

Newberry Township Events Committee Meeting Minutes

August 4, 2025

CALL TO ORDER AT 4:00 PM

Attendance

Present: Diane Shellenhamer, Dominish Miller, Sue Ostrander, Norm Seitz, Jen Mohn, Jane Deamer, Jason Seymore (via phone)

Absent: Codie Cullie (minutes and notes to be forwarded to him).

Pledge of Allegiance

Diane Shellenhamer led the Pledge of Allegiance.

Public Comments

There were no public comments recorded in the transcript.

APPROVAL OF THE MINUTES

Approval of the meeting minutes for July 11, 2025

The committee reviewed the minutes from the July 11, 2025, meeting.

Motion to approve July 11, 2025, meeting minutes made by Norman Sietz, seconded by Dominish Miller.
Motion carried unanimously.

Approval of the special meeting minutes for July 22, 2025

The committee reviewed the minutes from the special meeting held on July 22, 2025.

Motion to approve July 22, 2025, special meeting minutes made by Dominish Miller, seconded by Norman Sietz. Motion carried unanimously.

OLD BUSINESS

None.

NEW BUSINESS

A. Budget Review

Sue Ostrander presented a consolidated budget sheet detailing all deposits and expenses from July 2024 through July 2025. The deposits section showed brick sales and other income, including vendor registration forms for the spring festival and a \$36 donation received at the spring festival. Total deposits amounted to \$7,482.

Expenses were itemized with specific comments for each expenditure. A discussion ensued regarding a reimbursement for Tony Miller. Sue noted that there was a discrepancy between her total and Diane's total, which they would reconcile after the meeting. The committee discussed whether reimbursements need to be voted on, with members agreeing that disbursements from committee funds should require a vote.

Tony Miller and his wife had purchased items to stock the concession stand in preparation for the September 20th event, including paper hot dog holders, napkins, nachos, and nacho cheese at wholesale prices from a restaurant store. The committee reviewed the receipts submitted by Tony, which totaled \$189.61. Tony had indicated on his submission that he and his wife were donating some additional items.

Jane Deamer informed the committee that they had recently paid \$599.36 to Newberry Township to reimburse them for NPL bills, subcommittee documents, and advertising for meetings. She explained that newspaper advertisements for meetings can cost between \$100-300 depending on the length of the ad.

Motion to approve reimbursement to Tony Miller in the amount of \$189.61 for concession stand supplies made by Dominish Miller, seconded by Jen Mohn. Motion carried unanimously.

Sue Ostrander and Jane Deamer agreed to meet monthly to track expenses and income, with Sue providing a budget report at each monthly meeting.

Sponsorship and Donation Updates

Diane Shellenhamer reported that she has secured \$2,500 in sponsorships for the Music in the Park events. The donors include \$900 from Wellspan, \$500 from the VFW, and \$1,000 from Pennoni. She explained that she has sent approximately 20 sponsorship letters and that donors want to know specifically what their money will be used for.

The committee discussed creating templates for sponsorship letters that could be modified for different events. Diane Shellenhamer shared that the township letterhead can be used for these requests, and Jason Seymore suggested setting up a OneDrive through the committee's email address to store and share documents.

Discussion on \$3,000 in General Funds

Jane Deamer clarified that the \$3,000 in general funds has been budgeted for 2025 but has not yet been transferred to the Events Committee account due to ongoing reorganization of funds. She confirmed that the money will be transferred by the end of the year once the financial structure is finalized. The current balance in the committee's account is \$2,758 after recent expenses.

B. Fundraising and Sponsorships

The committee discussed the need to plan events for 2026 before determining fundraising needs. Diane Shellenhamer shared her plan to host six Music in the Park events from May to October 2026, with each month being sponsored. The committee also discussed the Christmas event and other potential activities for 2026.

Members identified needs for reusable equipment like tents with the committee's name, equipment for the concession stand, and other supplies that would benefit multiple events. The committee agreed that they should aim to be as self-supporting as possible through their own fundraising efforts.

Music 2026 Sponsorship Funding

The committee reviewed the sponsorship letter template that had been created for Music in the Park events. Diane Shellenhamer requested that committee members suggest bands they would like to see perform in 2026.

Motion to appoint Diane Shellenhamer as the lead organizer for the 2026 Music in the Park sponsorship funding made by Dominish Miller, seconded by Norman Sietz. Motion carried unanimously.

2026 Music Bands / Performers

Diane Shellenhamer shared a spreadsheet of potential bands she has been following. The committee discussed creating a comprehensive list of performers and agreed that a OneDrive folder would be set up to maintain this as a living document that all committee members could access and update.

The survey results indicated that country music was popular, but the committee agreed they would like to offer a variety of genres. Norman Sietz suggested including bluegrass, and other members mentioned doo-wop bands and the possibility of engaging the enlisted military band through their VFW connection.

2026 Food Truck Event – Spreadsheet

The committee discussed potential changes to the food truck events for 2026. Options included:

- Keeping food trucks at the township on Wednesdays but adjusting hours to 4-7 PM
- Adding food trucks at Shelley Park on Thursdays during the market
- Possibly combining events to maximize attendance

After discussion, the committee decided to table this item until their September meeting. They agreed to consult with food truck operators about what time frames and locations might be most profitable, with Diane Shellenhamer planning to ask the vendor scheduled for the upcoming Wednesday event.

D. Concession Stand – Tony Lead Person

The committee discussed permitting requirements for food sales at the concession stand. Jason Seymore explained that a SafeServ certification might be needed, and the committee learned that Tony Miller does not have this certification. Dominish Miller researched the requirements during the meeting and found that the SafeServ manager certificate is valid for 5 years and costs \$125-179 for the course and exam.

Jane Deamer reported that she had checked with the township's insurance company, which advised that they understand that homemade food is sometimes served at events, but they should work toward compliance with food safety regulations. The committee decided that for the remaining 2025 events, they would proceed as planned, but for 2026 they would ensure proper certifications were in place.

The committee also discussed the need for a cash box with change for the concession stand. Jane Deamer suggested setting up a petty cash system for the season that would be returned at the end of the year.

The committee agreed that the concession stand should be managed as a separate entity from specific events, allowing for easier tracking of inventory and finances.

Motion to keep the concession stand as a separate entity for events, and that there would be a budget estimate for the Music in the Park September 20th event of \$0 to be presented to the Board of Supervisors, made by Sue Ostrander, seconded by Norman Sietz. Motion carried unanimously.

E. Review of MOU

The committee reviewed the Memorandum of Understanding (MOU) regarding the operation of the concession stand.

Motion to recommend the MOU to the Board of Supervisors made by Sue Ostrander, seconded by Dominish Miller. Motion carried unanimously.

F. Review of Amended Resolution to Establish the Events Committee

The committee briefly discussed the Amended Resolution to Establish the Events Committee. Sue Ostrander confirmed that the resolution would not require the committee to go through reorganization again as it is simply an update to their existing structure. No vote was required on this item.

G. Music in the Park – September 20, 2025

The committee confirmed the schedule for the Music in the Park event on September 20, 2025:

- Corina Rose: 4:00 PM – 6:00 PM
- Famous Rumors Band: 6:00 PM – 9:00 PM

Sue Ostrander raised a concern about potential conflicts between the two performers during setup, but the committee concluded this should not be an issue since Corina Rose has minimal equipment requirements.

Regarding porta-potties, Diane Shellenhamer mentioned that two might be donated, but if not, they would cost \$75 each. She confirmed that she has enough sponsorship money to cover these costs if needed.

The committee decided that Tony Miller would manage the concession stand operations, and the Susquehanna Fire Department has been placed on hold for parking assistance.

Motion to approve Corina Rose and Famous Rumors Band as the musicians for Music in the Park on September 20th, funded by sponsors, made by Dominish Miller, seconded by Norman Sietz. Motion carried unanimously.

H. National Night Out – August 6, 2025

The committee briefly discussed the final logistics for National Night Out, scheduled for the following day. They confirmed that a tent would be set up and that assignments had been coordinated among Diane Shellenhamer, Sue Ostrander, and Jen Mohn.

I. Harvest Moon Festival

The committee discussed plans for the Harvest Moon Festival, which is approaching soon. They agreed to have Norman Sietz take the lead on the Chili Cook-off component. Jen Mohn offered to manage five kids' games, including pumpkin painting.

The committee decided to organize the festival with the following layout:

- Chili Cook-off near the concession stand area
- Music Bingo in the large pavilion
- Hank the Buffalo (musician) in the smaller pavilion

They discussed the need to create registration forms for the Chili Cook-off and to determine an entry fee of \$15. The committee also considered implementing a Music Bingo activity as a fundraiser, where proceeds would be split with the organizer.

Due to the approaching date, the committee agreed to meet separately to finalize plans for the Harvest Moon Festival.

J. Christmas Tree Lighting

The committee briefly discussed plans for the Christmas Tree Lighting event.

Motion to nominate Jen Mohn as the lead for the Christmas Tree Lighting made by Dominish Miller, seconded by Norman Sietz. Motion carried unanimously.

The committee reviewed initial planning elements, including reaching out to Santa and Mrs. Claus, renting the igloo (\$350), potentially engaging the fire department for food service, asking Lieutenant Braxton Ditty to DJ again, and improving lighting for the Santa area. They also discussed the need for heaters, with Norman Seitz offering his personal heater and suggesting they request two from the VFW.

K. Discussion of the Events Committee's part in the 5K run sponsored by the Parks and Rec Board

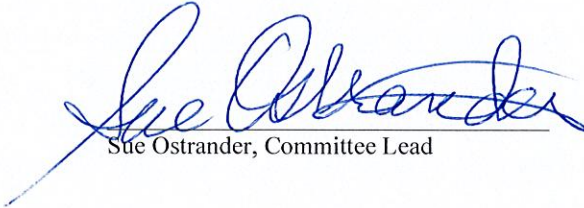
The committee briefly touched on the 5K run being organized by the Parks and Recreation Board. Members expressed concerns about the lack of a concrete plan from Parks and Rec and agreed they would need more details before committing to any involvement. They emphasized the need for clear expectations regarding roles, responsibilities, and financial arrangements.

ADJOURNMENT

Motion to adjourn made by Sue Ostrander, seconded by Dominish Miller. Motion carried unanimously.

The meeting was adjourned.

Respectfully submitted,


Sue Ostrander, Committee Lead

