

Newberry Township Events Committee Special Meeting Minutes

September 22, 2025

Call to Order at 12:00 PM

Sue Ostrander called the meeting to order and asked for introductions from those present. Committee Members introduced themselves: Sue Ostrander, Diane Shellenhamer, Codie Culley, Norman Sietz and Tony Miller.

Public Comments

Sue Ostrander noted there were no public comments for this meeting.

Approval of the Minutes

Approval of the meeting minutes for September 8, 2025

Sue Ostrander asked the committee to review the minutes from the September 8, 2025, meeting provided in their packets.

Tony Miller moved to approve the minutes as written. Codie Culley seconded the motion. Motion carried unanimously.

Old Business

No old business was discussed.

New Business

Discuss and finalize all plans for the October 4th Harvest Moon Festival

The committee discussed and finalized various aspects of the upcoming Harvest Moon Festival scheduled for October 4, 2025:

Music Bingo

- Diane Shellenhamer confirmed the music bingo will cost \$250, which was previously approved
- The event will take place in Building 2
- The committee discussed seating arrangements, noting they would need additional tables and chairs
- They decided to rearrange the room into two long rows of tables to accommodate approximately 100 people
- Committee Members agreed to borrow tables and chairs from the admin building.
- Norman Seitz mentioned they would need to take photos of the current setup to ensure they can return it to the original arrangement
- Tony Miller offered to provide three gift cards as prizes -- one \$50 card and two \$25 cards.

Restaurant Coordination

- Sue Ostrander stated that she had received word through a relation that Tracy, who manages the Lunchbox Restaurant in Building 2, said they plan to be open during the Music Bingo event.
- Angie later confirmed via text that both Lunchbox and BBQ vendors would be open throughout the event

Food Trucks

- Diane Shellenhamer reported that she has confirmed two food trucks: a Philly cheesesteak vendor and an ice cream truck
- Both will be positioned in the macadam area near the grass
- Diane Shellenhamer requested 10% of sales of the food trucks

Fire and Safety

- Diane Shellenahmer confirmed Newberry Township Fire Department will provide a water tanker and fire police for the event, arriving around 3:30 PM for the bonfire

Kids' Activities

- Dominique Miller requested mini pumpkins and paintbrushes for the kids' painting activities
- Committee agreed to purchase foam brushes from the dollar store
- Sue Ostrander noted they already had acrylic paint in storage but might need to purchase green paint
- The committee agreed to acquire 50 pumpkins at approximately \$1.25-\$1.75 each from Jennifer Lohman at the J & W produce stand.
- Norman Seitz will arrange for a face painting kit from Walmart (approximately \$25)
- Sue Ostrander stated that Bill from Gambilly in Building 2 had agreed to donate prizes for the kids' games but that the committee would need to follow up with him.
- The committee discussed creating a straw area for children to sit while painting pumpkins

Music

- Diane Shellenhamer confirmed Wally, an acoustic guitar player, will perform
- He will be positioned outside Building 2 near an electrical outlet
- Food trucks will be across from him with picnic tables between to create a sitting area for people to eat and enjoy the music
- He will be paid \$250 for a 3-hour performance of the music in the park funds

Chili Cook-Off

- The committee noted there were currently no registrants for the chili cook-off
- They agreed to make a final decision by September 29th whether to proceed with this activity
- Tony Miller reported that Diane Shellenhamer send communications to neighboring communities to try to increase participation

Bonfire

- The committee discussed logistics for obtaining and transporting wood
- Public Works Director, Scott Getgen offered to help with his dump truck on Friday
- Norman Seitz will coordinate with him regarding timing
- The fire department will provide a water tanker for safety
- The committee agreed to light the bonfire at 7:00 PM when it's dark, and the event will end by 9:00 PM

Vendors

- Sue Ostrander reported they have 7 vendors confirmed for the event

- She mentioned specific vendors including a soap maker, power washing company with t-shirts, and others
- The committee discussed and agreed to allow vendors to use their credits from the Spring Festival for this event.

Decorations

- The committee discussed using straw bales, corn stalks, and pumpkins as decorations
- Codie Culley mentioned he might be able to borrow straw bales from a farmer he knows
- They discussed setting up a straw play area for children
- They agreed to use decorations already in storage, including a large wooden pumpkin and an inflatable decoration

Leftover Concession Items

- Tony Miller showed pictures of leftover soda and water from previous events
- The committee agreed to sell these items at the brick table to prevent waste
- Water was previously sold for \$1 and soda for \$1.50

Advertising

- Diane Shellenhamer mentioned some technical issues with the online registration forms that need to be addressed
- The committee discussed adding "Cash Only" to their advertising for food sales based on feedback from the previous event

Adjournment

Motion to adjourn made by Tony Miller, seconded by Codie Culley. Motion carried unanimously.

The meeting was adjourned.

Respectfully Submitted,


Sue Ostrander, Committee Lead

