

**LOWER PROVIDENCE TOWNSHIP
PARKS & RECREATION
NOVEMBER 13, 2007 MEETING MINUTES**

1. Call to Order:

A. Mr. Donovan called the Parks & Recreation meeting to order at 7:07 p.m.

2. Roll Call:

A. The following Parks & Recreation members were present: Mr. Baldassari, Mr. Brooke, Mr. Donovan and Mrs. Mazza.

B. Mr. Gambone and Mr. Heisner arrived late.

C. Mr. Dell Angelo was absent.

D. Additional attendees included: Mr. Matthew Jones, Student Representative, Mr. Craig Dininny, Board of Supervisors Liaison, and Ms. Angela Johnson, Parks & Recreation Program Coordinator. Ms. Kelly Donohue, Parks & Recreation Director and Mr. Joseph Dunbar, Township Manager, arrived after the meeting began.

3. Monthly Meeting:

A. Review/Approve meeting minutes of October 9, 2007:

1. Mr. Brooke noted that for item 6A of the minutes, the name Donovan should be changed to Brooke.

2. **MOTION** – Mr. Baldassari made a motion to approve the October 9, 2007 meeting minutes as amended. Mr. Brooke seconded the motion. The motion *passed* 4-0.

B. The agenda was modified to accommodate the late arrival of Ms. Donohue.

4. New Business:

A. Discussion on Park Fees:

1. Ms. Johnson provided an overview document to the Park Board members on proposed park fees. She explained that they researched other Township's fees prior to preparing this document.

a) All persons using Township facilities will pay a \$100 security deposit, as per current procedures.

b) The document lists fees for non-residents, broken down by a per game or per season price. These fees are yearly, and would increase each January when applicable.

c) To qualify as a resident (no fee) at least 50% or more of the group must be from Lower Providence, and must provide proof of residence.

d) The application process is the same as it is currently done, with the applicant filling out an application, providing the security deposit, providing a certificate of insurance, and also a roster.

2. Mr. Brooke commented that it would be hard to prove if you qualify as a resident or not up front, because the rosters are often not finalized until the season begins. Teams must reserve fields' months prior to having the roster.

a) Mr. Baldassari commented that they could submit the application with the security deposit, and then when they submit the roster they could pay the fee if applicable.

3. Mrs. Mazza expressed concern that the document only pertains to sports, and questioned if they would charge for all other types of uses such as the pavilion?

4. Ms. Donohue arrived at this point in the meeting.

5. Ms. Donohue noted that they currently charge non-residents for use of the pavilion, and intend to keep with this practice while adding on the fees for sports. This document was geared toward Gaugler Field more than the others.
6. It was noted that other Townships also charge residents for use of their facilities, however the Board of Supervisors did not want to charge residents.
7. Mrs. Mazza asked if they would charge for use of bocce courts too, as they should include all types of Township facilities.
 - a) Ms. Donohue noted that they do currently charge for use of the tennis courts and for the cricket club. The goal was to charge non-residents using Township facilities to cover the cost for maintenance.
8. Mr. Brooke commented that the \$100 security deposit is too low. \$100 would not cover the cost to repair the scoreboard on Gaugler Field should something happen to it. This fee should be increased.
9. Mr. Dininny asked if they could apply the proposed fee schedule to the uses that occurred in 2007 to see what the revenue would have been this year?
10. **ACTION ITEM** – Ms. Donohue will provide the data as requested by Mr. Dininny.
11. Mr. Dininny asked if the proposed fees could be deducted from any capital investment that a group provides? For example, if a baseball team puts in sweat equity to upgrade the field, this would be worth far more than the fees. Ms. Donohue indicated that they would do this on a case-by-case basis. She noted that groups such as ARA do not pay fees, but add significantly to their fields.
12. **MOTION** – Mr. Brooke made a motion to take the discussion of the Park fees to the next meeting. Mr. Baldassari seconded the motion. The motion *passed* 4-0.

5. Old Business:

A. Updates on Capital Projects:

1. Wooded Glen Field – Ms. Donohue explained that the Wolverines have begun work on the field. She has received a letter from the Wolverine organization relating to terms they want to add in their updated lease. Some of the terms that the Wolverines want include the ability for them to sublet their field to other organizations in the off-season to raise money; exclusive use of the parking lot during their season; they want the Township to obtain consent from them prior to renting their facilities out; and they want the lease to be extended to ten years among other items.
 - a) Mr. Baldassari remarked that the Wolverines can't get money to rent out the field, the field belongs to the Township and we do not charge them. This was the consensus of the Park Board members.
 - b) Ms. Donohue is working with the Wolverines on the lease.
2. Hoy Park – Ms. Donohue noted that the parking lot and boat ramp are done with the exception of line painting for the parking lot. She commented that there is an Eagle Scout working on a bird identification sign for that park, and the sign looks great. The pier and walking path will be completed in 2008.
3. Cranberry Park – Ms. Donohue remarked that they are in the process of obtaining the PennDOT permit, and will complete proposed work on this park in 2008.
4. Shoemaker House – Ms. Donohue indicated that the windows, roof, electric work and plumbing are done. Today they completed drywall work in the kitchen, and still need to complete the kitchen's electric, flooring and cabinet installation. The bathroom fixtures also need to be installed.

- a) Ms. Donohue asked what the Board would like to see on the sign that is to be installed in front of this house? This sign would be similar to other signs throughout the complex. Mr. Brooke remarked that they would look to Ms. Donohue for suggested sign verbiage.
 - b) The Parks & Recreation Department should be moved into the Shoemaker House by February 1, 2008. They will place an article in the newsletter to notify residents of the move.
5. 2008 Budget – The Board of Supervisors will vote on the 2008 budget at the November 15th meeting. All 2008 projects listed in the P&R 5-year Capital Plan are funded through this budget, should it be approved. The items not funded in the budget include the Gaugler Field backstop, rubber surfacing, and Shoemaker House renovations.
 6. Mr. Gambone arrived at this point in the meeting.
 7. Marquee – The marquee is complete.
 8. Redtail Park – Ms. Donohue is pushing Methacton United (MU) to perform the upgrades that they promised would be done. MU is in the third year of a ten-year lease. The ADA ramp needs to be installed, and MU must submit engineering plans for approval. Ms. Donohue is trying to work with MU on this, and has requested a project outline detailing when the work will be completed.
 - a) Mr. Brooke suggested inviting them to the next meeting. Ms. Donohue noted that they attended a meeting previously; they just need to get the engineering work done.
 9. Evansburg Point Park – Ms. Donohue has received a letter from DCNR, and is in the process of getting a proposal from Chambers Associates for the cost of the plans. This will have to go to the Board of Supervisors to authorize the work.

6. New Business Continued:

A. Turkey Shoot:

1. Ms. Johnson noted that the Turkey Shoot would be held this Friday from 7-9 p.m. at Arcola School in the big gym. Prizes include gift certificates to supermarkets and 10 turkeys.
 - a) Mr. Gambone asked if they had enough basketballs, or would need ARA to bring some? Ms. Donohue requested that he bring additional balls, in three different sizes.
 - b) Mr. Donovan asked how many volunteers are needed? Ms. Donohue needs one at each station, at least 6 or 7, so please let her know if you will be there to help.
 - c) This event has been advertised on the marquee, the cable channel, the P& R brochure and flyers.

7. Comments from Board:

- A. Mr. Brooke noted that there dirt has accumulated behind the fields at Redtail Park, and it is unsightly.
 1. **ACTION ITEM** – Ms. Donohue will look into this.
- B. Mr. Donovan announced that Matt Jones was inducted into the National Honor Society.
- C. Mr. Donovan provided information on an idea from Fred Walker at the Sewer Authority (SA):
 1. Mr. Walker suggested that the sewer easements throughout the Township be used for trails, providing connections through all the parks.
 2. Mr. Heisner arrived at this point in the meeting.
 3. Mrs. Donohue needs to talk to the Township Attorney, David Onorato, to see if there would be any restrictions from such a use.
 4. Mr. Donovan displayed maps of sewer easements throughout the Township, which were discussed among the members. They should need to ensure the easements do not run through private property.

5. **ACTION ITEM** – Ms. Donohue will see if she can edit an electronic form of these maps to identify the location of all Township parks. She will also send a memo to Mr. Onorato to determine the feasibility of this idea.
 6. Mr. Dininny suggested they check with Mr. Onorato to see if this is permitted prior to doing any other work on the idea.
- D. Mr. Dininny explained that the Municipal Authority (MA) receives rent for use of the old General Washington facilities, and wants to turn this years rent over to the P&R Department to fund their projects. The MA receives \$100,000 for the first four years of the contract, and \$75,000 thereafter. Mr. Dininny noted that some people do not like the idea of using this money to fund P&R, so if that does not go through, the P&R department will have to get funding elsewhere.
1. There was a general discussion of how the P&R department is funded. They do not want to go to the tax base for funding. Some people think the funding should just come from the General Fund.
 2. Mrs. Mazza remarked that she would like to see the Township able to provide nice facilities that are available in neighboring communities. Mr. Baldassari commented that they do not have enough ratables to cover this.
 3. Mr. Dininny noted that they could find ways to fund projects, through donations, and to get work done in lieu of developer fees. Developers, not the township, paid for the Heiser Fields in Upper Merion.
 4. Mr. Donovan asked that they get an e-mail when this item will be on the agenda. Mr. Dininny noted that it was on this week's Board of Supervisors agenda.

8. Comments from Residents:

- A. Mr. Ray Martinez asked if the DCNR letter for Evansburg Point Park was available to the public, and if he could get a copy? Ms. Donohue told him he could come into the Township Building and submit a request for information form to get a copy.
- B. Mr. Dunbar arrived at this point in the meeting.
- C. Mr. Dininny noted that the American Revolution Center (ARC) has begun using radar this week to look for artifacts. They have not found anything yet. He did receive a letter from someone stating how happy they were with the thoroughness of the work. Updates on the progress of the work are available on the ARC's website.
- D. Mr. Gambone asked if the Velodrome was going to happen? Mr. Dininny noted that the project is moving forward. The property is under agreement, but they need some help from the State. Mr. Dininny has reached out to Governor Rendell to support proposals from Senator Rafferty to support the project. The Governor is in support of the Velodrome.
 1. Mr. Baldassari asked if the Veledrome was in the area of the corporate center where residential housing was proposed? This prompted a discussion and review of the proposed changes to the corporate center by Mr. Dininny. The revitalization plans are fluid and available to review on the Township's web site.
 2. Mr. Baldassari asked if the Expo Center project was dead? Mr. Dininny explained that they are still working on it, but the developers do not have funding.

9. Adjourn:

- A. **MOTION** – Mr. Baldassari made a motion to adjourn the meeting. Mr. Brooke seconded the motion. The motion passed 6-0. The meeting ended at 8:10 p.m.

Next Meeting: December 11, 2007