

## **NEWBERRY TOWNSHIP BOARD OF SUPERVISORS**

### **Special Meeting Minutes**

**August 6, 2025 @ 5:00 pm**

#### **Call to order by Chairman Kirkpatrick at 5:00 pm**

#### **Attendance**

Chairman, Dave Kirkpatrick  
Vice-Chairman, Diane Shellenhamer  
Supervisor, Rob Harkins  
Supervisor, Aaron Schwartz  
Supervisor, Clair Wintermyer (Absent)

### **PUBLIC COMMENT**

Jane Harman – Resident, 205 Hemlock Lane – Questioned the Manager bond being updated. Supervisor Schwartz stated that the update was approved. The date it was voted on the Ordinance was in effect. The Ordinances are forwarded to Ecode and then it is updated on the website. There are numerous Ordinances that are uploaded at once. It is more costly to upload only one Ordinance at a time. Ms. Harman also questioned an agenda item asking why the resignation of Supervisor Schwartz was not listed before approving to hire him as Township Manager. Chairman Kirkpatrick stated that it was handled this way in the past. The position needs to be filled before the resignation can happen. Ms. Harman questioned the salaries of both the Township Manager and the Codes and Zoning Officer. Chairman Kirkpatrick stated the salaries will be discussed before a vote. Ms. Harman wanted clarification on Metro One for Police Security Services. Chairman Kirkpatrick stated the Police security is for Rite Aid, however, Metro One has the contract. Ms. Harman wanted clarification on which fund the money was coming from.

Rick Fink – Resident, 465 Miller Road – Questioned the time of the meeting and urgency. Supervisor Harkins stated that there was notice given and it was announced at the last Board meeting that a special meeting would be held. Mr. Fink questioned the qualification of Supervisor Schwartz being the Manager. Supervisor Harkins stated he has been doing an outstanding job as the Manager for the past four months with no pay.

Sandra Gonzalez-Resident, 140 Oak Road – Stated she was proud of the Township staff. Ms. Gonzalez commended Supervisor Schwartz for his willingness to not only serve as a Supervisor but also volunteer as the Township Manager.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Ratification and Approval of Agreement with Metro One LPSG for Police Security Services.**

MOTION By Supervisor Harkins to ratify and approve the agreement with Metro One LPSG for Police Security Services, seconded by Vice Chairman Shellenhamer, carried unanimously

DISCUSSION Chairman Kirkpatrick stated that Metro One is paying \$95.00 an hour per Police Officer and \$140 an hour for Labor Day. This service will run from July 28<sup>th</sup> to September 26<sup>th</sup> unless an extension is needed.

### **Approval of the hiring of Donna Donald as Codes and Zoning Officer, contingent upon the terms outlined in the executed offer letter.**

MOTION By Supervisor Schwartz to approve the hiring of Donna Donald as Codes and Zoning Officer, contingent upon the terms outlined in the executed offer letter, seconded by Vice Chairman Shellenhamer, carried unanimously.

DISCUSSION Chairman Kirkpatrick stated Donna Donald was selected through the hiring process and offered the Codes and Zoning position. He stated that she has held the position as the Assistant Codes and Zoning Officer for two years. Supervisor Schwartz stated the salary for the position is \$28.77 an hour, which was a \$2.00 an hour raise that she was given.

### **Ratification of the effective start date of August 4, 2025, for Donna Donald as Codes and Zoning Officer.**

MOTION By Supervisor Harkins to approve the ratification of the effective start date of August 4, 2025, for Donna Donald as Codes and Zoning Officer, seconded by Vice Chairman Shellenhamer, carried unanimously.

DISCUSSION Supervisor Kirkpatrick stated the start date is determined on the payroll start and end dates.

**Consideration and approval of the appointment of Aaron Schwartz as Township Manager, effective August 11, 2025.**

- MOTION By Supervisor Harkins to approve the appointment of Aaron Schwartz as Township Manager, effective August 11, 2025, seconded by Vice Chairman Shellenhamer. Supervisor Schwartz abstained from the vote. The motion carries.
- DISCUSSION Supervisor Harkins reviewed the extensive interview process that took place for the Township Manager. Supervisor Schwartz wanted it to be known that he was not part of the hiring process and that he had not seen any resumes that were submitted. He was not part of any interviews that were given.
- Gary Jakovich-Resident, 785 Yocumtown Road – Questioned who was on the committee to be interviewing for the Manager position. Supervisor Harkins stated that Supervisor Wintermyer and himself did the first round of interviews.
- Jane Harman-Resident, 205 Hemlock Lane – Congratulated Supervisor Schwartz. Ms. Harman questioned the salary of the Manager position. Chairman Kirkpatrick stated that the previous Township Manager, Tony Miller, reached out to PSTATS to inquire the correct salary for a Township Manager. Supervisor Harkins reviewed the salaries of the previous Township Managers, Tony Miller and Jamal Abadolo.

**Acceptance of resignation of Aaron Schwartz as Township Supervisor, effective August 11, 2025.**

- MOTION By Supervisor Harkins to accept the resignation of Aaron Schwartz as Township Supervisor, effective August 11, 2025, seconded by Vice Chairman Shellenhamer. Supervisor Schwartz abstained from the vote. The motion carries.
- DISCUSSION Supervisor Kirkpatrick stated if anyone has interest in becoming a Supervisor to submit their resume. The Board has thirty days to make an appointment. The resumes need to be submitted in two weeks. Chairman Kirkpatrick stated the term would be for two years till the next municipal election.

**Authorization for the Township Manager to recruit and hire a qualified candidate to fill the Sewer Administrative Assistant position.**

- MOTION By Supervisor Harkins to authorize the Township Manager to recruit and hire a qualified candidate to fill the Sewer Administrative Assistant position, second by Vice Chairman Shellenhamer. Supervisor Schwartz abstained from the vote. The motion carries.
- DISCUSSION None

**Appointment of Aaron Schwartz as Township Secretary, effective August 11, 2025.**

MOTION By Vice Chairman Shellenhamer to appoint Aaron Schwartz as Township Secretary, effective August 11, 2025, second by Supervisor Harkins. Supervisor Schwartz abstained from the vote. The motion carries.

DISCUSSION None

**Appointment of Aaron Schwartz as Assistant Township Treasurer, effective August 11, 2025.**

MOTION By Vice Chairman Shellenhamer to appoint Aaron Schwartz as Assistant Township Treasurer, effective August 11, 2025, seconded by Supervisor Harkins. Supervisor Schwartz abstained from the vote. The motion carries.


DISCUSSION Vice Chairman Shellenhamer stated the reason for a million-dollar bond is because he is acting as a Secretary and an Assistant Treasurer as well as the Township Manager. Chairman Kirkpatrick reviewed the vacancy process. The person will be appointed by the Board and serve until the end of 2027. The remaining two years of the original term will appear on the ballot on the next full municipal election cycle. A vote to appoint the new Supervisor will be conducted during a public regular or special meeting of the Board of Supervisors as required by the Sunshine Law. Letters of interest will be accepted from qualified residents to be considered for the vacancy.

**ADJOURNMENT**

MOTION By Supervisor Harkins to adjourn, seconded by Vice Chairman Shellenhamer, carried unanimously.

DISCUSSION None

Respectfully submitted,



Aaron Schwartz, Secretary

