

# Newberry Township Board of Supervisors July 22, 2025

## Meeting Minutes

### REGULAR MEETING MINUTES

**JULY 22, 2025**

#### ATTENDANCE:

- Dave Kirkpatrick, Chairman
- Diane Shellenhamer, Vice Chairman
- Rob Harkins, Supervisor
- Aaron Schwartz, Supervisor
- Clair Wintermyer, Supervisor (Absent)
- Steve Lutz, Police Chief
- James Sanders, Solicitor
- Scott Getgen, Public Works Director
- Greg Rogalski, Engineer
- Jane Harman, Parks and Recreation Secretary

### CALL TO ORDER

The meeting was called to order at 6:00 PM by Chairman Dave Kirkpatrick.

An Executive Session was held by the Board of Supervisors on June 30<sup>th</sup> to discuss personnel matters.

The Events Committee held a special meeting on July 22<sup>nd</sup> to discuss general issues of public interest.

The Board of Supervisors held an executive session was held at 5:30 pm to discuss personnel matters.

### PUBLIC COMMENTS

Pastor Mike from Believers in Christ Church read a passage from the Bible and then said a prayer.

Bob Gasswint provided an update on the Redland Senior Citizen Center. He reported that they had been told at the beginning of July that they needed to vacate their building by August 20, 2025, giving them six weeks to find storage and a temporary location. He stated they had four opportunities for temporary locations and were considering two options: the Grange in Lewisberry and Salem United Methodist Church on Valley Road. Mr. Gasswint described their financial situation, noting they had private loans available, including one individual offering \$50,000 for a two-year period at 8% interest, with the interest to be donated back to the center. He informed the Board that they would be approaching each township for contributions of \$50,000 to help make them closer to being debt-free.

Deb Pop spoke regarding the Knox Box requirements, stating she had visited 28 small businesses to get their feedback on the mandate. She reported that of the 23 businesses she spoke with, all were against the requirement. She requested the Board reconsider the ordinance and extend the August 1st compliance deadline, noting that many business owners felt threatened by the potential fines. She questioned whether Knox Boxes were necessary for businesses without security systems linked to call centers.

Dmitry from 150 Saint Andrews Way expressed concerns about golf balls damaging his property. He described multiple instances of damage to his house, cars, and outdoor items, and stated that his family felt unsafe due to the frequency of golf balls landing on his property. He requested township assistance in addressing the safety issue, suggesting perhaps installing poles as barriers.

Tony Miller of 115 Saint Andrews Way thanked the Board for appointing him to the special events committee. He also noted the issue of golf balls damaging property in his neighborhood.

Tom Adams, representing Zion Lutheran Church on Yocumtown Road, reported that they had purchased and installed a Knox Box in response to the notification letter, though church council members were unhappy about the requirement.

## **APPROVAL OF THE MINUTES**

*Motion: Supervisor Harkins made a motion to approve the June 24, 2025, meeting minutes. Vice Chairman Shellenhamer seconded the motion. The motion passed unanimously.*

## **LAND DEVELOPMENT & SUBDIVISION PLAN REVIEW**

Christian Boers with Tidy Boers Homes presented the final subdivision plan for 1055 Yocumtown Road. He explained this was a two-lot minor subdivision creating lots of 2.9 acres and 9.2 acres in the residential growth zone with no new development being proposed at this time. He requested three waivers: for the site context map, stormwater management plan, and woodlands evaluation.

*Motion: Supervisor Harkins made a motion to approve the three waivers (site context map, stormwater management plan, and woodlands evaluation). Supervisor Schwartz seconded the motion. The motion passed unanimously. Motion: Supervisor Harkins made a motion to approve the final subdivision pending the engineers' comments being addressed. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

## **REPORTS**

### **Public Safety Report**

Chief Lutz reported that Station 31 would be having a chicken barbecue on August 16th and currently has cash raffle tickets available for a drawing on August 26th. Station 27 is having a rib night at Lydia Stone on August 2nd.

For the police report, Chief Lutz stated that in June, the department handled 1,074 calls, including 3 aggravated assaults, 11 thefts, 1 motor vehicle theft, 4 drug offenses, 4 DUIs, 5 simple assaults, 3 harassments, and 10 other offenses. Additionally, officers responded to 1,033 calls including 9 domestic incidents and 14 traffic accidents. They issued 62 traffic citations, 145 warnings, 7 non-traffic citations, and made 20 misdemeanor/felony arrests.

Chief Lutz reminded everyone that National Night Out would be held on August 5th from 6-9 PM, and the police department's nonprofit is hosting a golf tournament on August 29th. He noted that Cadet Snell Baker graduated from the HAC Police Academy on June 23rd and started with the township on June 24th. He is currently in Field Training Officer (FTO) status, which typically lasts 3-6 months.

No additions were made to the other department reports.

## **OLD BUSINESS**

### **Resolution 2025-26 Approving Revision of the 2025 Fee Schedule**

*Motion: Supervisor Harkins made a motion to approve Resolution 2025-26, approving the revision of the 2025 fee schedule. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

Chairman Kirkpatrick noted that the fee schedule update was needed due to switching to a new Sewage Enforcement Officer (SEO) with fees that are much lower than the previous provider.

### **Discussion on KnoxBox Ordinance and Notification Letter**

Chairman Kirkpatrick suggested extending the compliance date for the Knox Box ordinance to the last day of 2025. Vice Chairman Shellenhamer indicated that the Board is reviewing potential changes to the ordinance and would be having a "show and tell" presentation at next month's meeting to demonstrate what the Knox Boxes look like, how they are mounted, and to get input from fire chiefs.

*Motion: Chairman Kirkpatrick made a motion to extend the Knox Box compliance date to the last day of 2025. Supervisor Harkins seconded the motion. The motion passed unanimously.*

## **NEW BUSINESS**

### **Approve 2025 Farm Lease with Rexroth Farms**

*Motion: Supervisor Harkins made a motion to approve the 2025 farm lease with Rexroth Farms. Vice Chairman Shellenhamer seconded the motion. The motion passed unanimously.*

Supervisor Schwartz clarified that the lease runs until April 1, 2026, and is not automatically renewable since the land could potentially be used as a park in the future.

### **Approve to Advertise Monthly Meeting Dates of the Events Committee**

Vice Chairman Shellenhamer explained that the Events Committee wished to change their meeting time from noon to 4:00 PM on the first Monday of every month for the balance of the year.

*Motion: Vice Chairman Shellenhamer made a motion to approve the change in meeting time for the Events Committee. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

### **Approve Clean-Up Day for the Concession Stand at Shelley Park**

The Board discussed amending the original time frame of 4:00-6:00 PM to instead allow flexibility throughout the day.

*Motion: Supervisor Harkins made a motion to approve the cleanup day for the concession stand at Shelley Park on July 26, 2025, with the time to be determined. Chairman Kirkpatrick seconded the motion. The motion passed unanimously.*

### **Approve Music in the Park Event at Shelley Park**

Vice Chairman Shellenhamer explained that the Events Committee had a special meeting at noon that day to get this event on the calendar. She noted the band would cost approximately \$800, and additional porta-potties would cost about \$150. She had reached out to several businesses seeking sponsorship.

*Motion: Supervisor Harkins made a motion to approve the Music in the Park event at Shelley Park for September 20, 2025, between 4:00-9:00 PM. Vice Chairman Shellenhamer seconded the motion. The motion passed with three ayes and one nay.*

### **Approve Harvest Moon Festival**

*Motion: Supervisor Schwartz made a motion to approve the Harvest Moon Festival for October 4, 2025, at Shelley Park between 4:00-9:00 PM. Vice Chairman Shellenhamer seconded the motion. The motion passed unanimously.*

### **Approve Christmas Tree Lighting**

*Motion: Vice Chairman Shellenhamer made a motion to approve the Christmas Tree Lighting for November 21, 2025, between 4:00-9:00 PM at the MESB parking lot. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

### **Approve Brick Sale Memorial for K9 and First Responders**

*Motion: Vice Chairman Shellenhamer made a motion to approve the brick sale memorial for K9s and first responders, paid for by police or fire departments. Supervisor Harkins seconded the motion. The motion passed unanimously.*

## **Approve Location of First Responders Memorial**

*Motion: Vice Chairman Shellenhamer made a motion to approve the location of the first responder's memorial under the United States flag and township flag flower bed. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

## **Approve Payment Application No. 1 to Pennsy Supply**

*Motion: Supervisor Harkins made a motion to approve Payment Application No. 1 to Pennsy Supply for the 2025 Road Program in the amount of \$375,633.86. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

Scott Getgen noted that all the work covered by this invoice was completed, and there would be one more payment after the finished catalog application.

## **Approve Payment Application No. 2 to CriLon Corporation**

*Motion: Supervisor Schwartz made a motion to approve Payment Application No. 2 to CriLon Corporation for the Pleasant Drive Bridge in the amount of \$68,700.14. Supervisor Harkins seconded the motion. The motion passed unanimously.*

Scott Getgen mentioned that the project should be wrapping up at the end of the following week, though they had experienced challenges with rain, including three 8-inch pumps being overwhelmed.

## **Authorization for Pennoni to Manage Sludge Hauling Bid Process**

*Motion: Supervisor Harkins made a motion to authorize Pennoni to manage the sludge hauling bid process via PennBid. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

Supervisor Harkins explained that they were having Pennoni manage this process because when the township put out bids on their own, they received no responses.

## **Authorization to Extend Offer for Codes Enforcement Officer**

Chairman Kirkpatrick announced this item would be tabled for the special meeting scheduled for August 6, 2025, at 5:00 PM. Supervisor Harkins noted the meeting would potentially address both the codes enforcement position and the manager position.

## **Discussion - Health Insurance Opt-Out Stipend for Non-Union Employees**

Supervisor Schwartz explained that the police officers currently have an option to receive a stipend if they choose not to take the township health insurance plan. He proposed extending this option to non-union employees, suggesting amounts of \$250 per pay for family coverage or \$125 per pay for individual coverage. He noted this would represent significant savings for the township compared to providing health insurance. The matter was discussed but not voted on.

## **Approve Atlantic Transportation Systems for Traffic Signal Maintenance**

*Motion: Supervisor Harkins made a motion to approve Atlantic Transportation Systems as the lowest responsible bidder for the traffic signal maintenance agreement for the period of July 18, 2025, through December 31, 2026, with automatic renewal through December 31, 2027. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

## **Payment Application No. 13 to Lobar Associates**

Chairman Kirkpatrick requested this item be tabled until the next month due to ongoing issues with the HVAC units in the building.

*Motion: Supervisor Schwartz made a motion to table the approval of Payment Application No. 13 to Lobar Associates. Vice Chairman Shellenhamer seconded the motion. The motion passed unanimously.*

## **Approve 5K Race at Shelley Park**

Jane Harman from Parks and Recreation explained that the proposed event on November 1, 2025, starting at 9:00 AM would include a 5K race, a 5K walk, and a 5K pet walk. The event would include a fee, with proceeds

going toward the proposed dog park. She noted they were planning a costume contest for dogs, as the event would be close to Halloween.

Chief Lutz recommended securing a professional timer before setting registration fees, as this could significantly affect costs. He also noted that waivers would be necessary, and an ambulance should be on standby.

*Motion: Vice Chairman Shellenhamer made a motion to approve the 5K race at Shelley Park for November 1, 2025. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

### **Approve Hiring of Three Public Safety Paid Drivers**

Chairman Kirkpatrick explained these were replacements for the paid driver program, maintaining the staffing level at nine drivers, with hopes to add more in the future.

*Motion: Supervisor Harkins made a motion to approve the hiring of three paid public safety drivers. Vice Chairman Shellenhamer seconded the motion. The motion passed unanimously.*

### **PAYMENT OF BILLS**

*Motion: Vice Chairman Shellenhamer made a motion to approve payment of the bills. Supervisor Schwartz seconded the motion. The motion passed unanimously.*

### **ADJOURNMENT**

*Motion: Supervisor Schwartz made a motion to adjourn the meeting. Supervisor Harkins seconded the motion. The motion passed unanimously.*

The meeting was adjourned.

Respectfully submitted,



Aaron Schwartz, Secretary

