

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
November 5, 2025, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, November 5, 2025, at 6PM at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320.

At 6:03 PM Chairman Walter Barlow called the meeting to order.

Chairman Barlow recognized Waynesboro Area School Student Natalie Small who was present to audit the meeting. During the meeting, Chairman Barlow appointed Natalie as Honorary Secretary for the duration of the meeting and she was presented with a certificate recognizing her civic engagement.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Christopher Hill, Solicitor John Lisko, Secretary/Treasurer Wendy Peck, and Chief of Police Terry DeWitt.

Presentation by Middle Department Inspection Agency: Michael Hartman gave a presentation and answered questions from the Board regarding Construction Code Enforcement services offered.

At 6:04 PM Supervisor Christopher Hill arrived.

At 6:13 PM Chief DeWitt arrived.

Public Comments: None.

Supervisor Comments:

- Mr. Keilholtz announced a job opening in the Road Department.
- Mr. Hill none.
- Mr. Barlow announced that the Supervisors held an Executive Session on October 15 to discuss personnel issues.

Minutes:

- *Mr. Keilholtz made a motion to accept the minutes of the October 1 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Hill made a motion to accept the minutes of the October 14 Budget Workshop. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to accept the minutes of the October 22 Budget Workshop. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

Type	Date	Num	Name	Memo	PD Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						113,112.39
Deposit	10/01/2025			Deposit	527.85	113,640.24
Check	10/02/2025	ACH	BMO Harris Bank-PLGIT Card	PLGIT CREDIT ACCOUNT	-278.66	113,361.58
Check	10/06/2025	13962	Hamiltonban Township	Invoice #806	-2,873.00	110,488.58
Check	10/06/2025	13963	Gettysburg Times	Cust 159232/Advertiser No 4789	-174.22	110,314.36
Check	10/06/2025	13964	Harold Eastman	CLIENT 68208	-2,263.00	108,051.36
Liability Check	10/06/2025	13965	Security Benefit Retirement Services	610257	-317.62	107,733.74
Check	10/06/2025	13966	Comcast Cable	8993110110006912	-262.50	107,471.24
Check	10/06/2025	13967	Adams County	2025-25 Tax Billing	-887.88	106,583.36
Check	10/06/2025	13968	John M. Lisko	Solicitor Fees	-2,340.00	104,243.36
Check	10/06/2025	13969	LEAF	100-4990181-002	-98.00	104,145.36
Check	10/06/2025	13970	KPI Technology	10647 08/18/25-09/21/25	-483.60	103,661.76

Check	10/06/2025	13971	Aero Energy	Cust 59990	-729.54	102,932.22
Check	10/06/2025	13972	Total Tech Solutions LLC	Invoice 12304	-550.00	102,382.22
Check	10/06/2025	13973	Hamiltonban Township	Invoice #807	-156.21	102,226.01
Check	10/06/2025	13974	PSAB	Order 95331 PO LIB20251001	-200.00	102,026.01
Check	10/06/2025	13975	West Penn Power	14105001009711	-1,000.00	101,026.01
Check	10/06/2025	13976	Fountaindale VFRA	2025 VFRA Allocation Disbursement	-6,010.61	95,015.40
Check	10/06/2025	13977	Fairfield Community Fire Co Relief Assn	2025 VFRA Allocation Disbursement	-6,010.60	89,004.80
Check	10/06/2025	13978	PMCA	2494522	-1,237.50	87,767.30
Deposit	10/07/2025			Deposit	741.48	88,508.78
Paycheck	10/09/2025	13979	Barlow, Walter M		-1,336.12	87,172.66
Paycheck	10/09/2025	ACH	Boehs, Donald G		-218.09	86,954.57
Paycheck	10/09/2025	ACH	De Witt, Terry A.		-2,001.05	84,953.52
Paycheck	10/09/2025	ACH	Ilko, Jessica		-853.23	84,100.29
Paycheck	10/09/2025	13980	Keilholtz, Jr., Robert E.		-1,228.41	82,871.88
Paycheck	10/09/2025	ACH	Morris, Ryan J		-111.58	82,760.30
Paycheck	10/09/2025	13981	Pecher, Bruce E.		-1,145.21	81,615.09
Paycheck	10/09/2025	ACH	Peck, Wendy J.		-1,506.31	80,108.78
Paycheck	10/09/2025	ACH	Ilko {Tax Collector}, Jessica L.		-44.13	80,064.65
Deposit	10/09/2025			Deposit	8,071.39	88,136.04
Deposit	10/09/2025			Deposit	140.38	88,276.42
Check	10/10/2025	ACH	ACNB	Payroll - Direct Deposit Service Charge	-28.94	88,247.48
Deposit	10/10/2025			Deposit	60.50	88,307.98
Check	10/20/2025	13982	H. A. Thomson Co	Treasurer Bond-Peck	-1,125.00	87,182.98
Check	10/20/2025	13983	Shealers Septic Service	38084	-100.00	87,082.98
Check	10/20/2025	13984	Wetzels Cleaning Service	058254	-95.00	86,987.98
Check	10/20/2025	13985	Comcast-Phone	901156234	-207.89	86,780.09
Check	10/20/2025	13986	DPM	26419	-5,712.46	81,067.63
Check	10/20/2025	13987	KPI Technology	10662	-3,345.14	77,722.49
Check	10/20/2025	13988	Gettysburg Times	Cust 159232/Advertiser No 4789	-48.86	77,673.63
Deposit	10/20/2025			Deposit	648.16	78,321.79
Deposit	10/20/2025			Deposit	10,502.84	88,824.63
Liability Check	10/21/2025	ACH	PA Dept. of Revenue	1641 9699	-332.99	88,491.64
Liability Check	10/22/2025	ACH	US Treasury Dept/IRS	23-2110946	-2,569.54	85,922.10
Paycheck	10/23/2025	13989	Barlow, Walter M		-899.58	85,022.52
Paycheck	10/23/2025	ACH	De Witt, Terry A.		-2,001.05	83,021.47
Paycheck	10/23/2025	ACH	Ilko {Tax Collector}, Jessica		-40.19	82,981.28
Paycheck	10/23/2025	ACH	Ilko, Jessica		-884.81	82,096.47
Paycheck	10/23/2025	13990	Keilholtz, Jr., Robert E.		-821.06	81,275.41
Paycheck	10/23/2025	ACH	Morris, Ryan J		-286.09	80,989.32
Paycheck	10/23/2025	13991	Pecher, Bruce E.		-1,036.91	79,952.41
Paycheck	10/23/2025	ACH	Peck, Wendy J.		-1,506.31	78,446.10
Paycheck	10/23/2025	ACH	Boehs, Donald G		-218.07	78,228.03
Deposit	10/23/2025			Deposit	413.41	78,641.44

Deposit	10/29/2025			Deposit	328.38	78,969.82
Deposit	10/30/2025			Deposit	792.19	79,762.01
Liability Check	10/31/2025	ACH	PA Dept. of Revenue	1641 9699	-301.57	79,460.44
Liability Check	10/31/2025	ACH	US Treasury Dept/IRS	23-2110946	-2,264.94	77,195.50
Deposit	10/31/2025			Interest	6.55	77,202.05
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					-35,910.34	77,202.05
Type	Date	Num	Name	Memo	PD Amount	Balance
100.00 · PLIGT State						189,188.87
Check	10/06/2025	830	Mar-Bar Tire	Invoice #170264	-1,468.00	187,720.87
Check	10/06/2025	831	SEI - Stephensen Equipment	Account 112665	-8,200.00	179,520.87
Check	10/06/2025	832	Harrington & Sons, Inc.	Customer 32	-49.95	179,470.92
Check	10/06/2025	833	East Trail Automotive	11/02/25-2012 GMC	-370.15	179,100.77
Check	10/20/2025	834	Aero Energy	59990	-603.06	178,497.71
Check	10/20/2025	835	Steve's Repair	Inv 26503 26551	-314.09	178,183.62
Deposit	10/31/2025			Interest	670.00	178,853.62
Total 100.00 · PLIGT State					-10,335.25	178,853.62

Mr. Keilholtz made a motion for acceptance of the October Treasurer's report. Mr. Hill seconded the motion. All voted yes, and the motion passed.

Expenses/Payroll: Mr. Keilholtz made a motion for retroactive approval of the 10/02/2025-11/05/2025 expenses. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 10/05/2025-10/18/2025 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 10/19/2025-11/01/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief Terry DeWitt gave a report for the month of October which included: All Townships Calls For Service 55; Traffic Stops 22; Citations 20; Faulty Equip / Warn 9; Community Events 5; Patrol Hours: 228; On Call Hours: 18; Traffic Details: 4; Total Miles: 2,006; FT Hours: 190; PT Patrol: 38; PT Admin: 88; Total Hours: 316. Testing a Cradle Point for mobile Internet from Verizon. Will be returning it by November 22nd and will then test Mr. Hill's hotspot for First Net. DUI Roving / Click it or Ticket and Aggressive Driving Details will continue with the new funding provided from the Center for Traffic Safety. Chief DeWitt is certified as a Safety Seat Technician, and we are a Safety Seat inspection station. All contracts have been agreed on and will be incorporated shortly. Chief will be conversing with Lt. of PSP Gettysburg regarding the steps need to be taken to. All (MVR/BWC) Camera Footage over sixty (60) days will be purged.

At 6:39 PM Chief DeWitt left the meeting.

Zoning Officer's Report – Mr. Barlow reported that six permits were issued for a total of \$532.50. He also summarized the status of open enforcement issues.

Roadmaster Report – Mr. Barlow commented that in the month of October the Road Department used 56.8 gallons of gasoline, 38 gallons of diesel, 20 gallons of off-road diesel and drove 900.4 miles. The Roadmaster gave an overview of the work completed in October and he reported on his recent attendance at the Roadmaster Conference in Ocean City. He discussed using non-CDL trucks and distributed information to the Board. Mr. Barlow reported a special bid award meeting will be scheduled once a quote is received from Lobar for repairs on the Old Waynesboro Road Bridge. He also reported that bids are being collected for road line painting.

Planning Commission Report: The Planning Commission met on October 21 at 7:30 PM to review the Greenview Subdivision Plan. The Planning Commission considered the above Greenview Subdivision Plan and recommends that the Supervisors grant conditional approval of this plan based on meeting all conditions of KPI's October 21, 2025 letter by either conducting a wetlands delineation study or having a waiver for the study approved by the Board of Supervisors. At the time of the meeting, Greenview had submitted a request for a waiver and presented an updated plan to meet all other conditions.

- *Mr. Barlow made a motion to grant the waiver for a wetlands delineation study for the Greenview 25C18-0027-000 179 Topper Road Subdivision Plan. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to approve the*

NonBuilding Waiver of the Greenview 25C18-0027-000 179 Topper Road Subdivision Plan. Mr. Hill seconded the motion. All voted yes, and the motion carried. Mr. Barlow made a motion to approve the Greenview 25C18-0027-000 179 Topper Road Subdivision Plan dated September 9, and revised October 22, 2025. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

- *Mr. Barlow made a motion to grant conditional approval of amended Charnita Lot Consolidation request for Douglas Martin for 15 Kelly Trail and the corresponding Charnita Lot Consolidation Plan for Tax Parcels 25AA0-0148---000, 25AA0-0150---000, and 25AA0-0174---000 - comprised of six lots. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

Secretary/Treasurer: The fund balances ending October 31 are ACNB Gen Oper: \$ 77,195.50; PLGIT Gen Res: \$ 765,040.04; PLGIT Liq Fuels: \$178,183.62; PLGIT Cap Res: \$ 150,566.08; ACNB Escrow: \$ 15,394.78. The power supply on my fairly new PC has failed and a new power supply has been ordered. In the meantime, I am operating at limited capacity with a laptop. There are currently no upcoming financial capital needs for this department. The checking account balance is currently at \$66,279. The next check run is on November 17, 2025. I do not anticipate receiving any significant funds between now and then. I will reassess the situation next week and will most likely need to transfer \$25,000 from the reserve funds to cover operating expenses. This is a common occurrence from November to April. Once real estate tax collection resumes, the funds will be transferred from the ACNB General Operating Fund back to the PLGIT General Reserve Fund. The next significant deposit will be \$10,502.84 from YATB on November 20 for EIT payments. I will send you an update on the need for a transfer next week. Priorities: Advertise Budget and Adopt at December Meeting; Municipal Waste Management Contract – multi-month project expected to end in January 2026; and Year End Financial and Administrative Reports. The West Penn Power check sent last month was returned and has been resent with additional instructions for applying to our account.

Old Business:

- *Mr. Barlow made a motion to accept the 1-year Police Service Intermunicipal Contract for both Highland Township and Freedom Township both at 35 hours per month for \$30,600 each annually. Mr. Hill seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow tabled the Planning Commission's recommendation for a zoning amendment until the February meeting.*
- *Mr. Barlow noted that Chief DeWitt was no longer present and postponed consideration Cradlepoint Router quote until the Chief was present.*
- *Mr. Barlow made a motion to table consideration of the Adams Regional EMS request for donation until a meeting can be held with the area fire and EMS companies. Mr. Hill seconded the motion. All voted yes, and the motion carried.*

Public Comments on New Business Items: None.

New Business:

- *Mr. Barlow made a motion to advertise the proposed 2026 Budget with intent to adopt on December 3 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. Barlow made a motion to appointment of the Township Engineer as Floodplain Administrator. 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 Wednesday, December 3, 2025, at 6 PM, located at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer