

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

The Board of Supervisors of Liberty Township, Adams County met Wednesday, March 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, Supervisor Christopher Hill, Solicitor John Lisko, and Secretary/Treasurer Wendy Peck.

Not Present: Vice Chairman Robert Keilholtz and Police Chief Terry DeWitt.

Annual Pension Plan Presentation by RJ Hall: Chairman Barlow announced that the presentation had been rescheduled for next month.

Public Comments: Chad Fogle from Fairfield Fire Department and also a Liberty Township resident at 59 Steelman Marker Road, presented information on recent activity for the Fairfield Fire Department. He discussed the financial state of the Fire Department and some of the recent equipment purchases with the Board. Mr. Hill requested three years of financial records from the fire department.

Supervisor Comments:

- Mr. Hill apologized for not having a written report this month, but he spent approximately 21 hours in training and 7.5 hours on other Township activities.
- Mr. Barlow had no comments.

Minutes:

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

Expenses/Payroll:

- *Mr. Hill made a motion for retroactive approval of the 02/04/2026-03/04/2026 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow moved for retroactive approval of the 01/25/2025-02/07/2026 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 02/08/2026-02/21/2026 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Chief Terry DeWitt was not present, and Chairman Barlow read the report for the month of February. The report for all three Townships included: Calls For Service 54; Traffic Stops 37; Citations 11; Faulty Equip/Warn 26; Community Events 1; Patrol Hours: 246.25; On Call Hours: 0; Traffic Details: 1; Total Miles: 1,493; FT Hours: 180; PT Patrol: 66.25; PT Admin: 79; Total Hours: 325.25. Extreme cold and snow limited the ability to conduct traffic enforcement due to safety concerns. All (MVR/BWC) Camera Footage over sixty (60) days will be purged. The Board discussed quotes regarding hot spots for the police department. It was noted that the item was not on the agenda and the Secretary was instructed to place it on the agenda for next month's meeting.

- The Board reviewed the Police Department Request to Participate in Tribal Body-Worn Camera Micro-Grant Program. The Police Chief was not present to answer questions from the Board, so the item was tabled to April.

Zoning Officer's Report – Mr. Barlow reported that one well permit, three land use permits, and two driveway permits were issued for a total of \$530. He also summarized the status of open enforcement issues and stated that we are currently in the process of transferring the open files from PMCA to the new zoning enforcement officer.

Roadmaster Report – Mr. Barlow commented that in the month of February the Road Department used 126.9 gallons of gasoline, 28 gallons of diesel, 0 gallons of off-road diesel and drove 1,738 miles. He reported that the road department handled several snow and ice events during the month and a few downed trees. Mr. Barlow also stated that the Road Department had the opportunity to test equipment and obtain pricing at various dealers in preparation to consider a purchase when the funds from the LSA grant become available. The Roadmaster also gave an update on recent and upcoming training that the department is participating in including LTAP Road Scholar Classes and Flagger Training. He also mentioned that he attended the most recent FREMA meeting in Fairfield.

- Mr. Barlow presented quotes that offered several options for road work on Girl Scout Road and Bullfrog Road. After much discussion, *Mr. Barlow made a motion to advertise Road Work Bids for Flex Base on Girl Scout Road and Base Repair and Blacktop for Bullfrog Road with a proposed bid opening of April 1. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Planning Commission Report: The Planning Commission did not meet in February.

Secretary/Treasurer: The fund balances as of February 26 were ACNB Gen Oper: \$ 103,410.50; PLGIT Gen Res: \$ 649,802.08; PLGIT Liq Fuels: \$10,081.44; PLGIT Cap Res: \$ 152,606.94; ACNB Escrow: \$ 9,212.58. On February 19 Liberty Township signed the contract for the LSA Grant. The executed contract and grant instructions have yet to be received from DCED. On February 26 the DCED was contacted for a status. The onsite work for the 2023 & 2024 Liquid Fuels and the 2025 Financial Audits is complete. The audits are ongoing and offsite work continues. The Financial Audit is scheduled to be completed by the end of March. There is no time frame for the Liquid Fuels audit. There are currently no upcoming financial capital needs for this department. Current Priorities include reconciling the Escrow Account and billing for outstanding balances. Filing: Accounting filing is up to date. Parcel/Zoning filing is seven months behind.

GENERAL LEDGER

Liberty Township - Gen Operating Fund 02/26/2026
Profit & Loss Budget vs. YTD Actual Cash Basis
Presented at BOS Meeting

Type	Date	Nun	Name	Memo	Paid Amt	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						71,932.19
Deposit	02/05/2026			Deposit	8,005.00	79,937.19
Deposit	02/05/2026			Deposit	2,773.24	82,710.43
Deposit	02/05/2026			Deposit	324.77	83,035.20
Check	02/05/2026	ACH	BMO Harris Bank-PLC	PLGIT CREDIT ACCOUNT	-659.41	82,375.79
Liability C	02/09/2026	14102	Security Benefit Retir	610257	-318.19	82,057.60
Liability C	02/09/2026	14103	Security Benefit Retir	610257	-158.81	81,898.79
Check	02/09/2026	14104	John M. Lisko	Solicitor Fees	-750.00	81,148.79
Check	02/09/2026	14105	SEK&Co.	Invoice 281718	-2,190.00	78,958.79
Check	02/09/2026	14106	Napa Auto Parts	Acct 3135	-390.59	78,568.20
Check	02/09/2026	14107	Galls	Account 1002673858	-351.58	78,216.62
Check	02/09/2026	14108	Advanced Auto Parts	Account #1872651533	-93.71	78,122.91
Check	02/09/2026	14109	PA Townships Health	INV-190012-B0F1	-12,049.80	66,073.11
Check	02/09/2026	14110	PA Townships Health	INV-190062-T0M9	-12,049.80	54,023.31
Check	02/09/2026	14111	Total Tech Solutions I	Invoice 12915	-550.00	53,473.31
Check	02/09/2026	14112	APM Building Materia	Inv 595998	-223.35	53,249.96
Check	02/09/2026	14113	West Penn Power	14105001009711	-390.88	52,859.08
Check	02/09/2026	14114	Shealers Septic Servi	38525	-100.00	52,759.08
Check	02/09/2026	14115	Wetzels Cleaning Ser	058268	-95.00	52,664.08
Check	02/09/2026	14116	LEAF	100-4990181-002	-98.00	52,566.08
Check	02/09/2026	14117	KPI Technology	10825 01/01/26-01/25/26 - Enginee	-271.35	52,294.73
Check	02/09/2026	14118	Barlow, Walter M	02/03/26 Expenses	-64.19	52,230.54
Deposit	02/10/2026			Deposit	50,000.00	102,230.54
Deposit	02/10/2026			Deposit	55.00	102,285.54
Check	02/10/2026	ACH	ACNB	Payroll - Direct Deposit Service Cha	-29.42	102,256.12
Paycheck	02/12/2026	14120	Barlow, Walter M		-1,718.41	100,537.71
Paycheck	02/12/2026	ACH	De Witt, Terry A.		-1,902.87	98,634.84
Paycheck	02/12/2026	ACH	Gaskin, Daniel E.		-344.05	98,290.79
Paycheck	02/12/2026	ACH	Hartle, Richard		-157.51	98,133.28
Paycheck	02/12/2026	ACH	Hill, Christopher		-192.97	97,940.31
Paycheck	02/12/2026	ACH	Ilko, Jessica		-864.69	97,075.62

Paycheck	02/12/2026	ACH	Keilholtz, Jr., Robert E.	-192.95	96,882.67
Paycheck	02/12/2026	ACH	Keller, Daniel A.	-1,501.31	95,381.36
Paycheck	02/12/2026	ACH	Morris, Ryan J	-100.43	95,280.93
Paycheck	02/12/2026	ACH	Peck, Wendy J.	-1,395.15	93,885.78
Paycheck	02/12/2026	ACH	Bowman {Planning Com}, Beatrice	-43.84	93,841.94
Check	02/12/2026	ACH	Intuit QuickBooks Monthly fee for payroll service	-44.50	93,797.44
Liability C	02/13/2026	ACH	PA Dept. of Revenue 1641 9699	-326.72	93,470.72
Liability C	02/13/2026	ACH	US Treasury Dept/IRS 23-2110946	-2,382.20	91,088.52
Deposit	02/18/2026		Deposit	4,903.72	95,992.24
Deposit	02/20/2026		Deposit	29,283.05	125,275.29
Check	02/23/2026	14119	PA Townships Health INV-189294-D9P8 - Revised	-94.76	125,180.53
Deposit	02/24/2026		Deposit	150.00	125,330.53
Check	02/24/2026	14137	ACNB INSURANCE SE Tax Collector Bond-Ilko	-206.00	125,124.53
Check	02/24/2026	14138	McDonald Uniform Co Invoice 247526 & 254362	-759.96	124,364.57
Check	02/25/2026	14124	Wetzels Cleaning Ser 058271 & 058272	-190.00	124,174.57
Check	02/25/2026	14125	Aero Energy Cust 59990	-511.85	123,662.72
Check	02/25/2026	14126	Comcast-Phone 901156234	-216.35	123,446.37
Check	02/25/2026	14127	Galls Account 1002673858	-169.73	123,276.64
Check	02/25/2026	14128	Borough of Fairfield 2025 FREMA Shared Costs	-103.49	123,173.15
Check	02/25/2026	14129	Mason's Propane Ser Invoice 050762/050909	-488.32	122,684.83
Check	02/25/2026	14130	Verizon Wireless Acct 621280772-00001	-238.71	122,446.12
Check	02/25/2026	14131	MDIA 226305 January 2026	-1,400.00	121,046.12
Check	02/25/2026	14132	Comcast Cable 8993110110006912	-266.39	120,779.73
Check	02/25/2026	14133	Borough of Fairfield Fairfield Fire & EMS Workers Comp.	-2,711.95	118,067.78
Check	02/25/2026	14134	Keller, Daniel A. Reimbursement	-100.00	117,967.78
Check	02/25/2026	14135	SEK&Co. Invoice 283983	-5,500.00	112,467.78
Check	02/25/2026	14136	Rodney Yingling/Barlc 994833 & 994834	-35.00	112,432.78
Paycheck	02/26/2026	14121	Barlow, Walter M	-1,674.46	110,758.32
Paycheck	02/26/2026	ACH	Coyne, Tara	-273.36	110,484.96
Paycheck	02/26/2026	ACH	De Witt, Terry A.	-2,093.43	108,391.53
Paycheck	02/26/2026	ACH	Gaskin, Daniel E.	-344.33	108,047.20
Paycheck	02/26/2026	ACH	Ilko, Jessica	-864.69	107,182.51
Paycheck	02/26/2026	ACH	Keller, Daniel A.	-1,363.05	105,819.46
Paycheck	02/26/2026	ACH	Morris, Ryan J	-465.94	105,353.52
Paycheck	02/26/2026	ACH	Peck, Wendy J.	-1,395.14	103,958.38
Paycheck	02/26/2026	14123	Barlow {BOS}, Walter	-87.78	103,870.60
Paycheck	02/26/2026	ACH	Hill {BOS}, Christopher G	-230.05	103,640.55
Paycheck	02/26/2026	ACH	Keilholtz, Jr. {BOS}, Robert	-230.05	103,410.50
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)				31,478.31	103,410.50

100.00 · PLIGT State 11,334.07

Check	02/09/2026	845	New Enterprise Stone Acct 93038	-979.33	10,354.74
Check	02/23/2026	846	HOBBS TRUCKING, IN Inv 13804 Hauling	-273.30	10,081.44

Total 100.00 · PLIGT State -1,252.63 10,081.44

10.100 · Liberty Township Escrow 10,985.78

Deposit	46058		Deposit	1,600.00	12,585.78
Check	46062	237	KPI 10825 01/01/26-01/25/26	-3,373.20	9,212.58

Total 10.100 · Liberty Township Escrow -1,773.20 9,212.58

Old Business:

- Chairman Barlow discussed the status of a search for interested parties for the open auditor position in the township, noting that several people were considering it.
- It was decided to table the Highway Occupancy Permit Application until April.
- Review Zoning Amendment – Mr. Barlow stated that this would be discussed in an executive session.

At 6:39 PM The Supervisors and the Solicitor left the meeting and went into an Executive Session.

At 6:56 PM Chairman Barlow called the meeting back to order and announced that the Board met in Executive Session to discuss employee insurance and a zoning amendment. Mr. Barlow stated that the employee insurance issue would be tabled until April while Mr. Hill gathers additional information from PSATS. With regards to the zoning amendment, *Mr. Barlow made a motion to have the Solicitor make the changes to the Conservation by Design to include two acre lots. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Public Comments on New Business Items: None.

New Business:

- 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 6:58 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, April 1, 2026 at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer