

Newberry Township Board of Supervisors November 12, 2025

Budget Workshop Notes

Call to Order at 6:00 PM

Chairman Diane Shellenhamer called the Budget Workshop of Newberry Township to order at 6:00 PM.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Announcements

Manager Schwartz announced that there was not a quorum present at the meeting, with only two Supervisors in attendance. He explained that while no decisions would be made, they would proceed with the presentations.

Public Comments

Tony Miller of 115 St. Andrews Way approached the podium and apologized if he mentioned anything already included in the new budget version, explaining that he had downloaded the version from the website that morning and it didn't match what was just distributed. His main question concerned where the comprehensive plan was in the budget, noting that last month's workshop hadn't provided a clear answer when Dave Parsons had asked about it. He noted that the budget now showed \$80,000 under zoning and planning for this purpose.

Mr. Miller asked for clarification regarding where unassigned funds went and requested help locating information about zoning in the budget. Manager Schwartz directed him to the relevant page, and Mr. Miller observed there was a \$9,000 contingency at the bottom of the page. He inquired about the remainder of the money mentioned at the beginning of the budget, such as consulting services for \$60,000, and asked where the \$80,000 for planning and zoning accounts was located.

Manager Schwartz confirmed that contracted services had increased to \$63,450. Mr. Miller verified this matched what he had printed out earlier that morning. Mr. Miller also mentioned that while the resolution for the comprehensive plan mentioned getting grants, he didn't see these grants listed in the budget. Manager Schwartz explained that they hadn't applied for the grants yet, and they wouldn't be available to apply for them until the beginning of the year.

Jane Harman of 205 Hemlock Lane asked about the comprehensive plan committee applications, specifically whether they had been received, if the application period was closed, and when a committee would be selected. Manager Schwartz responded that there were only nine applicants, which was the number of seats available. Chairman Shellenhamer confirmed she had received the list. Manager Schwartz indicated that discussion about the committee would likely take place at the November meeting.

Ms. Harman expressed concern that the committee needed dedicated members rather than just friends of current officials and asked if they could reopen applications if the current applicants weren't suitable. She mentioned a gentleman named Ryan Szuch who had approached her at the polls saying he had applied but hadn't heard anything back. Manager Schwartz said he would check on this application, acknowledging the importance of having qualified candidates.

New Business

Discuss 2026 Draft Budget Revisions

Chairman Shellenhamer turned the agenda over to Manager Schwartz and Comptroller Jane Deamer to review the proposed budget.

Manager Schwartz began by explaining his goal was to go over key changes since their last meeting and then proceed line by line through each page of the budget. He noted that the version uploaded to the township website on Friday contained clerical errors and was not what he was presenting that evening. He confirmed that the correct version had been uploaded to the website that same day with the current date's revision.

Manager Schwartz outlined several key changes to the budget:

- Healthcare adjustments: The initial rate increase was projected at 9.7%, but after factoring in deductible changes, it decreased to 5.4%, resulting in approximately \$51,000 in savings across various township departments.
- IT expenses increased by \$3,000 for an additional security feature recommended last year.
- Postage meter costs increased from \$163 to \$350 per quarter, though Manager Schwartz noted this wasn't finalized as they were still in discussions with the vendor. Comptroller Jane Deamer explained that their current postage meter was "end of life" and would no longer be serviced or receive necessary software updates, requiring them to lease a new one.
- Comprehensive Plan funding of \$80,000 was added, which was not in the first draft presented the previous month. Manager Schwartz broke down the allocation: \$60,000 for consulting services, \$5,000 for engineering/GIS mapping, \$2,500 for public outreach (surveys, flyers, advertising), \$3,500 for materials, and \$9,000 as a contingency buffer.
- Planning and Zoning wages were increased by \$2,000 to account for additional meetings and training.
- Highway Department changes included moving \$100,000 for a street sweeper to the Prose Capital Reserve account.
- Liquid Fuels fund increased contracted services by \$62,000 for light repair on a pole hit on Space Highway near I-83. Comptroller Jane Deamer noted they had already received the insurance check, but the repair wouldn't occur until next year.
- Recreation fund now includes a new account for park purchases (tables, lighting upgrades, concession equipment, benches, signage) with \$20,000 allocated.
- Special Events funding needed to be discussed with the Board to determine the transfer amount from the General Fund.
- Retirement Reserve would receive \$31,000 to maintain the \$150,000 account balance after accounting for one known retiree.

Manager Schwartz then proceeded to review individual funds:

Fire Tax Fund

Discussion ensued about contributions to the fire companies. Historically, the township has given Newberry Fire Company \$40,000, Gold Square \$15,000, and York Cave-in \$20,000. Manager Schwartz noted the Board would need to decide whether to maintain these amounts or adjust them.

Comptroller Jane Deamer added that the Firemen's Relief distribution (which is split 50%-25%-25%) also needed Board confirmation.

Manager Schwartz mentioned that a Resolution was needed to include social members/volunteers (such as those doing bookkeeping or organizing chicken barbecues) in the volunteer fire tax credit program, as it was discussed earlier in the year but never finalized.

Mr. Miller asked about the line item for "First Due" software that appeared in the budget. Chief Steve Lutz explained this was software with multiple modules that allows community members to input information about their properties (such as flammables or pets), enables scheduling and payroll for the department, and provides notifications to fire departments when they receive emergency calls. Chief Lutz noted they were discussing with the fire chiefs which modules were being used to potentially reduce costs.

Ms. Harman asked about the current number of paid drivers. Chief Lutz explained they currently have about 9-10 drivers, with two more coming on soon. He noted they had lost two recently who took other opportunities at their full-time jobs. Ideally, they would like to have 12 drivers to ensure coverage for all shifts, as it can be difficult to find replacements when drivers are held over at their primary jobs or have last-minute conflicts.

Liquid Fuels Fund

Manager Schwartz reviewed the Liquid Fuels Fund, noting the \$64,000 increase for the light pole replacement. Scott Getgen from the Highway Department mentioned they needed about 300 tons of salt to refill their salt shed for the upcoming winter, explaining they had used approximately 1,200 tons last year despite the snowfalls not being particularly heavy. He noted that the township's ability to make their own brine was more convenient than their previous arrangement with Conewago Township, saving them time and travel.

Recreation Fund

Manager Schwartz explained the changes included allocating \$20,000 for park improvements and minor equipment, such as picnic tables, benches, upgraded lighting, and signage. He noted some tables at Shelley Park were beyond repair and new ones were needed, including some that are handicap accessible.

Ms. Harman inquired about potential funding for a 5K run event that the Parks and Recreation committee was planning for fall 2026. Chief Lutz, who had experience organizing such events, estimated they would need about \$2,500 for initial expenses including t-shirts, timing equipment, medals/prizes, refreshments, and possibly portable toilets. He noted that while registration fees typically cover expenses, most profits come from sponsors who get their names on t-shirts.

M&T Sewer and Sewer Funds

Manager Schwartz indicated there were no changes to the M&T Sewer account. For the Sewer Fund, Mr. Miller asked about the transfer from the MESP fund, which Manager Schwartz explained was for a generator. Due to grant requirements for a three-bid process, they had to rescope the project to the sewer department. The \$99,000 was set aside for the generator, which had been ordered but not yet delivered.

Hydro Fund

Manager Schwartz stated this fund remained unchanged from the previous presentation.

National Night Out Fund

Manager Schwartz explained that this fund typically operates on donations and remains consistent year to year.

Special Events

This had been discussed earlier in the meeting. Chairman Shellenhamer noted that at their next events meeting, they would finalize the calendar for the upcoming year. She stated the submitted budget was \$18,000 with projected revenue of \$10,000, leaving an \$8,000 difference they were requesting from the township. She mentioned they already had some sponsors committed.

Mr. Miller noted confusion about how the special events budget was presented, as it showed only contributions to revenue but didn't break out other revenue sources like booth fees, brick sales, concession sales, and food truck commissions. Comptroller Jane Deamer explained that these details were tracked in a separate Excel spreadsheet rather than cluttering the general fund budget with numerous line items. She offered to upload the detailed spreadsheet as supporting documentation for the November meeting.

Discussion continued about the relationship between the special events budget and the administrative budget, with Comptroller Jane Deamer explaining that special events fall under administration and that the full \$18,018 appeared as an expense line item there.

Ms. Harman questioned what would happen if projected donations didn't materialize. Chairman Shellenhamer responded, "We can always cancel," and noted they had some flexibility with expenses like concession equipment that could be deferred.

Retirement Reserve

Manager Schwartz explained they needed to move \$31,000 to the reserve to maintain the \$150,000 balance after accounting for one known retiree payout.

General Fund

Manager Schwartz began reviewing the General Fund revenue, noting that license and permit revenue had increased due to the fee schedule change for mobile homes, while junkyard revenue had decreased due to a loss.

Mr. Miller identified an error in the special police services revenue projection for 2025, stating it should be \$165,270.04 rather than \$166,008.75, based on the 3% increase in the agreements with Goldsboro and York Haven.

Mr. Miller also raised concerns about the contract with Goldsboro and York Haven for police services. He explained that historically, the township had increased their fees by the same percentage as the police budget increased each year. However, the current board approved a three-year contract with only 3% for the first year and 2% for subsequent years, while the actual police budget had increased by 3.48%. He felt this effectively meant Newberry Township taxpayers were subsidizing police services to the other municipalities.

Chairman Shellenhamer noted the contract was already in place from the previous year and they were in the second year, with one more year remaining. Chief Lutz recalled that he believed it was a two-year contract with an option for a third year, and that Goldsboro had initially threatened to switch to Fairview Township for police services, which prompted the multi-year agreement.

The discussion continued through the expense sections of the General Fund:

Police Department: Chief Lutz addressed several questions about the budget, including training costs (which decreased because they don't anticipate sending any officers through the academy next year), contracted services (which increased due to IT costs, scheduling software, and accreditation software), and building maintenance (which needed to include service agreements for HVAC, generator, fire alarm system, and sprinklers).

Ms. Harman asked about the significant increase in computer hardware/software costs. Chief Lutz explained this included \$20,000 for a new server that Hinton (their IT provider) said needed replacement.

Zoning and Planning: The comprehensive plan allocation of \$80,000 was previously discussed.

Public Safety: Ms. Harman had questions about various incentives and payments to volunteer firefighters. Comptroller Jane Deamer and Chief Lutz explained that the fire incentive program is funded through a grant (the SAFER Grant) that reimburses based on firefighter training and call response. They clarified that firefighters receive different incentive amounts based on their certification level and participation, with the township also providing real estate tax credits and earned income tax credits to volunteers.

Highway: Manager Schwartz suggested adding \$5,000 to the minor equipment budget for a used light tower, which the highway department currently must rent or borrow. He noted this could also be used for special events and by police for nighttime investigations. The Board members present expressed support for this addition.

Mr. Miller questioned why highway salaries had decreased. Comptroller Jane Deamer explained they had reduced the budget for seasonal employees from \$25,000 to \$3,000 based on actual usage.

Contributions: Manager Schwartz suggested bundling all contributions (previously broken out as \$15,000 for library, \$16,000 for senior citizens, \$12,000 for New Hope, and \$1,000 for others) into a single line item of approximately \$44,000 that the Board could allocate throughout the year by Resolution. Chairman Shellenhamer agreed with this approach.

Manager Schwartz noted he had reached out to various organizations to understand their service to township residents. New Hope serves 555 individuals from the 17319-area code (which covers most of Newberry Township), providing food, housing assistance, transportation, and employment help. Northeastern Senior Center delivers approximately 125 meals monthly to Newberry Township residents.

Capital Reserve Fund:

Manager Schwartz proposed creating a consolidated Capital Reserve Fund, combining the existing departmental capital reserve funds (approximately \$477,847) with additional transfers to create a fund of about \$2 million.

This would include:

- \$477,847 from current departmental capital reserve funds
- \$575,000 from previously unassigned funds (after \$25,000 was used for the road survey)
- \$500,000 from anticipated net earnings for the current year

- \$425,000 from general fund savings

Mr. Miller expressed support for combining the smaller departmental capital reserve funds but raised concerns about the "unassigned funds" which he described as "smoke and mirrors." He questioned the practice of taking 5% of tax revenue for the capital reserve fund regardless of whether there would be a surplus at year-end.

Manager Schwartz explained the purpose was to consolidate all large capital purchases and expenditures in one area for transparency, and to ensure funds were available for grant matching since many grants operate on a reimbursement basis.

Ms. Harman questioned items on the "Capital Reserve Planned Expenditures" list, asking if projects like the administrative building renovations were simply being deferred indefinitely while waiting for grants. Manager Schwartz explained they were prioritizing other township needs while trying to take advantage of potential grant funding for major projects, but ultimately the Board would decide whether to proceed with each project.

The meeting concluded without formal adjournment as there was no quorum present. Chairman Shellenhamer simply wished everyone a safe drive home and noted that the Northern Lights were visible that evening.