

Liberty Township Board of Supervisors, Adams County, PA  
39 Topper Road, Fairfield, PA 17320  
August 6, 2025, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Wednesday, August 6, 2025, 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, Secretary/Treasurer Wendy Peck, and Chief Terry DeWitt.

**At 6 PM Chairman Barlow announced that the Board would go in to an Executive Session to discuss legal matters.**

**At 6:26 PM Chairman Barlow reported that the Board met in an Executive Session to discuss legal matters and then reconvened the regular meeting.**

**Public Comments:** Richard Swiatt stated that he had a good time at the National Night Out event on August 5.

**Supervisor Comments:**

- Mr. Keilholtz recognized Jessica Ilko and Chief DeWitt for the great job on the township's first annual National Night Out Event, stating that there was a respectable turnout for a first time event. He also reminded everyone to contact the township for permits before beginning any work on their property.
- Mr. Hill had no comments.
- Mr. Barlow stated that he was contacted by a resident who wanted the opportunity to pay their taxes online. He stated that even Adams County does not accept online payments for taxes. He continued by stated that the 3% processing fee would require an increase to the taxes and concluded that it was not feasible for the Township to accept online payments at this time.

**Minutes:** Mr. Keilholtz made a motion to accept the minutes of the July 3, 2025 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT - As of July 29, 2025						
ACNB Gen Oper			\$ 81,366.44	PLGIT Liq Fuels		\$189,380.49
PLGIT Gen Res			\$756,708.30	ACNB Escrow		\$ 39,804.62
PLGIT Cap Res			\$148,926.33			
Type	Date	Num	Name	Memo	Pd Amt	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$102,236.20
Deposit	6/30/2025			Interest	\$ 5.50	\$102,241.70
Liabilit y Check	7/2/2025	ACH	PA Dept of Rev	1641 9699	\$ (238.77)	\$102,002.93
Paycheck	7/3/2025	13873	Barlow {BOS},		\$ (87.78)	\$101,915.15
Paycheck	7/3/2025	ACH	Hill {BOS}, Ch		\$ (87.58)	\$101,827.57
Paycheck	7/3/2025	13874	Keilholtz, {BO		\$ (87.78)	\$101,739.79
Paycheck	7/3/2025	ACH	Boehs, Donald		\$(167.75)	\$101,572.04
Paycheck	7/3/2025	ACH	De Witt, Terry		\$(2,221.32)	\$ 99,350.72
Paycheck	7/3/2025	ACH	Hassinger, Ken		\$ (184.10)	\$ 99,166.62
Paycheck	7/3/2025	ACH	Ilko {Tax Coll		\$ 62.57)	\$ 99,104.05
Paycheck	7/3/2025	ACH	Ilko, Jessica		\$ (758.43)	\$ 98,345.62
Paycheck	7/3/2025	13875	Keilholtz, Jr.		\$ (91.19)	\$ 98,254.43
Paycheck	7/3/2025	ACH	Morris, Ryan		\$ (325.72)	\$ 97,928.71
Paycheck	7/3/2025	13876	Pecher, Bruce		\$ (494.76)	\$ 97,433.95
Paycheck	7/3/2025	ACH	Peck, Wendy		\$(1,506.31)	\$ 95,927.64
Check	7/3/2025	ACH	BMO Bank-PLGIT	PLGIT CREDIT ACCOUNT	\$(3,384.41)	\$ 92,543.23
Liabilit y Check	7/3/2025	ACH	USTreaDept/IRS	23-2110946	\$(1,775.96)	\$ 90,767.27
Deposit	7/7/2025			Deposit	\$ 10,665.19	\$101,432.46
Deposit	7/9/2025			Deposit	\$ 3,390.49	\$104,822.95

Check	7/10/2025	ACH	ACNB	Payroll-Direct Deposit	\$ (29.06)	\$104,793.89
Deposit	7/10/2025			Deposit	\$ 71.50	\$104,865.39
Deposit	7/11/2025			Deposit	\$ 235.60	\$105,100.99
Check	7/14/2025	13877	LEAF	100-4990181-002	\$ (98.00)	\$105,002.99
Check	7/14/2025	13878	Total Tech	Invoice 12078	\$ (550.00)	\$104,452.99
Check	7/14/2025	13879	DPM	24689	\$ (874.50)	\$103,578.49
Check	7/14/2025	13880	PMCA	2112154	\$ (612.50)	\$102,965.99
Check	7/14/2025	13881	Lowe's	98004701524	\$ (28.42)	\$102,937.57
Check	7/14/2025	13882	D. E. Gemmill	INV I25-1603	\$ (372.00)	\$102,565.57
Check	7/14/2025	13883	Kinetic Kreati	20250805B	\$ (249.00)	\$102,316.57
Check	7/14/2025	13884	Wetzels Cleani	912041	\$ (95.00)	\$102,221.57
Check	7/14/2025	13885	Total Tech	Invoice 12084	\$ (1,030.00)	\$101,191.57
Check	7/14/2025	13886	Gettysbu Times	Cust 159232/Adv No4789	\$ (276.88)	\$100,914.69
Deposit	7/14/2025			Deposit	\$ 7,561.22	\$108,475.91
Deposit	7/15/2025			Deposit	\$ 4,410.78	\$112,886.69
Paycheck	7/17/2025	13887	Barlow, Walter		\$ (661.79)	\$112,224.90
Paycheck	7/17/2025	ACH	Boehs, Donald		\$ (145.36)	\$112,079.54
Paycheck	7/17/2025	ACH	De Witt, Terry		\$ (2,185.27)	\$109,894.27
Paycheck	7/17/2025	ACH	Ilko {Tax Coll		\$ (129.72)	\$109,764.55
Paycheck	7/17/2025	ACH	Ilko, Jessica		\$ (895.36)	\$108,869.19
Paycheck	7/17/2025	13888	Keilholtz, Jr.		\$ (300.26)	\$108,568.93
Paycheck	7/17/2025	ACH	Morris, Ryan J		\$ (305.40)	\$108,263.53
Paycheck	7/17/2025	13889	Pecher, Bruce		\$ (504.29)	\$107,759.24
Paycheck	7/17/2025	ACH	Peck, Wendy J.		\$ (1,506.31)	\$106,252.93
Deposit	7/21/2025			Deposit	\$ 4,032.60	\$110,285.53
Deposit	7/22/2025			Deposit	\$ 815.35	\$111,100.88
Deposit	7/23/2025			Deposit	\$ 8,254.01	\$119,354.89
Check	7/28/2025	13891	Comcast-Phone	901156234	\$ (302.74)	\$119,052.15
Check	7/28/2025	13892	Aero Energy	Cust 59990	\$ (678.09)	\$118,374.06
Check	7/28/2025	13893	KPI Technology	10555	\$ (3,077.52)	\$115,296.54
Check	7/28/2025	13894	Verizon Wirele	Acct 621280772-00001	\$ (247.71)	\$115,048.83
Check	7/28/2025	13895	Harold Eastman	CLIENT 68208	\$ (1,505.00)	\$113,543.83
Check	7/28/2025	13897	Shealers Septi	37638	\$ (100.00)	\$113,443.83
Check	7/28/2025	13898	Comcast Cable	8993110110006912	\$ (304.67)	\$113,139.16
Check	7/28/2025	13899	Adams Cou Libr	2025 - Fairfield Area Library Contribution	\$ (500.00)	\$112,639.16
Check	7/28/2025	13900	PIRMA	Invoice 378185	\$ (24,907.00)	\$ 87,732.16
Check	7/28/2025	13901	Rabold's Servi	Invoice 28208	\$ (120.00)	\$ 87,612.16
Check	7/28/2025	13902	Wetzels Cleani	912042	\$ (95.00)	\$ 87,517.16
Check	7/28/2025	13903	Coro Medical L	PS-INV248541	\$ (956.00)	\$ 86,561.16
Liabilit y Check	7/28/2025	13904	Sec Ben Retire	610257	\$ (476.43)	\$ 86,084.73
Paycheck	7/31/2025	ACH	Boehs, Donald		\$ (89.41)	\$ 85,995.32
Paycheck	7/31/2025	ACH	De Witt, Terry		\$ (2,001.05)	\$ 83,994.27
Paycheck	7/31/2025	ACH	Ilko {Tax Coll		\$ (74.43)	\$ 83,919.84
Paycheck	7/31/2025	ACH	Ilko, Jessica		\$ (948.02)	\$ 82,971.82
Paycheck	7/31/2025	13906	Keilholtz, Jr.		\$ (69.72)	\$ 82,902.10
Paycheck	7/31/2025	ACH	Morris, Ryan		\$ (111.58)	\$ 82,790.52
Paycheck	7/31/2025	13907	Pecher, Bruce		\$ (490.49)	\$ 82,300.03
Paycheck	7/31/2025	ACH	Peck, Wendy J		\$ (1,506.31)	\$ 80,793.72
Paycheck	7/31/2025	13905	Barlow, Walter		\$ (505.59)	\$ 80,288.13
Paycheck	7/31/2025	13908	Barlow {BOS},		\$ (87.78)	\$ 80,200.35
Paycheck	7/31/2025	ACH	Hill {BOS}, Ch		\$ (87.58)	\$ 80,112.77

Paycheck	7/31/2025	13909	Keilhol {BOS},		\$ (87.78)	\$ 80,024.99
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>\$ (22,211.21)</b>	<b>\$ 80,024.99</b>
<b>100.00 · PLIGT State</b>						\$188,704.47
Deposit	6/30/2025			Interest	\$ 676.02	\$189,380.49
<b>Total 100.00 · PLIGT State</b>					<b>\$ 676.02</b>	<b>\$189,380.49</b>
<b>10.100 · Liberty Township Escrow</b>						\$ 41,168.12
Deposit	7/9/2025			Deposit	\$ 800.00	\$ 41,968.12
<b>Total 10.100 · Liberty Township Escrow</b>					<b>\$ 800.00</b>	<b>\$ 41,968.12</b>
<b>95.100 · PLGIT Gen Reserve Fund</b>						\$754,001.81
Deposit	6/30/2025		INTEREST	Deposit	\$ 2,706.49	\$756,708.30
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>					<b>\$ 2,706.49</b>	<b>\$756,708.30</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						\$148,393.67
Deposit	6/30/2025		INTEREST	Deposit	\$ 532.66	\$148,926.33
<b>Total 30.101 · PLIGIT Capital Reserve Fund</b>					<b>\$ 532.66</b>	<b>\$148,926.33</b>
<b>01.105 · PLGIT Credit Card</b>						
<b>105.01 · BARLOW</b>						
Credit Card	7/3/2025	CC	Ashore Resort And Beach Ocean City MD	Walter Barlow Hotel for Training October 2026 prepayment required	\$ 109.89	
Credit Card	7/3/2025		University of Maryland College Park	Walter Barlow Training October 2025	\$ 162.00	
Check	7/3/2025	ACH	BMO Harris Bank-PLGIT Card	Ending on 05/27/2025-PLGIT Credit Card Transactions	-271.89	
<b>105.02 · DEWITT</b>						
Credit Card	7/3/2025		EverWash	Unlimited PD Car Wash	\$ 26.00	
Credit Card	7/3/2025		SignzDirect/In Georg YoungHor	NNO TENT/Table Cloth	\$ 901.93	
Credit Card	7/3/2025		National Child ID Program	NNO Finger Child ID Ki	\$ 49.00	
Credit Card	7/3/2025		Amazon	Inkless Finger Print	\$ 39.95	
Credit Card	7/3/2025		Starbucks	Terry DeWitt Chief's Training-Breakfast	\$ 7.16	
Credit Card	7/3/2025		Starbucks	Terry DeWitt-Chief's Training Breakfast	\$ 12.40	
Credit Card	7/3/2025		Marriot Lancaster Coun	Terry DeWitt Chief's Training 3 Night Stay	\$ 594.57	
Check	7/3/2025	ACH	BMO Harris Bank-PLGIT Car	Ending on 05/27/2025-PLGIT CreditCard Trans	\$ (1,631.01)	
<b>105.03 · PECK, W</b>						
Credit Card	7/3/2025		Amazon	Battery Backup Surge Protector, 3 Hole Punch	\$ 77.32	
Credit Card	7/3/2025		Boxcast Live Streaming	Streaming Subscription	\$ 1,308.00	
Credit Card	7/3/2025		Boxcast Live Streaming	Archived Storage	\$ 2.67	

Credit Card	7/3/2025		Staples	Packing Tape, File Folders, Post-it Sticky Notes	\$ 41.35	
Credit Card	7/3/2025		Office Depot	Sheet Protectors	\$ 20.98	
Credit Card	7/3/2025		Office Depot	Desk Protector	\$ 3.18	
Credit Card	7/3/2025		Office Depot	Self Adhesive Prong Fasteners 100	\$ 9.95	
Credit Card	7/3/2025		Office Depot	Disposable Dusters	\$ 21.19	
Credit Card	7/3/2025		Office Depot	Sales Tax Credit From Sheet Protectors	\$ (1.19)	
Credit Card	7/3/2025		Office Depot	Sales Tax Credit from Prong Fasteners	\$ (0.56)	
Credit Card	7/3/2025		Office Depot	Sales Tax Credit From Disposable Dusters	\$ (1.20)	
Credit Card	7/3/2025		Office Depot	Sales Tax Credit fom Desk Protector	\$ (0.18)	
Check	7/3/2025	ACH	BMO Harris Bank-PLGIT Card	Ending on 06/27/2025-PLGIT Credit Card Transactions	\$ (1,481.51)	

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

***Expenses/Payroll:** Mr. Barlow made a motion for retroactive approval of the 07/03/2025-08/06/2025 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 06/29/2025-07/12/2025 payroll. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Barlow moved for retroactive approval of the 07/13/2025-07/26/2025 payroll. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*

**Police Department Report** – Chief Terry DeWitt gave a report for the month of July which included: Total Miles Patrolled:1,982; Admin Asst Hours:95.5; Patrol Hours: 210.5; On Call Hours:82 (NOT BILLED); Traffic Details:2; Total Hours Worked: 306; Total Citations: 18; Traffic Warnings/FEC:24; Total Incidents: 98 (22-PSP) = 120; Total Arrest's - 2 FT. National Night Out: Wish to thank the BOS for their appearance and support for this event. It was a huge success. A Job well done by the organizer Administrative Secretary Jessica Ilko. Sgt. MORRIS and Chief DeWitt are rotating the On Call hours to cover the Township when no one is on duty. Gettysburg Bike week occurred July 11, 12 and 13 at the Barn Resort. No issues. We demo-tested an Internet Hot Spot for the Patrol Units from T Mobile which worked great however we are in a contract with Verizon and the early out fee would be too much to justify at this time. The contracts for police service have been completed and presented to the Board of Supervisor's for their review and approval. Freedom Township - Trespassing - 2 citations filed. The Center for Traffic Safety has scheduled Click it or Ticket Campaign in July-August, which we will be participating in. All (MVR/BWC) Camera Footage over sixty (60) days will be purged.

- Mr. Barlow made a motion to table the Police Service Intermunicipal Contracts. Mr. Hill seconded the motion. All voted yes, and the motion passed.
- Chief DeWitt explained the requirement for Two Factor Authentication for the Police Department and proposed purchasing devices to provide the authentication. After some discussion, Chief DeWitt agreed to speak to Mr. Hill about the service and to look in other options.

At 7 PM Chief DeWitt left the meeting.

**Zoning Officer's Report** – Mr. Barlow reported that six permits were issued for a total of \$565. He also reported on the status of open code enforcement issues.

- Mr. Barlow stated that the township engineer's inspection had determined that all needs were met for the Construction Bond Release at Operation 2nd Chance 17912 Harbaugh Valley Rd 25B18-0024---000. *Mr. Barlow made a motion to grant the request for the Construction Bond Release Operation 2nd Chance 17912 Harbaugh Valley Rd 25B18-0024---000 after all outstanding balances have been paid. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- Mr. Barlow state that the township engineer's inspection of the completed project had discovered significant inconsistencies from the approved land development plan. *Mr. Barlow made a motion to deny the request for Construction Bond Release from Goldenwood 2575 Tract Rd 25D18-0004---000. Mr. Keilholtz seconded the motion and the motion passed. Mr. Barlow made a motion to instruct*

*Goldenwood 2575 Tract Rd 25D18-0004--000 to immediately submit an amended Land Development for review. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

**Roadmaster Report** – Mr. Barlow reported that in the month of July the Road Department used 147.6 gallons of gas, 102.5 gallons of off-road diesel and drove 518 miles. The Board reviewed a contract to rent a boom mower for a month in the fall.

- *Mr. Keilholtz made a motion to accept the contract with SEI to rent a mower for one month for the cost of \$8200 which did not include delivery or pickup. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

**Planning Commission Report:** The Planning Commission had no meeting in July. No Planning Commission Members were present at the meeting. It was reported that Secretary/Treasurer met with Chair Richard Luquette to discuss the details of the Planning Commission request for additional hours. After the discussion, Chair Luquette withdrew the request for additional Engineer hours. Mr. Barlow reported that Alternate Planning Commission Member Judie Hogan was stepping down to focus more on family. He thanked her for her decades of dedication to the Township in multiple roles. *Mr. Barlow made a motion to accept the resignation of Judie Hogan as alternate planning commission member effective immediately. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

**Secretary/Treasurer:** The Secretary Treasurer distributed the 2026 Budget Planning Timeline to the Board.

**Old Business:**

- Chairman Barlow announced that the Board had received and reviewed several letters of interest for the open position on the Zoning Hearing Board. *Mr. Keilholtz made a motion to appoint Christine Harrington of 475 Orchard Rd to the Zoning Hearing Board to complete an unexpired term effective immediately and ending in December 2027. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Barlow made a motion to advertise for the open alternate position on the Planning Commission. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

**Public Comments on New Business Items:** None.

**New Business:**

- *Mr. Barlow made a motion to appoint Kim Spittler from PMCA as Building Code Official for Liberty Township with the condition that the Board meet with Mr. Spittler. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to sign the AmTrust Workers Compensation Injury Prevention Agreement. Mr. Hill seconded the motion. All voted yes, and the motion carried.*
- Mr. Barlow tabled the item to consider applying for the Community Development Block Grant by September 15, 2025.
- Mr. Barlow tabled the item to consider accepting the proposed settlement agreement for Kipe V. Liberty Township.
- *Mr. Barlow made a motion to approve of draft trash contract bid documents. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to deny the request from SR Business Systems Inc. to perform a product demonstration. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.*
- *Mr. Barlow made a motion to deny the request from candidate for judge to present at public meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.*

With no further business, *at 7:23 PM, Mr. Hill made a motion to adjourn the meeting. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.* The next meeting of the Board of Supervisors is scheduled for Wednesday, September 3, 2025, at 6 PM, located at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer