

Newberry Township Events Committee Meeting Minutes

September 8, 2025

Call to Order at 4:00 PM

Sue Ostrander called the meeting to order and lead those present in the Pledge of Allegiance.

Announcements

Sue Ostrander announced that Jen Mohn has handed in her resignation. Dominish Miller stated that she would assume responsibility for any tasks previously handled by Jen Mohn. Jason Seymore has handed in his resignation also. Diane Shellenhamer stated she will be filling one of the open positions on the committee.

Public Comment

There were no public comments.

Approval of the Minutes

Approval of the meeting minutes for August 4, 2025

Tony Miller noted that while the minutes stated he did not have certification for the concession stand, he technically does have it but it had expired. He explained he had previously held a manager certification from 2017 to 2021, and it would be relatively easy for him to refresh his knowledge and retake the test to renew it for 2026.

Motion to approve the minutes as presented was made by Sue Ostrander and seconded by Codie Culley.
The motion carried unanimously.

Old Business

There was no old business to discuss.

New Business

Finalize all plans for the September 20th Music in the Park event

Diane Shellenhamer reported that she had secured donated porta potties for the event. She noted that everything for this event is now sponsored, meaning there would be no cost to the committee. However, it was mentioned that the current handicap porta potty needed replacement, as it was in poor condition with broken toilet paper holders and no hand sanitizer. Tony Miller had already contacted the vendor with a photo to request replacement.

Tony Miller discussed setup plans for the event:

- Thursday, September 18th: He would hang lights in the pavilion and Tony Miller, and his wife would clean the tables

- Friday, September 19th: The group would move tables out of the pavilion, put tablecloths on, and place ice, sodas, and water in coolers
- A hot dog roller would be borrowed from Codie Culley
- Tony Miller and Diane Shellenhamer confirmed they had large coolers, and Dominish Miller offered to bring a smaller one as well

Tony Miller explained he had arranged for four signs advertising the event to be placed at strategic locations including Pines Road, Walmart, and near J&W. He also created a sign to be placed at the turn for the park since many people don't know where the park is located. He noted that he was donating these signs.

Regarding food for the event, Tony Miller and his wife had purchased chips, cookies, Cracker Jacks, and popcorn (some of which they donated), and they had received a \$25 gift card from Karns for purchasing buns. Walmart had donated water, sodas, paper products, relish, barbecue sauce, napkins, and plates, and would be providing ice on Friday.

Sponsorship signs had been created by Diane Shellenhamer, including two large 3'x8' "Music in the Park" banners and smaller sponsor signs for Wellspan, Pennoni, Harkins, and others. These would be hung at the pavilion and concession stand.

Diane Shellenhamer also shared that she and Sue Ostrander had developed a plan for first, second, and third place awards for events, offering food truck gift cards as prizes rather than cash. Tony Miller offered to donate gift cards for first place (\$50) and second and third place (\$25 each) for the music bingo at the Harvest Moon Festival.

It was confirmed that no vendors would be at the Music in the Park event.

Discuss and vote on any decisions needed for the October 4th Harvest Moon Festival event

The committee discussed food vendor arrangements for the Harvest Moon Festival. Concerns were raised about some food vendors being invited that would not be providing a percentage of profits back to the committee. Diane Shellenhamer noted this was one reason she wanted to hold future events at Shelley Park, where the committee would have more control.

There was discussion about whether the Lunchbox (inside the venue) would be open during the bingo portion of the event. The committee preferred it remain open during bingo (6-8pm) since participants would be inside for two hours.

A brief discussion occurred about "Queen Bee Cakery" potentially providing cookies with the committee's logo, but this was decided against for the upcoming event. The committee may reconsider this for the Christmas event.

Music bingo for the event would cost \$250, and Dominish Miller volunteered to handle the kids' games, offering to donate items.

The committee reviewed the schedule for the Harvest Moon Festival:

- 4-6pm: Kids' games
- 6-8pm: Music bingo and chili cook-off
- Bonfire to start around 6pm (rather than 8pm as originally planned)

Dominish Miller offered to run a Facebook ad to increase awareness of the event, particularly to attract chili cook-off participants.

Discuss and vote on holding a Special Meeting on September 19th at 12 noon to finalize all plans for the Harvest Moon Festival

After discussion, the committee decided to change the proposed date of the special meeting to Monday, September 22nd (following the Music in the Park event) rather than September 19th.

Motion to hold a special meeting on Monday, September 22nd at noon at the MESB was made by Tony Miller and seconded by Dominish Miller. The motion carried unanimously.

Discuss and vote on any decisions needed at this time regarding the November 21st Christmas Tree Lighting event

This item was tabled for a future meeting.

Update and discuss all sponsorship money received to include Karns and Walmart items

Diane Shellenhamer reported that sponsorship money had been received from Pennoni and Wellspan for the Music in the Park event. She also noted the donations from Karns (\$25 gift card), and Walmart (various supplies and items) as mentioned earlier.

Discuss and vote on cookies with our logo on them from Queen Bee Cakery to be sold at our events as a fundraising item

The committee discussed custom cookies from Queen Bee Cakery featuring the committee's logo. The quoted price was \$3.00 per cookie for 48 cookies (\$144 total). After discussion, the committee decided not to purchase these for the upcoming events but might consider them for the Christmas Tree Lighting event to serve with hot chocolate. The committee agreed to table this item.

Sue Ostrander noted there might be a small invoice from Queen Bee Cakery for creating a mold with their logo, even though they decided not to order cookies at this time.

Discuss the budget for 2025 events and follow up on the \$3,000 budget increase from the township for 2025 events

Sue Ostrander reported that she and Jane Deamer had reviewed the budget and determined that with approximately \$1,000 allocated per event, the committee had sufficient funds for 2025 events. If any event were to exceed \$1,000, they would need approval from the Board of Supervisors.

She noted that the \$3,000 budget increase would be discussed at the next Board of Supervisors meeting. The committee's sponsorship money must be spent on special events as specified in the Resolution.

Discuss ways to promote events through public/media platforms

This item was tabled for a future meeting.

Discuss and vote on what events the committee will sponsor in 2026

This item was tabled for a future meeting.

Discuss and vote on what equipment, signage (to include sponsorship of an electric sign for Shelley Park) and miscellaneous supplies will be needed for 2026

Diane Shellenhamer reported that she was talking to businesses like James Craft about helping to pay for an electric sign at Shelley Park, similar to the one at the township building. This would allow them to easily display and update information about upcoming events.

Tony Miller suggested the committee should consider purchasing professional food warmers rather than depending on crock pots. He also suggested they might want to consider a popcorn machine, though there was some discussion about the mess and cleanup involved.

The committee also discussed promotional items such as tote bags with the committee's logo that could be handed out at events for approximately \$1.50 each.

This item was partially discussed but formal decisions were deferred to a future meeting.

Decide and vote on the 2026 Events Committee budget amount to be requested for consideration by the Board of Supervisors

Diane Shellenhamer mentioned that she and Sue Ostrander had developed a draft budget of approximately \$14,500 for 2026, which included expenses for sponsored events, equipment for the concession stand, porta potties for Shelley Park, promotional items, and other miscellaneous expenses.

The committee agreed to hold a separate meeting specifically to discuss the 2026 budget request in more detail.

Update on Veteran Brick and 1st Responder brick orders

Sue Ostrander reported that she had received 4 veteran brick orders and 5 first responder brick orders. She requested permission to have these 9 bricks engraved in 2025, along with one additional brick to serve as a sample that she could take to events. The committee agreed to this proposal.

Sue Ostrander also proposed that the committee does not charge the fire department or police department for bricks honoring their fallen members. Diane Shellenhamer noted that she planned to propose that the Board of Supervisors pay for these bricks. The committee supported this approach, noting that they needed to obtain the necessary information about what should be engraved on these memorial bricks.

Adjournment

The meeting was adjourned at approximately 5:00 PM.

Respectfully Submitted,


Sue Ostrander, Committee Lead

