

NEWBERRY TOWNSHIP
BOARD OF SUPERVISORS
Meeting Minutes – June 25, 2025 – 6:00 PM

Call to Order

Chairman Dave Kirkpatrick called the meeting to order at 6:00 PM, followed by the Pledge of Allegiance.

Executive Session

Chairman Kirkpatrick announced the Board held an Executive Session on May 29, 2025, to discuss personnel matters. An additional Executive Session occurred immediately prior to this meeting to address personnel and legal matters.

Attendance

Dave Kirkpatrick, Chairman
Diane Shellenhamer, Vice-Chairwoman
Rob Harkins, Supervisor
Aaron Schwartz, Supervisor
Claire Wintermyer, Supervisor
James Sanders, Solicitor
Bill Rudy, Engineer
Scott Getgen, Public Works Director
Brent Zeiders, Sewer Department
Steve Lutz, Police Chief
Jane Deamer, Treasurer

Public Comment

Deb Pop voiced concern regarding the 2022 KNOX Box Ordinance, stating that business owners had not been properly notified and only became aware of it upon receiving violation notices in April 2025. She asked the Board to consider revisiting the ordinance to either repeal or make its implementation optional. She noted confusion and lack of awareness as primary issues. Chairman Kirkpatrick responded that the Board would revisit the ordinance and place it on a future agenda for further discussion.

Bob Gasswint of Redland Senior Center updated the Board on the Center's relocation fundraising efforts, reporting \$355,000 in pledges. He emphasized that while a location has not been finalized, the community has been extremely supportive, and they are optimistic about a debt-free move. Mr. Gasswint thanked Supervisor Shellenhamer for putting him in contact with WellSpan to explore potential partnerships and locations.

Jane Harman asked multiple financial and operational questions:

- Why the Fire Tax Fund showed an expense of \$5,075.98
- What the \$20,193.61 paid to Krylon Corporation covered
- Why the Codes Department report lacked details on applicants and permit types
- If tapping fees were included in the new fee schedule
- Why the K9 report was missing for the last several months
- If Township officers were providing private security at the Rite Aid bankruptcy site

Responses from the Board included:

- The Krylon payment was for work completed on the Pleasant Drive Bridge restoration
- Tapping fees are collected through the Sewer Department, which tracks those separately
- The abbreviated codes report was due to the vacancy of the Codes and Zoning Officer position
- The Police Department had been reimbursed by Rite Aid for private security services during bankruptcy asset protection, with documentation on file

Ms. Harman also criticized the Board for delaying the appointment of a permanent Township Manager and Codes Officer. Chairman Kirkpatrick explained that although the Board had previously selected a candidate, that individual withdrew late in the process. He noted the importance of carefully selecting the right individual. Supervisor Harkins added that the Board received over 30 applications and interviewed nine candidates. He emphasized the need to prioritize qualifications and long-term fit rather than rushing the process. Supervisor Harkins strongly defended the Board's diligence, citing the responsibility they hold to the Township.

Sandra Gonzalez thanked the Police Department for its continued work on officer wellness and mental health. She spoke in favor of the program and its partnership with Grief Relief and emphasized the positive impact these services have had on the department and community. Ms. Gonzalez also recommended that public comments be more structured and time-bound to prevent long-winded or unproductive exchanges, suggesting a formal comment policy or clock system.

Justyana Sim, a resident of Hill Drive, raised concern about a long-standing illegal auto repair business operating out of 85 Hill Drive. She shared that despite multiple complaints; activity had persisted until the recent Township enforcement. A cease-and-desist notice had now been posted, and citations issued. Ms. Sim thanked the Codes and Police Departments for stepping up recent enforcement efforts and requested ongoing monitoring.

Supervisor Schwartz publicly announced submitting his resume for Township Manager. He shared that while he originally had no interest in permanently filling the role, his time in the interim position gave him insight into the operations and appreciation for the dedication of Township staff. He explained he waited to make his interest public until discussing the transition with his business partner, Jen Mohn, who would take over daily operations of his business if he were appointed. Schwartz stated that he found the work fulfilling and believed his leadership and background made him a strong candidate. He also acknowledged the efforts of the staff during the period without a Manager or Codes Officer and commended their adaptability and teamwork.

Approval of Minutes

Motion by Vice Chairman Shellenhamer to approve the May 27, 2025, meeting minutes. Seconded by Supervisor Schwartz. Motion carried unanimously (5–0).

Land Development & Subdivision

Chris Hoover presented the final subdivision plan for Alex Mowery involving Lot 1 and Lot 3 on Yocumtown Road. The subdivision separates a 12-acre parcel intended for a new single-family home. The Planning Commission recommended approval with three waivers:

1. Stormwater management plan deferral until building permit stage
2. Woodland evaluation waiver
3. Site context map waiver

Motion to approve all three waivers: Motion by Chairman Kirkpatrick, seconded by Vice Chairman Shellenhamer. Motion carried 5–0.

Motion to approve final subdivision plan pending engineer comments: Motion by Supervisor Harkins, seconded by Vice Chairman Shellenhamer. Motion carried 5–0.

Department Reports

Police Department- Chief Lutz: Chief Lutz reported 1,078 total calls in May, including 29 arrests, 153 warnings, and 46 traffic citations. Events announced:

- June 27: Free car seat safety check at Walmart
- August 5: National Night Out
- August 29: Golf tournament fundraiser

He also clarified that a car seat training event was occurring in the building and that the department received private funding from Rite Aid to provide security services during its bankruptcy proceedings.

Solicitor – James Sanders: James Sanders submitted a report to the board.

Engineer – Pennoni Associates: Bill Rudy submitted a report to the board.

Treasurer – Jane Deamer: Jane Deamer submitted a report to the board.

Highway – Scott Getgen: Scott Getgen submitted a report to the board.

Sewer – Brent Zeiders: Brent Zeiders submitted a report to the board.

Codes/Zoning – Donna Donald: Donna Donald submitted a report to the board. Report condensed due to staffing. Expanded details expected in the next cycle.

Parks and Recreation: Music in the Park scheduled for July 12. Dog park design and cost gathering is underway.

Interim Manager: Supervisor Schwartz officially announced his resume submission. He reflected on how he grew into the interim role unexpectedly, found the work fulfilling, and was impressed by Township staff and department cooperation. He expressed confidence in transferring day-to-day business operations to Jen if selected.

Supervisor's Report: Vice Chairman Shellenhamer toured the new Wellspan facility and plans to invite their team to speak in September. York Visitor Center is also scheduled to be presented in August.
Solicitor: No additional report

Old Business

None.

New Business

Item	Motion	Second	Discussion	Vote
Police Department New Hire – Jordan Sellers	Supervisor Schwartz	Supervisor Harkins	Chief Lutz introduced Ms. Sellers; stated she brings strong community ties and service-oriented values. Ms. Sellers addressed the Board and expressed her passion for joining the department	5-0 – Approved
Planning Commission Appointment – Brian Rehbein (term to 2026)	Vice Chairman Shellenhamer	Supervisor Wintermyer	None	5-0 – Approved
Planning Commission Appointment – Connie Flasher (term to 2027)	Vice Chairman Shellenhamer	Supervisor Schwartz	None	5-0 – Approved
Alternate SEO Appointment – Jason Keenan (Blue Star Septic)	Supervisor Schwartz	Supervisor Harkins	Mr. Keenan will support enforcement continuity and backup SEO services	5-0 – Approved
Ord. 434 – Truck Traffic Restriction on Grandview Drive	Supervisor Harkins	Vice Chairman Shellenhamer	Ordinance restricts truck traffic due to increased detours onto Grandview Drive from neighboring municipalities; the Board agreed this	5-0 – Approved

			protects residential streets from damage and improves safety	
Ord. 435 – Amend Rec Ordinance (Vice Chair Position)	Vice Chairman Shellenhamer	Supervisor Schwartz	Creates Vice Chair role for Rec Board, enhancing structure; Board noted this allows for continuity in leadership and improved governance	5-0 – Approved
Ord. 436 – Amend Bond Requirements for Manager	Supervisor Schwartz	Vice Chairman Shellenhamer	Clarifies bond amount and corrects language in Ch. 52; Solicitor Sanders confirmed corrections are consistent with state law	5-0 – Approved
Fee Schedule Update (On-lot Septic Fees)	Tabled	—	Supervisor Schwartz noted a resolution is required for the fee schedule; will be introduced next meeting	—
Dog Park Proposal (Shelley Park)	No action taken	—	Initial concept for dual-area dog park presented; feedback collected, and measurements updated; Board members voiced support but asked for final cost estimates and layout before moving forward	—
Music in the Park Event Approval	Vice Chairman Shellenhamer	Supervisor Harkins	Event scheduled for July 12, 2025. Township to provide porta-johns; fire company to sell food. The Board expressed appreciation for volunteer coordination	5-0 – Approved
Resolution 2025-23 – Multimodal Grant	Supervisor Harkins	Supervisor Schwartz	Grant supports sidewalks, curbs, and culvert work around community park. No match required.	5-0 – Approved

			stated this improves walkability and stormwater resilience	
Resolution 2025-24 – FY2025 LEMHWA Grant	Chairman Kirkpatrick	Vice Chairman Shellenhamer	Supports Police Wellness Program with Grief Relief; Chief Lutz explained the benefit of continuity in officer support services	5-0 – Approved
MOU with Grief Relief LLC	Supervisor Schwartz	Vice Chairman Shellenhamer	Required for LEMHWA grant participation; Solicitor Sanders confirmed agreement language is standard	5-0 – Approved
UV Disinfection System Purchase (COSTARS)	Supervisor Harkins	Vice Chairman Shellenhamer	DEP-mandated upgrades; vendor vetted on site visits. Brent Zeiders added that installation aligns with DEP compliance deadlines. The vendor is Pumping Services, Inc. The contract is with COSTARS #016-E24-383. The project amount is \$348,500. This was previously budgeted for.	5-0 – Approved
RFP – Traffic Signal & Street Light Maint.	Supervisor Harkins	Vice Chairman Shellenhamer	Bid advertisement for expiring contract. Board expects to award before end of year	5-0 – Approved
RFP – Sludge Hauling & Disposal	Supervisor Harkins	Vice Chairman Shellenhamer	Bid advertisement for expiring contract. Brent Zeiders noted pricing is anticipated to increase	5-0 – Approved
Donation of Bottled Coffee	Supervisor Harkins	Vice Chairman Shellenhamer	Donated for staff and events; letter of thanks will be sent. The Board thanked the local donor	5-0 – Approved
Street Sweeper Purchase Discussion	Tabled	—	New unit cost exceeds \$400K. Board reviewing lease/grant options. Scott Getgen to bring back vendor quotes	—

Resolution 2025-25 – Healing the Planet Grant	Vice Chairman Shellenhamer	Supervisor Schwartz	\$4,000 grant for tree planting and landscaping at Shelley Park. Supervisor Schwartz noted this enhances the environment with no cost to Township	5-0 – Approved
Events Committee Appointments	Supervisor Shellenhamer	Supervisor Schwartz	The Board appointed 7 members and scheduled the 1st meeting July 11, 2025 @ MESB. Diane Shellenhamer will serve as liaison	5-0 – Approved
Establishment of First Meeting Date for the Events Committee	No action taken	—	Scheduled the 1st meeting July 11, 2025 @ 12:00 pm. at MESB.	—


Payment of Bills

Motion by Vice Chairman Shellenhamer, seconded by Supervisor Schwartz to pay the bills. Motion carried unanimously, 5-0.

Adjournment

Motion by Chairman Kirkpatrick, seconded by Vice Chairman Shellenhamer to adjourn the meeting. Motion carried unanimously, 5-0.

Respectfully submitted,


Jane Deamer, Assistant Secretary

