Newberry Township Parks and Recreation Board September 10, 2026

Meeting Minutes

ATTENDANCE:

Codie Culley, Chairman
Kolten Gouse, Vice Chairman
Karen Hubbard, Secretary
Norm Seitz, Board Member
Kate Benefiel. Board Member
Aaron Schwartz, Township Manager
Diane Shellenhamer, Board Liaison

CALL TO ORDER AT 5:00 PM

The meeting was called to order at 5:00 PM. with the Pledge of Allegiance.

ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE MINUTES

Motion by Board Member Seitz to approve the meeting minutes of July 9, 2026. Seconded by Vice Chair Gouse. Motion carried unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Discussion of the detailed cost breakdown on the proposed disc golf course at Shelley Park.

The Board discussed the current status of cost planning for the proposed disc golf course. Chairman Culley noted that some preliminary cost information had been gathered, but that a detailed planning meeting with the course proponent had not yet occurred due to scheduling constraints. The Board's stated preference was to take adequate time to plan the project correctly rather than rush implementation.

Manager Schwartz raised the importance of understanding the COSTARS bidding threshold as it relates to the project. It was clarified that regardless of whether project funds come from Township sources or outside sponsorships, all dollars flow through the Township, meaning the formal public bidding requirement applies to the total project cost once it exceeds $24,500. Manager Schwartz advised that splitting the project into genuine

phases — such as constructing nine holes in year one and the remaining nine in a subsequent year — could be a legitimate and practical approach, provided the phasing reflects true project intent and not merely an attempt to circumvent bidding requirements.

Manager Schwartz further recommended that prior to any cost commitments, the Board conduct a physical walkthrough of the proposed layout with all relevant parties to assess actual clearing needs, construction access, and surface options (e.g., poured pads vs. precast slabs vs. stone and railroad ties). It was noted that approximately nine of the eighteen proposed holes appear to be in already-open areas, which could significantly reduce clearing costs. Chairman Culley indicated he would coordinate a layout meeting and communicate details to Board Members who wished to attend.

The Board will discuss establishing a sponsorship program for the disc golf course.

Manager Schwartz had prepared a general overview of how a hole-sponsorship program would function, under which local businesses or organizations would sponsor individual holes in exchange for signage on course flags. The document was to be distributed to the Board via PDF following the meeting. Chairman Culley noted that the next step was to meet with the course proponent to finalize the sponsorship structure and determine what portion of project costs could realistically be offset through local business participation.

Discussion and review of the White Oak Park Improvements Checklist.

The Board reviewed findings from a prior site visit to White Oak Park, located on White Oak Drive in Etters. Several improvement needs were identified and discussed:

Hazardous Tree Removal: A dead and structurally dangerous tree was identified at the end of the park's walkway path, described as comparable in urgency to a previously removed hazardous tree at Shelley Park. Chairman Culley agreed to send an email to Manager Schwartz that evening so that the Township's maintenance staff could coordinate removal promptly.

Central Low Area / Potential Dog Park: The Board discussed a sunken area in the interior of the park's blacktop loop, which appears to contain remnants of prior playground infrastructure including concrete footings and exposed anchor studs. The area sits notably lower than the surrounding walkway and becomes wet after rain events. The Board discussed the possibility of repurposing this area as a small dog park, noting favorable conditions including proximity to dense residential development — including townhomes on Juniper Drive whose residents lack private yards — an existing blacktop walkway, and an adjacent parking lot that could satisfy ADA accessibility requirements. Manager Schwartz noted that if the fencing and fill work could be kept under the bidding threshold, much of the work could be handled with minimal formal process. It was agreed that an email inquiry to the Township Engineer would be sent to determine whether any storm sewer easement restrictions would affect use of the area before further planning proceeded.

Blacktop Resurfacing: The existing blacktop walkway and parking area were noted as being in poor condition and in need of resurfacing. Manager Schwartz indicated that tar-and-chip treatment, as used on township roads, could be appropriate for the driving and parking areas, while the basketball court surface would require standard sealcoating. Repainting of handicapped parking spaces would follow resurfacing.

Basketball Court / Potential Pickleball Conversion: The Board discussed whether the basketball court, which had recently received new nets and fresh paint through a local community effort, warranted further investment. Manager Schwartz suggested waiting to observe the reception of the pickleball court conversion at Dolan Park before committing to improvements or a potential conversion at White Oak Park.

Creek Access: The Board noted that creek-side access, which was historically open along the park's boundary, had become heavily overgrown. It was suggested that the Township's tractor with an arm brush hog could clear a significant portion of the vegetation with minimal manual intervention, given the modest bank height.

Park Sign: The existing entrance sign structure was noted to be in sound condition but missing the sign panel itself, likely due to storm damage. Chairman Culley stated that he would contact a sign vendor to obtain a proof based on the measured dimensions of 52 inches wide by 24 inches high. The proof would be presented at a future meeting for Board approval prior to ordering. It was noted the sign would only need to be single sided given the park's single point of entry.

Park Amenities: The Board identified two benches near the basketball court that, while structurally sound, had deteriorating boards in need of replacement or retreatment. Additional dog waste receptacles were discussed; Manager Schwartz noted that the units cost approximately $120 each and that budget remained available in the

current year to purchase one or two for the park. The Board also discussed the addition of a gazebo or small sitting structure in the grassy area near the stream as a longer-term improvement.

Park Name: The current working name of "White Oak Park" was noted, and the Board briefly acknowledged that alternative name suggestions remained open for consideration.

Discussion of the COSTARS program, including how the program works and the requirements associated with participation, to provide the Board with a better understanding of the purchasing process.

Manager Schwartz provided an overview of the COSTARS cooperative purchasing program, explaining that it allows Pennsylvania municipalities and public entities to procure goods and services through pre-vetted vendors without undergoing a formal bid process. He cautioned, however, that COSTARS pricing is not always the most competitive — citing an example in which identical expanded metal picnic tables available through COSTARS for approximately $1,200 each were found for approximately $800 each through a Lancaster restaurant supply retailer, with significantly lower shipping costs as well.

Manager Schwartz then outlined the Township's internal procurement thresholds as they apply under Pennsylvania's Second-Class Township Code:

- Under $13,200: No bids required; department heads may approve purchases directly.
- $13,200 – $24,500: Three written bids required.
- Over $24,500: Formal public bid process with advertisement required.

Internally, the Township's own approval tiers were also noted: department heads may approve purchases up to $5,000; the Township Manager approves purchases from $5,000 to $20,000; and anything over $20,000 must be presented to the Board of Supervisors for approval.

Manager Schwartz emphasized that purchases or projects may not be intentionally split into smaller phases solely to avoid a higher bidding threshold, though legitimate multi-phase projects — as evidenced by the phased improvements at Dolan Park — are permissible. A PDF summary of the COSTARS program was to be distributed to all Board Members following the meeting for future reference.

Discussion and review of the status of the connectivity grant application, including any updates on funding, project requirements, timelines and next steps.

Manager Schwartz provided an update on the connectivity grant, under which the Township had previously been awarded $200,000. The Grant is intended to fund sidewalk construction connecting the Lexington development and an adjacent community to York Haven Road, ultimately providing pedestrian access across the road to the site of a proposed future park. The full application had sought approximately $400,000-plus to also fund an under-road tunnel crossing; the Township did not receive the full amount and reapplied for the remaining funding in the current cycle. The Grant program requires no local match. Manager Schwartz indicated the Township has four to five years to expend the initial $200,000 award and noted there was no urgency to begin sidewalk construction before the tunnel crossing is funded, as sidewalks to nowhere would not be desirable and could create safety concerns near York Haven Road.

Regarding the future park site across the road, Manager Schwartz noted that the Township Engineer had completed a preliminary redesign to reduce costs by eliminating the original plan for four baseball fields, which would have required extensive leveling and rock removal. The revised concept focuses on a phased development approach, beginning with a parking area and walking trail. A significant volume of fill material will be needed to establish the proposed parking area. The Township is actively monitoring nearby construction projects for opportunities to receive fill at no cost. No special permits are required as long as less than one acre of land is disturbed. The farmland on the site is leased on a year-by-year basis, allowing flexibility for the Township to reclaim portions as needed.

Manager Schwartz also reported that the Dolan Park project had encountered a bidding setback. Only two bids were received for the Phase 2 construction work, and neither bid included pricing for the required electrical work. Manager Schwartz indicated he would recommend to the Board of Supervisors at the next meeting that all bids be rejected and the project be rebid in late fall or early winter, when contractors are more actively soliciting work for the following year. The playground equipment supplier has agreed to hold the equipment and the

previously quoted pricing, though the Township will pay for the equipment in the current year with installation deferred to the following year.

Discussion regarding the Steering Committee and input from the Parks and Recreation Board concerning future park development, priorities, long-term goals, and recommendations for potential improvements and projects.

The Board briefly discussed its role in providing input to the Township's comprehensive planning Steering Committee. Manager Schwartz suggested that the Board organize its recommendations into three tiers: near-term goals addressing immediate safety and maintenance needs; mid-term goals such as ADA accessibility improvements and playground equipment upgrades; and long-term goals such as community building construction, parking improvements, additional athletic fields, and trail connectivity. Board Liaison Diane Shellenhamer confirmed that the Steering Committee had already held initial meetings and wished to ensure the Parks and Recreation Board's perspective was incorporated.

Manager Schwartz noted that a consulting firm would likely be selected to lead the comprehensive planning process and would independently reach out to Boards and the public through questionnaires or online surveys. The Board agreed that Members should come to the next meeting prepared with specific ideas and recommendations to be formally recorded for submission to the Steering Committee.

Discuss and review the current pavilion and ballfield rental fees, including whether adjustments are needed for resident and non-resident rates, hourly or daily fees and deposits.

Manager Schwartz presented a comparative review of current Township rental fees against those of neighboring municipalities. Current pavilion fees are $50 per day for residents and $100 per day for non-residents, which Manager Schwartz characterized as within the regional range. Current ballfield fees of $25 per day or $300 per season were noted as below comparable rates. Examples cited included Spring Garden Township at $15 per hour, West Manchester Township at $15–$25 per hour, Red Lion Recreation at $25 per hour, and Hanover Borough at $50 for the first hour and $25 thereafter.

Board Member Seitz proposed differentiating between the two Shelley Park pavilions, recommending the fireplace pavilion be priced higher — at $75 for residents and $125 for non-residents — given its superior amenities, parking access, and proximity to restrooms, while retaining the current $50/$100 rate for the lower pavilion.

The Board expressed broad support for restructuring ballfield rentals from a flat daily or seasonal rate to a four-hour increment model, which would allow multiple user groups to access a field on the same day and generate additional revenue. Preliminary discussion suggested a per-session rate in the range of $30–$40, though no figure was formally adopted. The Board agreed to bring a proposed fee schedule to the October meeting for formal consideration, allowing time to research additional comparable municipal structures in the interim.

A separate matter was raised regarding damaged stonework on the Shelley Park fireplace. Manager Schwartz estimated the repair to be a modest one-day masonry job. Chairman Culley and Board Member Seitz agreed to identify one or two qualified local masons to provide cost estimates, with the understanding that the work would not necessarily require a formal bid given the anticipated scope. It was further noted that a fire extinguisher should be installed in an appropriate enclosure at or near the fireplace pavilion as a safety measure.

Discuss and review of the proposed 2027 Parks and Recreation budget, including anticipated expenses, events, park improvements, maintenance needs, and potential projects for the upcoming year.

Manager Schwartz summarized key elements of the proposed 2027 Parks and Recreation budget. Projected revenue was presented at approximately $102,000, with Manager Schwartz anticipating that figure could approach $250,000 when accounting for development-related revenue expected from incoming projects. Annual park operating expenses run approximately $100,000, inclusive of equipment and maintenance staffing.

Notable budget items discussed included the planned purchase of new expanded metal picnic tables for one pavilion in the current year, with a second pavilion's tables budgeted for 2027. New tables are also included within the Dolan Park project Grant budget. Older tables displaced by new purchases would be repurposed to

the ballfield areas and the concession stand pavilion rather than discarded. Replacement of deteriorating trash receptacle surrounds at Shelley Park was also noted as a budgeted item.

The part-time maintenance position filled by Daryl, funded entirely through the Parks budget at no more than 30 hours per week, was noted as working out well in accelerating mowing schedules across the parks. Two new 60-inch Toro 4000-series mowers, purchased through COSTARS from Neiman's, were also reported as being in service.

Manager Schwartz also raised the possibility of purchasing an enclosed 24-foot trailer using remaining current-year funds, proceeds from the sale of two former Exmark mowers at auction having yielded better-than-expected returns. The trailer would consolidate park maintenance equipment — mowers, trash cans, rakes, leaf blowers — in a single secure unit and free up garage space for snow removal equipment in the winter. The Board expressed support for the idea.

ADJOURNMENT

Motion by Vice Chair Gouse to adjourn. Seconded by Board Member Seitz. Motion carried unanimously.

Respectfully Submitted,

Codie Culley, Chairman

NEWBERRY TOWNSHIP CORPORATE SEAL YORK COUNTY PENNSYLVANIA