

Liberty Township Board of Supervisors, Adams County, PA

39 Topper Road, Fairfield, PA 17320

December 3, 2025, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, December 3, 2025, at 6PM at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320.

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, Secretary/Treasurer Wendy Peck.

Public Comments: None.

Supervisor Comments:

- Mr. Keilholtz announced that there will be several job openings at the Township and encouraged interested parties to meet with him after the meeting. He also announced that there was an opening for a township auditor.
- Mr. Hill stated that if the public is interested copies of the meeting handouts, please contact the township.
- Mr. Barlow none.

Minutes:

- *Mr. Keilholtz made a motion to accept the minutes of the November 5 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Keilholtz made a motion to accept the minutes of the November 12 bid regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Expenses/Payroll: *Mr. Keilholtz made a motion for retroactive approval of the 11/06/2025-12/03/2025 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 11/02/2025-11/15/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow Keilholtz moved for retroactive approval of the 11/16/2025-11/29/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Chief Terry DeWitt was absent. Chairman Barlow read the report for the month of November which included: All Townships Calls For Service 40; Traffic Stops 15; Citations 15; Faulty Equip / Warn 14; Community Events 1; Patrol Hours: 238.5; On Call Hours: 46; Traffic Details: 2; Total Miles: 1348; FT Hours: 166; PT Patrol: 72.5; PT Admin: 80; Total Hours: 318.5. DUI Roving / Click it or Ticket and Aggressive Driving Details will continue throughout the holiday season. All (MVR/BWC) Camera Footage over sixty (60) days will be purged.

Zoning Officer's Report – Mr. Barlow reported that four permits were issued for a total of \$350. He also summarized the status of open enforcement issues.

Roadmaster Report – Mr. Barlow commented that in the month of November the Road Department used 56.8 gallons of gasoline, 38 gallons of diesel, 20 gallons of off-road diesel and drove 1,037 miles. The Roadmaster gave an overview of the work completed in November which included contracting for repairs on the Old Waynesboro Road Bridge which now requires a change order to complete unexpected additional areas of work. *Mr. Barlow made a motion to accept the Change Order from Lobar Associates for up to 20 square feet of additional repairs to the spalls for up to \$10,000. Mr. Hill seconded the motion. All voted yes, and the motion passed.* He also reported that the road striping is postponed until spring.

Planning Commission Report: The Planning Commission met on November 18 at 7:30 PM to review the plans of Andrew Mitchell 2785 Bullfrog Rd 25D15-0035---000 and Goldenwood 2575 Tract Rd 25D18-0004---000. The Planning Commission considered the Andrew Mitchell plans and it was noted that the site did not have enough acreage to meet the ordinance requirements for subdivision. It was noted that the Goldenwood plans still needed revisions to address the current comments. The Planning Commission tabled review for both plans.

- The Board considered a zoning map change request for the Andrew Mitchell property. After careful consideration, *Mr. Barlow made a motion to table the item until a joint meeting with the Planning Commission could be held to discuss options for addressing the request. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- The Board considered two requests for Charnita Lot Reverse Subdivision.

- *Mr. Barlow made a motion to grant the request for Modification/Waiver Charnita Lot Reverse Subdivision/lot consolidation for STEM - 173 S APACHE TR 25000-0030--000 & 170 S CESSNA TRL 25000-0033---000. Mr. Keiholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to grant the request for Modification/Waiver Charnita Lot Reverse Subdivision/lot consolidation for NYSWANER - 63 SYDNOR TRL 25AA0-0182---000 comprised of seven lots. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to conditionally approve the Charnita Lot Consolidation of Tax Parcels 25000-0030--000 and 25000-0033---000 owned by Terry Stem with the condition that a new deed be filed to reflect the consolidation, and the reverse subdivision plan is signed by Adams County Office of Planning and Development. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to conditionally approve the Charnita Lot Consolidation of Tax Parcel 25AA0-0182---000 owned by Ryan and Amy Nyswaner which is comprised of seven lots that will be consolidated in to three separate parcels with the condition that a three new deeds be filed to reflect the consolidation, and the reverse subdivision plan is signed by Adams County Office of Planning and Development. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Secretary/Treasurer: The fund balances as of December 1 are ACNB Gen Oper: \$ 99,300.70; PLGIT Gen Res: \$ 695,306.04; PLGIT Liq Fuels: \$13,359.85; PLGIT Cap Res: \$ 151,610.72; ACNB Escrow: \$ 15,394.78. To date the township has received \$72,000 more in income than budgeted and spent \$26,000 more than budgeted in legal and engineering fees combined. An additional \$54,000 in General Funds was spent on recent road work. Overall, the Township is on budget for 2025. The LSA Grant has not yet been awarded. An update is expected in January. The power supply on my PC has been replaced. The QuickBooks Company files still need to be set up so that Jessica Ilko can access them. There are currently no upcoming financial capital needs for this department. Priorities include working on log-in issues for MunStats, filing year end reports, and participating in bidding process for the Municipal Waste Management Contract that is expected to end in January 2026.

GENERAL LEDGER

Type	Date	Num	Name	Memo	Pd Amt	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						
Check	11/03/2025	13992	Verizon Wireless	Acct 621280772-00001	-238.74	76,963.31
Check	11/03/2025	13994	Comcast Cable	8993110110006912	-262.49	76,700.81
Check	11/03/2025	13995	Napa Auto Parts	Acct 3135	-326.06	76,374.75
Check	11/03/2025	13996	Adams County	Inv 2025-12 Website support	-60.00	76,314.75
Check	11/03/2025	13997	Wetzels Cleaning Service	058255	-95.00	76,219.71
Liability			Security Benefit Retirement			
Check	11/03/2025	13998	Services	610257	-317.62	75,902.11
Check	11/03/2025	13999	Lowes	98004701524	-114.36	75,787.75
Check	11/03/2025	14000	Barlow, Walter M	Mileage for RMC Ocean City, MD	-268.80	75,518.95
Check	11/03/2025	14001	John M. Lisko	Solicitor Fees	-1,695.00	73,823.95
Check	11/03/2025	14002	LEAF	100-4990181-002	-98.00	73,725.95
Deposit	11/04/2025			Deposit	320.09	74,046.04
Check	11/04/2025	ACH	BMO Harris Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-573.17	73,472.91
Paycheck	11/06/2025	14003	Barlow {BOS}, Walter		-87.78	73,385.13
Paycheck	11/06/2025	ACH	Hill {BOS}, Christopher G		-87.58	73,297.55
Paycheck	11/06/2025	14004	Keiholtz, Jr. {BOS}, Robert		-87.78	73,209.71
Paycheck	11/06/2025	ACH	Ruppert {Planning Com}, Barbara L.		-43.79	73,165.92
Paycheck	11/06/2025	14005	Barlow, Walter M		-1,259.54	71,906.41
Paycheck	11/06/2025	ACH	Boehs, Donald G		-196.77	71,709.64
Paycheck	11/06/2025	ACH	De Witt, Terry A.		-2,001.05	69,708.61
Paycheck	11/06/2025	ACH	Ilko {Tax Collector}, Jessica L.		-80.24	69,628.37
Paycheck	11/06/2025	ACH	Ilko, Jessica		-853.21	68,775.16
Paycheck	11/06/2025	14006	Keiholtz, Jr., Robert E.		-268.91	68,506.25
Paycheck	11/06/2025	ACH	Morris, Ryan J		-156.21	68,350.04
Paycheck	11/06/2025	14007	Pecher, Bruce E.		-762.33	67,587.71
Paycheck	11/06/2025	ACH	Peck, Wendy J.		-1,506.32	66,081.39
Deposit	11/06/2025			Deposit	490.07	66,571.46
Check	11/10/2025	ACH	ACNB	Payroll - Direct Deposit Service Char	-28.70	66,542.76
Deposit	11/11/2025			Deposit	353.91	66,896.67
Check	11/13/2025	ACH	Intuit QuickBooks	Annual fee for QB & Payroll service	-2,210.00	64,686.67

Liberty Township, Adams County, PA BOS Meeting Minutes

Liability	11/13/2025	ACH	US Treasury Dept/IRS	23-2110946	-2,119.18	62,567.48
Liability	11/14/2025	ACH	PA Dept. of Revenue	1641 9699	-278.94	62,288.54
Check	11/17/2025	14012	McDonald Uniform Co., Inc	Invoice 251737 252848	-315.95	61,972.61
Check	11/17/2025	14013	Wetzels Cleaning Service	058258	-95.00	61,877.61
Check	11/17/2025	14014	DPM	26840	-1,393.12	60,484.48
Check	11/17/2025	14015	Aero Energy	Cust 59990	-541.93	59,942.51
Check	11/17/2025	14016	Shealers Septic Service	38242	-100.00	59,842.51
Check	11/17/2025	14017	Gaskin, Daniel E.	2025 Nov 6 Reimbursement Reques	-206.95	59,635.61
Check	11/17/2025	14018	Comcast-Phone	901156234	-208.04	59,427.51
Check	11/17/2025	14021	MD Transportation Authority	81531145985611	-6.00	59,421.51
Check	11/17/2025	14022	Total Tech Solutions LLC	Invoice 12532	-550.00	58,871.51
Check	11/17/2025	14023	PMCA	2853646	-800.00	58,071.51
Deposit	11/17/2025			Deposit	786.48	58,858.00
Paycheck	11/20/2025	14009	Barlow, Walter M		-847.00	58,011.00
Paycheck	11/20/2025	ACH	Boehs, Donald G		-100.65	57,910.35
Paycheck	11/20/2025	ACH	De Witt, Terry A.		-2,064.12	55,846.23
Paycheck	11/20/2025	ACH	Gaskin, Daniel E.		-221.02	55,625.21
Paycheck	11/20/2025	ACH	Hassinger, Kenneth R.		-133.88	55,491.33
Paycheck	11/20/2025	ACH	Ilko {Tax Collector}, Jessica L.		-43.17	55,448.26
Paycheck	11/20/2025	ACH	Ilko, Jessica		-842.71	54,605.45
Paycheck	11/20/2025	14010	Keilholtz, Jr., Robert E.		-613.06	53,992.41
Paycheck	11/20/2025	ACH	Morris, Ryan J		-286.09	53,706.32
Paycheck	11/20/2025	14011	Pecher, Bruce E.		-688.77	53,017.55
Paycheck	11/20/2025	ACH	Peck, Wendy J.		-1,506.36	51,511.21
Deposit	11/20/2025			Deposit	29,455.77	80,966.98
Deposit	11/20/2025			Deposit	2,364.29	83,331.27
Deposit	11/24/2025			Deposit	2,205.00	85,536.27
Deposit	11/25/2025			Deposit	75,000.00	160,536.27
Deposit	11/26/2025			Deposit	1,698.10	162,234.37
Deposit	11/26/2025			Deposit	688.01	162,922.38
Liability	11/28/2025	ACH	PA Dept. of Revenue	1641 9699	-287.80	162,634.58
Liability	11/28/2025	ACH	US Treasury Dept/IRS	23-2110946	-2,157.90	160,476.68
Deposit	11/30/2025			Interest	4.74	160,481.42
Total 01.100 - GEN OPER & PAYROLL - ACNB (Checking Account)					83,279.37	160,481.42

Type	Date	Num	Name	Memo	Pd Amt	Balance
100.00 - PLIGT State						178,853.61
Check	11/03/2025	836	Russell Standard Corp	Orchard Road	-159,750.00	19,103.61
Check	11/03/2025	837	Morton Salt Inc	Customer #3684741	-2,122.95	16,980.61
Check	11/03/2025	838	PA Municipal Inc.	Customer 17030	-434.22	16,546.41
Check	11/17/2025	839	Specialty Granules, Inc.	90160841/90160841	-250.82	16,295.61
Deposit	11/30/2025			Interest	533.15	16,828.76
Total 100.00 - PLIGT State					-162,024.84	16,828.76

Old Business: None.

Public Comments on New Business Items: None.

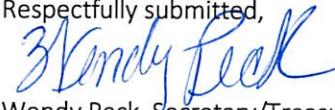
New Business:

- *Mr. Barlow made a motion to adopt 2026 Budget as advertised with the General Fund at \$677,174 and the Liquid Fuels State Fund at \$431,000. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- Mr. Hill gave an overview of the proposed changes the Township offering health insurance benefits. The current policy offered only the option of dental insurance and did not accurately list eligibility. *Mr. Barlow made a motion to adopt and update to the Personnel Manual to include offering PSATS health and life insurance benefits to non-working supervisors, and employees working a minimum of 14 hours per week with the change effective immediately. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to select the PSATS Health Insurance Benefits for 2026 to include*

- The Board considered distribution of the 2025 budgeted donations and recent donation requests. It was noted that the Adams County Office of Aging had received a donation of \$1885 in March through the auction sale of the township police vehicle. After much discussion, the Board made several motions.
- *Mr. Keilholtz made a motion that the Adams County Library receive the \$500 annual donation. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to decline distributing additional funds to the Adams County Office of the Aging at this time. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Keilholtz made a motion to distribute the budgeted donation of \$300 to the Adams County SPCA. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to Advertise the 2026 Meeting Schedule. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to adopt Resolution 2025-06 Intermunicipal Road Work Agreement with Highland Township. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to adopt Resolution 2025-06 Intermunicipal Police Services Agreement with Highland Township. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion to adopt Resolution 2025-06 Intermunicipal Police Services Agreement with Freedom Township. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

With no further business, *at 7:04 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 Monday, January 5, 2026, immediately following the 6 PM Annual Reorganization Meeting, located at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer