

## NEWBERRY TOWNSHIP

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### RESOLUTION NO. 2026-08

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#### A RESOLUTION TO ESTABLISH THE NEWBERRY TOWNSHIP EVENTS COMMITTEE

**Amending 2025-13 (amended)**

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

**WHEREAS**, the Board of Supervisors desires to establish an Events Committee to assist with the planning, coordination, and promotion of public events that enhance community engagement and quality of life for Township residents; and

**WHEREAS**, the Board of Supervisors desires to clearly define the authority, structure, financial controls, and oversight of the Events Committee.

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

**SECTION 1. Establishment.**

The Township hereby establishes the Newberry Township Events Committee (“Events Committee”) as an advisory committee reporting directly to the Board of Supervisors.

**SECTION 2. Purpose.**

The purpose of the Events Committee is to recommend, organize, and support public events within Newberry Township, including but not limited to concerts, festivals, holiday celebrations, movie nights, and other community-oriented activities.

**SECTION 3. Membership.**

The Events Committee shall consist of seven (7) residents or taxpayers of Newberry Township, appointed by the Board of Supervisors.

**SECTION 4. Initial Terms.**

Initial appointments shall be staggered as follows:

- (a) Three (3) members for two (2) years;
- (b) Two (2) members for three (3) years;
- (c) Two (2) members for four (4) years.

**SECTION 5. Subsequent Terms and Vacancies.**

Following the expiration of the initial terms, all appointments shall be for four (4) years and made at the annual reorganization meeting. Vacancies shall be filled by the Board of Supervisors for the unexpired term.

**SECTION 6. Board Liaison.**

A member of the Board of Supervisors may serve on the Events Committee in a liaison capacity. The liaison role shall be advisory and informational only. The Board liaison shall not vote, direct, manage, or control the Committee, nor attempt to influence or persuade Committee members regarding event planning, operational decisions, budgeting, or expenditures.

**SECTION 7. Chair and Administration.**

The Township Manager shall serve as the primary liaison between the Events Committee and the Board of Supervisors. The Township Manager may serve as Chair of the Events Committee; however, the Chair position may alternatively be filled by another Events Committee member, as selected by the Committee and approved by the Township Manager.

When serving as Chair, the Township Manager's role shall be limited to facilitating meetings, ensuring compliance with applicable laws and Township policies, and maintaining orderly proceedings. The Township Manager shall not vote and shall not direct or control Committee decisions.

All Events Committee meetings shall be publicly advertised and conducted in compliance with the Pennsylvania Sunshine Act. Meetings shall be recorded. Agendas shall be posted in advance, minutes shall be approved at a public meeting, and approved minutes shall be posted on the Township website.

**SECTION 8. Coordination.**

The Events Committee shall coordinate with:

- (a) The Township Manager and staff regarding logistics and budgets; and
- (b) The Parks and Recreation Board when events affect park facilities.

**SECTION 9. Annual Budget.**

The Events Committee shall propose an annual budget for Board approval prior to adoption of the Township budget.

**SECTION 10. Authority and Financial Controls.**

The Events Committee may expend up to \$1,000 per event with Manager approval. Board approval is required for:

- (a) Any single expense exceeding \$1,000;
- (b) Any event budget exceeding \$1,000;
- (c) All events prior to scheduling or advertising.

**SECTION 11. Donations, Sponsorships, and In-Kind Contributions.**

- (a) All solicitations shall be conducted by the Township Manager with Board approval.
- (b) In-kind donations shall be documented at fair market value and approved prior to acceptance.

- (c) Restricted donations shall be used solely for their stated purpose.
- (d) All funds shall be deposited into the Special Events account.

#### **SECTION 12. Special Events Account.**

The Special Events account shall be maintained in the General Fund as a distinct line item.

- (a) Unspent funds shall be carried forward;
- (b) Restricted funds shall be tracked;
- (c) Conflicting resolutions are repealed.

#### **SECTION 13. Effective Date.**

This Resolution shall take effect immediately upon adoption.

**RESOLVED** this 27<sup>th</sup> day of January 2026, by the Board of Supervisors of the Township of Newberry, York County, Pennsylvania.

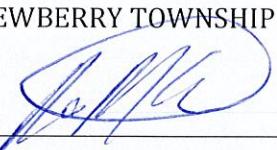
ATTEST:



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Aaron Schwartz, Secretary

BOARD OF SUPERVISORS  
NEWBERRY TOWNSHIP



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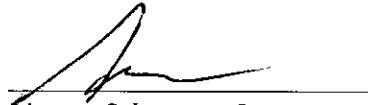
Mario Eckert, Chairman



**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 2 affirmative vote majority of the members of the Board of Supervisors of the Township, at a regular meeting held on January 27<sup>th</sup> 2026, 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 27<sup>th</sup> day of January 2026.



Aaron Schwartz, Secretary