/2025	ACH	PA Dept. of Revenue	1641 9699	-269.50	84,665.49
Deposit	12/18/2025		Deposit		1,160.93	85,826.42
Liability C	12/19/2025	ACH	US Treasury Dept/IRS	23-2110946	-1,957.96	83,868.46
Liability C	12/19/2025	ACH	US Treasury Dept/IRS	23-2110946	-1,848.50	82,019.96
Deposit	12/22/2025		Deposit		6,005.67	88,025.63
Deposit	12/23/2025		Deposit		9,068.47	97,094.10
Deposit	12/23/2025		Deposit		16,616.28	113,710.38
Deposit	12/23/2025		Deposit		182.70	113,893.08
Check	12/29/2025	14057	Verizon Wireless	Acct 621280772-00001	-238.74	113,654.34
Check	12/29/2025	14058	Wetzels Cleaning Ser	058263	-95.00	113,559.34
Check	12/29/2025	14059	PA Townships Health	INV-188118-B8V4	-16,616.28	96,943.06
Check	12/29/2025	14060	Doceo	LT03 Contract C15840-01	-221.81	96,721.25
Check	12/29/2025	14061	Comcast Cable	8993110110006912	-266.06	96,455.19
Check	12/29/2025	14062	KPI Technology	70766 11/17/25-12/14/2	-330.60	96,124.59
Check	12/29/2025	14064	ACNB INSURANCE SE	Asst Treasurer Bond-Ilko	-1,125.00	94,999.59
Check	12/29/2025	14065	Gettysburg Times	Cust 159232/Advertiser I	-78.95	94,920.64
Check	12/29/2025	14066	KPI Technology	10763	-2,096.66	92,823.98
Liability C	12/29/2025	14067	Security Benefit Retir	610257	-317.62	92,506.36
Check	12/29/2025	14073	Adams County SPCA	2025 Donation	-300.00	92,206.36
Deposit	12/30/2025		Deposit		274.44	92,480.80
Paycheck	12/31/2025	14068	Barlow {BOS}, Walter		-87.78	92,393.02
Paycheck	12/31/2025	ACH	Hill {BOS}, Christopher G		-87.78	92,305.24
Paycheck	12/31/2025	14069	Keilholtz, Jr. {BOS}, Robert		-87.78	92,217.46
Paycheck	12/31/2025	14070	Barlow, Walter M		-1,424.00	90,793.46
Paycheck	12/31/2025	ACH	Boehs, Donald G		-285.16	90,508.30
Paycheck	12/31/2025	ACH	De Witt, Terry A.		-2,473.62	88,034.68
Paycheck	12/31/2025	ACH	Hassinger, Kenneth R.		-178.52	87,856.16
Paycheck	12/31/2025	ACH	Ilko {Tax Collector}, Jessica L.		-63.90	87,792.26
Paycheck	12/31/2025	ACH	Ilko, Jessica		-847.94	86,944.32
Paycheck	12/31/2025	14071	Keilholtz, Jr., Robert E.		-171.62	86,772.70
Paycheck	12/31/2025	ACH	Morris, Ryan J		-286.09	86,486.61
Paycheck	12/31/2025	14072	Pecher, Bruce E.		-168.29	86,318.32
Paycheck	12/31/2025	ACH	Peck, Wendy J.		-1,506.31	84,812.01
Liability C	12/31/2025	ACH	US Treasury Dept/IRS	23-2110946	-2,303.78	82,508.23
Liability C	12/31/2025	ACH	PA Dept. of Revenue	1641 9699	-301.94	82,206.29
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-78,275.13	82,206.29

Type	Date	Num	Name	Memo	Paid Amount	Balance
100.00 · PLIGT State						16,828.78
Check	12/01/2025	840	HOBBS TRUCKING, INC	2019 F550 Maintenance &	-2,853.63	13,975.15
Check	12/01/2025	841	New Enterprise Stone	Acct 93038	-82.15	13,893.00
Check	12/15/2025	842	Morton Salt Inc	Customer #3684741	-2,053.88	11,839.12
Total 100.00 · PLIGT State						11,839.12

Mr. Barlow made a motion to accept the Secretary/Treasurers report as presented. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Old Business:

- *Mr. Barlow made a motion to award the contract for Curbside Collection, Transportation & Processing of Municipal Solid Waste & Recyclables to the lowest and only bidder Parks/Patriot with Option 1 at price of \$378 per customer per year for the period of April 1 2026 through March 31, 2029 with 1 year optional extension at no increase. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*

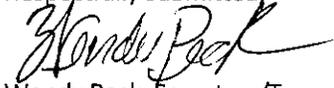
Public Comments on New Business Items: None. At this time Mr. Hill commented on the recruitment efforts that were discussed last month. He stated that he had some great ideas and planned to report on them at next month's meeting.

New Business:

- *Mr. Barlow made a motion to accept the MDIA Documents with the change that all occurrences of "Zoning" be changed to include the term "Land Use." Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to accept the MDIA Agreement for Services. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to appoint MDIA Representative James Zerfing as the primary UCC Building Code Official for Liberty Township and appoint PMCA Representative Kim Spittler as Secondary for all permits started under PMCA's tenure. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- The Board and the Solicitor reviewed a draft Highway Occupancy Permit Application. The Solicitor agreed to update the application for consideration at the next meeting.

With no further business, *at 7:50 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, March 4, 2026 at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer