

# **NEWBERRY TOWNSHIP PARKS AND RECREATION BOARD**

## **Monthly Meeting Minutes June 10, 2025 @ 5:00 PM**

### **Call to Order**

Chairman Codie Culley called the meeting to order at 5:00 PM.

### **Pledge of Allegiance**

The meeting opened with the Pledge of Allegiance.

### **Attendance**

Chairman Codie Culley  
Secretary Jane Harman  
Board Member Erick Rittle  
Board Member Kolten Gouse  
Board Member Norm Seitz  
Board Liaison Diane Shellenhamer

### **Announcements**

- A food truck will begin operating weekly on Wednesdays from 11:00 AM to 1:00 PM at the Emergency Services Building parking lot.
- The township's Open Market launched on June 5 at Shelley Park and will continue weekly on Thursdays from 2:00 PM to 7:00 PM. Despite limited signage, the event had several vendors and received positive community feedback. Additional vendors, including a bakery and potentially fresh produce from Lancaster auctions, are expected in the coming weeks.

### **Public Comment**

Tony Miller addressed several follow-ups from the May meeting:

- Confirmed that the DCED GTRP grant permits a 15% match through in-kind township work.
- Confirmed that DCNR C2P2 grants allow a 50% match and accept in-kind labor, land value assessments, and existing county grants (such as the \$40,000 from York County).
- In-kind volunteer hours can be calculated at \$32/hour.
- Emphasized the need to track volunteer hours and establish a system to document community service.

### **Approval of Minutes**

**MOTION** by Chairman Culley to approve the May 13, 2025, meeting minutes, seconded by Secretary Harman.

**VOTE:** Motion carried unanimously.

## **Old Business**

### **Fundraising Possibilities**

- Discussion led by Board Member Rittle to organize a 5K run/walk at Shelley Park in fall 2025. Erick volunteered his business to sponsor and organize the event with all proceeds donated to the Township.
- Suggestions included seasonal themes (e.g., Pumpkin Run), pet participation, and incorporating strollers and walkers.
- Course options include existing trails and connecting loops near York Haven Ballfields.
- Potential sponsors could place yard signs along the racecourse for visibility.
- Further ideas included advertising banners on park fences and forming a group to manage concession stands during sports seasons.
- Diane Shellenhamer offered to coordinate a concession stand team. Tony Miller emphasized the potential revenue and suggested coordinating with league schedules.
- Discussion of infrastructure limitations including the need to regularly pump the holding tank at the concession building (\$250 per pump).

## **New Business**

### **1. Facebook Survey Results**

Secretary Harman summarized over 100 community responses from a Parks & Rec Facebook outreach campaign. Most requested amenities included:

- Walking/hiking/biking trails (30 mentions)
- Pet-friendly areas and dog parks (13 mentions)
- Upgraded sports courts (15 mentions)
- Live music, food trucks, and picnic areas (15–17 mentions)
- ADA-compliant playground equipment (16 mentions)
- Additional suggestions: skate park, community garden, outdoor yoga, pickleball, scavenger hunts
- Jane noted many residents were unaware the Township had multiple parks or rentable pavilions.
- The Board discussed electronic newsletters and combining digital and physical outreach (e.g., mailers and Savvy Citizen postings).

### **2. Dog Park at Shelley Park**

- Board Member Gouse presented preliminary estimates from Tyson Fence:
  - Large Dog Area (100x100 ft): \$7,600 installed or \$4,800 materials only
  - Small Dog Area (100x75 ft): \$6,900 installed or \$4,400 materials only
  - Combined Installed Cost: \$14,600; DIY Cost: \$9,200
  - Each area includes a 6-ft swing gate for mowing access
  - The Board agreed more quotes were needed (Pro-Line, R&S Fence, BNW Fence)
- Diane Shellenhamer urged the board to seek the Board of Supervisors (BOS) approval to move forward using Park & Rec funds, with future reimbursement through fundraising.

- Secretary Harman researched dog park benches, waste bag stations, and accessories (~\$1,500 per set). Suggested memorial bench donations with plaques.
  - Secretary Harman contacted Pets Plus in Newberry Commons.
  - Diane Shellenhamer suggested contacting Chewy and Kind or requesting monetary sponsorship.
  - Board Member Rittle is applying for tree grants to provide natural shade and increase comfort.
  - The Board discussed creating a registration system and potential user policies based on Lower Allen Township's model.
  - **MOTION** by Secretary Harman to request BOS approval to proceed with the dog park project, seconded by Board Member Gouse.
- VOTE:** Motion carried unanimously.

### **3. Movie Night Delegation**

- The Board agreed to allow the Events Committee to take over planning of movie night logistics at Shelley Park. Discussion included establishing a fixed location for screens and rotating business sponsors.

### **4. Terry Dolan Park Cleanup – June 8, 2025**

- Six volunteers participated (including Tony Miller and family) despite rainy conditions.
- Tasks completed:
  - Power washing playground equipment
  - Cleaning and repainting grills
  - Trimming weeds, removing sticks and debris
  - Identifying safety concerns (e.g., exposed metal peg)
- Secretary Harman provided a detailed list of remaining needs:
  - Additional ADA picnic tables and ADA-compliant swings
  - Repairs and staining of wooden picnic tables (5 replacement boards needed)
  - Installation of millings at entrance driveway
  - Removal of dead branches and logs along wood line (requires equipment)
  - Power washing pavilion areas with surface cleaner
  - Maintenance around tree bases with mulch/tanbark
  - Replacement of broken hand sanitizer in portable restroom
  - Verification and potential addition of solar lighting and security cameras
- Secretary Harman noted the playground was visibly improved but more work remains.

### **5. Music in the Park – July 12, 2025**

**MOTION** by Chairman Culley to host a Music in the Park event at Shelley Park on July 12, 2025, from 4:00 PM to 9:00 PM, seconded by Board Member Gouse.

**VOTE:** Motion carried unanimously.

- The local band "The Enlisted" will perform for free (previously scheduled for the canceled Spring Festival).
- The Board confirmed they can accept tips and distribute promotional materials.

### **Additional Discussion**


- Diane Shellenhamer proposed a Parks & Rec booth at National Night Out (August 6, 2025). Volunteers are needed.
- Board Member Rittle emphasized the opportunity to raise awareness and display park photos and upcoming events.
- Suggestion to begin gathering a master list of township businesses to enhance outreach and fundraising.
- Secretary Harman reiterated the importance of updating the Township calendar and Savvy Citizen app with all events (e.g., Open Market).
- The Board agreed that public awareness is still low, and outreach needs improvement.

### **Adjournment**

**MOTION** by Chairman Culley to adjourn, seconded by Secretary Harman.

**VOTE:** Motion carried unanimously.

Respectfully submitted,

  
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Jane Harman, Secretary

