

Newberry Township Events Committee Meeting Minutes

June 1, 2026

ATTENDANCE:

Dominish Miller, Secretary
Norman Seitz
Sharon Borger
Abby Smith
Aaron Schwartz, Township Manager
Diane Shellenhamer, Board Liaison

CALL TO ORDER AT 4:00 PM

The meeting was called to order at 4:00 PM. The Pledge of Allegiance was recited by all attendees.

ANNOUNCEMENTS

Meet New Committee Members Abby Smith and Dan Gregorowicz.

Manager Schwartz announced the addition of two new Committee Members. Committee Member Abby Smith was introduced and present at the meeting. Committee Member Dan Gregorowicz was noted to be on vacation and was expected to attend the following meeting.

PUBLIC COMMENTS

Manager Schwartz noted that one written public comment had been received and distributed to Board Members. The comment was submitted by Mr. Miller of St. Andrew's Way. Mr. Miller expressed gratitude to the Committee for its volunteer efforts and welcomed the new members. He requested that the Committee discuss the status of the Music in the Park events that had been on the preliminary 2026 calendar for June 6th, July 3rd, and August 8th, noting that no planning discussion for these events had been observed in 2026 meetings to date. Mr. Miller referenced the September 2025 Music in the Park event at Shelley Park as the most successful to date in terms of attendance, music, and revenue. He asked for at least preliminary planning discussion on potential dates for the remaining 2026 Music in the Park events. Mr. Miller also offered his continued assistance with concession stand operations at Shelley Park for any Music in the Park or Harvest Moon events, despite no longer being a Committee Member. No additional public comments were received.

APPROVAL OF THE MINUTES

Approval of the meeting minutes for April 6, 2026.

Motion by Secretary Dominish Miller to approve the meeting minutes from the April 6, 2026, meeting.
Seconded by Committee Member Sharon Borger. Motion carried unanimously.

OLD BUSINESS

There was no old business to address.

NEW BUSINESS

Motion to approve landscaping and the installation of a flowerbed around the Liberty Tree for the July 3rd Dedication Ceremony, with a budget estimated at \$150.00. Labor for construction of the flowerbed will be provided at no cost.

Secretary Dominish Miller noted that landscaping work had already commenced at no cost, and that she had personally donated flowers. She indicated that the remaining work involved mowing and completing the landscaping installation.

Motion by Committee Member Norm Sietz to approve the landscaping and installation of a flowerbed around the Liberty Tree for the July 3rd Dedication Ceremony. Seconded by Committee Member Abby Smith. Motion carried unanimously.

Motion to approve the July 4th 250 Celebration Balloon Fest at Shelley Park, including music by Wally DeWall, using money from Music in the Park sponsors, from 6:00 to 9:00 p.m., at a cost of \$300.00 for three hours; balloon fees at \$250.00 per balloon with an estimated three balloons for two hours. Propane to be provided by Harcon Construction at \$200.00 estimate (no cost to the Township). Event totals \$1,250.00. Net to Township \$750.00

Secretary Dominish Miller provided additional context on the event, noting that vendor booth solicitation had begun at \$30.00 per booth, with a deliberate emphasis on artisan and craft vendors only — specifically excluding yard sale-type vendors. She noted that food trucks would serve as the primary revenue source. Secretary Dominish Miller also announced that she would personally fund the appearance of a camel from The Warehouse as children's entertainment.

Secretary Dominish Miller emphasized the importance of a contingency plan, explaining that balloon inflation is prohibited for safety reasons when wind speeds reach 5 knots or above. She confirmed that in such a case, the event would still offer live music, food trucks, vendors, and the camel as alternative entertainment. Dave Lash, township resident and VFW representative, subsequently suggested that BAPS Motor Speedway go-karts or mini cars might also be arranged as an additional free attraction for children and offered to contact the appropriate BAPS representative. The Committee received this suggestion favorably, noting that the balloon vendor himself had recommended having backup entertainment in place.

Discussion also arose regarding the financial obligation to the balloon company should inflation be impossible due to weather. It was acknowledged that some nominal cost, such as a fuel reimbursement, might be appropriate, though the overall financial exposure was considered minimal. The Committee agreed to be transparent in all event advertising about the possibility that balloons may not be inflated due to weather, while assuring the public that ample alternative entertainment would be available.

Motion by Secretary Dominish Miller to approve the July 4th 250 Celebration Balloon Fest at Shelley Park. Seconded by Committee Member Abby Smith. Motion carried unanimously.

Discuss the list of food trucks already secured in the July 4th and Harvest Moon events. Food trucks have been confirmed for both events.

July 4th – 2BQBbq (Etters resident), Scoop of Chaos, Cookies & Dough (pizza) and Sugar Shack Baked Shop.

September 26th – 2BQBbq, Iza Taco/Rice Bowls, Sweet Treats Ice Cream.

Secretary Dominish Miller confirmed that food trucks had been secured for both events. Secretary Miller spoke to the rationale for vendor selection, noting that 2BQBbq had previously participated in the Harvest Moon Festival and had voluntarily donated to the Committee following that event, making them a preferred returning partner. She also noted that Scoop of Chaos is well-regarded in the township and regularly participates in local development food truck events.

Motion to approve moving the Harvest Moon Event September 26th to Shelley Park from 4:00 to 9:00 pm. Music by Famous Rumors at \$950.00 using money from Music in the Park sponsors. Vendors, pumpkin painting, face painting and other games.

Vendor booth fees - \$30.00 No refunds. Application on Website.

Rain date September 27th.

Committee Member Norm Sietz expressed optimism that the July 4th Balloon Fest would raise the community's awareness and enthusiasm, leading to stronger turnout at the Harvest Moon Festival compared to prior years. He reflected that at the previous Harvest Moon event; attendees had been pleasantly surprised to find activities such as pumpkin painting offered at no charge and suggested that clear advertising about free activities would be important this year. Secretary Dominish Miller agreed, emphasizing the value of explicit communication in promotional materials regarding what is free and what is available at the event.

Motion by Secretary Dominish Miller to approve moving the Harvest Moon Event to Shelley Park on September 26th from 4:00 to 9:00 p.m., with a rain date of September 27th. Seconded by Committee Member Norm Sietz. Motion carried unanimously.

Discussion and motion to approve a flat fee per truck at \$100/\$150 or percentage of gross sales for food trucks participating in the July 4th and Harvest Moon events. Vote on the charge amount.

The Committee engaged in substantive discussion regarding the appropriate fee structure for participating food trucks. Committee Member Sharon Borger expressed a preference for a percentage-based model over a flat fee. Committee Member Abby Smith suggested 20 percent, reasoning that a percentage would be more appealing to food truck operators as small business owners because their obligation would scale with their actual revenue. Committee Member Norm Sietz concurred.

Manager Schwartz cautioned against imposing too high a flat fee given the uncertainty of attendance at these newer events, expressing concern that food truck vendors could be placed in a financially difficult position. Manager Schwartz proposed a tiered percentage structure — a lower rate on initial revenue and a higher rate beyond a threshold — to protect vendors while still generating revenue for the Township.

Following discussion, the Committee settled on a tiered structure: 10 percent of gross sales up to the first \$250.00, and 20 percent on gross sales exceeding \$250.00. Secretary Dominish Miller confirmed this would be presented to the food truck vendors at the Committee's request, subject to negotiation if needed.

Motion by Secretary Dominish Miller to approve a tiered food truck fee structure of 10 percent of gross sales on the first \$250.00 and 20 percent on gross sales above \$250.00. Seconded by Committee Member Sharon Borger. Motion carried unanimously.

Discussion on the development of the Veterans Day event on November 11th in partnership with the VFW, with event details and budget to be determined at a future date. November 11th at 11:00 a.m. at the MESB Building.

Secretary Dominish Miller outlined the Committee's intent to partner again with the VFW to produce a meaningful Veterans Day event. She described the vision as similar to prior events, featuring keynote speakers and an emphasis on the sale of memorial bricks, with a focus on celebrating the established memorial rather than an unveiling. Board Liaison Diane Shellenhamer noted that a community volunteer named Sue had been a valuable asset at a prior event and suggested she might assist again with brick sales. Full event details and budget are to be determined at a future meeting.

Discussion on movie night with date to be determined. \$150.00 for screen and projector rental fee. Admission is free. Food trucks.

Secretary Dominish Miller explained that the proposed movie night would, in effect, serve in place of Music in the Park for the 2026 season. She described the concept: a contact named Jaren from The Warehouse owns a screen and projector and has hosted successful movie-in-the-park events in Goldsboro and at the Manchester

Bobcat Creamery. The \$150.00 rental fee would cover the screen, projector, and sound equipment. Admission would be free, and a DVD purchase would satisfy licensing requirements provided no admission fee is charged for the film. Revenue would be generated through food truck participation fees.

Secretary Dominish Miller acknowledged the public comment received regarding Music in the Park and explained that scheduling conflicts with the park's baseball programming made it infeasible to hold Music in the Park events in 2026. She stated her intention to revisit Music in the Park for the 2027 season and suggested that a future combined music-and-movie event could be explored.

Committee Member Sharon Borger raised the possibility of opening the concession stand for movie night. Secretary Dominish Miller indicated she would be open to having the concession stand offer simple items such as hot dogs and drinks, while a food truck could provide dessert items. The Committee agreed this could be finalized once a date is selected.

Discussion on timing and date was substantive. Committee Member Norm Sietz initially suggested fall, but Board Liaison Diane Shellenhamer noted that fall evenings could be too cold. The Committee discussed the appeal of a late-summer date — framed as a "last hurrah" before the school year begins — with Secretary Dominish Miller suggesting that representatives from The Warehouse, such as Terry or Jaren, be invited to a future meeting to share what timing worked best for their prior events.

Dave Lash, a township resident and VFW representative, proposed integrating a flag retirement ceremony with the Boy Scouts into the movie night event, noting that the park has a fireplace suitable for the ceremony. Secretary Dominish Miller responded enthusiastically, noting that the ceremony would provide guaranteed attendance and educational value, and suggested theming the film selection around patriotism. The Committee agreed that Dave Lash or another VFW representative, along with a Warehouse representative, should be invited to a future meeting to collaboratively plan the date and event structure.

Music Bingo – Discussion. Getting requests to have it.

The Committee discussed growing community interest in music bingo, prompted by positive feedback from its prior appearance at the Harvest Moon Festival. Secretary Dominish Miller recommended tabling detailed planning until after the July 3rd event, suggesting that music bingo would be better received as a standalone event rather than an addition to the Harvest Moon Festival, where it had previously caused some confusion. Committee Member Norm Sietz suggested that music bingo could potentially be scheduled in place of one of the originally planned Music in the Park dates.

The Committee discussed park availability, with Manager Schwartz noting that if the baseball teams are notified in advance, evening events at the park should not create scheduling conflicts. Secretary Dominish Miller proposed that all members review their calendars and come to the next meeting prepared to identify potential dates, at which point the music bingo company's availability would be confirmed.

Additional Discussion: July 3rd Traffic Control and Road Closures

Board Liaison Diane Shellenhamer placed a phone call to Fire Lieutenant Cody Eckenrode, who participated via telephone, to discuss traffic management for the July 3rd Liberty Tree Dedication Ceremony.

Lieutenant Eckenrode advised that the regular point of contact, Patrick, would not be present on the day of the event, and that Lieutenant Eckenrode himself would be coordinating on-site. He confirmed that four Fire Police, including himself, had been committed to the event, with one or two additional personnel on backup. He noted that barricades are stored at the firehouse and would be delivered by the utility truck. All traffic control points would be staffed by Fire Police for the duration of the event.

Lieutenant Eckenrode stated he did not yet have the exact road closure locations from Patrick but committed to obtaining that information and forwarding it to the Committee prior to the next meeting.

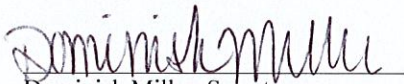
Board Liaison Diane Shellenhamer asked whether township Police Officers would be needed. Lieutenant Eckenrode recommended having a Police Officer present at Liberty Commons Square more as a visible presence than at a specific traffic control point and indicated he could coordinate radio communication with the Officer on the day of the event. The Township Board has already approved having one Officer assigned.

Secretary Dominish Miller raised the question of parking coordination, specifically whether the Fire Police would be handling that function. Lieutenant Eckenrode indicated that parking had not been part of his briefing from Patrick, and that additional personnel might be needed to cover it. Secretary Dominish Miller stated she would reach out to the adjacent Old Newberrytown Church of God to request use of their parking lot and would contact Trends Hair Salon as an alternative if needed. She agreed to keep Lieutenant Eckenrode informed once parking logistics were confirmed.

ADJOURNMENT

Motion by Secretary Dominish Miller to adjourn. Seconded by Committee Member Norm Sietz. Motion carried unanimously.

Respectfully Submitted,


Dominish Miller, Secretary

