

NEWBERRY TOWNSHIP BOARD OF SUPERVISORS

Monthly Meeting Minutes

May 27, 2025 @ 6:00 pm

Call to order by Vice Chairman Shellenhamer at 6:00 pm

An Executive Session was held to discuss personnel matters.

Attendance

Chairman, Dave Kirkpatrick
Vice-Chairman, Diane Shellenhamer
Supervisor, Rob Harkins
Supervisor, Aaron Schwartz
Supervisor, Clair Wintermyer
Engineer, Bill Rudy
Public Works Director, Scott Getgen
Sewer, Brent Zeiders
Police Chief, Steve Lutz
Codes and Zoning, Jeremy Eutzy

PUBLIC COMMENT

Bob Gasswint – Red Land Senior Center – Gave an update on their fundraising. Including donations received, pledges and loans they are at seventy (70) percent of their goal. Mr. Gasswint went over the donations they received. June 6th is the deadline for their fundraiser. Mr. Gasswint stated they are looking for a contractor that can install an automatic door. Supervisor Harkins stated he will donate his time and miscellaneous materials to install the automatic door at the Senior Center.

Debra Popp – Resident, 287 Garriston Road – Questioned the need for the KNOX box for her business. Ms. Popp requested more information on the cost and the reason for having one. Chairman Kirkpatrick explained the reasoning and the importance of the KNOX box. Chief Lutz stated he approves all the KNOX box requests that are received. Chief Lutz explained how the key system on the KNOX box works.

Steve Toomey – Resident, 160 Cragmoor Road – Questioned two of the agenda items. Mr. Toomey wanted clarification on removing First Capital Engineering as Township SEO and appointing Brandt Fink, Jr., as Township SEO. Chairman Kirkpatrick stated there is no contract with First Capital Engineering. The Township is appointing a new SEO. Mr. Toomey asked when the public meeting for the sewer extension on Cly Road is scheduled. Supervisor Schwartz stated Thursday, June 26th at 6:00 pm at the Newberrytown Fire Department.

Ed Ostrander – Resident, 35 Rolling Hills Court – Questioned the preparation of a proposal of bids for the comprehensive plan study that was discussed in January. Mr. Ostrander requested that the item be addressed in the future. Chairman Kirkpatrick stated it is still on the list of things to be completed. Mr. Ostrander questioned whether Storytelling Marketing was given an extension past the 60-day trial for updating our website. Supervisor Schwartz stated Storytelling Marketing was terminated before the 60-day trial. Mr. Ostrander questioned that in March the IPMC Board was tabled for one month, but he was not able to see it on the April or May agenda. Chairman Kirkpatrick stated it will be placed back on the agenda.

Dave Parsons- Resident, 200 Winding Hill Drive – Stated the Planning Commission is looking for people to fill vacancies. Mr. Parsons explained what the Planning Commission is and what the responsibilities are.

Sandra Gonzalez-Resident, 140 Oak Road – Questioned the payment for the former Township Manager. Ms. Gonzalez asked if the former Township Manager was paid for Saturdays and Sundays on his administrative leave. Supervisor Harkins stated the former manager was salaried.

LAND DEVELOPMENT/SUBDIVISION PLAN REVIEW

None

APPROVAL OF MINUTES

MOTION By Vice Chairman Shellenhamer to approve the minutes from April 22, 2025, seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION None

REPORTS

Public Safety – Chief Lutz

Chief Lutz added that Newberry Township Fire Department has a chicken barbeque scheduled for June 21, 2025, and bingo on June 6th, 20th and they currently have an opened raffle. The top prize is \$1,000 which ends August 26th. Chief Lutz wanted to make the public aware of the Community Connect app. This is an app that the fire departments utilize. The app allows property residents to enter in data (emergency contact information, how many people or pets are at residence and if there are any special needs, etc.).

Police Department – Chief Lutz

The Police Department handled 1,090 calls for the month of April.

Solicitor – James Sanders

James Sanders submitted a report to the board.

Engineering –Pennoni Associates

Bill Rudy submitted a report to the board.

Highway –Scott Getgen

Scott Getgen submitted a report to the board.

Zoning – Jeremy Eutzy

Jeremy Eutzy submitted a report to the board.

Sewer – Brent Zeiders

Brent Zeiders submitted a report to the board.

Treasurer –Jane Deamer

Jane Deamer submitted a report to the board.

Supervisor's Report

Chairman Kirkpatrick thanked Supervisor Schwarts for taking the lead and stepping in to take a managers lead. Vice Chairman Shellenhamer wanted the residents to know that a Parks and Recreation Board now exists. She reviewed the meeting dates and announced their Facebook page to follow for events and updates on the parks.

OLD BUSINESS

None

NEW BUSINESS

Steve Rock to Present the 2024 Audit

DISCUSSION Steve Rock from Zelenkofske Axelrod LLC reviewed the financials that were provided to them and explained the 2024 audit. A brief explanation was given regarding the financial data.

Approve the Release of the 2025 Budgeted Funds in the Amount of \$15,000 to Red Land Library

MOTION By Vice Chairman Shellenhamer to approve the release of the 2025 budgeted funds in the amount of \$15,000 to Red Land Library, seconded by Supervisor Harkins, carried unanimously.

DISCUSSION None

Grandview Drive Truck Restriction Ordinance – Approval for Advertisement

MOTION By Supervisor Schwartz to approve the advertisement for the Grandview Drive Truck Restriction Ordinance, seconded by Vice Chairman Shellenhamer, carried unanimously.

DISCUSSION Supervisor Kirkpatrick explained there were complaints about the trucks using Grandview Drive.

Police MOU – Partial Health Insurance Opt-Out Option for Approval

MOTION By Supervisor Schwartz to approve the Police MOU – Partial Health Insurance Opt-Out Option for Approval, seconded by Vice Chairman Shellenhamer, carried unanimously.

DISCUSSION Supervisor Schwartz explained the changes that have been made to the health insurance opt-out.

Motion to Remove First Capital Engineering as Township SEO

MOTION By Supervisor Schwartz to remove First Capital Engineering as Township SEO with the stipulation that the current projects they are now working on be completed, seconded by Supervisor Harkins, carried unanimously.

DISCUSSION None

Appoint Brandt Fink Jr. as Township SEO

MOTION By Supervisor Schwartz to appoint Brandt Fink, Jr. as Township SEO, seconded by Supervisor Harkins, carried unanimously.

DISCUSSION Supervisor Wintermyer asked what the pay schedule is. Chairman Kirkpatrick stated it is slightly higher than retired SEO, Gary Morrow.

Approve the Advertisement of Ordinance 435 Amendment of Recreation Ordinance

MOTION By Vice Chairman Shellenhamer to approve the advertisement of Ordinance 435 Amendment of the Recreation Ordinance, second by Supervisor Harkins, carried unanimously.

DISCUSSION Vice Chairman Shellenhamer stated that it is now called Parks and Recreation Board and adding Vice Chairman to the new Ordinance.

Discussion and Vote on Open Market at Shelley Park and Food Truck for the Events Committee

- MOTION By Supervisor Harkins to approve Open Market at Shelley Park and a Food Truck for the Events Committee, seconded by Vice Chairman Shellenhamer. Supervisor Wintermyer opposes. Motion carries four to one.
- DISCUSSION Vice Chairman Shellenhamer stated the Events Committee is looking for things to bring the community together. An open market at Shelley's Park is going to happen once a week every Thursday from 12-7 pm. A food truck will be available one day a week in the parking lot of the MESB Building. Supervisor Wintermyer expressed concern of taking business away from the brick-and-mortar places in the township by allowing a food truck to do business locally. Supervisor Wintermyer asked if the farmers were being charged for space at the Open Market. Vice Chairman Shellenhamer stated the spaces are free for the Open Market. Supervisor Schwartz voiced his concerns about the food trucks that are stationary set ups. He is concerned with the food truck being in the parking lot of the MESB Building due to police and ambulance calls. Chief Lutz stated if the food truck is parked in the suggested space there should not be any issues. In June there is a training event for the police. If needed, it will be addressed if there is a problem with parking.

Resolution 2025-25 Transfer 2,000,000 from ACNB (Formally Traditions Bank)

- MOTION By Supervisor Schwartz to approve Resolution 2025-25 transfer 2,000,000 from ACNB (formally Traditions Bank), seconded by Supervisor Harkins, carried unanimously.
- DISCUSSION None

Pleasant Drive Bridge Payment Application No. 1

- MOTION By Supervisor Schwartz to approve Pleasant Drive Bridge payment application No. 1, seconded by Vice Chairman Shellenhamer, carried unanimously.
- DISCUSSION Engineer, Bill Rudy reviewed the project.

Bid Results Generator Upgrade Project – Treatment Plant

- MOTION By Supervisor Schwartz to award the contract to Manada Electric as the lowest bidder for the generator upgrade project at the treatment plant, seconded by Supervisor Harkins, carried unanimously.
- DISCUSSION Engineer, Bill Rudy stated 5 bids were received for the generator work and replacement at the treatment plant. Manada Electric out of Hershey was the lowest bidder.

Approve the Advertisement of Ordinance 436 Amendment to Chapter 52 Manager Bond

- MOTION By Supervisor Harkins to approve the advertisement of Ordinance 436 Amendment to Chapter 52 Manager Bond, seconded by Supervisor Schwartz, carried unanimously.
- DISCUSSION Supervisor Wintermyer expressed concern that the bond was not high enough. Solicitor Sanders stated the Ordinance will list a minimum of 1,000,000 but that the bond can be

set to what the Board feels is appropriate. He stated that 1,000,000 is a baseline and is not a cap on the amount that can be set.

Authorization to Advertise for Sealed Bids – Solid Waste Hauling Services for Sewer Department

DISCUSSION Supervisor Schwartz asked for this to be tabled until information needed can be gathered.

PAYMENT OF BILLS

MOTION By Vice Chairman Shellenhamer to pay the bills, seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION None

ADJOURNMENT

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

DISCUSSION None

Respectfully submitted,


Jane Deamer, Assistant Secretary

