

Newberry Township Board of Supervisors November 25, 2025

Meeting Minutes

CALL TO ORDER AT 6:00 PM

Chairman Shellenhamer called the meeting to order.

PLEDE OF ALLEGIANCE

The Pledge of Allegiance was conducted.

ANNOUNCEMENTS

Chairman Shellenhamer announced that the Board of Supervisors held an executive session prior to the meeting regarding some litigations of previous issues.

PUBLIC COMMENTS

Tony Miller, 115 Saint Andrews Way, thanked the voters who elected himself, Jane Harman, and Mario Erick to the Board, noting he looks forward to joining in January. He addressed concerns about the proposed Capital Reserve Fund transfers, specifically questioning the "unassigned fund balance" terminology. Mr. Miller pointed out that while he supports creating the fund and consolidating smaller reserve funds, the Resolution now proposes transferring up to \$1 million when previous workshop discussions mentioned \$500,000. He suggested this substantial transfer wasn't included in the 2025 budget and might require reopening the budget. Manager Schwartz clarified that the unassigned funds were not a separate fund but rather unassigned money within the General Fund that wasn't spent during the year.

Sandra Kollalo from The Link for Youth (Medters House) in New Cumberland introduced their free after-school program serving West Shore School District students in grades 4-12. She explained they provide activities including basketball, rock climbing, arts and crafts, along with home-cooked meals and transportation if needed. Ms. Kollalo noted they primarily serve at-risk youth, with many from Northern York County, and requested community support as they celebrate their 10th anniversary on December 6th. The Board offered to share information about the program on township websites.

APPROVAL OF THE MINUTES

Motion made by Supervisor Kirkpatrick to approve the minutes of October 28, 2025, seconded by Supervisor Gonzalez. Motion carried unanimously.

LAND DEVELOPMENT & SUBDIVISION PLAN REVIEW

Josh George from Land Works Civil Design presented the final minor subdivision plan for 1210 York Haven Road. He explained this plan was before the Board approximately a year ago but required minor modifications to move some lot lines. The total number of lots remains unchanged, with one new lot proposed, the existing home on one lot, and remaining lands for potential future development. Engineer Bill Rudy confirmed the Planning Commission recommended approval and noted one previously approved waiver.

Motion made by Supervisor Kirkpatrick for conditional approval of the final minor subdivision plan for 1210 York Haven Road based on comments from the Township Engineer, seconded by Vice Chair Harkins. Motion carried unanimously.

REPORTS

Chief Lutz provided updates on fire department events including Goldsboro Fire Department's bingo on November 28th and tree lighting on December 2nd, and Newberry Town Fire Department's bingo is on December 5th and December 19th and upcoming Santa runs. For the police report, he noted 1,129 calls in October, including various criminal incidents and 25 traffic accidents. The department issued 94 traffic citations and made 36 criminal arrests. Chief Lutz highlighted a DUI checkpoint on October 31st that resulted in 5 DUI arrests and discussed concerns about the 17 citations issued in 25 days for vehicles passing stopped school buses under their new monitoring program.

Tom Lang, representing MPL Law Firm for James Sanders, noted the agreement to vacate a portion of Old Rossville Road would be coming before the Board under new business.

Chairman Shellenhamer reported that the Events Committee had just held a successful tree lighting ceremony with amazing turnout. She also mentioned that Troop 198 is supporting Wreaths Across America, with \$17 wreaths available for purchase to support scouts placing wreaths on veterans' gravesites at Fort Indiantown Gap.

Supervisor Kirkpatrick noted that Newberry and Fairview fire departments would soon be conducting their annual Santa Claus rides throughout neighborhoods on fire trucks.

All other reports had nothing to add.

OLD BUSINESS

Consideration and Adoption of Ordinance No. 437 – Act 49 Service Credit Ordinance

Motion made by Supervisor Kirkpatrick to adopt Ordinance No. 437 entitled "Act 49 Service-Credit Purchase Ordinance", seconded by Vice Chair Harkins. Motion carried unanimously.

Approval of MOU with Police Association – Act 49 Service Credit Ordinance

Motion made by Supervisor Kirkpatrick to approve the Memorandum of Understanding with the Newberry Township Police Association regarding implementation of the Act 49 Service Credit Ordinance and authorize the Chairman to execute the same, seconded by Supervisor Gonzalez. Motion carried unanimously.

Authorization for Township Manager to approve Benecon insurance design plan change

Motion made by Vice Chair Harkins to authorize the Township Manager to approve Benecon insurance design plan change to increase deductible by \$250.00 for non-union employees, seconded by Supervisor Gonzalez. Motion carried unanimously.

NEW BUSINESS

Presentation from Bob Gasswint from Red Land Senior Center

Bob Gasswint from the Red Land Senior Center announced that as of November 7th, the Red Land Senior Center had officially purchased their property. He reported that renovations have begun, with bathrooms and

kitchen currently gutted. Mr. Gasswint explained that the Center raised approximately 45% of the \$355,000 purchase price through private donations and fundraisers, with the remaining 55% being financed through three individual loans, including two people contributing \$50,000 each and one person contributing \$100,000. He expressed appreciation for the community support, including from people outside their area, and distributed an annual community impact report to the Board. When asked about a completion timeline, he tentatively suggested they hoped to finish renovations by December, barring any construction delays.

Motion to approve Agreement to Vacate a Portion of Old Rossville Road

Motion made by Vice Chair Harkins to approve Agreement to Vacate a Portion of Old Rossville Road located in Newberry Township – Ronald and Kathleen Flowers, seconded by Supervisor Kirkpatrick. Motion carried unanimously.

During discussion, Supervisor Kirkpatrick explained that the road in question is located across from Reisser's Ice Cream and was the old state road abandoned approximately 20 years ago when the state redid the road to Pinchot. There is one house on it, and Fairview Township has already agreed to vacate their section of the road. The property owner will pay all closing and legal fees.

Motion to Amend Resolution No. 2024-11 (Fire Tax Credit Criteria)

Motion made by Supervisor Kirkpatrick to Amend Resolution No. 2024-11 (Fire Tax Credit Criteria) to include administrative and fundraising volunteers as eligible participants under the Township's Fire Tax Credit Program pursuant to Act 172 of 2016, seconded by Supervisor Gonzalez. Motion carried unanimously.

Supervisor Kirkpatrick explained that the original fire tax rebates were for active fire ground firefighters only, but this amendment would extend eligibility to those who support the fire company through administrative roles and fundraising activities like bingo events and chicken corn soup sales. Manager Schwartz clarified that there was a slight change to the Resolution to specify that active firefighters can receive 100% credit while volunteers can receive up to 50% credit, matching York County's standard.

Motion to Adopt Resolution No. 2025-40 (GIS Road Survey Project)

Motion made by Supervisor Kirkpatrick to Adopt Resolution No. 2025-40 authorizing the transfer of funds from unassigned fund balance to assigned fund balance for engineering fees (Act. 401-313) related to the GIS Road Survey Project, seconded by Supervisor Gonzalez. Motion carried unanimously.

Manager Schwartz explained this was to move funds to cover costs incurred this year for the previously approved GIS road survey.

Motion to Adopt Resolution No. 2025-41 (Capital Reserve Fund)

Motion made by Supervisor Kirkpatrick to Adopt Resolution No. 2025-41 establishing a Capital Reserve Fund pursuant to Section 1508 of the Second-Class Township Code, seconded by Vice Chair Harkins. Motion carried unanimously.

Motion to Adopt Resolution No. 2025-42 (Capital Reserve Fund Policy)

Motion made by Vice Chair Harkins to Adopt Resolution No. 2025-42 adopting a Capital Reserve Fund Policy pursuant to Section 1508 of the Second-Class Township Code, seconded by Supervisor Gonzalez. Motion carried unanimously.

Motion to Adopt Resolution No. 2025-43 (Fund Transfer to Capital Reserve)

Motion made by Supervisor Kirkpatrick to Adopt Resolution No. 2025-43 authorizing the transfer of remaining 2025 unassigned fund balance and remaining 2025 excess revenue into the Capital Reserve Fund, seconded Vice Chair Harkins. Motion carried unanimously.

Motion to Adopt Resolution 2025-44 (Box Culverts Grant)

Motion made by Vice Chair Harkins to Adopt Resolution 2025-44 requesting a Statewide Local Share Assessment Grant not to exceed \$600,000 from Commonwealth Financing Authority to be used for the replacement of two box culverts, seconded by Supervisor Kirkpatrick. Motion carried unanimously.

Motion to Adopt Resolution No. 2025-45 (Emergency Communications Grant)

Motion made by Vice Chair Harkins to Adopt Resolution No. 2025-45 requesting a Statewide Local Share Assessment Grant not to exceed \$416,438 from Commonwealth Financing Authority to be used for Emergency Communications Modernization Project, seconded by Supervisor Kirkpatrick. Motion carried unanimously.

Motion to Adopt Resolution No. 2025-46 (Roadway Equipment Grant)

Motion made by Supervisor Kirkpatrick to Adopt Resolution No. 2025-46 requesting a Statewide Local Share Assessment Grant not to exceed \$300,000 from Commonwealth Financing Authority to be used for the Roadway Maintenance & Winter Response Equipment Replacement Project, seconded by Vice Chair Harkins. Motion carried unanimously.

Manager Schwartz explained this Grant would replace a dump truck that had its motor blow up earlier in the year, where repair costs would exceed the truck's value.

Motion to approve advertisement of 2026 budget

Motion made by Supervisor Kirkpatrick to approve advertisement of the 2026 budget, seconded by Vice Chair Harkins. Motion carried unanimously.

Manager Schwartz reviewed several line items in the proposed budget, including contributions to fire departments (\$60,000 to Newberry, \$27,500 to York Haven, and \$7,500 to Goldsboro) and a \$5,000 increase for the highway department to purchase a generator welder. He also highlighted allocations for libraries (\$5,000), senior centers (\$26,000 to be divided between Redland Senior Center and Northeastern Senior Center), New Hope (\$10,000), and other contributions (\$3,000).

Motion to approve 2025-2026 snow plowing bids

Motion made by Vice Chair Harkins to approve 2025-2026 snow plowing bids, seconded by Supervisor Gonzalez. Motion carried unanimously.

Motion to approve Matthew Musser to the Planning Commission

Motion made by Supervisor Kirkpatrick to approve Matthew Musser to the Planning Commission term end date December 31, 2028, seconded by Vice Chair Harkins. Motion carried unanimously.

Motion to approve conditional hiring of Sewer Laborers

Motion made by Supervisor Kirkpatrick to approve the conditional hiring of David Keiser and Jason Kopp as Sewer Laborers for the Newberry Township Sewer Department, with an anticipated start date of December 1, 2025, pending completion of all required pre-employment checks, seconded by Supervisor Gonzalez. Motion carried unanimously.

Motion to approve Tom Alsted as EMA Coordinator

Motion made by Supervisor Kirkpatrick to approve Tom Alsted as EMA Coordinator, seconded by Vice Chair Harkins. Motion carried unanimously.

Chief Lutz introduced Tom Alsted, noting he previously served as Township EMA director from June 2013 to February 2022. Mr. Alsted introduced himself as a 25-year township resident with 35 years in public safety as a former police officer, paramedic, and current emergency preparedness and response professional for Commonwealth and federal agencies. He also serves on PEMA's incident management team.

Motion to approve hiring two part-time fire drivers

Motion made by Supervisor Kirkpatrick to approve hiring two part-time fire drivers – John Greaver and Austin Staub, seconded by Vice Chair Harkins. Motion carried unanimously.

Motion to approve Sewer Department's purchase of compact track loader

Motion made by Supervisor Kirkpatrick to approve the Sewer Department's purchase of a compact track loader and accessories from Cleveland Brothers for a total cost of \$98,248.00, acquired through the COSTARS cooperative purchasing program, seconded by Supervisor Gonzalez. Motion carried unanimously.

Manager Schwartz explained this purchase had been discussed during budget planning and would be used primarily for right-of-way maintenance by the sewer department but would also be available for highway department use as needed.

Motion to increase hourly rate for part-time paid fire drivers

Motion made by Supervisor Kirkpatrick to increase the hourly rate for part-time paid fire drivers to \$19.00 per hour, effective January 1, 2026, seconded by Supervisor Gonzalez. Motion carried unanimously.

Supervisor Kirkpatrick explained this increase was needed to stay competitive with neighboring townships like Fairview, Lower Allen, and Lower Paxton, which have all raised their rates (with Lower Paxton now at \$21/hour).

PAYMENT OF BILLS

Motion made by Vice Chair Harkins to pay the bills, seconded by Supervisor Gonzalez. Motion carried unanimously.

ADJOURNMENT

Before adjourning, Chairman Shellenhamer wished everyone a Happy Thanksgiving.

Motion made by Supervisor Kirkpatrick to adjourn, seconded by Vice Chair Harkins. Motion carried unanimously.

Respectfully Submitted,



Aaron Schwartz, Secretary

