

Newberry Township Board of Supervisors April 28, 2026

Meeting Minutes

ATTENDANCE:

Tony Miller, Vice Chairman
Rob Harkin, Supervisor
Diane Shellenhamer, Supervisor
Jane Harman, Supervisor
Aaron Schwartz, Manager
Acting Chief Braxton Ditty
James Sanders, Solicitor
Bill Rudy, Engineer
Scott Getchen, Public Works Director
Brent Zeiders, Wastewater Coordinator
Donna Donald, Codes and Zoning

CALL TO ORDER AT 6:00 PM

The meeting was called to order at 6:00 PM. Vice Chair Miller presided over the meeting in the absence of Chairman Eckert, who was on vacation. All present stood for The Pledge of Allegiance.

ANNOUNCEMENTS

Vice Chair Miller announced that the Board of Supervisors held executive sessions on April 2nd and April 22nd to discuss personnel matters related to the Chief hiring process. Additionally, an executive session was held prior to this meeting to discuss ongoing litigation, personnel matters, and legal matters related to a couple of settlements.

PUBLIC COMMENTS

Matthew Castillo – Believers in Christ Church

Pastor Matthew Castillo of Believers in Christ Community Church addressed the Board with a reading from First Timothy, Chapter 2, emphasizing the scriptural instruction to offer prayers and petitions for those in leadership. He reflected on the importance of praying for leaders regardless of political agreement, noting that "agreement is not a prerequisite for prayer." He encouraged those present to pray for township council members, police, first responders, churches, and community organizations, and closed with a brief prayer for the community and its leaders.

Presentation by the Northeastern Senior Center

Holly Sarti, Administrative Assistant and Project Manager for the Northeastern Senior Center's new facility, presented on behalf of the organization. She thanked the Township for its ongoing support of older adult services and highlighted the significant role the center plays for Newberry Township residents specifically. She reported that in the last fiscal year, Newberry Township residents visited the center 1,370 times, representing approximately 10 percent of all in-person attendance across all municipalities served. Additionally, of the 19,990 home-delivered meals provided by the center, nearly 4,900—approximately 25 percent—were delivered to homebound seniors in Newberry Township.

Ms. Sarti emphasized that meal deliveries are not merely about food; volunteer drivers often serve as the only human contact for some homebound seniors, conducting wellness checks three times per week. She noted instances where those checks prompted emergency interventions. She spoke to the center's future building project at 5675 Susquehanna Trail in Strinestown, located in the former Brethren Church property. The project experienced setbacks due to a pipe-freezing incident that caused flooding, which displaced some funding, but

Ms. Sarti indicated the project is back on track and anticipates completion in 2026, with 2027 as the latest projected opening.

Ms. Sarti formally requested that the Township consider increasing its annual operating contribution and consider a separate contribution toward the building renovation project. The Board engaged in a question-and-answer exchange regarding meal service logistics, the congregate meal program, and the possibility of inviting senior members to township community events such as the July 4th celebration.

Marie Dunston, a township resident, addressed the Board on behalf of the Redland Senior Center. She reported that Redland's membership is approaching 600, with approximately half from Newberry Township and half from Fairview Township, with additional members from York Haven and Lewisberry. She noted growing demand for services, particularly the congregate meal program, the Meal Fresh Express program, and coupons for local produce purchases, attributing to

the increase in part to current economic pressures on seniors. Ms. Dunston asked the Board for fair and generous consideration in its contribution allocation and noted that the long-awaited inspection of the Redland Senior Center's new community center building had recently been passed, with construction activity now underway. She invited Board members to visit the center at its current location at the Grange and mentioned that the Give Local York fundraising event was occurring that Friday, with matching funds available for donors supporting Redland.

Dave Lash, a township resident, addressed three matters. First, he expressed gratitude to the Newberry Police Department and the Township for their assistance at the Kids' Mentor Fishing Day held the Saturday before trout season, noting that three Police Officers were present both Saturdays, that the event attracted over 85 youth participants, and that signage provided by the Township and the State helped manage traffic safely. He acknowledged the collaboration between VFW Post 537 James A. Danner and the Goldsboro Fire Department. Second, Mr. Lash reiterated a concern he has raised at multiple meetings regarding the absence of clear signage identifying the Police Department at the MESB building, suggesting that in an emergency, residents unfamiliar with the area would be unable to locate it. Third, Mr. Lash raised his ongoing concern regarding the Police Chief selection process, urging the Board to publicly explain why Lieutenant Diddy had not been advanced as a candidate given his 18 years of service and extensive credentials, including teaching at HACC. Vice Chair Miller and Supervisor Harman each responded that personnel matters are not discussed in public sessions and that the Board is not at liberty to disclose the reasoning behind hiring decisions. Mr. Lash expressed dissatisfaction with this response, drawing a comparison to past public votes on the water and sewer matter.

Steve Toomey, a township resident, addressed the Board with detailed concerns regarding Resolution 2026-14, the proposed Professional Review Escrow Policy, and the associated updated fee schedule. His principal objections were as follows: the residential development fee structure grants excessive discretionary authority to the Township Manager, with fees ranging from \$5,000 to \$25,000 with no objective criteria defined by project size; the Resolution shifts costs from the Township to applicants or residents in a manner he described as a "pay to play" mentality; the term "after" in Section 8 regarding the return of unused escrow funds lacks any defined timeline, creating no accountability for prompt refunds; and the 50-percent escrow threshold trigger for stopping the review process could penalize applicants for the Township's own failure to track expenditures and notify applicants in a timely manner. He further questioned undefined terms such as "residential land development," "major" and "minor" stormwater, "zoning hearing" versus "Zoning Hearing Board," and "degradation fee." He noted that a \$5,000 escrow closeout fee was analogous to a bank charging for a withdrawal of one's own money. Mr. Toomey concluded that the Resolution requires further work to define responsibilities, timelines, and accountability on the Township's part.

APPROVAL OF THE MINUTES

Motion by Supervisor Shellenhamer to approve the minutes of March 24, 2026. Seconded by Supervisor Harman. Motion carried unanimously.

LAND DEVELOPMENT & SUBDIVISION PLAN REVIEW

There were no land development or subdivision plans for review.

REPORTS

Police Report

Acting Chief Ditty presented the March 2026 report. The department handled a total of 1,371 calls for service. Reported incidents included 2 aggravated assaults, 7 thefts, 9 drug offenses, 4 DUI arrests, 8 simple assaults, 1 harassment, and 19 other offenses, as well as 16 domestic-related incidents and 16 traffic collisions. Officers issued 123 traffic citations, 222 traffic warnings, 8 non-traffic citations, and made 21 misdemeanor or felony criminal arrests, for a total of 29 arrests during the month—nearly one per day.

Acting Chief Ditty highlighted several notable incidents and developments. On March 27th, Officers successfully coordinated a search for a missing adult male near Redland Elementary who was at special medical risk. The individual was ultimately located at Walmart, with credit given to Lieutenant Chris Mowry of York Area United Fire and Rescue, who utilized county-implemented technology that provided responders with subject details beyond just the address and nature of the incident. Acting Chief Ditty noted that he sent a letter of thanks to Lieutenant Mowry's fire chief.

The department held its annual awards ceremony in March, recognizing Officer accomplishments from 2025. Acting Chief Ditty thanked the Board members who attended.

Acting Chief Ditty reported on a highly successful reaccreditation assessment conducted by the Pennsylvania Law Enforcement Accreditation Coalition (PLEAC), governed by the Pennsylvania Chiefs of Police. Newberry Township holds Premier Status—one of only four departments in York County to do so, all of which are township departments. The assessment covered over 140 standards and 200 sub-standards of best policing practices. The lead assessor, one of the most experienced in the State with between 150 and 200 assessments completed, indicated that Newberry Township's assessment ranked in the top five percent of all assessments he had conducted. Acting Chief Ditty credited Sergeant Taylor Nauman, Sergeant Jonathan Taylor, and Officer Aaron Snellbaker as key members of the accreditation team. Final reaccreditation is expected to be conferred at the Pennsylvania Chiefs of Police Conference on June 2nd. Supervisor Shellenhamer, who attended the evaluation, echoed her congratulations.

Finally, Acting Chief Ditty addressed a juvenile disturbance that occurred on April 24th in the Village of Valley Green. He stated that the incident was perpetrated by individuals who do not reside in that community and confirmed that the department has identified those responsible. He described two responsive actions: directed patrols of the area and a commitment to assertive enforcement against any offenders. He noted that the recreational area in question is exclusively accessible to residents of that HIOA community, and that the department is working with the homeowner's association to ensure it is properly posted for enforcement purposes. He urged residents with knowledge of potential offenders to have those conversations with parents or guardians and to report any suspicious activity.

Highway

Supervisor Harkins raised a concern regarding the traffic signal at the Walmart exit off Route 83 northbound, noting he had waited five to ten minutes with no cross traffic. Highway Superintendent Scott Getgen explained that the signal is equipped with an inductive loop that triggers the light but noted that the walk signal post inside the guardrail may have been damaged. He committed to inspecting the location the following day.

Vice Chair Miller recognized Highway Superintendent Scott Getgen and his crew for their work at Dolan Park, noting significant improvements to the driveway, entrance, and parking area using millings obtained from PennDOT. He described it as a long-needed improvement.

Sewer

Supervisor Harman expressed appreciation to Brent Zeiders, the sewer plant operator, for a tour of the wastewater treatment facility, noting that she was impressed with the cleanliness and organization of the plant.

Manager

Township Manager Aaron Schwartz added his congratulations to Acting Chief Ditty and the Police Department on their reaccreditation, noting the assessors were highly impressed with the department's procedures and adherence to policy. Manager Schwartz also thanked the Highway Department for accommodating a night shift schedule to facilitate pipe replacement work on the roadway serving Co-Parts, allowing the business to continue vehicle operations. He noted that full roadway reconstruction is scheduled to begin in early July.

Public Safety/Fire Departments

Fire Chief Kyle Harbold presented a combined report for Newberry Township Fire Department, York Haven Fire Department, and Goldsboro Fire Department in the absence of Public Safety Director Leekway, who was on vacation. During March, fire services handled 39 calls for service within the township, including 4 residential structure fires (2 of which were working fires), 5 outside brush fires, 8 motor vehicle accidents with multiple reported entrapments, and several vehicle fires, fire alarms, investigations, medical assists, and public service calls. All three departments also provided mutual aid outside the township on multiple occasions.

Chief Harbold outlined upcoming department events: Newberry Township Fire Department will hold a chicken barbecue on May 9th at 11:00 AM, bingo on May 15th and May 29th, and a meat raffle drawing expected to conclude May 10th; the department will also participate in the BAPS Carnival from May 7th through the 10th. Goldsboro Fire Company will hold a Pines Road cleanup event on May 2nd from 8:00 AM to 12:00 PM. York Haven Fire Department will hold a chicken barbecue on May 30th at 11:00 AM, with a gun raffle drawing scheduled for September 12th.

On public safety operational matters, Chief Harbold reported that two paid driver candidates were interviewed, with one pending approval at the current meeting. Firebox alarm updates for Districts 31, 27, and 20 have been completed and submitted to the county for implementation. A unified training schedule for all three departments has been completed and distributed. A landing zone coordination meeting has been scheduled to finalize operational procedures between responding agencies. Paid driver roles and responsibilities have been updated for improved accountability. The department will be transitioning from the First Due alerting platform to the Chief 360 alerting system, with all three fire departments participating in the transition.

OLD BUSINESS

Discussion and Possible Action, 2026 Contributions to Redland Senior Center, Northeastern Senior Center

Vice Chair Miller provided historical context on the Township's contribution record. Prior to 2019, the full \$21,000 budget was allocated solely to Redland Senior Center. Beginning in 2019, the allocation was split between the two centers. From 2021 through 2025, Redland received \$12,000 and Northeastern received \$4,000, for a combined total of \$16,000. The 2026 budget allocation has been increased to \$26,000. Vice Chair Miller noted that the historical split has been 75 percent to Redland and 25 percent to Northeastern.

Motion by Supervisor Harkins to distribute the 2026 contributions in accordance with the 75/25 split—\$19,500 to Redland Senior Center and \$6,500 to Northeastern Senior Center. Seconded by Supervisor Harman. Motion carried unanimously.

NEW BUSINESS

Approval of Bond Reduction Evaluation #1 for WellSpan in the amount of \$1,569,533.78

Township Engineer Bill Rudy reported that an inspection had been completed as requested the prior month. The Township is retaining an additional \$20,631.29 to cover outstanding work items.

Motion by Supervisor Harkins to approve Bond Reduction Evaluation #1 for WellSpan in the amount of \$1,569,533.78. Seconded by Supervisor Shellenhamer. Motion carried unanimously.

Approve Multi-Municipal Line Painting Bids for 2026 with D.E. Gemmill, Inc., lowest bidder

Vice Chair Miller explained that the Township participates in a multi-municipal cooperative bidding process for line painting, with each municipality submitting its needs to produce a competitive aggregate bid. The lowest bid was submitted by D.E. Gemmill, Inc. Manager Schwartz noted that the total bid for Newberry Township came to \$38,804.00 of which all but approximately \$9,000 will be reimbursed through liquid fuels funds. Supervisor Harman confirmed with Highway Superintendent Getgen that line painting is conducted on most township roads on an annual basis.

Motion by Supervisor Harman to approve the Multi-Municipal Line Painting Bids for 2026 with D.E. Gemmill, Inc. as the lowest bidder. Seconded by Supervisor Harkins. Motion carried unanimously.

Approval of Bond Reduction Evaluation #3 for Red Mill Crossing in the amount of \$578,992.63

Engineer Bill Rudy reported that an inspection was completed and the bond is being reduced to reflect only the remaining outstanding work. The Township is preparing to begin the next phase of the development. The remaining surety is to be established at \$2,629,351.

Motion by Supervisor Harkins to approve Bond Reduction Evaluation #3 for Red Mill Crossing in the amount of \$578,992.63. Seconded by Supervisor Shellenhamer. Motion carried unanimously.

Approve Payment Application No. 3 to Manada Electric for the third payment of the Newberry Township WWTP Generator Upgrade in the amount of \$179,463.75

Engineer Bill Rudy clarified that at the time of this payment application's submission, the work was not yet complete. The remaining contract balance is \$64,000 which includes retainage of \$26,000. The work has since been completed.

Motion by Supervisor Harkins to approve Payment Application No. 3 to Manada Electric in the amount of \$179,463.75 for the Newberry Township WWTP Generator Upgrade. Seconded by Supervisor Shellenhamer. Motion carried unanimously.

Consider adoption of Resolution No. 2026-13 authorizing destruction of certain Township records in accordance with the Municipal Records Manual and Township retention schedule

Manager Schwartz explained that this Resolution is the formal mechanism by which the Township authorizes the destruction of records that have exceeded their required retention periods under the Municipal Records Manual. Destruction will be carried out by shredding, as a burn ban is currently in effect.

Motion by Supervisor Harman to adopt Resolution No. 2026-13 authorizing the destruction of certain Township records. Seconded by Supervisor Shellenhamer. Motion carried unanimously.

Consider adoption of Resolution No. 2026-14 establishing a Professional Review Escrow Policy

Following extensive public comment from resident Steve Toomey raising substantive concerns about the Resolution's lack of defined terms, timelines, and accountability measures, Supervisor Harman moved to table the Resolution to allow for further review, suggesting it be taken up at an upcoming Workshop. Supervisor Shellenhamer agreed that the matter warranted additional scrutiny.

Motion by Supervisor Shellenhamer to table Resolution No. 2026-14 establishing a Professional Review Escrow Policy. Seconded by Vice Chair Miller. Motion carried unanimously. The matter is referred for further discussion at a future Workshop.

Consider adoption of the 2026 Updated Newberry Township Fee Schedule

Given that the fee schedule is directly linked to the tabled Resolution No. 2026-14, the Board moved to table this item as well.

Motion by Supervisor Harkins to table the consideration of the 2026 Updated Newberry Township Fee Schedule. Seconded by Vice Chair Miller. Motion carried unanimously.

Approve Agreement with Grant Success Lab for grant writing services

Vice Chair Miller noted that Grant Success Lab has been the Township's grant writing services provider for approximately three to four years and has not increased its monthly rate of \$4,800. Manager Schwartz confirmed the terms of the agreement is one year.

Motion by Supervisor Harkins to approve the Agreement with Grant Success Lab for grant writing services. Seconded by Supervisor Shellenhamer. Motion carried unanimously.

Motion to approve the hiring of Houston Whiteaker for the position of Sewer Maintenance Laborer, contingent upon successful completion of all pre-employment requirements

Motion by Supervisor Harkins to approve the hiring of Houston Whiteaker as Sewer Maintenance Laborer, contingent upon successful completion of all pre-employment requirements. Seconded by Vice Chair Miller. Motion carried unanimously.

Authorization to approve the hiring of Kelly Steckel as Police Administrative Assistant within the approved wage scale and budgeted allocation

Motion by Supervisor Harkins to approve the hiring of Kelly Steckel as Police Administrative Assistant within the approved wage scale and budgeted allocation. Seconded by Supervisor Harman. Motion carried unanimously.

Motion to authorize the Township Manager to hire a part-time Parks and Recreation mowing and maintenance employee, for the period of April through October, not to exceed 30 hours per week

Vice Chair Miller noted that the position will be advertised on the Township website and Facebook page. Manager Schwartz and the Vice Chair Miller clarified that while the Manager has the authority to identify and hire the individual, formal Board approval in open session is still required before employment commences. Supervisor Harman noted that given the process timeline, the employee would likely not begin until late May.

Motion by Supervisor Harkins to authorize the Township Manager to hire a part-time Parks and Recreation mowing and maintenance employee for the period of April through October, not to exceed 30 hours per week. Seconded by the Vice Chair Miller. Motion carried unanimously.

Motion to approve Rainer Niederoest, Dave Parsons, Brian Rehbein, LeeAnn Menut, Diane Shellenhamer, Rob Harkins, Mitch Kauffman, Ryan Szuch and Connie Flasher to the Comprehensive Plan Steering Committee

Manager Schwartz confirmed that the Comprehensive Plan Steering Committee will hold its own separate set of meetings, distinct from Township workshops. Supervisor Harkins confirmed that the committee is now full. Supervisor Harman noted that several of the approved members were present in the audience and asked that they be acknowledged. David Parsons, who was present, briefly addressed the Board and thanked the Supervisors for moving forward with the committee, noting that the Township's Ordinances date back to 2006 and that he has been advocating for this process for some time.

Motion by Supervisor Harman to approve Rainer Niederoest, Dave Parsons, Brian Rehbein, LeeAnn Menut, Supervisor Diane Shellenhamer, Supervisor Rob Harkins, Mitch Kauffman, Ryan Szuch, and Connie Flasher to the Comprehensive Plan Steering Committee. Seconded by the Supervisor Shellenhamer. Motion carried unanimously.

Motion to approve Memorandum of Understanding between Newberry Township and the Newberry Township Patrolman's Association regarding Administration of Family and Medical Leave Act (FMLA) Leave

Manager Schwartz explained that as a government agency, the Township has always had FMLA language; however, the Township has now crossed the 50-employee threshold—including part-time employees—that triggers mandatory FMLA compliance requirements. This MOU formalizes the administration of FMLA leave for the Patrolman's Association.

Motion by Supervisor Harkins to approve the Memorandum of Understanding between Newberry Township and the Newberry Township Patrolman's Association regarding Administration of FMLA Leave. Seconded by Vice Chair Miller. Motion carried unanimously.

Motion to approve Newberry Township Handbook Amendment – Amendment to Section IX – Leave Policy. Family and Medical Leave Act (FMLA)/USERRA Continuation of Coverage

Vice Chair Miller noted that this amendment applies the same FMLA policy framework to all non-collective bargaining agreement employees, consistent with the MOU approved in the preceding item.

Motion by Supervisor Harkins to approve the Newberry Township Handbook Amendment to Section IX – Leave Policy, covering FMLA and USERRA Continuation of Coverage. Seconded by Supervisor Shellenhamer. Motion carried unanimously.

Motion to approve Matthew Bigler as a paid fire driver

Manager Schwartz indicated that pre-employment screening is anticipated to be finalized during the current week, but that approval is contingent upon successful completion of all pre-employment requirements.

Motion by Supervisor Harman to approve Matthew Bigler as a paid fire driver, contingent upon successful completion of pre-employment screening. Seconded by Supervisor Harkins. Motion carried unanimously.

Motion to approve the July 3rd Liberty Tree Dedication Ceremony at 12:00 p.m. at the Township-owned parcel known as Liberty Square

Supervisor Shellenhamer described the event, noting that the Township was generously gifted a Liberty Tree by the York Rotary Club in connection with York County's Planning Commission. The tree has been planted at Liberty Square, the site of the old drinking well in the center of Newberrytown. The dedication ceremony is planned as an approximately one-hour event and will feature speakers including Mark Anderson, as well as participants from the Sons of the American Revolution, Daughters of the American Revolution, Civil War reenactors. Supervisor Harman inquired about parking logistics, and Supervisor Shellenhamer acknowledged this is still being coordinated.

Motion by Supervisor Shellenhamer to approve the July 3rd Liberty Tree Dedication Ceremony at 12:00 p.m. at Liberty Square. Seconded by Supervisor Harkins. Motion carried unanimously.

Motion to approve the July 4th Balloon Fest at the Shoppes of Newberrytown from 6:00 to 9:00 p.m. Propane sponsors are being considered

Supervisor Shellenhamer described the event as a stationary hot air balloon glow, with three balloons anchored to the ground, food trucks, and live music. She noted the event is intended to provide a community Fourth of July celebration in lieu of fireworks. The balloons are not in flight, and attendees will be able to walk alongside them. Supervisor Harman asked whether the event could potentially be relocated to Shelley Park, which Supervisor Shellenhamer agreed was a discussion worth having at the upcoming Monday committee meeting, though she noted commitments have already been made to the Shoppes of Newberrytown and the location cannot be changed without that conversation. Supervisor Harkins expressed interest in potentially sponsoring the propane costs once the amount is determined.

Motion by Supervisor Shellenhamer to approve the July 4th Balloon Fest at the Shoppes of Newberrytown from 6:00 to 9:00 p.m. Seconded by Supervisor Harkins. Motion carried unanimously.

Motion to approve the September 26th Harvest Moon Festival at the Shoppes at Newberrytown from 6:00 to 9:00 p.m. Event details are still being developed, and no budget has been established at this time

Supervisor Shellenhamer noted that no programming details have yet been developed for this event, and the motion is primarily to secure the date on the calendar. She acknowledged that the event had originally been intended for Shelley Park but was moved to the Shoppes of Newberrytown when park availability was uncertain.

and expressed openness to revisiting the venue. Both the Vice Chair and Supervisor Harman expressed a preference for returning the event to Shelley Park, noting that the stated goal of the events committee had been to highlight and activate the Township's park facilities. Supervisor Shellenhamer committed to raising the discussion with the committee.

Motion by Vice Chair Miller to approve the September 26th Harvest Moon Festival from 6:00 to 9:00 p.m., with details and venue to be further developed. Seconded by Supervisor Harkins. Motion carried unanimously.

Motion to approve the November 11th Veterans Day event, in partnership with the VFW, to be held at the MESB Building at 11:00 a.m.

Vice Chair Miller noted that the event will be held at the walkway outside the MESB Building, near the existing veteran's memorial plaque. Supervisor Shellenhamer indicated that a planning meeting with the VFW is pending and that programming has not yet been developed. She also noted that the first responders' brick memorial project is expected to be installed near the flags in approximately the next 30 days.

Motion by Supervisor Shellenhamer to approve the November 11th Veterans Day event in partnership with the VFW, to be held at the MESB Building at 11:00 a.m., with details to be determined. Seconded by the Supervisor Shellenhamer. Motion carried unanimously.

PAYMENT OF BILLS

Motion by Supervisor Harkins to pay all bills. Seconded by Vice Chair Miller. Motion carried unanimously.

ADJOURNMENT

Motion by Supervisor Harkins to adjourn. Seconded by Supervisor Harman. Motion carried unanimously.

Respectfully Submitted,



Aaron Schwartz, Secretary

