

NEWBERRY TOWNSHIP BOARD OF SUPERVISORS

Monthly Meeting Minutes

April 22, 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

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

PUBLIC COMMENT

Joe Stafford – Resident, 40 Sarah Drive – Commented on the request he had made for signs on a state road. Mr. Stafford thanked former Township Manager Tony Miller for informing him of the process. Engineer, Bill Rudy handled the information that was provided. The highway crew cleared vegetation for site lines and placed the signs. Mr. Stafford stated his opinion on the public comment policy. He is in support of limiting the time so that the meetings are not drawn out late.

Sherilyn Kanyuck – Resident, 925 Pleasant Drive – Stated she is concerned with the shooting behind her barn. Ms. Kanyuck asked if the game commission had been contacted. Chief Lutz stated he did contact the game commission and spoke to the officer that a report was filed by Ms. Kanyuck. The game commission was investigating it. Supervisor Harkins requested the phone number of the game commission officer and stated he would call him to ask the status of the report.

Steve Toomey – Resident, 160 Cragmoor Road – Questioned the Resolutions of the burn ban. Mr. Toomey stated he does not agree with the format of the agenda with items being listed as approve. He feels it gives the appearance that the outcome is already determined. Mr. Toomey questioned the bills list for fire tax. Chief Lutz stated it is for the fire departments drivers t shirts so they will be recognized as Public Safety and Fire Rescue employees.

Bob Gasswint, Redland Senior Center – Stated the Redland Senior Center has acquired a location to move into a building which they plan to purchase. They are having a fundraiser which will run until the beginning of June.

Jane Harman – Resident, 205 Hemlock Lane – Questioned the Grant Writing Services listed on the agenda. Ms. Harman questioned the hiring committee for a new Township Manager and what that entailed. Vice Chairman Shellenhamer stated Supervisor Wintermyer and Supervisor Harkins will be heading the committee. Supervisor Harkins stated they volunteered to interview the first round of applicants and whether an agency would gather the applicants prior. Ms. Harman questioned the Social Media Policy and Disclaimer under comment policy. His Harman has concerns regarding comments being deleted if it does not align with the views of the Supervisors. She wanted clarification on the sharing of the township logo. Solicitor Sanders responded and explained that section of the policy.

Mike Crone – Resident, 170 Bobby Jones Drive – Stated he has issues with the Social Medica Policy and Disclaimer.

Tony Miller – Resident, 115 St. Andrews Way – Wanted to acknowledge that he had sent a letter to the Chairman and the Solicitor asking and requesting they address his concerns related to Mr. Millers public comment during the March 25th meeting. He thanked Solicitor Sanders for the phone call to discuss Mr. Miller’s concerns and his written email response to confirm in writing. Mr. Miller stated in his right-to-know response he requested the hourly wage paid to Pennoni & Associates for the Zoning Officer. The documentation he was given states an hourly rate of \$139.00 per hour plus mileage. He asked to be shown where in the budget that was listed. Supervisor Harkins stated he misspoke on the hourly wage previously.

Denise Rogers – Resident, 80 Wilson Road – Stated in Newberry Estates Mobile Home Park the rent is being raised, and tenants are now being asked to pay for sewer. Ms. Rogers also stated tenants that have dead trees that are a hazard. Supervisor Harkins stated the township does not have jurisdiction over the rent and sewer fees. Supervisor Schwartz told Ms. Rogers to call into the township office and she would be given a list of agencies that may be able to help her.

Tom Adams – Resident, 1610 Valley Road – Questioned clearing property of trees during a burn ban. Solicitor Sanders explained the burn ban stating a Resolution is not needed to implement it. If there is notification from the fire chief that there are dry conditions Chief Lutz, and the Township Manager would be notified that a notice needs to be posted to residents that a burn ban is in place. When the burn ban is lifted a notice would be posted for residents through social media and website.

LAND DEVELOPMENT/SUBDIVISION PLAN REVIEW

Approve Final Subdivision Plan for Toomey 405 and 415 Cassel Road

MOTION By Supervisor Harkins to approve the waiver for the woodland evaluations report, seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION Chris Hoover representing the plan for Mr. Toomey explained the subdivision. Engineer, Bill Rudy, reviewed his memo. Two waivers were recommended by the Planning Commission as well as the plan.

- MOTION By Supervisor Harkins to approve the waiver to provide for the site context map, seconded by Supervisor Schwartz, carried unanimously.
- DISCUSSION None
- MOTION By Supervisor Harkins to approve the final subdivision for 405 and 415 Cassel Road per the Engineers comments, seconded by Supervisor Schwartz, carried unanimously.
- DISCUSSION None

APPROVAL OF MINUTES

- MOTION By Supervisor Harkins to approve the minutes from March 25, 2025, seconded by Supervisor Schwartz, carried unanimously.
- DISCUSSION None
- MOTION By Supervisor Harkins to approve the minutes from April 14, 2025, seconded by Supervisor Schwartz, carried unanimously.
- DISCUSSION None

REPORTS

Public Safety – Chief Lutz

Chief Lutz added that York Haven Fire Department has raffle tickets for a \$20.00 donation on sale till September. There is a chicken barbeque scheduled for July 27th. Newberry Township Fire Department will be hosting Bingo on April 25th and a chicken barbeque scheduled for May 17th, 2025. Chief Lutz gave a brief update on the driver/operator program. Firemen and township officials are going throughout the community to businesses spreading information regarding the Knox box ordinance. This allows emergency access to the businesses if it is needed.

Police Department – Chief Lutz

The Police Department handled 1,163 calls for the month of March.

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

Nothing to discuss.

OLD BUSINESS

Approve Resolution 2025-18 Establishing the 2025 Fee Schedule.

- MOTION By Supervisor Schwartz to approve Resolution 2025-18 establishing the 2025 fee schedule, seconded by Supervisor Harkins, carried unanimously.
- DISCUSSION Supervisor Schwartz stated the fee schedule was adjusted to show the new septic fees since the township is using a new SEO.

NEW BUSINESS

Approve Resolution 2025-17 Enacting and Lifting a Temporary Open Burn Ban.

- MOTION By Supervisor Harkins to approve Resolution 2025-17 enacting and lifting a temporary open burn ban, seconded by Supervisor Schwartz, carried unanimously.
- DISCUSSION Solicitor Sanders suggested changing the Resolution No. since a Resolution for a burn ban was already signed with the same number. The Resolution No. will be changed to 2025-21.

Approve the Hiring of Jacob Penhorwood as a New Police Officer Tentative Start Date of Friday, April 25, 2025.

- MOTION By Supervisor Harkins to approve the hiring of Jacob Penhorwood as a new police officer, seconded by Vice Chairman Shellenhamer, carried unanimously.
- DISCUSSION Officer Penhorwood introduced himself and stated his background in law enforcement.

Set Public Meeting Date and Location for Residents affected by the Extension of the Sewer – Cly Road Extension.

DISCUSSION Engineer, Bill Rudy, stated this will be an informational meeting to advise the residents more about the project. This will give the residents an opportunity to ask questions and gather more information. A tentative date of June 26th at 6:00 pm has been set. The location will be determined.

Approve Resolution 2025-19 Authorizing the Submission of a Small Water and Sewer Program Grant Application to the Department of Commonwealth Financing Authority.

MOTION By Supervisor Schwartz to approve Resolution 2025-19 authorizing the submission of a small water and sewer grant application, seconded by Supervisor Harkins, carried unanimously.

DISCUSSION None

Approve Agreement with Grant Success Lab for Grant Writing Services.

MOTION By Supervisor Schwartz to approve the agreement with Grant Success Lab for grant writing services, seconded by Supervisor Harkins, carried unanimously.

DISCUSSION Supervisor Schwartz stated the township has been using Grant Success Lab for a six-month trial. The contract with them is extended for twelve months.

Approve Memorandum of Understanding (MOU) – Police (Vacation and Longevity).

MOTION By Supervisor Schwartz to approve the Memorandum of Understanding (MOU) – Police (Vacation and Longevity), seconded by Supervisor Harkins, carried unanimously.

DISCUSSION Supervisor Schwartz explained what the MOU is and why it is needed.

Approve Resolution 2025-20 Adopting a Social Media Policy and Disclaimer for Official Township Communications.

MOTION By Supervisor Harkins to approve Resolution 2025-20 adopting a Social Media Policy and Disclaimer, seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION None

Approve Quotes for John Deere and Wheel Loader Tires for the Highway Department.

MOTION By Supervisor Harkins to approve the quotes for John Deere and Wheel Loader tires for the Highway Department, second by Supervisor Schwartz, carried unanimously.

DISCUSSION None

Approve to Release Letter of Credit for the 18-Month Maintenance Bond for Clover Crossing Effective May 20th in the Amount of \$17,963.66.

MOTION By Supervisor Harkins to release the letter of credit for the 18-month maintenance bond for Clover Crossing, seconded by Vice Chairman Shellenhamer, carried unanimously.

DISCUSSION None

Approve the Release Bond for Lobar Associates, Inc. for the Construction of the MESB Building.

MOTION By Supervisor Harkins to approve the release bond for Lobar Associates, Inc., seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION None

Approve Lobar Associates Invoice 211994-12 for Payment in the Amount of \$244,000.

MOTION By Supervisor Harkins to approve Lobar Associates invoice 211994-12 for payment, seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION None

Approval of One Volunteer Fire Department Service Credit.

MOTION By Supervisor Harkins to approve the one volunteer fire department service credit, seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION None

Appoint a Hiring Committee for the New Township Manager.

MOTION By Supervisor Harkins to appoint a hiring committee for the new Township Manager, seconded by Vice Chairman Shellenhamer, carried unanimously.

DISCUSSION Supervisor Harkins stated as previously mentioned Supervisor Wintermyer and himself will be on the committee.

Appoint Donna Donald from Alternate Open Records Officer to Open Records Officer.

MOTION By Vice Chairman Shellenhamer to appoint Donna Donald from Alternate Open Records Officer to Open Records Officer, seconded by Supervisor Harkins, carried unanimously.

DISCUSSION None

Approve to Advertise for the Generator Upgrade Project at the Treatment Plant.

MOTION By Supervisor Harkins to approve to advertise for the generator upgrade project at the treatment plant, seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION None

PAYMENT OF BILLS

MOTION By Supervisor Harkins to pay the bills, seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION None

ADJOURNMENT

MOTION By Supervisor Harkins to adjourn, seconded by Supervisor Schwartz, carried unanimously.

DISCUSSION None

Respectfully submitted,


Jane Deamer, Assistant Secretary

