

Newberry Township Parks and Recreation Board Monthly Meeting March 12, 2026 Meeting Minutes

ATTENDANCE:

Codie Culley, Chairman
Kolten Gouse, Vice Chairman
Karen Hubbard, Secretary
Norm Seitz, Board Member
Aaron Schwartz, Manager

CALL TO ORDER AT 5:00 PM

The meeting was called to order at 5:00 PM with the Pledge of Allegiance.

ANNOUNCEMENTS

There were no announcements this evening.

PUBLIC COMMENTS

Tony Miller, Vice Chair of the Board of Supervisors, addressed the Board and reserved comments for later discussion during new business items. He thanked all members for their continued volunteer service to the Recreation Board, emphasizing that it represents valuable duty and service to the Township, and expressed appreciation for everyone's attendance.

APPROVAL OF THE MINUTES

Motion by Vice Chair Gouse to approve the meeting minutes for January 8, 2026. Seconded by Secretary Hubbard. Motion carried unanimously.

OLD BUSINESS

There were no items under old business.

NEW BUSINESS

Discussion of adding soccer field lines at Shelley Park and outreach to additional clubs or programs in need of soccer space

Chairman Culley explained that this item was previously discussed two meetings ago. The Board identified an open area at Shelley Park that is currently maintained as a mowed field but could potentially accommodate

soccer fields with appropriate line markings. The goal would be to generate additional income beyond the existing baseball field rentals, with sports teams being responsible for maintaining lines and netting.

Secretary Hubbard reported on her outreach efforts to various clubs and programs. She received a definitive positive response from NESAs (Northeastern Sports Youth Organization), who confirmed their need for soccer fields and inquired about availability. A homeschool association indicated they were currently satisfied with their facilities but requested information for potential future use.

Chairman Culley planned to contact Fusion, a local organization with software capabilities to place fields on aerial views, which could help determine the optimal size and number of fields that could safely fit in the available space without interfering with baseball activities.

Discussion turned to pricing structures, with current baseball field rentals at \$25 per day or \$300 per season. Tony Miller provided historical context about the field in question (Shelley Field 3, the 60-90 field near the elementary school), noting that NESAs had previously used areas for flag football but encountered issues with field damage and trash cleanup. He emphasized the importance of including field restoration requirements in any future contracts, similar to previous agreements that required reseeding by March if the field was damaged during use.

Tony Miller clarified that the Township maintains the fields through mowing and some infield work and suggested reviewing existing baseball contracts for appropriate language regarding cleanup responsibilities and potential charges for additional maintenance needs. He also noted that Shelley Field 3 is currently rented through the fall season, which would need to be considered in planning.

The Board agreed to gather additional information including practice and game schedules, season duration, required field sizes for different age groups, and coordination with existing baseball field usage before moving forward with the proposal.

Set up community service days for Terry Dolan Park and Shelley Park, including development of the scope of work

The Board discussed organizing community service days for both parks, with the goal of having Board Members present to coordinate volunteer efforts and complete maintenance tasks that could be accomplished in a single day.

Board Member Seitz identified specific needs at Shelley Park's lower pavilion, including several picnic tables with loose boards that need to be secured or rebuilt. Discussion included the possibility of making some tables ADA-compliant by extending the tabletops to accommodate wheelchairs.

Manager Schwartz provided ADA compliance requirements: facilities need either 5% of tables to be ADA-compliant or a minimum of one table if there are fewer than 20 total tables. ADA tables require 27 inches of knee clearance, 9 inches of toe clearance, and a 19-inch overhang for wheelchair access.

Tony Miller noted that Terry Dolan Park had received significant cleanup attention in the previous year, with volunteers replacing bad boards, tightening hardware, and applying linseed oil treatment. He suggested that Terry Dolan Park would require less intensive work, likely limited to stick removal and light maintenance.

The Board scheduled April 19th from 12 PM to 4 PM for the Shelley Park community service day. A reconnaissance meeting was set for April 15th at 4 PM to assess needs and develop a materials list. The Board plans to promote the event through social media and community outreach to Boy Scouts, senior centers, and other local organizations.

A second community service day for Terry Dolan Park will be scheduled at the next meeting after Board Members conduct a preliminary assessment of needs at that location.

Motion to appoint a Board Secretary to assume meeting documentation and record-keeping responsibilities following Jane's departure

Motion by Vice Chair Gouse nominated Karen Hubbard to serve as Board Secretary. With no other nominations presented, all Members voted in favor of appointing Karen Hubbard as Board Secretary. Motion carried unanimously.

Discussion of DCNR Grant award for Terry Dolan Memorial Park

Manager Schwartz provided a comprehensive update on the \$192,400 DCNR Grant for Terry Dolan Memorial Park. The Grant agreement has been executed, and the project officially started. Key completed steps include startup calls with DCNR, consultant selection, contract submission for approval, and submission and approval of DCNR certification and title documentation.

Manager Schwartz reported that most current work involves paperwork and administrative requirements, with DCNR providing guidance through conference calls on required steps. Engineer Bill Rudy estimates having design and submittal materials ready by June or July, at which point the project will be presented to the Board of Supervisors for approval before going out for bid.

Discussion addressed optimal timing for the bidding process. DCNR representatives noted that summer bidding might result in higher costs due to increased business activity in the construction industry, suggesting fall bidding when contractors are seeking work for the following year might be more cost-effective.

The timeline suggests that summer bidding could result in fall construction, while fall bidding would push construction to the following spring. Manager Schwartz estimated the construction phase would take only a couple of months given the project's scope.

Tony Miller highlighted key elements of the original project design, including ADA-compliant playground equipment and an ADA carousel that allows wheelchair access at ground level. The project also includes specialized surfacing material instead of traditional mulch to provide a solid, soft surface that accommodates wheelchair access from the concrete pavilion area.

The Parks and Recreation Board will have opportunity to review and discuss the complete design before it advances to the Board of Supervisors. DCNR has approved the use of CoStar's competitive bidding process for equipment purchases, and Board Members will be consulted on equipment selection decisions.

Discussion on potential educational events that could benefit local residents

Chairman Culley reported on contact with a mosquito control specialist at the York County Forum who expressed interest in providing educational seminars to Township residents. The specialist offers programs on mosquito prevention and pest control methods for residential properties.

Initial discussion with Manager Schwartz focused on incorporating a brief presentation into a Board of Supervisors meeting. However, Chairman Culley clarified his understanding was for a separate community event, potentially with local business sponsorship providing refreshments, featuring interactive demonstrations and educational content similar to what was presented at the county forum.

Manager Schwartz noted some discrepancy between what was initially presented to him versus Chairman Culley's description, and they agreed to meet during the week to clarify the proposal details. The specialist operates a commercial fogging business but presents educational seminars without direct sales focus to individual residents.

Tony Miller suggested promoting any approved events through both the Parks and Recreation Facebook page and the main Township Facebook page to ensure broader community awareness.

ADJOURNMENT

Motion by Board Member Seitz made a motion to adjourn. Seconded by Vice Chair Gouse. Motion carried unanimously.

Respectfully Submitted,


Codie Culley, Chairman

