

Newberry Township Events Committee Meeting Minutes

April 6, 2026

ATTENDANCE:

Dominish Miller
Norman Seitz
Sharon Borger
Kelly Veres (BY PHONE)
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.

PUBLIC COMMENTS

The Chair announced that there were no public comments.

APPROVAL OF THE MINUTES

Approval of the meeting minutes for March 2, 2026

Motion by Dominish Miller to approve the meeting minutes from the March 2, 2026, meeting. Seconded by Norm Sietz seconded the motion. Motion carried unanimously.

OLD BUSINESS

Motion to recommend, subject to Board of Supervisors approval, the planting of the July 3rd Liberty Tree Dedication at the Township-owned parcel known as Liberty Commons

Board Liaison, Diane Shellenhamer explained that this motion was for the July 3rd Liberty Tree dedication event. Norman Sietz initially expressed confusion about the date, asking if there was a specific date. Dominish Miller clarified that the planting had already been approved by the Board for April 11th, and this motion was specifically for the dedication event on July 3rd.

Motion by Dominish Miller to recommend to the Board of Supervisors approval of the July 3rd Liberty Tree dedication at the Township-owned parcel known as Liberty Commons. Seconded by Norm Sietz. Motion carried unanimously.

Motion to recommend, subject to Board of Supervisors approval, coordination with Civil War reenactors to provide drum and bugle music for the Liberty Tree Planting Ceremony

Motion by Dominish Miller to recommend coordination with Civil War reenactors to provide drum and bugle music for the Liberty Tree planting ceremony for July 3rd. Seconded by Norm Sietz. Motion carried unanimously.

Motion to recommend, subject to Board of Supervisors approval, of the July 4th Balloon Fest to the Newberry Commons Shopping Center parking lot

Board Liaison, Diane Shellenhamer outlined the details of the proposed July 4th Balloon Fest at the Newberry Commons Shopping Center parking lot. The event would feature 3 to 5 hot air balloons anchored to the ground (not in flight). The Committee was seeking to find a propane sponsor to fill the tanks, with only one tank needed per balloon for the night. Fire trucks would be required on-site, and insurance coverage similar to what was used for Spring Fest would be mandatory. Food trucks would be present, USA&I Pizza would be open, and music would be determined based on the Committee's approval.

Motion by Norm Sietz to recommend to the Board of Supervisors approval of the July 4th Balloon Fest at the Newberry Commons Shopping Center parking lot with the outlined requirements. Seconded by Sharon Borger. Motion carried unanimously.

Motion to recommend, subject to Board of Supervisors approval, the Harvest Moon Festival September 26th to the Shoppes at Newberrytown

Board Liaison, Diane Shellenhamer described the proposed Harvest Moon Festival for September 26th at the Shoppes of Newberrytown. The event is still in development but will include vendor booths, music, and food trucks on-site.

Norm Sietz requested that the motion include stipulations that the event was subject to location availability in case the Shoppes couldn't accommodate the event for some reason, noting there was a possibility of a car race conflict.

Motion by Norm Sietz to recommend to the Board of Supervisors approval of the Harvest Moon Festival for September 26th at the Shoppes at Newberrytown, subject to location availability. Seconded by Dominish Miller. Motion carried unanimously.

Motion to recommend, subject to Board of Supervisors approval, Veterans Day – November 11th at 11:00 am at MESB location

Board Liaison, Diane Shellenhamer proposed a Veterans Day event for November 11th at 11:00 AM at the MESB building, to be held in partnership with the VFW.

Motion by Dominish Miller to recommend to the Board of Supervisors approval of the Veterans Day event for November 11th at 11:00 AM at the MESB building in partnership with the VFW. Seconded by Norm Sietz. Motion carried unanimously.

Board Liaison, Diane Shellenhamer confirmed with Kelly Veres (attending remotely) that she had been hearing all the proceedings and approved of everything that had been discussed so far. Kelly Veres confirmed her approval.

NEW BUSINESS

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

Board Liaison, Diane Shellenhamer explained that the Committee needed to appoint a new secretary to handle meeting documents and record-keeping responsibilities following Heather Barnhart's departure. Dominish Miller volunteered for the position. Diane Shellenhamer thanked Dominish Miller and announced that she would serve as the new Committee Secretary for record-keeping responsibilities.

Memorial Day Parade – asked to participate – 3 judges to award the floats- set up at Paddletown Cemetery – Ribbons

Board Liaison, Diane Shellenhamer reported that some Committee members had met with the Memorial Day Parade organizers, who requested the Committee's participation in the parade by providing awards ribbons for six categories. The judges would be positioned to award floats at the Paddletown Cemetery. The six categories would be: children's floats, best military float, vintage cars, best community-oriented float, best music, and best

in show. The Committee would provide ribbons for these awards on Memorial Day, which Dominish Miller confirmed was Monday, May 25th, with the parade running from 10:00 AM to approximately 11:00 AM.

Norman Sietz asked for clarification about the Committee's participation, confirming it would involve providing ribbons and judges. Diane Shellenhamer confirmed that their job was to find three judges (they had two so far) and supply the ribbons. Norm Sietz confirmed they would supply the ribbons as well. Diane Shellenhamer estimated the minimal cost would be approximately \$50 for the ribbons.

Sharon Borger and Dominish Miller volunteered to help with the Memorial Day Parade.

New Applications – 2 Event Members to interview candidates prior to Board of Supervisor approval

Board Liaison, Diane Shellenhamer explained that the Committee was down a couple of people and was starting to receive interest from residents. The Committee wanted to be able to interview and talk to new applicants prior to them going directly to the Board for approval. This would help the Committee understand how new members could support the Committee and learn their thoughts on the Committee's future direction.


Monthly Report Submittal – Dominish Miller

Board Liaison, Diane Shellenhamer, announced that Dominish Miller, as the new Secretary, would be responsible for all monthly reports from the Committee's meetings.

ADJOURNMENT

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

Respectfully Submitted,


Dominish Miller, Secretary

