

Parks and Recreation Board

August 12, 2025

Meeting Minutes

ATTENDANCE:

- Chairman Codie Culley
- Vice Chairman Kolton Gouse
- Secretary Jane Harman
- Board Member Erick Rittle
- Board Member Norm Seitz
- Aaron Schwartz, Township Manager
- Board Liaison Diane Shellenhamer (absent)

CALL TO ORDER AT 5:00 PM

Chairman Culley called the meeting to order. The meeting opened with the Pledge of Allegiance.

ANNOUNCEMENTS

No announcements were made.

PUBLIC COMMENTS

Tony Miller (115 Saint Andrews Way) commented on the township website's inaccurate descriptions and photos of township parks. He pointed out that under Parks and Recreation on the website, Terry Dolan Park, and Shelley Park were misrepresented with generic photos that weren't from these parks. Miller suggested updating the photos with actual images of the parks and correcting information, noting that Shelley Park's description incorrectly states it has a multi-use soccer field and spring toys, which are no longer present. He also mentioned that the description for Dolan Park was minimal and could be improved by highlighting features like its high-quality baseball field. Tony Miller also suggested removing outdated renovation photos and replacing them with current images of the completed fields.

APPROVAL OF THE MINUTES

Motion made by Chairman Culley to approve the minutes from July 8, 2025, seconded by Secretary Harman. Motion carried unanimously.

OLD BUSINESS

Discussion on rental fees for the ball fields

Secretary Harman presented research on ball field rental fees from surrounding townships. She reported that Fairview Township doesn't publish their prices, as fees vary depending on usage. She noted that Fairview's youth teams don't pay for field use, and their road crew drags every field daily, even on weekends. Fairview charges \$25 per day Monday through Friday, with tournament fees at \$125 per field per day.

Secretary Harman reported that Central Region charges \$360 per field per sport season for residents and \$540 for non-residents, determining residency by analyzing team rosters. Another township charges \$25 per day or \$50 per weekend.

Newberry Township currently charges \$25 per day or \$300 per season per field. Township Manager Schwartz indicated that bookings for 2026 are being delayed until fees are established.

Tony Miller mentioned that the ball field fees were last raised in 2020/2021 from \$250 to \$300 per season, at the same time the concession stand fee was increased from \$50 to \$250. He explained that the \$25 daily rate is rarely used except for occasional events, as most rentals are seasonal.

Board Member Seitz suggested possibly structuring fees based on usage frequency, but Chairman Culley and other board members expressed consensus that maintaining current rates would be appropriate, especially as the township is working to improve park maintenance and visibility.

Discussion on concession stand

The board discussed the recently cleaned concession stand at Shelley Park. Tony Miller shared photos showing the condition of the stand before and after cleaning efforts. He explained that the concession stand had not been used for two years and was left in poor condition. Tony Miller, along with other volunteers spent significant time cleaning the facility, including power washing, painting, and removing garbage.

Tony Miller noted that the water pump has been fixed, though the floor drain still needs unclogging. The facility now has functioning water and hot water, along with regulation food service sinks. The volunteers painted the interior walls, the front door, and thoroughly power washed the sidewalks and pavilion area.

Board Member Rittle suggested the concession stand could generate revenue for the township if rented out with proper security deposits and accountability measures. Jane Harman expressed concerns about the potential for damage and conflicts with township events. Kolten Gouse raised questions about food service licensing requirements.

Manager Schwartz informed the board that the Events Committee has requested a Memorandum of Understanding (MOU) from the Board of Supervisors for use of the facility, as they've invested time and resources into its renovation. The Events Committee would like exclusive rights to use it for their events and potentially to generate some income to support their activities.

Sue Ostrander from the Events Committee explained they hope to make enough revenue from concession sales to replenish supplies for future events without depleting their budget.

Motion made by Secretary Harman to recommend to the Board of Supervisors that the Events Committee be allowed to use the concession stand exclusively at no charge, with any profits from food sales being retained by the committee. Motion seconded by Chairman Culley. Motion carried unanimously.

Discuss and finalize cleanup plans for Terry Dolan Park

Secretary Harman led discussion on the cleanup plans for Terry Dolan Park scheduled for Sunday, August 17, from 2:00 PM to 4:00 PM. She outlined several issues needing attention, including the need to pressure wash cement areas, replace rotted wood on approximately 4-6 picnic tables, and potentially stain or seal the tables.

Secretary Harman noted that other maintenance needs such as cleaning up the tree line and adding stone to the lower parking lot would need to be addressed by the maintenance crew rather than volunteers. She also mentioned concerns about the porta-potty conditions, which Tony Miller confirmed were problematic at both parks despite the contract requiring twice-weekly cleaning.

Manager Schwartz offered to bring his power washer for the cleanup day. The board discussed getting volunteers to help with the work and arranging for wood and carriage bolts to repair the picnic tables. Vice Chairman Gouse offered to assist with obtaining supplies, and several board members committed to participating in the cleanup.

Discuss dog park at Shelley Park

Secretary Harman reported on progress with the dog park project at Shelley Park. She shared that the board faces a roadblock as the park must be ADA compliant. Manager Schwartz explained that Bill Rudy (township engineer) advised that ADA accessibility must extend from the parking area to the dog park entrance, with specific requirements for cross slopes and grades.

Secretary Harman presented several quotes for fencing, with one bid at \$15,900. The committee has also researched benches and dog waste stations. The total project cost would need to include these items plus potentially macadam or cement for an ADA-compliant path.

Tony Miller suggested reconsidering the location, noting that the current planned site is downhill, which makes ADA compliance more challenging and expensive. He suggested a location closer to the pavilion might be easier to make ADA accessible.

Manager Schwartz recommended approaching the Board of Supervisors with an estimated total cost to determine if they want to proceed with the project before investing in engineering work. The board agreed to arrange a meeting with Bill Rudy (engineer) to evaluate the site and provide cost estimates for ADA compliance.

NEW BUSINESS

Discuss Giant Grant in the amount of \$4,000.00 to plant 20 trees at Shelley Park

Chairman Culley discussed the \$4,000 Giant Grant for planting 20 trees at Shelley Park, which requires a match from in-kind services. The board needs to set a date to visit Shelley Park to determine tree placement, which is required for grant submittal.

The board decided to meet at Shelley Park on Wednesday, August 27 at 10:00 AM to determine tree placement. They discussed coordinating with Scott from the maintenance department to identify underground utilities and consider issues like power lines when determining tree locations.

Discuss the Liberty Tree planting

The board discussed the Liberty Tree planting scheduled for October 18, 2025, which is part of York County's 250th anniversary celebration. The county is partnering with Rotary Clubs to plant trees in all 72 municipalities.

The trees available are Tulip Poplars, London Planetree, or Sycamore, all of which can grow to 70 feet tall at maturity. The municipality needs to dig the hole in advance and provide ongoing care for the tree.

Motion made by Chairman Culley to recommend to the township that the 250th anniversary Liberty Tree be planted at the public commons area at the corner of Paddle Town Road and Route 382. Motion seconded by Secretary Harman. Motion carried unanimously.

Discuss starting budget report for 2026

The board briefly discussed the 2026 budget report. Manager Schwartz explained they need to consider what projects they want to undertake next year and their associated costs. Secretary Harman noted there is no dedicated annual budget for Parks and Recreation aside from maintenance, and funding primarily comes from developer fees and rental income.

Secretary Harman suggested the board might need to request that supervisors allocate funds for Parks and Recreation, especially since developer fees have decreased significantly, from \$73,000 in 2023 (including \$67,000 in developer fees) to only about \$5,000 projected for 2025.

Manager Schwartz agreed to provide more guidance on budget preparation before the next meeting.

Discussion of the 5K run

The board agreed to skip ahead to this agenda item to accommodate Board Member Rittle, who needed to leave early.

Board Member Rittle proposed a Costume Canine Classic 5K with a "Get your beautiful pups out for a great cause" tagline and a "Best in Boo" costume contest to raise funds for the dog park. Secretary Harman raised concerns about the November 1 date, citing insufficient preparation time for a quality event, as Chief Lutz had warned that first-time races need to be well-executed to encourage future participation.

Secretary Harman outlined multiple requirements including official timing equipment, t-shirts, race bibs with RFID tags, registration packets, and potential weather contingencies. She expressed concern that with only two months remaining, there was insufficient time to organize these elements properly.

After discussion, the board determined that organizing a professional 5K in the remaining time was not feasible.

Motion made by Chairman Culley to postpone the 5K to next year to allow more planning time. Motion seconded by Secretary Harman. Motion carried unanimously.


OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

Motion made by Chairman Culley to adjourn the meeting, seconded by Vice Chairman Gouse. Motion carried unanimously.

Respectfully submitted,



Jane Harman, Secretary

