

NEWBERRY TOWNSHIP

RESOLUTION NO. 2025-13 (AMENDED)

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Newberry Township that:

SECTION 1. The Township hereby creates the Newberry Township Events Committee, an advisory committee reporting directly to the Board of Supervisors.

SECTION 2. The purpose of the Events Committee is to recommend, organize, and support public events within Newberry Township. These may include, but are not limited to, concerts, festivals, holiday celebrations, movie nights, and community outreach events.

SECTION 3. The Events Committee shall consist of seven (7) residents or taxpayers of the Township, appointed by the Board of Supervisors.

SECTION 4. Initial appointments shall be staggered as follows:

- Three (3) members for two (2) years
- Two (2) members for three (3) years
- Two (2) members for four (4) years

SECTION 5. Upon expiration or early termination of the terms of the initial Events Committee members, subsequent terms shall be for a period of four (4) years. Any subsequent appointments of new or replacement Events Committee Members shall occur at the annual reorganization meeting. Any vacancy occurring prior to the expiration of the term shall be filled by the Board for the balance of the vacated member's term.

SECTION 6. One member of the Board of Supervisors may also be appointed to the Events Committee.

SECTION 7. If a current member of the Board of Supervisors serves on the Events Committee, they shall act as the liaison between the Events Committee and the Board of Supervisors. If no Supervisor is serving on the Events Committee, the Board of Supervisors may designate either a Board Supervisor or the Township Manager to serve in this liaison role.

SECTION 8. The Events Committee shall coordinate with:

- a. The Township Manager and Staff regarding scheduling, logistics, and budget requests.
- b. The Recreation Board when events are planned on or impact Township park property or facilities.

SECTION 9. The Events Committee may propose an annual budget for events, which shall be submitted to the Township Manager and Board of Supervisors for approval.

SECTION 10. The Events Committee is authorized to approve and expend funds up to \$1,000 per event without prior approval from the Board of Supervisors.

Any of the following shall require prior approval by the Board of Supervisors:

- a. A single expense or contract exceeding \$1,000
- b. An event with a total projected cost over \$1,000
- c. Use of Township staff or resources that may incur additional, Township labor, equipment, or overtime costs.
- d. All expenditures shall be processed through the Township Office in accordance with standard financial procedures and documented with receipts and itemized summaries.

SECTION 11. Sponsorships or donations made to the Township for a specific event (e.g., "Music in the Park") shall be used solely for that designated purpose unless the sponsor provides written approval for the funds to be redirected. General sponsorships or donations not designated for a specific event may be used by the Events Committee, within its authorized spending limits, for other approved event-related needs such as equipment, supplies, or enhancements that support public events. All sponsorship

revenues must be deposited into the Special Events account and tracked in accordance with Township financial procedures.

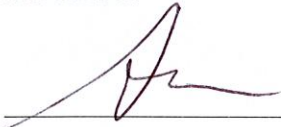
SECTION 12. The Township's Special Events account shall be maintained within the General Fund and identified as a distinct line item for transparency and budget tracking.

- a. One-Time Transfer Directive.** All monies presently recorded for Special Events within the Parks & Recreation Fund are hereby transferred to the General Fund Special Events line item(s) within ten (10) business days of adoption of this Resolution.
- b. Accounting Entries and Budget Amendment.** The Treasurer is authorized to record an interfund transfer from the Parks & Recreation Fund to the General Fund and to amend the current-year budget accordingly by increasing General Fund Transfers In and Special Events appropriations, and decreasing Parks & Recreation Fund appropriations by the same amount.
- c. Carryforward/Assignment.** Year-end unspent Special Events monies shall be reported in the General Fund as assigned or otherwise committed for Special Events and carried forward for that purpose.
- d. Restricted Contributions.** Donor-restricted Special Events receipts shall be used solely for the stated purpose and tracked accordingly within the Special Events lines.
- e. Repealer.** Any prior resolution language placing Special Events under the Parks & Recreation Fund is repealed to the extent of conflict with this Resolution.

SECTION 13. This Resolution shall become effective immediately upon adoption.

RESOLVED this 9th day of September, 2025, by the Board of Supervisors of the Township of Newberry, York County, Pennsylvania.

ATTEST:



Aaron Schwartz, Secretary

(SEAL)



NEWBERRY TOWNSHIP
BOARD OF SUPERVISORS

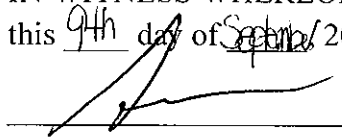
By: 

David Kirkpatrick, Chairman

CERTIFICATE

I, the undersigned, Secretary of the Board of Supervisors of the Township of Newberry, York County, Pennsylvania (the "Township"), certify that he 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 0 affirmative vote majority of the members of the Board of Supervisors of the Township, at a regular meeting held on ~~September~~ 9, 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 9th day of ~~Septm~~ Sept, 2025.



Aaron Schwartz, Secretary