

Newberry Township Board of Supervisors September 8, 2026

Workshop Meeting Minutes

ATTENDANCE:

Mario Eckert, Chairman
Tony Miller, Vice Chairman
Diane Shellenhamer, Supervisor
Jane Harman, Supervisor
Aaron Schwartz, Manager
Farzad Sharif, Chief
Scott Getchen, Public Works Director
Brent Zeiders, Wastewater Coordinator
Donna Donald, Codes and Zoning

Call To Order

The meeting was called to order at 6:00 PM. All present stood for the Pledge of Allegiance.

Announcements

Chairman Eckert announced that a brief executive session had been held prior to the meeting regarding public safety.

Public Comments

No public comments were received.

New Business

Discuss 2027 Draft Budget

Manager Schwartz led the Board through the first round of the 2027 Draft Budget presentation, aided by Comptroller Jane Deamer. The presentation was organized using a binder distributed to Board Members, sequenced to correspond with a slideshow. Manager Schwartz noted that this was the first of several budget review meetings. He provided an overview of the Township's profile: approximately 30 square miles, a population of approximately 16,377 per the last census, over 90 miles of Township roads, and approximately 3,300 sewer customers.

Departmental Highlights

Manager Schwartz presented highlights from each department before proceeding with the budget figures. Police call volume for 2025 was 13,144; year-to-date 2026 volume had already reached 8,400, placing the department on pace for approximately 14,500 calls by year-end. Notable 2026 cases included a child abuse and neglect arrest, a shots-fired incident at Conewago Inn, a long-term child sexual abuse case, and a Ridge Road burglary assault. The Highway Department spread over 1,300 tons of salt during the prior year's storms and completed several projects, including Sipe and Hill Road paving with stormwater pipe replacements, storm water and pipe replacement on Violet Drive, a cross-storm pipe replacement on Culhane Drive, and grading and repair of all dirt and gravel roads. The Codes and Zoning office issued 815 permits in 2025 and 601 year-to-date in 2026; violation complaints doubled from 31 in 2025 to 63 year-to-date in 2026.

General Fund — Revenue

Manager Schwartz projected total General Fund revenue of \$8,031,830 for 2027, compared to a 2026 budget estimate of \$7,629,100—an approximate 5% increase. Key revenue drivers included a projected 2.1% increase in current taxes (totaling \$2,860,000), a 5% increase in earned income tax (totaling \$1,732,000), and combined total taxes of approximately \$6,232,500, reflecting a 3.3% increase over 2026. A 13% decrease was projected in licenses and permits revenue, largely due to declining cable franchise fee receipts. Interest revenue was projected to increase to \$261,964, attributed to the Township's ability to move funds quickly to higher-yielding accounts.

Notable revenue changes included a 42% decrease in the public safety Grant line, as the SAFER Grant is scheduled to expire at the end of June 2027. Supervisor Harman confirmed that the Board had elected not to apply for a renewal Grant. Comptroller Deamer indicated that updated numbers for special events contributions would be provided at the next meeting, as she had been on vacation when the revised plan was received.

The special police services revenue generated by police contracts with Goldsboro Borough and York Haven Borough was reviewed. Comptroller Deamer confirmed current contract amounts of \$87,211 (York Haven) and \$81,364 (Goldsboro), with proposed 2% increases to \$88,955 and \$82,992, respectively. Vice Chair Miller noted that the current contracts expire in December 2026 and that the 2% renewal option, while available at the Township's discretion, should be reconsidered rather than automatically exercised, suggesting the rates may warrant renegotiation.

General Fund — Admin

Comptroller Deamer reviewed the administrative budget. Increases were noted in postage, telephone, and dues and memberships—the latter rising to \$15,000 to account for subscriptions including HeyGov, ACA Prime, CapCogs (\$450 quarterly), PSATS (\$3,000), web hosting, and Amazon Prime. Contracted services were reviewed in detail, including accounting services with Hinton and Associates (estimated \$20,000–\$25,000), outsourced payroll services (\$5,000–\$6,000), cleaning services (\$6,000–\$6,250), copier lease (\$2,000+), Concentra for drug testing and physicals, background checks (\$500), Orkin pest control (\$1,100), the Grant writer (\$4,800/month), electronic systems/fire alarm monitoring (\$1,100), and Cintas mat service (\$70 biweekly). Additional funds were included for potential demolition of dangerous structures and a planned website upgrade.

Supervisor Harkins inquired whether the website upgrade would be funded in the current year. Manager Schwartz explained that approval had only recently been granted and that the payment structure with the web vendor still needed to be determined; the expense would likely be carried into 2027.

General Fund — Building Maintenance

Building maintenance saw increases in propane (bids still pending) and electricity. Comptroller Deamer noted that the Township's prior electricity contract rate of \$0.048/kWh had approximately doubled to near \$0.09/kWh under the new contract, resulting in substantially higher electricity costs across all facilities. A \$25,000 allocation for repairs and maintenance was retained, with Manager Schwartz noting a goal to obtain estimates for repair of the front sidewalk.

General Fund — Police

Chief Farzad Sharif presented a supplemental police budget document he had prepared and submitted to Manager Schwartz that afternoon, noting he had worked through the holiday weekend to refine the numbers. The total police protection budget reflects an overall increase of approximately 3.5% over 2026.

Fixed salary costs presented by Chief Sharif included: Chief's salary (\$136,500), Lieutenant's salary (\$119,452), four Sergeants' salaries (\$443,373), police officers' salaries including two officers to be hired (\$1,039,222), and two full-time clerical staff (\$102,936). Benefits including Social Security, Medicare, Blue Cross, dental, life insurance, workers' compensation, and pension were noted as non-discretionary items.

Chief Sharif proposed several adjustments to discretionary line items, including reductions to office supplies (from \$6,000 to \$5,000) and operating supplies (from \$10,000 to \$8,000), with savings redirected to vehicle repairs and maintenance (proposed increase to \$13,500) to address the aging fleet in the absence of new vehicle purchases in 2027. Vehicle fuel was increased from \$50,000 to \$60,000, reflecting a 30% year-over-year increase in fuel costs at the time of the meeting.

A significant discussion arose around contracted services (Line 410-450), proposed to increase from \$103,000 to \$143,000. Chief Sharif explained that this increase is largely attributable to a transition from on-premises

servers to a cloud-based infrastructure managed by Hinton and Associates, including a one-time \$16,000 setup fee. This transition, in turn, allows a corresponding reduction of \$16,800 in the computer hardware/software line. The contracted services line also encompasses cell phone forensics, WatchGuard in-car camera systems, scheduling software, PowerDMS policy and accreditation software, CrimeWatch, LEAF copier/printer services, York County Mobile Data Computers (over \$5,000), and a proposed Motorola cloud-hosted body-worn and in-car camera system.

The Motorola body-worn camera and in-car camera contract was discussed at length. Chief Sharif described the proposed 5-year lease at approximately \$23,000 per year, which would include all patrol vehicle license plate readers (LPRs), full hardware replacement at 2.5 years at no additional cost, cloud-based storage, AI-assisted footage review, transcription services, and video redaction capabilities. Chief Sharif explained the concept of video redaction—releasing footage rapidly to the public following critical incidents—as a practice pioneered by the LAPD that has demonstrably reduced civil unrest by over 80%. He emphasized that the current body-worn camera system lacks redaction, transcription, and cloud capabilities.

Supervisor Harman expressed a preference for ownership over leasing. Other Board Members, including the Chair, acknowledged that the serviceability, automatic replacement, and rapid technology refresh included in the lease arrangement offered practical advantages, particularly given that police cameras sustain significant physical stress. Supervisor Harman asked whether, if the pending body-worn camera Grant were awarded, the Township could purchase the cameras outright rather than lease them. Manager Schwartz confirmed the Board would need to make that determination if the Grant is awarded, noting the Grant might at minimum offset the first year of the lease. Vice Chair Miller clarified that capital reserve funds could not be used for a leased item, as it is a contracted service rather than an owned asset.

Board Members noted that a separate capital outlay line item for body-worn cameras (\$48,000) appearing in the draft budget would be rendered redundant if the Motorola lease proceeds, and Chief Sharif confirmed it could be reduced to zero under that scenario.

Chief Sharif also proposed increases to meetings, conferences, and training, citing the need for leadership development and tactical refresher training. He noted that in his first five weeks, he had observed three officers place themselves in tactically disadvantageous positions attributable to insufficient ongoing training. He emphasized that the department is otherwise well-equipped across ballistic vests, uniforms, firearms, computers, and Tasers, and that the vehicle fleet is the primary area of concern.

Supervisor Harkins asked whether the department would ever "catch up" on outdated equipment, a concern raised annually. Chief Sharif acknowledged that technology will never stand still but affirmed that the department is in genuinely good shape relative to comparable agencies, and that the vehicle repair challenges are inherent to the nature of police vehicle use rather than a reflection of departmental neglect.

Vice Chair Miller raised a procedural point regarding the practice of netting contracted police service revenues against total police protection expenditures in the budget presentation, as opposed to reflecting the full gross expenditure. He noted his consistent disagreement with this methodology, as the revenue is already captured elsewhere in the budget, and the gross expenditure figure more accurately reflects the true cost of police operations to the Township.

General Fund — Fire Protection

Manager Schwartz introduced the fire protection budget, noting that the fireman's relief fund contribution—a state pass-through amount estimated at \$100,000 (2025 actual: \$101,000)—had been entered as a placeholder, with distribution percentages to be determined by the Board. The 2026 distribution has been 50% to Newberry Township Fire Department, 25% to Goldsboro, and 25% to York Haven.

Chairman Eckert proposed that the Board gather statistical data—including call volumes, mutual aid responses, and pass-through relief amounts received by the other fire departments from their respective boroughs—before finalizing the distribution for 2027. He expressed particular concern regarding the financial condition of the Newberry Township Fire Department and noted that the department's SCBA air packs are in poor condition, with an estimated \$250,000 upgrade needed. It was agreed that the Chair would compile the relevant data, distribute it to Board Members via email, and convene a special meeting if necessary to make a well-informed decision. The Board agreed that a change in distribution percentages, if any, should be communicated to the affected departments well in advance.

Supervisor Harman raised a concern regarding fire hydrant services. Comptroller Deamer reported that Pennsylvania American Water had instituted an \$8 per hydrant annual increase across the Township's 44 hydrants under their jurisdiction. Supervisor Harman requested that the Township follow up with Pennsylvania

American Water regarding the installation of additional hydrants in areas of the Township currently underserved, particularly given recent growth.

General Fund — Zoning and Planning

Manager Schwartz reviewed the Codes and Zoning budget. Contracted services in this category include Hinton and Associates, CS Davidson for Permit Manager software, and a \$60,000 carryover placeholder for a comprehensive plan—partially offset by a Grant application of up to \$100,000 (with a potential net cost to the Township of \$30,000 if awarded). Supervisor Harman sought clarification on whether Hinton's services across departments are contracted as a package; Comptroller Deamer confirmed that a package arrangement exists and is allocated proportionally among Highway, Sewer, Administration, and Codes/Zoning based on computer usage, with the Police Department maintaining a separate Hinton contract.

The Sewage Enforcement Officer (SEO) fee line showed a significant increase, which Comptroller Deamer explained is offset by corresponding SEO permit fee revenue collected from applicants—effectively a pass-through wash.

Manager Schwartz also noted an apparent increase in the animal control budget related to SPCA services. Supervisor Harman requested that the SPCA service contract be reviewed prior to the next meeting, citing concerns about the scope of services being provided relative to the cost. The animal control officer (contracted through KLUG) salary line was noted to be at \$15,000; actual expenditures year-to-date were well under \$1,000.

General Fund — Emergency Management

Manager Schwartz noted that the Emergency Management budget figures were largely unchanged from the current year, as he had not yet had a detailed meeting with the EMA Coordinator. He indicated a desire to add a compensation line for the EMA Coordinator in recognition of the volume of work performed. Chairman Eckert indicated support for adding \$5,000 to the budget for this purpose. Manager Schwartz confirmed that this figure would be incorporated into the next budget draft for Board review and discussion.

General Fund — Public Safety

The SAFER Grant, which funds the Public Safety Director and Assistant Director positions as well as volunteer incentive payments and related advertising, is scheduled to end on June 30, 2027. Comptroller Deamer confirmed that through July 2026, \$16,600 in volunteer incentive payments had been disbursed. She noted that the paid driver program is funded through the fire tax, not the SAFER Grant, and that the Public Safety Director and Assistant Director salaries were originally funded from the General Fund prior to the SAFER Grant and will likely need to return there when the Grant expires.

Supervisor Harman requested that Comptroller Deamer prepare a comprehensive breakdown of all Township financial support to fire services—including fire tax contributions, SAFER Grant expenditures, volunteer incentives, and real estate tax service credits—prior to the next meeting. The Board expressed concern about the future of the volunteer incentive program without Grant funding and directed staff to explore any available replacement Grant opportunities.

The volunteer fire department real estate service credit (Line 419-220, \$10,000) was noted as a separate General Fund commitment. Comptroller Deamer noted that 2026 actual expenditures under this line were approximately \$7,600, and that an earned income tax credit for qualifying volunteer firefighters is also available, administered through the relevant taxing authorities.

General Fund — Highway

Public Works Director Scott Getgen presented the highway budget. Notable items included an increase in equipment operators' salaries to \$314,499 (still subject to ongoing labor negotiations and therefore subject to further increase), a \$5,000 increase in overtime to address storm response costs that exceeded last year's budget, and an increase in vehicle fuel reflecting current pricing at approximately \$6.00 per gallon.

Vehicle repair services were increased to \$45,000 to address growing maintenance needs, including \$17,000 already spent on the street sweeper this year, with an additional \$8,000 blower replacement budgeted for 2027. Contracted services increased due to several factors, including Concentra costs, PA1 call fees (averaging \$100/month), Hinton IT allocation, PSATs drug testing costs, and GIS services.

The budget also included a placeholder for two used equipment purchases to be funded from the highway operating budget rather than capital reserves: a used paver (to replace a late-1980s unit) and a used bucket truck to replace the unit previously borrowed from Conewago Township, which is no longer available. Public Works

Director Getgen noted that the bucket truck would serve multiple purposes, including tree trimming, sign work, and general maintenance, due to its onboard generator and tool capacity.

Manager Schwartz introduced, for Board consideration, the potential use of capital reserve funds to purchase a new excavator (estimated at \$150,000) to reduce reliance on outside contractors for storm pipe replacement and similar work currently done with a less capable backhoe. He argued that bringing this work in-house would reduce costs associated with both contracted excavation services and liquid fuels fund depletion. The Board took note of this proposal for further deliberation.

General Fund — MS4

The MS4 stormwater budget remained substantially unchanged, with figures including engineering fees (\$2,000), legal fees (\$1,000), advertising (\$1,000), and repairs and maintenance (\$40,000). Manager Schwartz noted that Pennoni Engineering handles the Township's MS4 compliance and that the annual report is expected to be submitted by the end of September 2026.

General Fund — Contributions

Manager Schwartz noted that contribution line items for the library, senior citizens, and other organizations were entered as placeholders consistent with current-year amounts. The Chair and Board Members agreed that contribution amounts warrant a separate, dedicated discussion rather than a decision at this session. Vice Chair Miller noted that organizations seeking contributions should attend a budget meeting to make their case. The Board agreed to table the contribution discussion to a future meeting, with the understanding that interested organizations should be present.

General Fund — Debt

Comptroller Deamer reviewed the debt service schedule for the Township administration building loan: loan principal of \$161,000 and interest of \$117,494 for 2027, per the debt service schedule. Interest is paid semiannually and principal annually. The loan is a 20-year obligation.

General Fund — Insurance

The Township's property and casualty insurance package through Murray is budgeted at a net General Fund cost of \$209,000 (after sewer and recreation allocations), out of a total package of approximately \$224,000. This figure includes bonds and an approximately \$8,000 cyber insurance policy. Unemployment tax, health insurance for administrative staff (budgeted at a 6% increase), and bank charges (approximately \$300/month for positive pay and ACH protections) were also reviewed. Health insurance increases for all employee groups will not be known until mid-to-late October. Teamster employees currently contribute \$65 per pay period to health insurance; police and administrative staff contribute \$20 per pay period.

Fire Tax Fund

The fire tax budget was presented. A significant structural change was noted: paid drivers, previously Township employees whose related payroll expenses appeared across multiple lines, are now contractors; accordingly, their costs have been consolidated into the contracted services line (411-450). Contribution amounts to each fire department remained as yellow-highlighted placeholders, subject to Board direction as discussed above. Manager Schwartz noted the addition of new optional line items—fire apparatus and vehicles, major equipment, and building and capital improvements—giving the Board greater flexibility and specificity in directing fire tax expenditures.

Liquid Fuels Fund

PennDOT's James Leshner advised the Township to budget approximately 5% less in liquid fuels allocation than received in 2026; the exact figure will not be known for several weeks. Manager Schwartz reiterated that liquid fuels revenues are declining while expenditures are increasing, reinforcing the rationale for bringing more road and stormwater work in-house. Public Works Director Getgen reviewed expenditure adjustments, including a reduction in operating maintenance, a flat salt and antiskid budget (with a strategy to pre-purchase salt at current prices if new bids come in higher), a \$5,000 increase in contracted snow removal, and a decrease in the contracted lights and signs line (which in 2026 included a \$60,000 light pole replacement). The stone and bituminous materials and guide rail/tree trimming contracted service lines were held flat.

Recreation Fund

Manager Schwartz reported that recreation fund revenues and expenses are substantially unchanged for 2027. Impact fee revenue was projected at \$100,000, with the potential for an additional \$160,000 depending on the

pace of development at several large residential projects (McNaughton townhomes and apartments). Manager Schwartz noted a goal to replace picnic tables at one pavilion this year using existing park equipment funds, with the second pavilion to follow in 2028; tables at Terry Dolan Park will be covered by an existing Grant. He also indicated plans to discuss potential fee increases for ball fields and pavilion rentals with the Parks and Recreation Board prior to the next budget meeting.

Sewer

Wastewater Coordinator Brent Zeiders presented the sewer budget. Key revenue items included a 4% increase in service charges (projected at \$2,500,000), tapping fee revenue of \$320,000 (based on two Red Mill apartment buildings of 30 units each, two Lexington Estates homes, and four miscellaneous connections), and an increased Goldsboro's contribution of \$120,000, reflecting their proportional share of recent capital improvements including the plant generator and UV upgrade project. An EDU transfer of \$57,500 from Southern Crossing (whose sewer flows to Fairview Township) was shown in the 2026 budget and is anticipated to be received prior to year-end.

On the expense side, significant increases were noted in the Cly and Midway Road Plant electric line (from \$100,000 to \$168,000), following the expiration of a favorable electric rate contract in 2025. The sludge belt press operations and maintenance line increased to \$240,000 due to higher hauling costs following the termination of the waste management contract; the polymer and hauling contract expires at the end of 2027 and will require renegotiation. Pump station maintenance was increased from \$50,000 to \$60,000 in anticipation of pump replacements at the Ridgeview pump station. A typo was noted in the NESA disposal line and corrected to \$100,000. The UV disinfection upgrade project, originally anticipated for 2026, is now budgeted at \$620,000 in 2027 (\$570,000 contract plus \$50,000 for engineering and inspection). The Cly Road sewer extension is budgeted at \$1,000,000 to cover right-of-way acquisition, permitting, bidding, and potential early construction. The sewer administrative budget reflects a transition of accounting software from QuickBooks Desktop (no longer supported) to QuickBooks Online, at an estimated annual increase from approximately \$1,500 to approximately \$6,000.

Hydrant Fund

The hydrant account is earning approximately 3.4% interest, generating an estimated \$26,000. Comptroller Deamer noted that Pennsylvania American Water has imposed an \$8 per hydrant annual increase across the Township's 44 hydrants, representing a significant increase to the hydrant services expense line. With no incoming hydrant tax revenue, the fund balance is being gradually depleted to cover service costs.

National Night Out Fund

The National Night Out fund balance remains at approximately \$4,000, and expenditures have historically remained within the amount raised through solicitation each year.

Special Events

Comptroller Deamer noted that the special events budget figures are outdated and will be updated with revised numbers at the next meeting.

PLGIT: General Fund Savings

Comptroller Deamer explained that approximately \$3,500,000 in general fund savings was transferred from the ACNB operating savings account to a PLGIT account over the past year to take advantage of higher interest rates (approximately 3.5% versus 1.5%). The anticipated 2027 balance in the PLGIT account is approximately \$7,000,000, inclusive of interest earnings of approximately \$165,000. This is general fund money held at a higher yield, not a separate capital reserve; funds can be transferred back to the operating account as needed.

Discussion Sewer Rates

Manager Schwartz presented a proposal for a sewer rate increase of approximately 17%, the first such increase since 2012. He noted that the Township's current rates remain well below those of neighboring municipalities that have sold their sewer systems. The proposed increase is structured to apply an equivalent flat-fee increase to both residential and commercial accounts while implementing a modest incremental increase for commercial accounts exceeding 9,000 gallons, resulting in an estimated additional \$300,000-plus in annual sewer revenue.

Manager Schwartz framed the proposal around the projected capital improvement schedule, which includes the UV upgrade project (\$620,000), the Cly Road extension (originally estimated at \$5,500,000 and increasing annually), future pump station maintenance, and an eventual plant expansion once capacity reaches

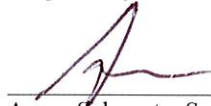
approximately 80% (currently at approximately 625,000 gallons per day against a permitted capacity of 1,300,000 gallons per day). Wastewater Coordinator Zeiders noted that significant growth, including Red Mill Apartments, the Northwood Manor mobile home park (100 EDUs), Cly Road (125 EDUs), Fox Farm (estimated 500 EDUs), and The Woods Extended (approximately 130 EDUs)—will continue to add demand.

Supervisor Harman acknowledged the need for the increase while noting that the Board had publicly committed to rate increases rather than the sale of the sewer system three years prior and questioned why action had not been taken sooner. Manager Schwartz explained that the groundwork for the proposal was begun last year but could not be completed during his prior period in the Manager's role. Wastewater Coordinator Zeiders acknowledged that capital improvement demands have been escalating and that the current budget is in a deficit position on the sewer side. Vice Chair Miller noted that the Board needs to be presented with an updated 10-year capital improvement projection to contextualize the rate increase proposal. Manager Schwartz confirmed that he had already requested an updated 10-year projection from the Township's engineer and would share it with the Board upon receipt. Supervisor Harman noted that the rate has only been raised once since at least 2012 (a \$3.25 increase), making the current proposal a long-overdue adjustment.

ADJOURNMENT

Motion by Vice Chair Miller to adjourn the meeting. Seconded by Supervisor Harman. Motion carried unanimously.

Respectfully Submitted,



Aaron Schwartz, Secretary

