

Liberty Township Board of Supervisors, Adams County, PA
39 Topper Road, Fairfield, PA 17320
February 4, 2025, Board of Supervisors Meeting Minutes

The Board of Supervisors of Liberty Township, Adams County met Monday February 4, 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.

Present: Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Christopher Hill by phone, Solicitor Bruce Crelin, Chief Terry DeWitt, and Secretary/Treasurer Wendy Peck.

Annual Pension Report by RJ Hall: Liberty Township Pension Plan Administrators Kevin Hall and Rob Lutz from RJ Hall were in attendance to review the 2024 valuation and year-end market report. They presented an annual report on the Police Pension Plan and discussed it with the Board of Supervisors. After a thorough review, it was determined that the investments would be rebalanced to maintain a 60/40 split. **Mr. Barlow made a Motion to Rebalance at a 60-40 with Fixed Income. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Public Comments: None

Supervisor Comments:

- **Mr. Barlow:** None
- **Mr. Keilholtz:** Due to the inclement weather coming this week please remember to keep your trash cans back off the road for plowing.

New Business: **Mr. Barlow made a motion to Adopt Ordinance Changing Borad of Supervisors Pay Rate in 2026 to \$3, 145.00 Annually which is allowed under the second-class code. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Solicitor Bruce Crelin submitted Exhibits: (1) Gettysburg Times Advertisement, (2) Proof of Publication, (3) Public Notice. Recorded by the Stenographer

Mr. Keilholtz made a motion to Adopt Ordinance Changing Elected Tax Collector Pay Rate in 2026. Mr. Hill seconded the motion. All voted yes, and the motion passed. Solicitor Bruce Crelin submitted Exhibits: (1) Gettysburg Times Advertisement, (2) Proof of Publication, (3) Public Notice. Recorded by the Stenographer

Minutes: **Mr. Keilholtz moved to accept the minutes of the January 6th reorganization meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz has moved to accept the minutes of the January 6th regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.**

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of January 29, 2025

ACNB Gen Oper		\$59,924.77		PLGIT Liquid Fuels		\$119,352.55
PLGIT Gen Res		\$489,238.13		ACNB Escrow		\$42,540.12
PLGIT Cap Res		\$145,691.84		ACNB ARP		\$ -
		\$694,854.74				
Type	Date	Num	Name	Memo	Paid Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB						\$94,665.69
PayChk	1/2/2025	13652	Barlow {BOS		\$ (87.78)	\$94,577.91
PayChk	1/2/2025	ACH	Hill {BOS},		\$ (87.58)	\$94,490.33
PayChk	1/2/2025	13653	Keilholtz,		\$ (87.78)	\$94,402.55
PayChk	1/2/2025	ACH	Ruppert		\$ (43.78)	\$94,358.77
PayChk	1/2/2025	13654	Barlow,		\$ (1,233.74)	\$93,125.03
PayChk	1/2/2025	ACH	De Witt,		\$ (2,117.17)	\$91,007.86
PayChk	1/2/2025	ACH	Hassinger,		\$ (57.61)	\$90,950.25
PayChk	1/2/2025	ACH	Ilko {Tax		\$ (55.99)	\$90,894.26
PayChk	1/2/2025	ACH	Ilko, Jessi		\$ (964.05)	\$89,930.21
PayChk	1/2/2025	13655	Keilholtz,		\$ (422.92)	\$89,507.29
PayChk	1/2/2025	ACH	Morris, Rya		\$ (390.51)	\$89,116.78
PayChk	1/2/2025	13656	Pecher, Bru		\$ (324.87)	\$88,791.91

PayChk	1/2/2025	ACH	Peck, Wendy		\$ (1,370.39)	\$87,421.52
Check	1/2/2025	ACH	BMO Harris	PLGIT CREDIT ACCOUNT	\$ (611.59)	\$86,809.93
Deposit	1/3/2025			Deposit	\$ 538.13	\$87,348.06
Check	1/7/2025	13657	DPM	22134	\$ (1,013.07)	\$86,334.99
Check	1/7/2025	13658	John M. Lis	Solicitor Fees	\$ (2,170.00)	\$84,164.99
Check	1/7/2025	13659	PMCA	Inv 1218223	\$ (150.00)	\$84,014.99
Check	1/7/2025	13660	Mason's Pro	Invoice 013377	\$ (425.88)	\$83,589.11
Check	1/7/2025	13661	Emmitsburg	LT-1-25 News Journal - Ad	\$ (99.00)	\$83,490.11
Check	1/7/2025	13662	Gettysburg	Cust 159232/Advertiser No 4789	\$ (41.09)	\$83,449.02
Check	1/7/2025	13663	PA TURNPIKE	138762487-1	\$ (33.40)	\$83,415.62
Check	1/7/2025	13664	PSATS	163375-J3W9	\$ (694.00)	\$82,721.62
Check	1/7/2025	13665	ACNB INSURA	Asst Treasurer Bond-Ilko	\$ (1,125.00)	\$81,596.62
Check	1/7/2025	13666	Wetzels Cle	912013	\$ (75.00)	\$81,521.62
Check	1/7/2025	13667	Total Tech	Invoice 11370	\$ (550.00)	\$80,971.62
Check	1/7/2025	13668	Doceo	LT03 Contract C15840-01	\$ (237.32)	\$80,734.30
Check	1/7/2025	13669	LEAF	100-4990181-002	\$ (98.00)	\$80,636.30
Check	1/7/2025	13670	Lowe's	98004701524	\$ (151.98)	\$80,484.32
Check	1/7/2025	13671	West Penn	100090757368	\$ (259.61)	\$80,224.71
Check	1/7/2025	13672	Galls	Account 1002673858	\$ (61.93)	\$80,162.78
Check	1/7/2025	13673	Comcast Cab	8993110110006912	\$ (113.20)	\$80,049.58
Check	1/7/2025	13674	Comcast Cab	8993110110008264	\$ (115.96)	\$79,933.62
Check	1/7/2025	13675	Galls	Account 1002673858	\$ (1,034.24)	\$78,899.38
Check	1/7/2025	13676	HOBBS TRUCK	Invoice 8690	\$ (3,525.00)	\$75,374.38
Check	1/7/2025	13677	RENTEQUIP O	156944	\$ (560.40)	\$74,813.98
Check	1/7/2025	13678	Mar-Bar Tir	Invoice #156130	\$ (242.00)	\$74,571.98
Check	1/8/2025	13679	Barlow,	CDL Medical Exam	\$ (110.00)	\$74,461.98
Deposit	1/8/2025			Deposit	\$ 38.50	\$74,500.48
Deposit	1/10/2025			Deposit	\$ 9,689.49	\$84,189.97
LiabChck	1/10/2025	ACH	PA Dept.Rev	1641 9699	\$ (265.73)	\$83,924.24
LiabChck	1/10/2025	ACH	US TreasDep	23-2110946	\$ (2,079.66)	\$81,844.58
LiabChck	1/10/2025	ACH	PA Dept.Rev	1641 9699	\$ (281.67)	\$81,562.91
LiabChck	1/10/2025	ACH	US TreasDep	23-2110946	\$ (1,864.34)	\$79,698.57
Check	1/10/2025	ACH	ACNB	Payroll - Direct Deposit Service Charge	\$ (29.90)	\$79,668.67
LiabChck	1/10/2025	ACH	YATB	000095043	\$ (787.12)	\$78,881.55
Deposit	1/10/2025			Deposit	\$ 11.00	\$78,892.55
Deposit	1/10/2025			Deposit	\$ 586.99	\$79,479.54
Deposit	1/13/2025			Deposit	\$ 1.11	\$79,480.65
LiabChck	1/14/2025	ACH	PSATS UC	0104573	\$ (93.20)	\$79,387.45
LiabChck	1/14/2025	13683	Sec BeneRet	610257	\$ (290.82)	\$79,096.63
Check	1/14/2025	13684	Comcast-Pho	901156234	\$ (268.80)	\$78,827.83
Check	1/14/2025	13685	Fairfield	Fairfield Fire & EMS Workers Comp.	\$ (2,563.92)	\$76,263.91
Check	1/14/2025	13686	Alexander P	Invoice #3619	\$ (132.00)	\$76,131.91
Check	1/14/2025	13687	Aero Energy	Cust 59990	\$ (618.78)	\$75,513.13
PayChk	1/16/2025	ACH	Bostek Kath		\$ (13.13)	\$75,500.00
PayChk	1/16/2025	ACH	Gee Vincen		\$ (13.13)	\$75,486.87
PayChk	1/16/2025	13688	Swiat Richa		\$ (13.13)	\$75,473.74
PayChk	1/16/2025	13680	Barlow, Wal		\$ (1,505.89)	\$73,967.85
PayChk	1/16/2025	ACH	Boehs, Dona		\$ (83.98)	\$73,883.87
PayChk	1/16/2025	ACH	De Witt, Te		\$ (2,099.86)	\$71,784.01
PayChk	1/16/2025	ACH	Hartle, Ric		\$ (118.23)	\$71,665.78
PayChk	1/16/2025	ACH	Hassinger,		\$ (68.08)	\$71,597.70
PayChk	1/16/2025	ACH	Ilko {Tax C		\$ (70.47)	\$71,527.23

PayChk	1/16/2025	ACH	Ilko, Jess		\$ (1,045.84)	\$70,481.39
PayChk	1/16/2025	13681	Keilholtz,		\$ (474.48)	\$70,006.91
PayChk	1/16/2025	ACH	Morris,		\$ (482.26)	\$69,524.65
PayChk	1/16/2025	13682	Pecher, .		\$ (131.50)	\$69,393.15
PayChk	1/16/2025	ACH	Peck, Wendy		\$ (1,370.37)	\$68,022.78
Deposit	1/20/2025			Deposit	\$ 7,620.05	\$75,642.83
Check	1/20/2025	13689	KPI	10259/10288/10145/10184/10023/10100	\$ (4,040.84)	\$71,601.99
Deposit	1/24/2025			Deposit	\$ 7,271.15	\$78,873.14
Check	1/27/2025	13690	Mason's Pro	Invoice 017634	\$ (381.92)	\$78,491.22
Check	1/27/2025	13691	Comcast Cab	8993110110006912	\$ (222.63)	\$78,268.59
Check	1/27/2025	13692	Hull Elect	Invoice 8415	\$ (2,295.00)	\$75,973.59
Check	1/27/2025	13693	Specialty G	90116516	\$ (458.87)	\$75,514.72
Check	1/27/2025	13694	Wetzels Cle	912016	\$ (75.00)	\$75,439.72
Check	1/27/2025	13695	Verizon	Acct 621280772-00001	\$ (225.53)	\$75,214.19
Check	1/27/2025	13696	Shealers Se	36999	\$ (60.00)	\$75,154.19
Check	1/27/2025	13697	PMCA	2025-014C-ADA	\$ (284.50)	\$74,869.69
Check	1/27/2025	13698	Getty Times	Cust 159232/Advertiser No 4789	\$ (327.59)	\$74,542.10
Check	1/27/2025	13699	De Witt, Te	Reimburse - CPR Classes	\$ (48.00)	\$74,494.10
Check	1/27/2025	13700	PSATS	165199-S6L7	\$ (110.00)	\$74,384.10
Check	1/27/2025	13706	KPI	10323/10335	\$ (1,700.29)	\$72,683.81
LiabChck	1/27/2025	13707	SecurityBen	610257	\$ (447.57)	\$72,236.24
LiabChck	1/28/2025	ACH	PA Dept.Rev	1641 9699	\$ (292.77)	\$71,943.47
LiabChck	1/28/2025	ACH	PA Dept.Rev	1641 9699	\$ (284.48)	\$71,658.99
LiabChck	1/28/2025	ACH	US Treas/I	23-2110946	\$ (2,188.14)	\$69,470.85
LiabChck	1/28/2025	ACH	US Treas/IR	23-2110946	\$ (2,012.72)	\$67,458.13
PayChk	1/30/2025	13701	Barlow, Wal		\$ (1,065.30)	\$66,392.83
PayChk	1/30/2025	ACH	Boehs, Dona		\$ (430.89)	\$65,961.94
PayChk	1/30/2025	ACH	De Witt, Te		\$ (1,959.00)	\$64,002.94
PayChk	1/30/2025	ACH	Hartle, Ri		\$ (223.32)	\$63,779.62
PayChk	1/30/2025	ACH	Hassinger,		\$ (206.59)	\$63,573.03
PayChk	1/30/2025	ACH	Ilko {Tax		\$ (38.87)	\$63,534.16
PayChk	1/30/2025	ACH	Ilko, Jessi		\$ (1,230.77)	\$62,303.39
PayChk	1/30/2025	13702	Keilholtz,		\$ (187.87)	\$62,115.52
PayChk	1/30/2025	13703	Pecher,		\$ (219.89)	\$61,895.63
PayChk	1/30/2025	ACH	Peck, Wendy		\$ (1,503.93)	\$60,391.70
PayChk	1/30/2025	13704	Barlow		\$ (87.78)	\$60,303.92
PayChk	1/30/2025	ACH	Hill {BOS},		\$ (87.58)	\$60,216.34
PayChk	1/30/2025	13705	Keilholtz,		\$ (87.78)	\$60,128.56
PayChk	1/30/2025	ACH	Ruppert		\$ (43.79)	\$60,084.77
Check	1/30/2025	13708	Cumberland	Municibid - Cubicle Desk	\$ (160.00)	\$59,924.77
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$ (34,740.92)	\$59,924.77
100.00 · PLIGT State						\$121,013.36
Check	1/14/2025	807	US Municipa	Customer 17030	\$ (176.34)	\$120,837.02
Check	1/14/2025	808	DE GEMMILL	LIBE300	\$ (880.00)	\$119,957.02
Check	1/27/2025	809	Foster F Wi	ACCOUNT NO. LIBER003	\$ (469.02)	\$119,488.00
Check	1/27/2025	810	NAPA	ACCT#3135	\$ (135.45)	\$119,352.55
Total 100.00 · PLIGT State					\$ (1,660.81)	\$119,352.55
10.100 · Liberty Township Escrow						\$46,166.90
Check	1/20/2025	223	KPI	10259 10288	\$ (3,626.78)	\$42,540.12
Check	1/27/2025	224	KPI	10334	\$ (284.00)	\$42,256.12

Total 10.100 · Liberty Township Escrow					\$ (3,910.78)	\$42,256.12
95.100 · PLGIT Gen Reserve Fund						\$489,238.13
Total 95.100 · PLGIT Gen Reserve Fund						\$489,238.13
30.101 · PLIGIT Capital Reserve Fund						\$145,691.84
Total 30.101 · PLIGIT Capital Reserve Fund						\$145,691.84
04.100 · ACNB ARP FUND						\$ 1.11
Check	1/13/2025	ACH	ACNB GenFun	Transfer Balance to Close account	\$ (1.11)	\$ -
Total 04.100 · ACNB ARP FUND					\$ (1.11)	\$ -
105.01 · BARLOW						\$ -
Charge	1/2/2025		U.S. Postal	Audit Letter Postage	\$ 16.74	\$ 16.74
Charge	1/2/2025		Amazon	6 Desk Calendars	\$ 54.00	\$ 70.74
Charge	1/2/2025		Amazon	Velcro	\$ 19.13	\$ 89.87
Charge	1/2/2025		Amazon	AA Batteries, Calendars, Paper Bowl	\$ 56.49	\$ 146.36
Check	1/2/2025	ACH	BMO Harris	Ending on 12/27/2024-PLGIT Credit	\$ (146.36)	\$ -
105.03 · PECK, W						
Charge	1/2/2025		Penn State	T. DeWitt State College Training	\$ 328.81	\$ 328.81
Charge	1/2/2025		Staples	Binder, Paper, File Folders	\$ 72.27	\$ 401.08
Charge	1/2/2025		Amazon	Flash Drive, Certificate Stickrs	\$ 50.57	\$ 451.65
Charge	1/2/2025		Amazon	File Folders	\$ 13.58	\$ 465.23
Check	1/2/2025	ACH	BMO Harris	Ending 12/27/2024 - PLGIT Credit	\$ (465.23)	\$ -

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

Expenses/Payroll: *Mr. Barlow moved for retroactive approval of the 01/07/25 – 02/04/2025 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 12/29/2024-1/11/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 1/12/2025-1/25/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.*

Police Department Report – Chief, Terry DeWitt, reported for the month of January, the Police Department worked 392.75 total hours, 316.75 + 16 Holiday hours on patrol, 156 on call hours, patrolled 1,851 miles, and 14 calls were handled by PSP. In Liberty Township, there were 0 traffic citations, 1 warning, 1 traffic stops and 43 calls for service, and 0 CIOT/DUI/ADD details. In Freedom Township, the Police Department worked 35 hours, issued 2 traffic citations, 9 warnings, 10 traffic stops, 28 calls for service and 0 CIOT/DUI/ADD details. In Highland Township, the Police Department worked 25 hours, issued 2 traffic citations, 0 warnings, 2 traffic stops, 30 calls for service and 0 CIOT/DUI/ADD details. There were 4 assistant calls for service outside of our jurisdiction. Chief DeWitt reported that Patrol Officer Ryan Morris was promoted to Sergeant at the recommendation of the OIC. Officer in Charge, Terry A. DeWitt was promoted to Chief of Police by the Board of Supervisors. Patrol Unit #2 was taken out of service and all emergency equipment was removed. Patrol Unit #1 was vinyl wrapped by Graphcom and the new lettering scheme applied, Car #3 is now being completed. New car #2 will be completed upon delivery. 2 Mobile Video Recorder System with License Plate Readers have been received and will be installed within the next two weeks. (Donated by Tripwire South LLC). Pennsylvania State Police Commonwealth Law Enforcement Assistance Network (CLEAN) Audit was conducted and minimal corrections needed to be completed. The requested inventory from Supervisor Keilholtz has been completed. Destruction, donation or sell list will be provided to Secretary Peck by March 1, 2025. Winter storms kept patrols busy with motorist assistance, non-reportable and reportable crashes. The Center for Traffic Safety has allotted additional funding for DUI Enforcement over the Super Bowl Weekend, Patrols are assigned and will be out. Chief DeWitt encourages All Motorist to review and educate themselves on the Duties of Driver's in an Emergency Response Area. This will be heavily enforced for the safety of the Parol Officer's and other emergency services works to include tow truck operators.

- **Mr. Barlow made a motion to reject donating the police car that was taken out of service to the Bendersville Fire Police Unit. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Chief DeWitt asked the Board of Supervisors to Consider a Motion to accept the Helicopter Agreement. **Mr. Barlow made a motion for the solicitor to review the agreement. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

Zoning Officer's Report – Mr. Barlow made a motion to authorize the township to hear the Stormwater Ordinance Violation Hearings on January 6 and 18th from Rist and Strausbaugh Trail. Additionally, he moved to authorize the township solicitor to take appropriate action on the stormwater run off issue on 23 Strausbaugh Trail. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Roadmaster Report – Mr. Barlow reported that in the month of January the Road Department used 99.2 gallons of gas, 144.8 gallons of on-road diesel and drove 1,446 miles. He reported that we had snow accumulation in the township during the month which required the plow trucks to be out. The salt shed is completed. It will take 30 days to cure the concrete pad. The overhead lighting has been installed. The old building will be disassembled in March and April. 5 trees have also fallen in the township this past month, the township continues to have problems with dead ash trees. Mr. Barlow reminded everyone to slow down during inclement weather and wet roads to 35 MPH or less. The Speed Enforcement Sign is up in a temporary location in front of the municipal building. Mr. Barlow made a motion to accept the bid quote from Halls Electric to disconnect and rewire the fuel tanks \$1230. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Planning Commission Report: Luther Ridge from the Planning Commission commented that the Planning Commission accepted the proposal of the Adams Southwest Joint Comprehensive Plan. Mr. Barlow made a motion to join and participate in the proposed update of the Adams Southwest Joint Comprehensive Plan. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.

Secretary/Treasurer: Wendy Peck commented that the SEK Audit is ongoing. The Auditor has until April to close out the audit.

Old Business: None

Public Comments on New Business Items: Jim Cramer asked about the complaint he filed regarding 30 Anthony Lane. Mr. Barlow commented that the PMCA did an inspection and found no violations. Mr. Cramer insisted that trash remains and an individual lives in a trailer behind the residence. Mr. Barlow explained that if he still has ongoing complaints, he should file a second written complaint with the township and the complaint would be forwarded to PMCA to handle. PMCA would be responsible for going out again to see if there are any code violations.

New Business:

- Mr. Barlow made a motion to Adopt a Resolution fixing the Tax Collector Per Capita Compensation. Mr. Keilholtz seconded the motion. All voted yes, the motion passed.
- Mr. Barlow made a motion to Approve Piper Junkyard Permit Application 245 Waynesboro Pike, 25C18-0074---000. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- Mr. Barlow made a motion to Adopt Snow Removal Damage Mailbox Policy. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- Mr. Keilholtz made a motion to Approve Update to Personnel Policy for Call in Hours. Mr. Hill seconded the motion. All voted yes, and the motion passed.
- Mr. Barlow made a motion to move the Board of Supervisors' August meeting to Wednesday August 6th, because it conflicts with National Night Out. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.
- Mr. Barlow made a motion to look at design and pricing for Supervisor Shirts. Mr. Hill seconded the motion. All voted yes, and the motion passed.

With no further business, at 7:15 PM, Mr. Barlow made a motion to adjourn the meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed. The next meeting of the Board of Supervisors is scheduled for Tuesday, March 4, 2025, at 6 PM, located at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer