

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
May 6, 2026, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, May 6, 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.

Fire Department Box 2-4 Discussion: Brian Wheeler, Executive Director, AREMS presented information to the Board of Supervisors to make a case to change the number of ambulances sent for Box 2-4. Also present were Fountaindale Volunteer Fire Dept Fire Chief Dave Martin and Emmitsburg Vigilant Hose Company Fire Department Fire Chief Josh Brotherton. They were requesting that Box 2-4 be changed from sending two ambulances to sending one ambulance from the closest location for class two and class three calls. The Supervisors discussed the details with the emergency services representatives. In the end, the Supervisors responded by asking that a formal request for the Box 2-4 update be presented for their consideration at the June 3 meeting.

Public Comments: None.

Supervisor Comments:

- Mr. Hill reported that he spent 23 hours on Township activities in the month of April.
- Mr. Keilholtz commented that the roads were looking good and thanked the Road Department. He also stated that the new road department member Dan Keller was working out really well.
- Mr. Barlow remarked that the Liberty Township Road Department worked on a joint project with Carroll Valley Borough to pool resources of equipment and manpower to correct a problem on the road at the municipal line. He thanked Carroll Valley Borough for working with Liberty Township to resolve the issue and went on to stress the importance of intermunicipal cooperation.

Minutes:

- *Mr. Keilholtz made a motion to accept the April 1, 2026, Regular Meeting minutes as presented. Mr. Hill seconded the motion. All voted yes, and the motion passed unanimously.*

Expenses/Payroll:

- *Mr. Keilholtz made a motion for retroactive approval of the 04/02/2026-05/06/2026 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow moved for retroactive approval of the 03/22/2026-04/03/2026 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 04/05/2026-04/18/2026 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 04/19/2026-05/02/2026 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Chief Terry DeWitt presented a report for the month of April. The report for all three Townships included: Calls For Service 66; Traffic Stops 17; Citations 8; Faulty Equip/Warn 9; Community Events 0; Patrol Hours: 210.25; On Call Hours: 16; Traffic Details: 0; Total Miles: 1,421; FT Hours: 176; PT Patrol: 34.25; PT Admin: 41; Total Hours: 251.25. All (MVR/BWC) Camera Footage over sixty (60) days will be purged. Mr. Hill thanked Chief DeWitt for his efforts with the police department acknowledging that some of the new realignment has put an extra level of burden on him. Chief DeWitt asked the Board to consider a training request. *Mr. Hill made a motion to approve Chief DeWitt's request to attend Leveraging Open-Source Intelligence (OSINT) training on May 18 and 19 in Philadelphia. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

Zoning Officer's Report – Mr. Barlow reported that one well permit, one driveway permit, and one land use permit, were issued in April for a total of \$315. He commented that updates on open Zoning enforcement have been put on hold while a realignment of the zoning department and enforcement is taking place. Mr. Barlow reported that the township met with MDIA and KPI in April to discuss transitioning all zoning and planning work to the respective outside agencies instead of funneling it through the Township Secretary's office. *Mr. Barlow made a motion to outsource all contacts regarding zoning and land use and the respective applications directly to the township Zoning Officer MDIA. Mr. Hill seconded the motion. All voted yes, and the*

motion carried. Mr. Barlow made a motion to outsource all contacts regarding the Planning process and the respective applications directly to the Township Engineer KPI. Mr. Hill seconded the motion. All voted yes, and the motion carried.
 At 6:15 PM Chief DeWitt left the meeting.

Roadmaster Report— Mr. Barlow reported on the Road Department for the month of April. He reported that the Road Department used 86.8 gallons of gasoline, 71.1 gallons of off-road diesel and drove 1,121.2 miles. He also reported that he met with New Enterprise to discuss the upcoming road work on Bullfrog Road and determined that a change order will need to be made to the original scope of work of the contract for an additional 172 square yards. A mini excavator has been scheduled for the work on Girl Scout Road. Work completed during the month included line painting, shoulder work, cold patching, and attending the PSATS conference. He spoke about the LSA grant to purchase equipment for the Road Department. Mr. Barlow also reported that road signs needed replaced on eleven township roads and presented a price quote from D.E. Gemmill for a cost of \$1,018 to replace two signs on each road. *Mr. Keilholtz made a motion to order the signs from D.E. Gemmill for a cost of \$1,018. Mr. Hill seconded the motion. All voted yes, and the motion carried. Mr. Barlow made a motion to accept the 2026 Bullfrog Rd Work Contract Change Order No. 1 with New Enterprise for \$7,912. Mr. Hill seconded the motion. All voted yes, and the motion passed unanimously.*

Planning Commission Report: The Planning Commission met on April 21 to review and make recommendations for approval of several plans. Mr. Hill reported that he attended the Planning Commission meeting and just wanted to remind the Board that Liberty Township still needs to consider ordinance updates for Air BnB/short term rentals. The Liberty Township Planning Commission recommended Conditional Approval of the BLUE RIDGE SPORTSMEN 3030 WAYNESBORO PIKE 25A17-0072---000 LIBERTY/HAMILTONBAN Plan dated 11/19/2025; Revised 01/21/26. Chairman Barlow stated that he is still waiting for information from Hamiltonban Township before moving forward with a ruling on the plan. It was noted that an extension for time to review the plan was granted last month. No action was taken on the RAM REAL ESTATE 173 S APACHE TRL 25000-0030---000 Land Development Plan dated 03/23/26 that the Planning Commission Tabled at their meeting awaiting plan updates and an additional review. *Mr. Barlow made a motion to accept the 25B18-0024---000 OPERATION SECOND CHANCE 17870 HARBAUGH VALLEY RD Land Dev Plan dated 05/01/2026 for review. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.* Following the recommendation of the Township Engineer, *Mr. Keilholtz made a motion to grant the Request for Construction Bond Release - GOLDEN WOOD - 2575 TRACT RD BARD 25D18-0004---000. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Secretary/Treasurer: The fund balances as of April 30, 2026 were ACNB Gen Oper: \$ 317,867.24; PLGIT Gen Res: \$ 603,503.89; PLGIT Liq Fuels: \$ 81,982.14; PLGIT Cap Res: \$ 153,536.89; ACNB Escrow: \$ 11,238.08. The LSA Grant is ready for invoices to be submitted for reimbursement once the Board decides on a purchase. We have been contacted by the US Treasury regarding a final report for the State and Local Fiscal Recovery Funds which appears to be regarding American Rescue Funds Act that the township finalized in 2024. I have contacted them to see if additional reports are now required or if the emails are being sent out by mistake. The Fed Tax Payment for Apr 1-15, 2026 is recorded in the incorrect quarter. I have contacted the IRS by phone and by mail to correct the issue, and I am waiting on a reply. The State Tax Payment for Dec 16-31, 2025 is recorded incorrectly and is not reconciling therefore I cannot file the annual Return for 2025. I have contacted PA Dept of Revenue on five occasions since December 2025 and have not yet received a resolution. I plan to attend the Annual ACATO Secretary Roundtable Lunch on August 26. There are currently no upcoming financial capital needs for this department. The township Secretary's Office will be closed for holidays on May 19th and May 25th. *Mr. Barlow made a motion to contract with Temporary Employment Agency Adecco for Secretary Office Filing at a rate not to exceed \$30 per hour. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

GENERAL LEDGER

Type	Date	Nur	Name	Memo	Paid Amt	Balance
01.100			GEN OPER & PAYROLL - ACNB (Checking Account)			149,517.41
Check	04/02/2026	ACH	BMO Harris Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-611.65	148,905.76
Check	04/06/2026	14167	Harper, Russell	03/05/26 & 03/20/26 Mileage	-82.65	148,823.11
Check	04/06/2026	14168	Comcast Cable	8993110110006912	-266.39	148,556.72
Check	04/06/2026	14169	Verizon Wireless	Acct 621280772-00001	-238.71	148,318.01
Check	04/06/2026	14170	E Plus Copy Center	2099	-677.00	147,641.01
Check	04/06/2026	14171	Galls	Account 1002673858	-251.16	147,389.85
Check	04/06/2026	14172	Adams County Tax Services	03-14-2024 Updated Excel File of Real Est	-10.29	147,379.56
Check	04/06/2026	14173	Wetzels Cleaning Service	058276	-95.00	147,284.56
Check	04/06/2026	14174	KPI Technology	10893 SEO Services & 10901 Wilders	-1,341.57	145,942.99

Liability	04/06/2026	14175	Security Benefit Retirement Se	610257	-635.24	145,307.75
Check	04/06/2026	14176	Coyne, Tara	Reimbursement for Exam	-200.00	145,107.75
Check	04/06/2026	14177	John M. Lisko	Solicitor Fees	-4,560.00	140,547.75
Check	04/06/2026	14178	LEAF	100-4990181-002	-98.00	140,449.75
Check	04/06/2026	14179	Total Tech Solutions LLC	Invoice 13171	-550.00	139,899.75
Check	04/06/2026	14180	Gettysburg Times	Cust 159232/Advertiser No 4789	-725.44	139,174.31
Check	04/06/2026	14181	West Penn Power	14105001009711	-298.54	138,875.77
Check	04/06/2026	14182	Deborah Sabra & William Scott, III		-394.67	138,481.10
Deposit	04/07/2026			Deposit	329.21	138,810.31
Paycher	04/09/2026	14183	Barlow {BOS}, Walter		-87.78	138,722.53
Paycher	04/09/2026	ACH	Bowman {Planning Com}, Beatrice		-43.85	138,678.68
Paycher	04/09/2026	ACH	Hill {BOS}, Christopher G		-230.05	138,448.63
Paycher	04/09/2026	ACH	Keilholtz, Jr. {BOS}, Robert		-230.05	138,218.58
Paycher	04/09/2026	14184	Barlow, Walter M		-1,093.55	137,125.03
Paycher	04/09/2026	ACH	Coyne, Tara		-301.26	136,823.77
Paycher	04/09/2026	ACH	De Witt, Terry A.		-1,919.73	134,904.04
Paycher	04/09/2026	ACH	Gaskin, Daniel E.		-478.63	134,425.41
Paycher	04/09/2026	ACH	ilko {Tax Collector}, Jessica L.		-321.80	134,103.61
Paycher	04/09/2026	ACH	Ilko, Jessica		-838.37	133,265.24
Paycher	04/09/2026	ACH	Keller, Daniel A.		-1,382.80	131,882.44
Paycher	04/09/2026	ACH	Peck, Wendy J.		-1,395.14	130,487.30
Deposit	04/09/2026			Deposit	7,948.00	138,435.30
Deposit	04/09/2026			Deposit	18,204.21	156,639.51
Check	04/10/2026	ACH	ACNB	Payroll - Direct Deposit Service Charge	-29.30	156,610.21
Deposit	04/10/2026			Deposit	5.50	156,615.71
Check	04/12/2026	ACH	Intuit QuickBooks	Monthly fee for payroll service	-34.50	156,581.21
Deposit	04/14/2026			Deposit	1,482.47	158,063.68
Deposit	04/17/2026			Deposit	23,690.19	181,753.87
Check	04/20/2026	14185	Wetzels Cleaning Service	058279	-95.00	181,658.87
Check	04/20/2026	14186	Alexander Plumbing	Invoice #8088	-72.42	181,586.45
Check	04/20/2026	14187	SEK&Co.	Invoice 289830	-1,070.00	180,516.45
Check	04/20/2026	14188	Keilholtz, Jr. {BOS}, Robert	Reimburse for Filing Fees	-20.25	180,496.20
Check	04/20/2026	14189	Aero Energy	Cust 59990	-866.35	179,629.85
Check	04/20/2026	14190	DPM	29056	-1,131.70	178,498.15
Check	04/20/2026	14191	East Trail Automotive	04/06/26 2025 Ford	-206.15	178,292.00
Check	04/20/2026	14192	Comcast-Phone	901156234	-213.96	178,078.04
Check	04/20/2026	14193	Shealers Septic Service	38746	-100.00	177,978.04
Check	04/20/2026	14194	Napa Auto Parts	Acct 3135	-145.39	177,832.65
Deposit	04/20/2026			Deposit	15,783.61	193,616.26
Paycher	04/23/2026	14195	Barlow, Walter M		-1,468.97	192,147.29
Paycher	04/23/2026	ACH	De Witt, Terry A.		-1,919.88	190,227.41
Paycher	04/23/2026	ACH	Gaskin, Daniel E.		-25.34	190,202.07
Paycher	04/23/2026	ACH	Ilko {Tax Collector}, Jessica L.		-1,073.25	189,128.82
Paycher	04/23/2026	ACH	Ilko, Jessica		-454.22	188,674.60
Paycher	04/23/2026	ACH	Keller, Daniel A.		-1,442.06	187,232.54
Paycher	04/23/2026	ACH	Peck, Wendy J.		-1,395.16	185,837.38
Deposit	04/27/2026			Deposit	138,365.35	324,202.73
Deposit	04/28/2026			Deposit	873.50	325,076.23
Liability	04/28/2026	ACH	PA Dept. of Revenue	1641 9699	-319.85	324,756.38
Liability	04/28/2026	ACH	US Treasury Dept/IRS	23-2110946	-2,260.98	322,495.40
Liability	04/28/2026	ACH	York/Adams County EIT	000095043	-927.64	321,567.76
Liability	04/28/2026	ACH	PSATS UC Group Trust	0104573	-1,107.17	320,460.59
Liability	04/29/2026	ACH	PA Dept. of Revenue	1641 9699	-303.18	320,157.41
Liability	04/29/2026	ACH	US Treasury Dept/IRS	23-2110946	-2,247.00	317,910.41
Liability	04/30/2026	ACH	PA UC Fund	01-04573M3	-43.17	317,867.24
01.100 · GEN OPER & PAYROLL - ACNB (Checking Total Account)					168,349.83	317,867.24

100.00 · PLIGT State					86,799.66	
Check	04/06/2026	847	KRM WELDING & REPAIR	608 & 609	-543.75	86,255.91
Check	04/20/2026	848	SEI - Stephensen Equipment	Account 112665	-1,023.00	85,232.91
Check	04/20/2026	849	Specialty Granules, Inc.	90181320	-224.48	85,008.43
Check	04/20/2026	850	NAPA	ACCT#3135	-251.79	84,756.64
Check	04/20/2026	851	Aero Energy	59990	-1,921.80	82,834.84
Check	04/20/2026	852	New Enterprise Stone & Lime	Acct 93038	-489.90	82,344.94
Check	04/20/2026	853	HOBBS TRUCKING, INC.	Inv 13961 Hauling	-362.80	81,982.14
Total 100.00 · PLIGT State					-4,817.52	81,982.14

10.100 · Liberty Township Escrow					11,238.08	
Check	04/06/2026	239	KPI	10901 02/16/26-03/15/26	-1,791.00	9,447.08
Deposit	04/09/2026			Deposit	800.00	10,247.08
Deposit	04/14/2026			Deposit	3,787.20	14,034.28
Total 10.100 · Liberty Township Escrow					2,796.20	14,034.28

95.100 · PLGIT Gen Reserve Fund					601,588.45	
Deposit	03/31/2026			Interest	1915.44	603,503.89
Total 95.100 · PLGIT Gen Reserve Fund					603,503.89	

30.101 · PLIGIT Capital Reserve Fund					153,049.58	
Deposit	03/31/2026			Interest	487.31	153,536.89
Total 30.101 · PLIGIT Capital Reserve Fund					487.31	153,536.89

Old Business:

- The Board and solicitor discussed a time frame and workload concerning the proposed zoning amendment regarding Conservation by Design. After some discussion, *Mr. Hill made a motion to have the Solicitor contact Dominic Picarelli at KPI to take over the draft work for the amendment regarding Conservation by Design. Mr. Barlow seconded the motion. All voted yes, and the motion carried.*
- It was determined that the Board did not have an opportunity to review the Act 22 Law Enforcement Audio and Video Recording Request Policy and *Mr. Barlow made a motion to table the item. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Public Comments on New Business Item: Lee Royer, Royer and Associates commented on his request that was listed under new business. He discussed how the KIPE 25B18-0029--000 25B18-0040--000 Subdivision Plan Approved 01/06/25 has caused a Clean and Green Rollback tax for his client. There was significant back and forth discussion regarding the topic. It was stated that the Clean and Green program is an Adams County Program and Liberty Township has no jurisdiction over the program. The township offered a remedy of reversing the subdivision, but it was revealed that part of the property had already been sold. No other feasible resolution was given at the time of the meeting. It was proposed that Lee Royer return to the Board in June with a letter from the property owner with a specific request for the Board to consider. No action was taken by the board on this item.

New Business

- Mr. Barlow presented several quotes for the approved equipment to be purchased using LSA Share Grant funds. After reviewing the options, *Mr. Barlow made a motion to purchase the Massey Ferguson Tractor and Tiger Boom Mower with the plumbing from SEI for 211,541.09. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz made a motion to purchase the 420XE CAT backhoe from Cleveland Brothers with the additional attachments provided the total cost stays within the grant amount. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- The Board considered a request for additional funding from Adams County Library. It was noted that the Adams County Library was budgeted to receive an annual donation of \$500 in the fall. *Mr. Barlow made a motion to decline to donate additional funds to the Adams County Library at this time. Mr. Keilholtz seconded the motion. All voted yes, and the motion carried.*
- *Mr. Barlow made a motion have the Solicitor prepare a draft ordinance to regulate data centers. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

At 7:24 PM The Supervisors and the Solicitor left the meeting and went into an Executive Session.

At 7:36 PM The live broadcast was terminated.

At 7:48 PM Chairman Barlow called the meeting back to order and announced that the Board met in Executive Session to discuss legal issues.

With no further business, *at 7:48 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, June 3, 2026 at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer