

# Newberry Township Events Committee

## Meeting Minutes

November 3, 2025

### Call to Order at 4:00 PM

Diane Shellenhamer called the Newberry Township Events Committee meeting to order. Diane Shellenhamer led the Pledge of Allegiance.

Committee Members in attendance were Diane Shellenhamer, Dominish Miller, Sharon Borger, Norman Seitz, Codie Culley, Sue Ostrander and Manager Aaron Schwartz.

### Approval of the Minutes

Sue Ostrander asked if everyone had received a copy of the meeting minutes for October 6, 2025. She inquired if anyone had questions about the minutes, and there were none.

Motion by Diane Shellenhamer to approve the minutes of October 6, 2025, seconded by Codie Culley.  
Motion carried unanimously.

### Old Business

#### Review of the Christmas Tree Lighting scheduled for November 21, 2025.

##### Review lighting setup and decorations

Sue Ostrander reported that the igloo for Santa would be the same as last year, costing \$375 (\$75 deposit, \$300 balance). Jen would set it up with all the same props from last year for Santa and Mrs. Claus. She mentioned that last year they had placed tables inside the igloo for people who were cold, but Jen requested more room this year for picture taking. The committee agreed to eliminate tables inside the igloo.

Codie Culley confirmed they would have three light towers available. He explained these were motor-generated and should be positioned strategically - one halfway up the hill, one at the road for crossing, and one near the fire trail. The committee also discussed having a bonfire using a solo stove that directs smoke upward rather than multiple fires.

For additional lighting and decorations, Diane Shellenhamer mentioned they had patio lights that could be brought to the event. Codie suggested stringing lights at various vendor stations to create more illumination and decoration.

Sue Ostrander shared that Jen offered to bring her snow machine, which creates small icicle-type snowflakes. The committee enthusiastically agreed to use it, with a volunteer assigned to monitor it.

##### Discuss musical entertainment and sound system needs

Dominish Miller confirmed Lieutenant Diddy would DJ again as he did last year. She also mentioned she would coordinate Christmas carolers to walk around in festive outfits.

##### Confirm participation from local organizations - Library

Dominish Miller reported that the library would be participating by handing out children's books. She proposed coordinating it so that children could get their picture with Santa, then go directly to the library's setup to receive a book. The new children's librarian would read "The Night Before Christmas" twice during the evening. The committee noted they needed to ensure adequate lighting for the library area, as it was too dark last year.

## Coordinate arrival time for Santa

The committee agreed Santa should arrive at 5:30 PM, with the event starting at 5:00 PM. Diane Shellenhamer suggested having Santa picked up at the fire department rather than the admin building to avoid the turning issues they had last year with the fire truck. The fire department would use their siren to announce Santa's arrival.

## Review safety measures and crowd control

Sharon Borger confirmed that fire police were all set for the event. They would help people cross the street from Walter's parking area to the event site.

## Finalize refreshments or vendors

Diane Shellenhamer reported that the fire department would provide hot dogs and ham and bean soup. The Susquehanna fire department would offer chicken corn soup. Dominish Miller and Tony Miller would handle hot chocolate, and Nadine from Member's 1<sup>st</sup> would bring cookies. Codie Culley offered to provide drinks (sodas and water) for the event. It was also mentioned possibly bringing a popcorn machine.

Pastor Matt confirmed his participation with a food drive. The committee discussed whether to have a drop-off location prior to the event or just collect food during the event. They decided to focus on food collection on the night of the event, like last year's "pack a police car" approach.

## Assign volunteer roles and setup/cleanup duties

The committee discussed reaching out to Boy Scout Pack 198 and the Redland Senior Center for volunteers to help with setup and teardown. Codie Culley offered to contact Bob from the senior center, while someone else would contact Chris about the Boy Scouts.

## Confirm publicity, social media posts, and community announcements

Dominish Miller would send flyers to Terry at The Warehouse for printing. Committee members would promote the event through various channels, including HOA communications.

## Discuss backup plan for inclement weather

The committee determined that due to the timing close to Thanksgiving and hunting season, there would be no backup plan or rain date. The event would either proceed as planned or be canceled.

## Discuss layout - Same as last year?

The committee agreed to use the same layout as last year, which worked well. They would add porta-potties, which Scott at Walters had agreed to provide. Manager Aaron Schwartz also confirmed his 4-wheeler would be available to shuttle people from the parking area.

## New Business

### Approve the Newberry Township Events Committee Budget Worksheet for use in documenting and reviewing all future Township sponsored event expenditures and revenues

Sue Ostrander presented a budget worksheet she created to track event revenues and expenditures. She explained that for each event, they would track all income (including sponsorships) and expenses to see where money is being spent and to help with future planning. Manager Aaron Schwartz added that the worksheet would allow them to compare estimated versus actual costs, provide transparency for anyone questioning event costs, and help with board approvals for expenses over \$1,000.

Motion by Dominish Miller to approve the Newberry Township Events Committee budget worksheet, seconded by Diane Shellenhamer. Motion carried unanimously.

## 2026 Township Events List - Deadline for Completion December 1, 2025

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### Spring Festival

The committee confirmed the Spring Festival would take place on Saturday, May 2, 2026, with Codie Culley as the lead organizer.

### 250 Celebration

The committee discussed having a Liberty Tree planting on April 11th, followed by a statue dedication ceremony in June as part of America's 250th anniversary celebration.

### Balloon Fest - Mike Depew

Mike Depew from the Great Eastern Balloon Association joined the meeting via Teams to discuss possibilities for a balloon event. He explained that Newberry Township is in Class Charlie airspace, which presents challenges but not insurmountable ones.

Mr. Depew outlined three potential options: free flight (which would require FAA waivers), tethered balloon rides (which had been approved in nearby Highspire), or a night glow event (where balloons are lined up and illuminated without flying).

The committee discussed Shelley Park as a possible venue. Mr. Depew confirmed that five balloons would require approximately the space of two football fields, though the park's terrain with its hill might require splitting balloons between the upper and lower areas.

Regarding costs, Mr. Depew explained that local events typically seek sponsors who pay for the balloons and associated costs (propane, accommodations) in exchange for advertising and ride slots. He offered to connect the committee with organizers of a similar event in Maine to get more information about costs and logistics.

The committee agreed to consider the information and discuss it further at their December meeting, with some members expressing particular interest in the tethered rides and night glow options.

### Wood Carver - Statue

Samantha from SC Chainsaw Art attended to discuss creating a carved William Penn statue to accompany the Liberty Tree. The committee requested a 6-foot-tall statue with enough detail to be recognizable as William Penn, with a base large enough to mount a plaque.

Samantha agreed to create a detailed sketch and cost breakdown for the December 1st meeting, noting that the carving would take approximately two months plus additional time for sealing and finishing. She would use hardwood to minimize cracking and would stain it for a uniform appearance.

The committee discussed timing, with the Liberty Tree planting scheduled for April 11, 2026, and the statue installation and dedication planned for June 2026 as part of the America 250 celebration. Samantha was also invited to participate in the upcoming Christmas Tree Lighting event to display some of her work.

### Marketing Events

Diane Shellenhamer proposed creating a calendar of 2026 events to be mailed to township residents in January. This would help promote awareness of upcoming events throughout the year.

The committee agreed to focus on the following events for 2026: Spring Festival (May 2), Music in the Park events (multiple dates throughout summer), 250<sup>th</sup> July 4<sup>th</sup> celebration, Veterans Day ceremony, and Christmas Tree Lighting. They discussed potentially combining the Open Market Thursdays with food trucks in the evening hours to better accommodate working residents.

### Fundraising Opportunities

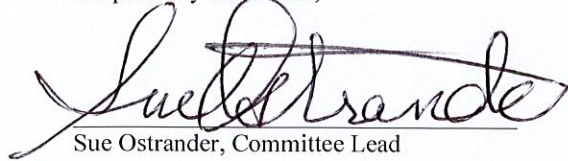
Dominish Miller suggested several potential sponsors including The Warehouse, BAPS Motor Speedway, Rocket Pizza, J&W Hardware, Wellspan, Walmart and local pizza shops. She noted that Mike at Etter's Pizza Shop had offered to put flyers on pizza boxes. Other suggested sponsors included Love and Pizza in Manchester and Thornton Chevrolet.

## Adjournment

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Motion by Dominish Miller to adjourn, seconded by Norm Seitz. Motion carried unanimously.  
The meeting was adjourned at approximately 5:30 PM.

Respectfully Submitted,

  
Sue Ostrander, Committee Lead

