

NEWBERRY TOWNSHIP

RESOLUTION NO. 2025-31

**A RESOLUTION ESTABLISHING BOARD OF SUPERVISORS CONDUCT,
STAFF INTERACTION, AND OFFICE ACCESS POLICY**

WHEREAS, Newberry Township (“Township”) is a second class township duly organized and existing under the Second Class Township Code; and

WHEREAS, the Board of Supervisors of Newberry Township recognizes the need to establish clear and consistent standards of conduct for its members in relation to Township staff and facilities; and

WHEREAS, the Board desires to protect the integrity of Township operations, ensure staff are not subject to undue influence or confusion, and clarify the scope of authority of individual Supervisors; and

WHEREAS, the Board believes adopting a formal policy is in the best interest of good governance, operational efficiency, and legal compliance;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Newberry Township, York County, Pennsylvania, as follows:

Section 1. Purpose and Authority

A. This resolution establishes expectations for conduct and communication between elected Supervisors and Township staff.

B. The authority for this resolution is derived from the Second-Class Township Code and applicable state laws. This policy is adopted under the Board’s general governance powers in the Second Class Township Code, including Section 607, and other applicable laws.

Section 2. Supervisor Conduct with Township Staff

A. The Board shall act only by majority vote at a public meeting. No individual Supervisor shall direct, reprimand, or supervise Township employees.

Nothing in this policy prohibits an individual Supervisor from requesting information or routine status updates from staff for legislative, budgetary, or oversight purposes, provided such requests are reasonable and, whenever practicable.

B. All personnel matters, including discipline and performance concerns, must be addressed through the Township Manager.

C. Supervisors shall maintain professionalism in all Township communications.

Section 3. Access to Township Facilities

A. Non-public (secure) areas are limited to Township employees and officials on duty; non-employees including family members may enter only with prior authorization from the Township Manager or designee.

Section 4. Technology, Communications, and Records

A. Executive Session discussions and personnel communications are confidential and shall not be disclosed publicly, except as required by law or formal Board action.

Section 5. Violations and Enforcement

A. Staff may report violations of this policy to the Township Manager.

B. The Board may, by majority vote, issue a formal reprimand, initiate a censure, or refer conduct to the Pennsylvania State Ethics Commission. Censure or reprimand are parliamentary actions of the Board and do not alter statutory duties. Alleged Ethics Act violations may be referred to the State Ethics Commission for review.

C. Any legal claims resulting from individual actions taken outside this policy may result in personal liability.

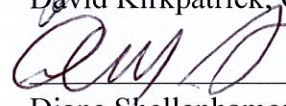
Section 6. Integration into Employee Handbook

A. This resolution shall be appended to the Township Employee Handbook and incorporated during the next formal policy review and update.

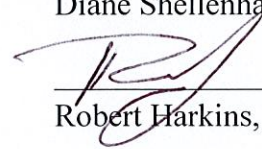
RESOLVED AND ENACTED this 9th day of September, 2025, by the Board of Supervisors of Newberry Township.



David Kirkpatrick, Chairman



Diane Shellenhamer, Vice Chair



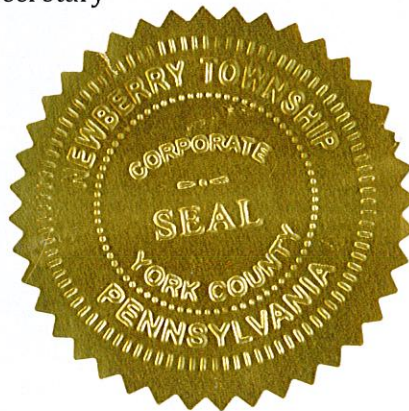
Robert Harkins, Supervisor

Clair Wintermyer, Supervisor

, Supervisor



Aaron Schwartz, Secretary
(SEAL)



CERTIFICATE

I, the undersigned, Secretary of the Board of Supervisors of the Township of Newberry, York County, Pennsylvania (the "Township"), certify that the foregoing is a true and correct copy of a Resolution of the Board of Supervisors of the Township which was duly enacted by 3 to 0 affirmative vote majority of the members of the Board of Supervisors of the Township, at a regular meeting held on September 9, 2025, that said Resolution has been recorded in the Resolution Book of the Township; that said Resolution was duly published as required by law; and that said Resolution remains in effect, unaltered and unamended as of the date of this Certificate.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township on this 9th day of September, 2025.



Aaron Schwartz, Secretary