NEWBERRY TOWNSHIP

RESOLUTION NO. 2025-42

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF NEWBERRY ADOPTING A CAPITAL RESERVE FUND POLICY PURSUANT TO SECTION 1508 OF THE SECOND CLASS TOWNSHIP CODE

WHEREAS, Newberry Township ("Township") is a Second Class Township duly organized and existing under the laws of the Commonwealth of Pennsylvania; and

WHEREAS, the Board of Supervisors recognizes the importance of maintaining financial stability and ensuring adequate funding for future capital projects and long-term asset replacement; and

WHEREAS, Section 1508 of the Pennsylvania Second Class Township Code authorizes the establishment of a capital reserve fund for anticipated capital expenditures, including the acquisition, construction, improvement, or maintenance of public facilities, infrastructure, equipment, and other long-lived assets; and

WHEREAS, the Board of Supervisors desires to adopt a formal Capital Reserve Fund Policy to provide clear guidelines for funding, maintaining, and using capital reserve monies in a manner that promotes transparency, accountability, and prudent fiscal management.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Newberry Township, York County, Pennsylvania, to do the following:

SECTION 1. ESTABLISHMENT OF POLICY

A Capital Reserve Fund Policy is hereby adopted to govern the purpose, management, and use of the Township's Capital Reserve Fund.

SECTION 2. PURPOSE

The purpose of this policy is to ensure adequate and consistent funding for capital projects, infrastructure improvements, major equipment replacement, and other long-term capital investments that sustain Township operations and public services.

SECTION 3. FUNDING SOURCES

Funding for the Capital Reserve Fund may include, but shall not be limited to:

a. Annual transfers from the General Fund as authorized by the Board of Supervisors;
b. Year-end unspent or unassigned General Fund balances;
c. Proceeds from the sale of Township assets;
d. Designated grants, reimbursements, or restricted revenues; and
e. Interest or investment earnings.

SECTION 4. AUTHORIZED USES

Monies within the Capital Reserve Fund shall be used exclusively for capital expenditures, including but not limited to:

a. Construction, repair, or improvement of Township buildings, facilities, and infrastructure;
b. Purchase or replacement of vehicles, machinery, or equipment with a useful life greater than five (5) years;
c. Technology, communication, or public safety system upgrades; and
d. Other capital projects approved by the Board of Supervisors.

Operating expenses, wages, or routine maintenance costs shall not be funded through the Capital Reserve Fund.

SECTION 5. MANAGEMENT AND ADMINISTRATION

The Capital Reserve Fund shall be maintained in accordance with generally accepted accounting principles and Township financial policies. The Township Manager and Township Treasurer shall ensure accurate recordkeeping of deposits, transfers, interest, and expenditures.

All transfers into or out of the fund shall require approval by the Board of Supervisors through resolution or motion at a public meeting.

SECTION 6. REPORTING AND REVIEW

The balance and activity of the Capital Reserve Fund shall be reported as part of the Township's annual budget and audit. The Board of Supervisors shall review this policy periodically to ensure it remains consistent with Township financial goals and state law.

SECTION 7. EFFECTIVE DATE

This Resolution shall be effective immediately upon adoption.

RESOLVED this 25th day of November 2025, by the Board of Supervisors of the Township of Newberry, York County, Pennsylvania.

ATTEST:
BOARD OF SUPERVISORS

By: ______________________________
Aaron Schwartz, Township Manager/Secretary

NEWBERRY TOWNSHIP

By: ______________________________
Chairman, Board of Supervisors

NEWBERRY TOWNSHIP
CORPORATE
SEAL
YORK COUNTY
PENNSYLVANIA

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 4 to 0 affirmative vote majority of the members of the Board of Supervisors of the Township, at a regular meeting held on November 25, 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 25th day of November, 2025.

Aaron Schwartz, Secretary