

# Newberry Township Board of Supervisors Special Meeting

## December 22, 2025

### Meeting Minutes

#### CALL TO ORDER AT 5:00 PM

The meeting was called to order, and the Pledge of Allegiance was recited.

#### ANNOUNCEMENTS

The Board of Supervisors announced that they had held an executive session prior to the meeting for personnel matters permitted under the Sunshine Act.

#### PUBLIC COMMENTS

No members of the public were in attendance; therefore, there were no public comments.

#### APPROVAL OF THE MINUTES

Motion made by Supervisor Kirkpatrick to approve the meeting minutes for December 16, 2026, seconded by Supervisor Gonzalez. Motion carried unanimously.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Motion to approve Resolution No. 2025-48 adopting a budget for the calendar year 2026.

Motion made by Supervisor Kirkpatrick to approve Resolution No. 2025-48 adopting the Newberry Township budget for the calendar year 2026, seconded by Supervisor Gonzalez. Motion carried unanimously.

Addition to Agenda - Consideration of the Resignation of the Chief of Police

Per Act 65 of 2021, the Board voted to amend the agenda. The proposed amendment is to add consideration of the resignation of the Chief of Police, which was received after the agenda was posted and requires timely Board action.

Motion made by Supervisor Kirkpatrick to amend the agenda to add consideration of the resignation of the Chief of Police, who noted the resignation was received in a timely manner but after the agenda posting. The motion was seconded by Supervisor Gonzalez. Motion carried unanimously.

The Board then considered the written resignation from Steven Lutz, Chief of Police, dated December 21, 2025, with an effective resignation date of January 5, 2026. It was noted that the resignation provided for a date less than the notice period contained in the employment agreement, which the Board could choose to waive.

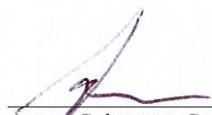
Motion made by Supervisor Kirkpatrick to accept the resignation of Steven Lutz from the position of Police Chief effective January 5, 2026, to waive the notice provisions of the employment agreement, and to authorize the payment of accrued, invested vacation, sick leave, and administration of pension benefits in accordance with the employment agreement, township policy, and applicable law, seconded by Supervisor Gonzalez. Motion carried unanimously.

Before voting, Board members expressed their appreciation for Chief Lutz's service. One member noted it was "with heavy heart" that they accepted the resignation and described the Chief as "an outstanding employee of the township and a great friend." Supervisor Gonzalez seconded these sentiments, noting the Chief's "exemplary service to this Township."

## ADJOURNMENT

Motion to adjourn was made by Supervisor Kirkpatrick and seconded by Supervisor Gonzalez. Motion carried unanimously.

Respectfully Submitted,



\_\_\_\_\_  
Aaron Schwartz, Secretary

