

**LOWER PROVIDENCE TOWNSHIP
PARKS & RECREATION
AUGUST 19, 2008 MEETING MINUTES**

1. Call to Order:

A. Chairman Heisner called the Parks & Recreation meeting to order at 7:00 p.m.

2. Roll Call:

A. The following Parks & Recreation members were present: Mr. Brooke, Mr. Dell Angelo, Ms. Eckman, Mr. Gambone, Mr. Heisner, Mrs. Mazza, and Mr. Wurtz.

B. Additional attendees included: Mr. Chris DiPaolo, Board of Supervisors Liaison, Mr. Joseph Dunbar, Township Manager, Ms. Angela Johnson, Parks & Recreation Program Coordinator, and Ms. Kelly Donohue, Parks & Recreation Director.

3. Monthly Meeting:

A. Review/Approve meeting minutes of June 10, 2008:

1. **MOTION** – Mrs. Mazza made a motion to approve the June 10, 2008 meeting minutes. Mr. Gambone seconded the motion. The motion *passed* 7-0.

4. Old Business:

A. Updates on Capital Projects:

1. Brant Road Park – Ms. Donohue noted that this park is almost complete, with signage, fencing, benches, trashcans, etc. being installed. The park will be finished after Labor Day.
 - a) Mr. Dunbar asked if there were plans to formally dedicate the park? Ms. Donohue indicated there were currently no plans for dedication. Mr. Dunbar questioned how they would inform residents of the new park.
 - b) Mrs. Mazza remarked that they should have a formal dedication of the park. It is good publicity and is traditionally how parks have been opened. The Board concurred.
 - c) **ACTION ITEM** – Mr. Dunbar and Ms. Johnson will address the formal dedication for Brant Road Park.
2. Eskie Park & ARA Field – New play structures have been installed in Eskie Park and at the ARA fields.
3. Hoy Park – Ms. Donohue noted that construction of the pier is underway and should be complete by September 30.
4. Level Road Schoolhouse – Ms. Donohue remarked that the new roof has been installed on the schoolhouse. Several months ago they had an issue with some of the electric supply, and are working with Chambers Associates to address the problem.
 - a) Mr. Dunbar explained that the problem related to an overloaded circuit that created sparks and smoke, which is being corrected.
 - b) Ms. Donohue noted they are also working on an issue with water in the basement.
5. Parks Office – Ms. Donohue had a visit from Anne Shoemaker, the daughter of the former owner of Shoemaker House, who was very pleased with the Township's renovation of the property. Ms. Shoemaker relayed past stories of the house and surrounding area, and intends to forward old photographs of the property to the Township for archival purposes.
6. Evansburg Point Park – Ms. Donohue discussed the July 29, 2008 letter from DCNR, which was forwarded to the Park Board. She needs direction from the Park Board to move this forward to the Board of Supervisors for public hearing.

- a) Mr. Dunbar explained that DCNR was receptive to the Township's recommendation for lights on the football field, but wants them to mirror those used on the multi-purpose field.
 - b) The Warriors received approval for light installation last year, however they were not installed per Township ordinance and have been locked out from use. Mr. Vagnozzi from the Warriors, and the Township Lighting Consultant need to get together and resolve the situation.
 - c) The Warriors have asked for a waiver to use lights temporarily until this situation is resolved, and for the use of temporary lights. This request will go before the Board of Supervisors at their August 21, 2008 meeting.
 - d) **ACTION ITEM** – If the Board of Supervisors approves the temporary use of temporary lighting, staff will need to follow up on that request with DCNR.
 - e) Ms. Donohue noted that if the Park Board approves the plan as proposed the upgraded lighting is not in the budget for 2008. The 2009 budget has lighting for the multi-purpose field, but not the football field. That lighting would have to be paid for by the Warriors. Based on the approval process involved with updating the plan, it would probably be 2009 before they could move ahead with the lighting installation.
 - f) Ms. Donohue explained that previously they were working with the local DCNR office, which kept modifying their requests for the field. They are now working with the main office in Harrisburg, so the requirements should not change.
 - g) Mr. Dunbar noted that the resident who originally complained about lighting lives next to the field. Ms. Donohue commented that that resident now wants to withdraw his complaint, because he is in charge of fields for the Warriors, however the complaint stands and will be addressed.
 - h) Ms. Donohue asked if the Park Board wanted to use the master plan as is, inclusive of DCNR's request, and forward it to the Board of Supervisors? This plan is the same as before with DCNR's changes, and was circulated via e-mail.
 - i) Mr. DiPaolo questioned if the Park Board had seen the final version of the plan? It was explained that the plan has not changed, that DCNR's only request is for the lighting on both fields to be the same.
 - j) **ACTION ITEM** – Ms. Donohue will e-mail another copy of the plans to the Park Board.
 - k) Mr. Brooke clarified that DCNR is just asking for the lights to match but were not making additional changes to the plan. Mr. Dunbar affirmed this. The hearing will probably be set for September or October.
 - l) **MOTION** – Mr. Heisner made a motion to forward the plan to the Board of Supervisors, inclusive of DCNR's recommendations. Mr. Brooke seconded the motion. The motion *passed 7-0*
7. **Wooded Glen** – Ms. Donohue noted Mr. Fred Horrocks would be arriving later in the evening to provide an update on the field.

5. New Business:

A. 5-Year Capital Plan –

- 1. Mr. Dunbar explained that for 2008 there was \$225,000 available in Fund 33 (the P&R capital budget fund), plus an additional \$95,000 grant for use at Hoy Park, for a total allocation of \$321,000.
 - a) There was \$80,000 allocated for Evansburg Point Park, including the walking trail. However, \$20,000 has already been spent on Engineering and Lighting Consultant fees.
 - b) The following items have been completed in 2008 at a cost of \$365,900:

- (1) ARA Fields have had a walking path paved from handicap spots to the restroom, and had a new play structure installed.
 - (2) Eagleville Park had the master plan updated.
 - (3) Eskie Park had a new play structure installed.
 - (4) Evansburg Point Park consulting work was performed.
 - (5) Hoy Park had the fishing pier installed.
 - (6) The Level Road Schoolhouse roof was replaced.
 - (7) Shoemaker House renovations were completed.
 - (8) Cranberry Park had trails and parking installed.
 - (9) Ongoing maintenance at other parks occurred throughout the year.
- c) The following items were on the plan but not funded in 2008:
- (1) Eskie Park Walking Trails – \$30,000.
 - (2) Eagleville Park Backstop Replacement – \$15,000.
 - (3) Eagleville Park Playground Rubber Resurfacing – \$45,000.
2. Mr. Dunbar explained that the Park & Recreation capital fund comes from developer fees. If there is a significant surplus in the operating account, it can be used toward fund 33.
 3. Mr. Dunbar noted that for 2009 he anticipates a fund balance of \$260,455 to complete the projects on the 5-year plan, plus they would like to do some of the projects not completed in 2008. \$455,000 would be needed to complete all of the listed projects. After internal review and discussion on the matter, Mr. Dunbar recommends the following items be completed based on available funds for a cost of \$275,900:
 - a) Eskie Park Walking Trails – \$30,000.
 - b) Eagleville Park Backstop Replacement – \$15,000.
 - c) Eagleville Park Playground Rubber Resurfacing – \$45,000.
 - d) Pavilion at ARA – \$15,000.
 - e) Evansburg Point Park Master Plan & Trail Installation – \$115,000.
 - f) Cranberry Park Footbridge – \$25,000 (grant).
 - g) Eskie Park Restroom – \$25,000.
 4. Mr. Dunbar recommended that the following items not be completed at this time, based on insufficient funding:
 - a) Hoy Park Restroom – \$65,000.
 - b) Redtail Park Restroom – \$65,000.
 - c) Sherwood Park Sand Volleyball Courts – \$10,000.
 5. Mr. Dunbar noted the cost for Evansburg Point Park does not include funding of the requested lighting change. Mr. Brooke commented that the Warriors should be responsible for those lights.
 6. Mr. Dunbar indicated they would like to reach out to the Sherwood Park residents to ensure they are still in favor of the sand volleyball courts prior to trying to move this forward.
 7. Staff will apply for a grant to try to fund the Cranberry Park footbridge. Mr. Dunbar noted that they might be able to use a pre-fabricated bridge, which would lower the costs of this project.
 8. Mr. Dunbar explained that the cost difference for the Eskie Park restroom, as compared to Hoy and Redtail Parks, is that the utilities are already available, and they only need the fixtures and walls. He also noted that Victory Christian Church has agreed to repave the Eskie Park walking trail in lieu of Park & Rec. fees, provided the Township do the preparatory work on

- the trails. There is no guarantee they will complete their project, however if they do the trails will be repaved.
9. For the Eagleville Park backstop and resurfacing projects, there is a chance this work could be done in conjunction with Shannondell Phase I. They are unable to fit any more trees on their property, and could either donate money to the tree fund, or perform Park& Rec. work in that amount.
 10. Mr. Dunbar explained that \$275,900 is being proposed to the Board of Supervisors for the 2009 budget. That is all the money available unless the Supervisors allocate additional funding.
 - a) Several years ago the Township provided ARA with \$25,000 for restroom installation, and then ARA installed the restrooms using volunteers. Perhaps a similar arrangement could be made at Redtail where MBA and MUSC use the fields, as well as Arcola Middle School.
 - b) Ms. Donohue noted that MUSC is already installing a handicap walkway at a significant cost, so she does not know if they would be able to work on the restrooms at this time.
 - c) Mr. Heisner questioned when the restrooms at Eskie Park would be open? Ms. Donohue noted they would be similar to the ones at Eagleville Park, where P&R crew open and close them each day. They would be available until the park closes at dark.
 11. Mrs. Mazza questioned the master plan for St. Gabe's Field. Mr. Dunbar noted this is not tied to the ARC project.
 - a) **ACTION ITEM** – Staff will contact the Montgomery County Parks Department to see what their vision is for this field.
 12. Mr. Heisner asked if funding was sufficient for Evansburg Point Park? They need \$85,000 but have \$63,500? Mr. Dunbar explained they have \$35,000 for the walking trail, and will replenish the account back to \$85,000. Staff will have to go find the funds for projects. Mr. Dunbar explained how different projects bring different P&R fees, based on size of the construction. What capital projects can move forward will depend on what is being developed in the Township.
 13. Mr. Brooke asked why retention basins were under P&R? Mr. Dunbar explained they are considered open space. Mr. Brooke asked why fence maintenance also falls under P&R? Mr. Dunbar explained how they have moved and consolidated some budget items in the proposed 2009 budget.
 14. Ms. Eckman asked how much money would be left over at the end of 2009? Mr. Dunbar estimates a surplus of \$11,455 at this time. Ms. Eckman asked how Shannondell Phase III would affect fund 33? Mr. Dunbar explained that the Shannondell project was submitted prior to the P&R fee being established, so they do not pay P&R fees. They do pay a fee at the issuance of each U&O that is placed in the unrestricted fund, which is at the discretion of the Supervisors.
 15. Mr. Wurtz asked what the deadline would be for completing the 5-year plan? Ms. Donohue indicated they need to agree on the 2009 items this evening, and could address the remainder of the plan in September or October.
 16. Mrs. Mazza commented that the items as presented by Mr. Dunbar appear to make sense for the 2009 portion of the plan.
 17. Mr. Gambone questioned costs for trail installation. Mr. Dunbar explained the estimates are based on prevailing wage.
 18. Mr. Wurtz asked if there were any funds to replace the second play structure at Eskie Park, as was previously requested by Mrs. Eskie? There are currently no funds for a second structure.

19. **MOTION** – Mr. Brooke made a motion to recommend they use the recommendations provided tonight by Mr. Dunbar, and address additional projects as funds become available. Mr. Heisner seconded the motion. The motion *passed* 7-0.
20. Mr. Brooke asked how they could get the second Eskie Park play structure replaced?
 - a) Mr. Dunbar questioned where this would be located, and how large would it be? Mr. Brooke indicated it would go in the previous location and be a smaller size structure.
 - b) Mr. Dunbar suggested that since they are seeking input from the Sherwood Park residents relating to the volleyball courts, they should also seek input from the Eskie Park residents regarding the size of any future structure in that location.
 - c) **ACTION ITEM** – Staff will coordinate communication with the Eskie Park residents relating to the proposed play structure.

B. Camp Perkiomy –

1. Ms. Donohue commented that camp went well this year. They are still receiving evaluations back from parents.
2. For 2009, Ms. Donohue recommends increasing the price from \$550 for residents and \$650 for non-residents, to \$600 and \$700 respectively. This increase is based on her initial review of field trips for next year. They can't obtain trip prices until next year, or make reservations until next March.
3. Mr. DiPaolo suggested requesting authorization for a higher fee that they can back down from if gas prices are lower to ensure costs are covered.
4. Ms. Donohue increased the request to \$700 for residents and \$800 for non-residents, noting she does not think fees would increase to that level.
5. **MOTION** – Mr. Gambone made a recommendation to authorize fees for 2009 Camp Perkiomy not to exceed \$700 for residents and \$800 for non-residents. Ms. Eckman seconded the motion. The motion *passed* 6-1. Mr. Dell Angelo opposed the motion.

6. Old Business Continued:

A. Updates on Capital Projects Continued:

1. **Wolverines Update** – Mr. Fred Horrocks was present to provide an update on the field project.
 - a) Mr. Horrocks noted that the drainage has been installed. This was difficult because the other side of the field is solid rock. Tomorrow Operating Engineers 542 will be back to finish the subgrade and topsoil, and will work until this is complete.
 - b) They need to install the entryway into the lower parking lot.
 - c) The corner of the field near the baseball field needs subgrading and to be finished.
 - d) There is additional rock that must be removed from the other side of the field.
 - e) The work should be completed in three weeks, and then grass seed can be put down the first week in September.
 - f) 5" of stone will be added to the parking lot, and the remaining 3" of stone and geotech will be installed next year.
 - g) The Wolverines continue to raise funds to construct the snack bar, press box, scoreboard etc.
 - h) They are working with Senator Rafferty's office on a \$40,000 grant.
 - i) By September 9, 2008 he anticipates seed and straw on the field. They are using athletic turf seed for the field.
2. Mr. Dunbar noted that on September 27th Fall Fest is being held. They historically use the field for parking, so will the parking lot be ready? Also, why is the remaining 3" of stone and geotech being deferred to next year?

- a) Mr. Horrocks indicated they are deferring the stone and geotech because of money. They anticipate using the \$40,000 grant for the concession stand and to complete the parking lot.
- b) Mr. Horrocks indicated they would like to make a change to the parking lot. The seepage bed was 15' to the end of the parking lot and they want to bring this up 6". Mr. Dunbar requested that a new plan be submitted right away.
- c) Mr. Dunbar asked if there was a request for them to stop the project and consider additional features, when should this be done? Mr. Horrocks indicated it should be done soon. Mr. Dunbar explained that the school district may be in need of additional fields, and had reached out to the Township about 18 months ago regarding installing a turf field at Wooded Glen Field. There has been no formal decision from the school on this, but if they were to install the turf, it would allow the field to be playable much earlier than the current schedule. Mr. Horrocks expressed interest in this possibility.
- d) **ACTION ITEM** – Mr. Dunbar will reach out to Dr. Quinn tomorrow to determine the status of the turf field option.
- e) Mr. Horrocks noted that he would need to know soon if the turf was going to go in. The drainage in place would need to be modified to work with turf. Also, they would not want to put down topsoil only to have to remove it for the turf.
- f) Mr. Dunbar noted that the field at Evansburg Point Park required two full growing seasons before it was playable. Mr. Horrocks indicated any decision regarding the field should be made next August.
- g) Mr. Heisner asked who was overseeing the field construction? Mr. Dunbar indicated that Mr. Salisbury and Ms. Donohue have been monitoring the project, and only calling in Chambers Associates as necessary.
- h) **ACTION ITEM** – Mr. Heisner and Ms. Eckman requested that a copy of the plan be e-mailed to them.
- i) Mr. Horrocks discussed additional construction issues relating to the rock. There is a possibility they will use a retaining wall on part of the plan if the rock removal is too restrictive.

7. Comments from Board:

- A. Mr. Dunbar noted that Ms. Donohue's last day with the Township is August 22nd. The position was advertised and received a good response. Of those responses, 35 resumes were not being considered because of lack of Parks & Recreation experience. Of the remaining 21 resumes, they intend to interview 7 viable candidates, with an additional 4 being considered for telephone interviews. Mr. Heisner, Ms. Eckman and Mr. Gambone have offered to participate in the process. The Supervisors are also being given the courtesy of meeting the top two candidates because this is a Director level position. There was one internal candidate, with the remainder being external candidates.
- B. Ms. Johnson requested help for the concert this Wednesday at 7 p.m., and the car show this Friday at 5 p.m.

8. Comments from Residents:

- A. None

9. Adjourn:

- A. **MOTION** – Mr. Gambone made a motion to adjourn the meeting. Mr. Dell Angelo seconded the motion. The motion passed 7-0. The meeting ended at 8:53 p.m.

Next Meeting: September 9, 2008