

Liberty Township Board of Supervisors, Adams County, PA

39 Topper Road, Fairfield, PA 17320

July 1, 2026, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, July 1, 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, Police Chief Terry DeWitt, and Secretary/Treasurer Wendy Peck.

Not Present: Supervisor Robert E. Keilholtz.

Public Comments: None.

Supervisor Comments:

- Mr. Hill reported continued focus on GRC compliance and operational necessities of the Township. He later thanked the Road Department, Chairman Barlow, and Mr. Keller for their assistance moving and setting up furniture for the Police Department. Later in the meeting he noted that he had obtained reference materials from Adams County and the Susquehanna River Basin Commission regarding data centers (water, electricity, and community impacts) and made copies available for public review.
- Mr. Barlow announced executive sessions held with the Police Department on June 23, 2026 from 10:00 to 11:15 a.m., and with MDIA and KPI on June 24, 2026 from approximately 10:30 to 10:45 a.m. *Minutes: Mr. Hill made a motion to accept the June 3, 2026, Regular Meeting minutes as presented. Mr. Barlow seconded the motion. All voted yes, and the motion carried.*

Expenses/Payroll: *Mr. Hill made a motion for approval of the 06/04/2026–07/01/2026 expenses. Mr. Barlow seconded the motion. All voted yes, and the motion carried. Mr. Hill made a motion for approval of the 05/31/2026–06/13/2026 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion carried. Mr. Barlow made a motion for approval of the 06/14/2026–06/24/2026 payroll. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Police Department Report – The Chief presented a report for the month of June. The report for all three Townships included: Calls For Service 74; Traffic Stops 34; Citations 17; Faulty Equip/Warn 25; Community Events 1 (escort for the Riders of the Round Table “Halfway to Christmas” Toys for Tots motorcycle run; the group previously donated AED pads for all three units and offered additional support this year); Patrol Hours 284.75 (including 10 hours DUI-roving overtime); On-Call Hours 56 (two call-outs totaling 4 paid hours); Traffic Details 5; Total Miles 1,531; Chief Hours 192.5; Part-time Hours 92.25. Liberty Township: 15 CFS, 15 stops, 3 citations, 14 warnings. Highland Township (30 hours): 18 CFS, 2 stops, 1 citation, 1 faulty equipment. Freedom Township (30 hours): 8 CFS, 17 stops, 12 citations. Vehicles were washed 13 times and two interiors were detailed by the Chief. The Chief attended an FBI roundtable in York on regional crime trends. The PCCD grant application is nearly complete and will be reviewed by a Supervisor before submission. Officer Coyne is progressing in the FTO program and was cleared for single-vehicle patrol under one-month shadowing. DUI roving was conducted in Liberty Township, and used furniture was acquired for the Police Department.

Zoning/Sewage Enforcement Report – Mr. Barlow reported that two land use permits, one renewal, and one driveway permit were issued for a combined total of \$315 in permit fees for the month of June.

Roadmaster Report – Mr. Barlow reported on the Road Department for the month of June. The Road Department drove 1,032 miles and used 57 gallons of gasoline and approximately 30.7 gallons of on-road diesel and 84.9 gallons of off-road diesel. Work was completed on Girl Scout Road with the FB overlay and shoulder work. Ditching was completed on Stoops Road and Boyle Road. Ditching was performed on Steelman Marker Road before the rented mini excavator was returned. Forty-one tons of stone was used for shoulder repair after a June 18 accident. Bullfrog Road is ready for line painting and contracts have been signed. The Department attended an 811 training/conference on June 18. The roadways have been mowed for the fourth time. The LSA grant is essentially complete; the backhoe has been ordered and is expected the following week, the mower is expected in October/November and the remaining grant balance of \$259 will to be returned to the State.

Planning Commission Report: The Planning Commission met on June 16, 2026.

- **RAM REAL ESTATE 173 S APACHE TRL 25000-0030---000 Land Development Plan dated 03/23/26; updated 04/21/26** – Planning Commission recommended acceptance of the waiver for driveway requirements and allow a gravel driveway and conditional approval of the plan subject to acceptance of a Financial Security Agreement. *Mr. Barlow made a motion to*

grant the waiver for the driveway requirements and allow a gravel driveway for RAM REAL ESTATE 173 S APACHE TRL 25000-0030---000 Land Development Plan dated 03/23/26; updated 04/21/26 because it does not intersect a Township road. Mr. Hill seconded the motion. All voted yes, and the motion carried. Mr. Barlow made a motion for conditional approval of the RAM REAL ESTATE 173 S APACHE TRL 25000-0030---000 Land Development Plan dated 03/23/26; updated 04/21/26 subject to execution of the Financial Security Agreement. Mr. Hill seconded the motion. All voted yes, and the motion carried.

- OPERATION SECOND CHANCE 17870 HARBAUGH VALLEY RD 25B18-0024---000 Land Development Plan dated 05/01/2026 – awaiting Applicant response to review comments. No action was taken.
- Final Subdivision Plan 25D15-0035---000 2785 Bullfrog Road ANDREW MITCHELL – The plan pre-dates a relevant ordinance adoption and requires extension/coordination with the County. The matter was tabled pending ordinance adoption and plan re-dating/resubmission. No action was taken.

Secretary/Treasurer Report – Fund Balances As of June 30, 2026: ACNB Gen Oper \$ 474,508.05; PLGIT Gen Res \$ 607,270.12; PLGIT State Fund/Liq Fuels \$ 68,575.54; PLGIT Cap Res \$ 154,495.05; ACNB Escrow \$ 3,132.33. The payment requisition and invoices were submitted, and we have received the reimbursement for the LSA Grant. The 2021-2025 Onsite Pension Audit was completed. Off-site auditing by email continues. I have not received the final Liquid Fuels Audit report. It is time to start planning for the 2027 Budget. Adams County is dropping our Website Hosting, and I am currently gathering bids for you to look at in August. The file clerk is competent and is and is making progress identifying, reorganizing, and filing property files.

Type ▾	Date ▾	Nun ▾	Name ▾	Memo ▾	Paid ▾	Balance ▾
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						413,038.99
Check	06/01/2026	14223	Aero Energy	Cust 59990	-845.15	412,193.84
Check	06/01/2026	14224	Verizon Wireless	Acct 621280772-00001	-178.26	412,015.58
Check	06/01/2026	14225	Comcast Cable	8993110110006912	-266.32	411,749.26
Check	06/01/2026	14226	Aero Energy	Cust 59990	-20.00	411,729.26
Check	06/01/2026	14227	DataWorks Plus LLC	Invoice 26-130	-360.50	411,368.76
Liability Cl	06/01/2026	14228	Security Benefit Retirement Se	610257	-317.62	411,051.14
Check	06/01/2026	14229	Wetzels Cleaning Service	058284	-95.00	410,956.14
Check	06/01/2026	14230	PSATS	191346-S8T7 & 191347-W0B3	-120.00	410,836.14
Check	06/01/2026	14231	ADECCO EMPLOYMENT SERVIC	Customer # 3346544	-166.44	410,669.70
Deposit	06/01/2026			Deposit	496.25	411,165.95
Paycheck	06/04/2026	14232	Barlow {BOS}, Walter		-87.78	411,078.17
Paycheck	06/04/2026	ACH	Hill {BOS}, Christopher G		-230.06	410,848.11
Paycheck	06/04/2026	14233	Keilholtz, Jr. {BOS}, Robert		-230.06	410,618.05
Paycheck	06/04/2026	14234	Barlow, Walter M		-1,376.54	409,241.51
Paycheck	06/04/2026	ACH	Coyne, Tara		-295.68	408,945.83
Paycheck	06/04/2026	ACH	De Witt, Terry A.		-2,252.14	406,693.69
Paycheck	06/04/2026	ACH	Gaskin, Daniel E.		-187.48	406,506.21
Paycheck	06/04/2026	ACH	Ilko {Tax Collector}, Jessica L.		-47.04	406,459.17
Paycheck	06/04/2026	ACH	Ilko, Jessica		-33.22	406,425.95
Paycheck	06/04/2026	ACH	Keller, Daniel A.		-1,525.76	404,900.19
Paycheck	06/04/2026	ACH	Peck, Wendy J.		-1,395.14	403,505.05
Check	06/04/2026	ACH	BMO Harris Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-2,148.06	401,356.99
Deposit	06/08/2026			Deposit	108.49	401,465.48
Deposit	06/10/2026			Deposit	204.00	401,669.48
Check	06/10/2026	ACH	ACNB	Payroll - Direct Deposit Service Charge	-29.18	401,640.30
Deposit	06/12/2026			Deposit	3,897.46	405,537.76
Check	06/12/2026	ACH	Intuit QuickBooks	Monthly fee for payroll service	-37.00	405,500.76
Check	06/15/2026	14235	PA Townships Health Insurance	INV-194506-W8D3	-50,688.96	354,811.80
Check	06/15/2026	14236	John M. Lisko	Solicitor Fees	-3,632.00	351,179.80
Check	06/15/2026	14237	KPI Technology	10980 04/20/26 - 05/17/26	-477.20	350,702.60
Check	06/15/2026	14238	Total Tech Solutions LLC	Invoice 13365	-550.00	350,152.60
Check	06/15/2026	14239	LEAF	100-4990181-002	-98.00	350,054.60
Check	06/15/2026	14240	West Penn Power	14105001009711	-208.44	349,846.16
Check	06/15/2026	14241	Keeseman - Seamstress	Invoice 1250	-142.00	349,704.16
Check	06/15/2026	14242	ADECCO EMPLOYMENT SERVIC	Customer # 3346544	-348.75	349,355.41

Check	06/15/2026	14243	Wetzels Cleaning Service	058287	-95.00	349,260.41
Check	06/15/2026	14244	Coro Medical LLC	US02ARCUI0011631	-7,350.00	341,910.41
Check	06/15/2026	14245	McDonald Uniform Co., Inc	Invoice 263356	-143.98	341,766.43
Check	06/15/2026	14246	Shealers Septic Service	39000	-100.00	341,666.43
Check	06/15/2026	14247	New Enterprise Stone & Lime C	Invoice 2990553	-208,892.00	132,774.43
Check	06/15/2026	14248	Comcast-Phone	901156234	-213.96	132,560.47
Paycheck	06/18/2026	14250	Barlow, Walter M		-1,262.02	131,298.45
Paycheck	06/18/2026	ACH	Coyne, Tara		-531.72	130,766.73
Paycheck	06/18/2026	ACH	De Witt, Terry A.		-1,876.40	128,890.33
Paycheck	06/18/2026	ACH	Gaskin, Daniel E.		-66.62	128,823.71
Paycheck	06/18/2026	ACH	Ilko {Tax Collector}, Jessica L.		-71.89	128,751.82
Paycheck	06/18/2026	ACH	Ilko, Jessica		-47.49	128,704.33
Paycheck	06/18/2026	ACH	Keller, Daniel A.		-723.20	127,981.13
Paycheck	06/18/2026	ACH	Peck, Wendy J.		-1,368.60	126,612.53
Deposit	06/22/2026		Deposit		24,397.33	151,009.86
Deposit	06/22/2026		Deposit		1,783.66	152,793.52
Deposit	06/24/2026		Deposit		4,930.69	157,724.21
Deposit	06/24/2026		Deposit		8,835.69	166,559.90
Deposit	06/25/2026		Deposit		396,791.00	563,350.90
Check	06/25/2026	ACH	Commonwealth of Pennsylvania	LSA GRANT Transfer Fee	-15.00	563,335.90
Deposit	06/26/2026		Deposit		2,972.53	566,308.43
Check	06/29/2026	14251	Doceo	LT03 Contract C15840-01	-210.68	566,097.75
Check	06/29/2026	14252	Hamiltonban Township	Oct 25 - May 26	-69.02	566,028.73
Check	06/29/2026	14253	Russell Standard Corp	Invoice 1018021	-88,512.50	477,516.23
Check	06/29/2026	14254	East Trail Automotive	06/10/26 2018 Ford	-171.55	477,344.68
Check	06/29/2026	14255	ADECCO EMPLOYMENT SERVICE	Customer # 3346544	-386.14	476,958.54
Check	06/29/2026	14256	R J Hall	Invoice 1996	-1,250.00	475,708.54
Check	06/29/2026	14257	D. E. Gemmill Inc	INV I26-2196	-182.00	475,526.54
Check	06/29/2026	14258	Verizon Wireless	Acct 621280772-00001	-39.55	475,486.99
Check	06/29/2026	14259	Comcast Cable	8993110110006912	-266.32	475,220.67
Check	06/29/2026	14260	Wetzels Cleaning Service	058288	-95.00	475,125.67
Liability Cl	06/29/2026	14261	Security Benefit Retirement Se	610257	-317.62	474,808.05
Check	06/29/2026	14262	Cumberland Township	Used Furniture - Cubicle Desks etc	-300.00	474,508.05
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					61,469.06	474,508.05

100.00 · PLIGT State						81,412.71
Check	06/01/2026	857	Specialty Granules, Inc.	Customer 81336000	-963.96	80,448.75
Check	06/01/2026	858	Alpha Space Control	Invoice ASC532	-2,585.20	77,863.55
Check	06/01/2026	859	HOBBS TRUCKING, INC.	Hauling	-2,809.84	75,053.71
Check	06/15/2026	860	Specialty Granules, Inc.	Customer 81336000	-586.05	74,467.66
Check	06/15/2026	861	J&J Motoring Inc	Inv 10705 Hauling	-363.44	74,104.22
Check	06/15/2026	862	Harringtons Equipment Co	Invoice 216808	-300.17	73,804.05
Check	06/15/2026	863	RentEquip of Shippensburg	162160	-2,643.20	71,160.85
Check	06/15/2026	864	Aero Energy	59990	-637.20	70,523.65
Check	06/15/2026	865	Tractor Supply Co	6035301205291766	-174.97	70,348.68
Check	06/29/2026	866	RentEquip of Shippensburg	162160A	-847.14	69,501.54
Check	06/29/2026	867	DE GEMMILL INC	I26-1296	-926.00	68,575.54
Total 100.00 · PLIGT State					-12,837.17	68,575.54

10.100 · Liberty Township Escrow						3,773.43
Deposit	06/02/2026		Deposit		800.00	4,573.43
Check	06/15/2026	243	KPI	10980 04/20/26 - 05/17/26	-2,286.60	2,286.83
Deposit	06/24/2026		Deposit		845.50	3,132.33
Total 10.100 · Liberty Township Escrow					-641.10	3,132.33

95.100 · PLGIT Gen Reserve Fund						605,361.06
Deposit	05/31/2026		Interest		1,909.06	607,270.12
Total 95.100 · PLGIT Gen Reserve Fund					1,909.06	607,270.12

30.101 · PLIGIT Capital Reserve Fund						154,009.37
Deposit	05/31/2026		Interest		485.68	154,495.05
Total 30.101 · PLIGIT Capital Reserve Fund					485.68	154,495.05

Old Business:

- Consider ACOPD Comments on Proposed Zoning Amendment Regarding Conservation by Design: The Board reviewed Adams County Planning and Development comments. The Board agreed to incorporate the County's clarifying language, which does not change the intent of exempting lots of 10 acres or less from Conservation-by-Design requirements. Mr. Barlow clarified that this amendment is part one of a two part process of updating the zoning ordinance with regard to Conservation by Design. *Mr. Hill made a motion to accept ACOPD's recommended edits for the Proposed Zoning Amendment Regarding Conservation by Design and to authorize advertisement of the updated amendment ordinance. Mr. Barlow seconded the motion. All voted yes, and the motion carried.*
- Consider ACOPD Comments on Proposed Zoning Amendment Regarding Data Center: County comments were not yet available. No action was taken.
- Consider Donation to Fountain Dale Volunteer Fire Department: After review of prior Township donations and state pass-through funds, *Mr. Barlow made a motion to donate \$5,000 to Fountaindale Volunteer Fire Department toward a new tanker truck. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Public Comments on New Business Items: None.

New Business:

Consider Adopting Ordinance Eliminating Per Capita Tax as of 2027: *Mr. Barlow made a motion to adopt the ordinance. Mr. Hill seconded the motion.* Upon review it was discovered that the drafted ordinance and advertisement incorrectly stated an effective date of January 1, 2026 instead of January 1, 2027. *Mr. Barlow made a motion to rescind the prior action and to re-advertise the ordinance with the correct effective date. Mr. Hill seconded the motion. All voted yes, and the motion carried.* The corrected ordinance will return at a future meeting.

Consider Proposed Zoning Amendment Regarding Retreat Centers: Discussion concerned preparing a zoning amendment to address retreat centers, including language relevant to Operation Second Chance and similar uses. *Mr. Barlow made a motion to have the solicitor prepare the ordinance and to advertise it. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Consider Proposed Ordinance for Weight Restriction for Girl Scout Road: Mr. Barlow reported that a road study had been completed and reviewed with the PennDOT District representative, including traffic counts, application materials, and photographs. It was noted on the record that this is an ordinance amendment (not a zoning amendment) adding Girl Scout Road to the Township's existing weight-restriction list. *Mr. Barlow made a motion to move forward with adding Girl Scout Road to the dedicated weight-restriction list. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Consider Real Estate Matters: Authorization was requested to obtain appraisals of certain properties. *Mr. Barlow made a motion to proceed with the appraisals. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Consider Closing Out LSA Grant: *Mr. Barlow made a motion to proceed with close-out of the LSA grant, returning the remaining balance of approximately \$259 to the State. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Consider Accepting Resignation: Robert E. Keilholtz tendered formal resignation as Township Supervisor (and related Road Department role) by letter dated June 17, 2026, effective June 30, 2026. *Mr. Barlow made a motion to accept the resignation effective June 30, 2026. Mr. Hill seconded the motion. All voted yes, and the motion carried.* The Board noted that action to appoint a replacement Supervisor will be taken at a subsequent meeting.

Adjournment: There being no further business, *at 6:21 PM Mr. Barlow made a motion to adjourn. Mr. Hill seconded the motion. All voted yes, and the motion carried. The meeting was adjourned.* The next regular meeting of the Board of Supervisors is scheduled for Wednesday, August 5, 2026 at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer