

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

The Board of Supervisors of Liberty Township, Adams County met Monday March 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, Solicitor Bruce Crelin, Chief Terry DeWitt, and Secretary/Treasurer Wendy Peck.

Public Comments: Richard Swiat, 385 Wenschhof commented on the potholes on Stulz Road. Mr. Barlow commented that the area Mr. Swiat was concerned about is not township property. Mr. Barlow filled most potholes in the township last week and will continue to fill the potholes once the weather gets warmer. It was also noted that Anthony Road has been cleaned up and the property is for sale. The Chief will follow up with the concern after Wednesday about the individual living in the trailer behind the home on Anthony Lane.

Supervisor Comments:

- **Mr. Barlow:** Glad Mr. Keilholtz is back from vacation.
- **Mr. Keilholtz:** Thanked Bruce, Walter, and Richard for covering during the month of February.
- **Mr. Hill:** None

Minutes: Mr. Keilholtz has moved to accept the minutes of the February 4 regular meeting. Mr. Hill seconded the motion. All voted yes, and the motion passed.

LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of February 25, 2025						
ACNB Gen Oper	\$70,264.13		PLGIT Liquid Fuels		\$117,551.11	
PLGIT Gen Res	\$491,118.39		ACNB Escrow		\$ 41,970.12	
PLGIT Cap Res	\$146,251.80					
	\$707,634.32					
Type	Date	Num	Name	Memo	Pd Amount	Balance
01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)						\$ 59,924.77
Deposit	1/31/2025		INTEREST	Deposit	\$ 4.43	\$ 59,929.20
Deposit	2/6/2025			Deposit	\$ 3,027.97	\$ 62,957.17
Deposit	2/6/2025			Deposit	\$ 718.11	\$ 63,675.28
Check	2/6/2025	ACH	BMO-PLGIT Card	PLGIT CREDIT ACCOUNT	\$ (597.99)	\$ 63,077.29
Check	2/10/2025	13709	Oper Sec Chance	Clean/Green Rollback Appeal 2023-SU-1166	\$ (4,274.65)	\$ 58,802.64
Deposit	2/10/2025			Deposit	\$ 44.00	\$ 58,846.64
Check	2/10/2025	ACH	ACNB	Payroll - Direct	\$ (31.82)	\$ 58,814.82
Check	2/11/2025	13710	West Penn Powe	100090757368	\$ (382.51)	\$ 58,432.31
Check	2/11/2025	13711	Wetzels Cleani	912017	\$ (75.00)	\$ 58,357.31
Check	2/11/2025	13712	Total Tech	Invoice 11586	\$ (550.00)	\$ 57,807.31
Check	2/11/2025	13713	LEAF	100-4990181-002	\$ (98.00)	\$ 57,709.31
Check	2/11/2025	13714	PMCA	2025-014C-ADA	\$ (675.00)	\$ 57,034.31
Check	2/11/2025	13715	Rabold's Servi	Invoice 25657	\$ (130.00)	\$ 56,904.31
Check	2/11/2025	13716	SEK&Co.	Invoice 255167	\$ (8,500.00)	\$ 48,404.31
Check	2/11/2025	13717	Tractor Supply	6035 3012 0529 1766	\$ (2.73)	\$ 48,401.58
Check	2/11/2025	13719	Lowe {BOS}, Br	Replacement for check 13437 July 3 2024	\$ (87.78)	\$ 48,313.80
Check	2/11/2025	13720	Bor of Fairfie	2023 & 2024 FREMA Shared Costs	\$ (113.47)	\$ 48,200.33
Check	2/11/2025	13724	Gettysbu Times	Cust 159232/Advertiser	\$ (513.12)	\$ 47,687.21
Deposit	2/12/2025			Deposit	\$25,000.00	\$ 72,687.21
Paycheck	2/13/2025	13721	Barlow, Walter		\$ (1,208.46)	\$ 71,478.75

Paycheck	2/13/2025	ACH	Boehs, Donald		\$ (324.57)	\$ 71,154.18
Paycheck	2/13/2025	ACH	De Witt, Terry		\$ (2,117.18)	\$ 69,037.00
Paycheck	2/13/2025	ACH	Hassinger,		\$ (184.24)	\$ 68,852.76
Paycheck	2/13/2025	ACH	Ilko, Jessica		\$ (1,133.15)	\$ 67,719.61
Paycheck	2/13/2025	13722	Keilholtz,		\$ (155.67)	\$ 67,563.94
Paycheck	2/13/2025	ACH	Morris, Ryan J		\$ (44.65)	\$ 67,519.29
Paycheck	2/13/2025	ACH	Peck, Wendy J.		\$ (1,503.95)	\$ 66,015.34
Paycheck	2/13/2025	ACH	Ilko {Tax Coll		\$ (38.86)	\$ 65,976.48
Paycheck	2/13/2025	13723	Pecher, Bruce		\$ (219.89)	\$ 65,756.59
Deposit	2/20/2025			Deposit	\$28,063.82	\$ 93,820.41
Deposit	2/20/2025			Deposit	\$ 6,823.74	\$100,644.15
Liability	2/21/2025	ACH	IRS	23-2110946	\$ (2,007.20)	\$ 98,636.95
Liability	2/21/2025	ACH	PA Dept.of Rev	1641 9699	\$ (271.13)	\$ 98,365.82
Check	2/25/2025	13725	John Miller Concrete	02/05/2025 Concrete Slab for new Salt Shed	\$ (12112.10)	\$ 86,253.82
Check	2/25/2025	13726	PMCA	1069137	\$ (687.50)	\$ 85,566.32
Check	2/25/2025	13727	DPM	22718	\$ (4,465.25)	\$ 81,101.07
Check	2/25/2025	13728	Wetzels Cleani	912019	\$ (75.00)	\$ 81,026.07
Check	2/25/2025	13729	Verizon Wirele	Acct 621280772-00001	\$ (602.34)	\$ 80,423.73
Check	2/25/2025	13730	Keeseman - Sea	Invoice 1180	\$ (30.00)	\$ 80,393.73
Check	2/25/2025	13731	Comcast-Phone	901156234	\$ (268.80)	\$ 80,124.93
Check	2/25/2025	13732	Total Tech Sol	Invoice 11644	\$ (635.00)	\$ 79,489.93
Check	2/25/2025	13737	E Plus Copy Ce	1557	\$ (293.30)	\$ 79,196.63
Deposit	2/25/2025			Deposit	\$ 615.61	\$ 79,812.24
Paycheck	2/27/2025	13733	Barlow {BOS},		\$ (87.78)	\$ 79,724.46
Paycheck	2/27/2025	ACH	Hill {BOS}, Ch		\$ (87.58)	\$ 79,636.88
Paycheck	2/27/2025	13734	Keilholtz, Jr.		\$ (87.78)	\$ 79,549.10
Paycheck	2/27/2025	13735	Barlow, Walter		\$ (1,170.41)	\$ 78,378.69
Paycheck	2/27/2025	ACH	Boehs, Donald		\$ (246.23)	\$ 78,132.46
Paycheck	2/27/2025	ACH	De Witt, Terry		\$ (2,211.30)	\$ 75,921.16
Paycheck	2/27/2025	ACH	Hartle, Richa		\$ (83.20)	\$ 75,837.96
Paycheck	2/27/2025	ACH	Hassinger, Ken		\$ (94.92)	\$ 75,743.04
Paycheck	2/27/2025	ACH	Ilko, Jessica		\$ (1,081.24)	\$ 74,661.80
Paycheck	2/27/2025	ACH	Morris, Ryan J		\$ (256.83)	\$ 74,404.97
Paycheck	2/27/2025	13736	Pecher, Bruce		\$ (238.91)	\$ 74,166.06
Paycheck	2/27/2025	ACH	Peck, Wendy J.		\$ (1,503.92)	\$ 72,662.14
Paycheck	2/27/2025	ACH	Ilko {Tax		\$ (38.88)	\$ 72,623.26
Liability	2/28/2025	ACH	IRS	23-2110946	\$ (2,078.16)	\$ 70,545.10
Liability	2/28/2025	ACH	PA DEP of REV	1641 9699	\$ (280.97)	\$ 70,264.13
Total 01.100 · GEN OPER & PAYROLL - ACNB (Checking Account)					\$12,698.49	\$ 70,264.13
100.00 · PLIGT State						\$119,352.55
Deposit	1/31/2025		INTEREST	Deposit	\$ 434.30	\$119,786.85
Check	2/25/2025	811	New Enterprise	Acct 93038	\$ (164.30)	\$119,622.55
Check	2/25/2025	812	SGI	90090680	\$ (1,422.30)	\$118,200.25
Check	2/25/2025	813	J&J Motoring	Inv 8892	\$ (649.14)	\$117,551.11
Total 100.00 · PLIGT State					\$ (1,801.44)	\$117,551.11
10.100 · Liberty Township Escrow						\$ 42,256.12
Check	2/11/2025	225	KPI	10382	\$ (286.00)	\$ 41,970.12
Total 10.100 · Liberty Township Escrow					\$ (286.00)	\$ 41,970.12
95.100 · PLGIT Gen Reserve Fund						\$489,238.13

Deposit	1/31/2025	INTEREST	Deposit	\$ 1,880.26	\$491,118.39
Total 95.100 · PLGIT Gen Reserve Fund				\$ 1,880.26	\$491,118.39
30.101 · PLIGIT Capital Reserve Fund					\$145,691.84
Deposit	1/31/2025	INTEREST	Deposit	\$ 559.96	\$146,251.80
Total 30.101 · PLIGIT Capital Reserve Fund				\$ 559.96	\$146,251.80
01.105 · PLGIT Credit Card					
105.01 · BARLOW					
	02/06/2025	U.S.P.S.	PD Intoxiyzer Returned	\$ 29.70	\$ 29.70
105.02 · DEWITT					
	02/06/2025	Amazon	Camera, Case	\$ 229.23	\$ 229.23
	02/06/2025	Amazon	Scan Disk	\$ 7.49	\$ 236.72
	02/06/2025	Advanced Auto	Cargo bar for Police	\$ 35.99	\$ 272.71
105.03 · PECK, W					
	02/06/2025	Amazon	Monitor, Coffee, binde	\$ 224.13	\$ 224.13
	02/06/2025	Amazon	Ethernet Switch	\$ 47.97	\$ 272.10
	02/06/2025	Amazon	Coffee	\$ 23.48	\$ 295.58

Mr. Keilholtz moved for acceptance of the February 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 2/5/2025-3/4/2025 expenses. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 1/26/2025-2/8/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Hill moved for retroactive approval of the 2/9/2025-2/22/2025 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed.

Police Department Report – Chief, Terry DeWitt, reported for the month of February, the Police Department worked 261.75 total hours, 221.75 + 8 Holiday hours on patrol, 160 on call hours, patrolled 1,812 miles, and 14 calls were handled by PSP. In Liberty Township, there were 2 traffic citations, 2 warnings, 4 traffic stops and 27 calls for service, and 1 CTS details. In Freedom Township, the Police Department worked 35 hours, issued 9 traffic citations, 12 warnings, 21 traffic stops, 11 calls for service and 1 CTS details. In Highland Township, the Police Department worked 25 hours, issued 8 traffic citations, 5 warnings, 5 traffic stops, 25 calls for service and 1 CTS details. There were 4 assistant calls for service outside of our jurisdiction. Chief DeWitt reported that Three Arrests were made in the Month of February. 1 DUI-Drugs Freedom Township, 1 PFA Violation Liberty Township and 1 Felony Criminal Mischief Liberty Township. Mobile Video Recorder (MVR) and the License Plate Reader (LPR) and Body Cameras are installed and awaiting the "Go Live" date on Thursday March 6th, 2025. All the vehicles which are on hand are lettered and uniform. Car 321 had a minor crash and is drivable, we are receiving quotes for repairs. Mr. Barlow commented that he will be taking the police car to Scott's on Thursday for a damage estimate. The Chief commented the crash may be due to faulty equipment, need to check on a recall. No other traffic was involved in the incident. Receiving quotes for eight (8) new tires. Mr. Keilholtz asked who the tire quotes were from. Chief DeWitt commented on Buchanan, Blubaugh and one other source to be determined. Mr. Barlow suggested S&S Tire. For the Patrol Units 321 and 323. Patrol unit 322 is still at the upfitters and should be delivered at the end of March. Winter Storm kept patrols busy with Motorist Assist, Non-Reportable and Reportable Crash's. The Center for Traffic Safety has scheduled DUI Enforcement and Aggressive Driving Campaigns in March, which we will be participating in.

The helicopter MOU with Tripwire Aviation LLC was explained by Sergeant Ryan Morris. He asked the pilot Mike Dickerson to discuss how Tripwire carries liability coverage to the BOS. Mr. Barlow commented that by owning the helicopter we will have access to grant funding. Chief DeWitt commented that the helicopter can be in the air 15 minutes from the call, which is a faster response than PSP can give. Liberty PD aircraft can be requested by other Adams County agencies. Mr. Barlow also commented about FREMA and how the township is looking for volunteers for search and rescue. **Mr. Keilholtz made a motion to accept and sign the Helicopter MOU with Tripwire Aviation, LLC. Mr. Hill seconded the motion. All Voted yes, and the motion passed.**

- A request was made to dispose of items on the Police Department Purge List. Mr. Barlow asked about the files in the garage that were not on the list. It was clarified that those items are not to be destroyed. **Mr. Barlow made a motion to Dispose of the Items on the Police Department Purge List accordingly. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow made a motion for Chief DeWitt to attend Law Enforcement Training for three days, March 30, 31 and April 1.** It was clarified that there would be expense to the township except for tolls, fuel and patrol vehicle usage and wages. **All voted yes, and the motion passed.**

At 6:35 PM Chief DeWitt left the Board of Supervisors meeting.

Zoning Officer's Report – Mr. Barlow read the Zoning/ Sewage Enforcement Report. We received \$350 in Land Use and Driveway Permits in February.

Roadmaster Report – Mr. Barlow reported that in the month of February the Road Department used 37.8 gallons of gas, 81.2 gallons of off-road diesel and drove 611 miles. He reported that we had snow and ice accumulation in the township in February. We continue to have dead trees falling on the roadways when high winds occur. It is a problematic issue that needs to be addressed. He stated that he is aware of the many potholes in the township, and he is addressing them when the weather permits. Cold patch can not be used when it is below freezing. He is currently working on a plan of action for road projects for 2025 with our state representative, Jim Leshner. Once again, the Waynesboro Bridge project remains an issue. We received zero bids last year for the work that needs completed. The county refused to allow us to piggyback off their contract. Mr. Barlow commented that he met with representative Dan Moul, and he said he would get back to him on how to address the issue of getting the bridge fixed. There has been no further communication on the issue. Mr. Leshner said he would attempt to pressure the county to allow us to piggyback off them this year. Salt shed is complete. Power company disconnected the power line to the old shed. A demolition permit was received, and the building will be torn down in the next week. The goal is to eventually blacktop the entire area in front of the main building.

Planning Commission Report: The February Planning commission meeting was cancelled due to no business. They will meet on March 18 to review revised plan for Jesus Mary & Joseph. The Board of Supervisors has requested that the Planning Commission also review the current Liberty Township Ordinances and offer recommendations on improving the current regulations to address the growing trend of multi-generation houses, Airbnb's, and the increased problem with home affordability in today's market. The Board would like Liberty Township to be able to offer effective solutions for:

- Accessory Apartments – *current regulations do not allow apartments in detached garages without zoning hearing board approval.*
- Regulations for Air BnB's – *the board is unaware of any current municipal regulations.*
- Multi-Family Housing – *the township currently has no multi-family housing.*

Secretary/Treasurer: None

Old Business: None

Public Comments on New Business Items: Richard Swiat commented on supporting the police car proceeds to the Office of Aging as he believes they are a great organization in our community.

New Business:

- **Mr. Barlow made a motion to Join Pick-Up PA Event as Part of The Great American Cleanup Running March 1 through May 31. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Hill made a motion to Donate Police Car to the Office of Aging. Mr. Barlow seconded the motion. All voted yes, and the motion passed.** Mr. Barlow explained that the 2016 car is being replaced and is no longer needed. The new police car we are receiving was completely donated by Tripwire South LLC (Ryan Morris). The vehicle was offered to several Fire & EMS organizations, and no one was interested. Municibid was considered but the cost and time did not seem worth it for the small amount we would receive. The Office of Aging was not interested in the car but would accept the funds if donated through the auto auction.
- **Mr. Barlow made a Motion to Continue Wetzel's Cleaning Contract. Mr. Hill seconded the motion. All voted yes, and the motion passed.** The contract will be effective April 1st for one year with a pay rate of \$95 bi-weekly and cleaning is to be done during business hours.
- Mr. Barlow commented that the township is currently trying to seek an updated list of residents who have holding tanks in our township. If any resident has a holding tank, please notify the township office.

With no further business, **at 7:18 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, April 1, 2025, at 6 PM, located at the Township Municipal Building.

Respectfully submitted,


Wendy Peck, Secretary/Treasurer