

**LOWER PROVIDENCE TOWNSHIP
PARKS & RECREATION
JANUARY 12, 2016 MEETING MINUTES**

1) Call to Order

A) Chairwoman Mazza called the meeting to order at 7:05 p.m.

2) Pledge of Allegiance

3) Roll Call:

A) The following Parks & Recreation board members were in attendance: Ms. Mazza, Mr. Wurtz, Ms. DiPaolo, Ms. Mandracchia, Mr. Neilson, Mr. Ozorowski and Student Representatives Mr. Beil, Ms. Hallman, Mr. Price and Ms. Tse.

B) Also in attendance: Karl Lukens, Director, Parks & Recreation Department, Karen Hegedus, Recreational Superintendent; Peter MacFarland, Board of Supervisor Liaison.

Chairwoman Mazza introduced Peter MacFarland, the new Board of Supervisor Liaison

4) Re-Organization Meeting

A) Appoint Temporary Chairman

i) Chairwoman Mazza appointed Karl Lukens as Temporary Chair

B) Nominate and Elect Chairman and Vice-Chairman

i) **MOTION:** Ms. Mandracchia made a motion to nominate Beth Ann Mazza as Chairman. Mr. Wurtz seconded the motion. The motion *passed* 8-0.

ii) **MOTION:** Mr. Ozorowski made a motion to close nominations for Chairman. Ms. DiPaolo seconded the motion. The motion *passed* 8-0.

iii) **MOTION:** Ms. Mandracchia made a motion to nominate William Wurtz as Vice-Chairman. Mr. Nielson seconded the motion. The motion passed 8-0.

iv) **MOTION:** Ms. DiPaolo made a motion to close nominations for Vice-Chairman. Mr. Nielson seconded the motion. The motion passed 8-0.

5) Meeting Minutes:

A) Review/Approve meeting minutes of December 8, 2015

i) **MOTION:** Mr. Ozorowski made a motion to move the minutes of December 8, 2015, as corrected, into record. Ms. Mandracchia seconded the motion. The motion *passed* 8-0.

6) Old Business

A) Redtail Field Update (MUSC)

i) Mr. Lukens spoke to Dr. Doug Willen who stated he will be at the February meeting with an update. Dr. Willen will also email Mr. Lukens with a few dates to walk through the project. Mr. Lukens stated that he was informed that the previously contacted contractors had dropped out of the project and the organization will now resume the search for a contractor to complete work at the field and hopes to be able to proceed in the near future. Mr. Lukens also reported that there had been vandalism to the shed, which has been fixed. He also noted that the field size will need to be reconfigured since, due to a change in the league structure, the teams will go to a calendar year which means dimensions of fields will be changed to comply with regulations.

ii) Mr. Wurtz asked if it is only topsoil that is needed since the subsoil is already in place. Mr. Ozorowski agreed and explained where additional soil would be needed.

iii) Chairwoman Mazza asked to be notified when Mr. Lukens will be meeting with Dr. Willen as she, if available, would like to walk the fields as well.

7) New Business

A) Upcoming Events

i) Programs

- (1) Ms. Hegedus reviewed the new website with the winter and spring programs currently available. She is in process of confirming some specialty summer camps for 2016 which will also be on the website. She noted all the tours, events and programs listed on the site. Mr. Lukens said that the new website is actually a registration site that is linked to the Township's main website. In response to Ms. DiPaolo she reviewed the camp information online. In response to Mr. Wurtz, she explained that camp registration may be done online however forms need to be handed in on paper copies. She noted that copies of forms are also available online.
- (2) Ms. Hegedus distributed copies of the 2016 Special Events schedule, including the upcoming Egg Hunt, which will be discussed further at the February meeting.
- (3) Mr. Lukens explained how booking a pavilion or facility can be done via the website. He stated the rental form is also on the website to be printed off and dates can be checked for availability.

ii) Bus Trips

- (1) Chairwoman Mazza asked if all dates had been set. Ms. Hegedus said that they were with the exception of the Gourmet Food Tour and the Culinary Institute of America tour which can't be booked until later in the year.

iii) Board Comments

- (1) Chairwoman Mazza asked about the possibility of outdoor fitness programs in the parks, and asked if they had ever been approached by organizations wishing to hold such classes. Ms. Hegedus said they did try some last fall and are working on figuring out dates in the spring to do something in the park. Mr. Lukens said that a number of people have approached the Township but asked if anyone knew of instructors to have them contact the Township as there are a lot of opportunities to run programs in the park. Chairwoman Mazza said that it might be fun to do a one-day event.

8) Comments from Board

- A) Chairwoman Mazza asked board members to double check their contact information, stating that once it is updated it will be distributed. She also noted that the updated meeting schedule is attached to the list. Discussion was held regarding the 2016 meeting dates.
- B) Chairwoman Mazza opened discussion on how Park & Recreation events are advertised by the township, noting that that Tree Lighting event wasn't on the front page of the Township Website. Mr. Lukens said that the new Park & Recreation website debuted in the middle of December and, going forward, events will be promoted there. Discussion was held as to how to effectively promote events on the various Township's websites. Chairwoman Mazza asked if there was something that we could do to make residents more aware of the new Park & Recreation website. Ms. Hegedus said that an email blast has been sent but that it will take a few months for people to get used to going to the new website. Chairwoman Mazza asked if it had been advertised in the Township newsletter. Mr. Lukens said that it had and it will be out at the end of January or February. He noted that it was also promoted on the Township's Facebook page.
- C) Ms. Hegedus said they were accepting applications for summer camp and asked student representatives if they are interested, or if they know anyone who is interested, in working as a counselor to contact the Township. She noted that some counselors are returning but there will be some open spots.

9) Comment from Audience

- A) Tom Bobst of the Optimist Club discussed the problem of working the Santa Hotline, noting that people were reluctant to give out personal information. He asked if the new Park & Recreation software can be used to get information out. Mr. Bobst said that the email blasts worked. Mr. Lukens said there was also talk about having the form online so it can be filled out via the website.
- B) It was noted that the Ultimate Frisbee tournament was listed on the special events page. Ms. Hegedus stated they are still working on dates and getting that organized for 2016.
- C) Mr. Ozorowski asked if any approved Eagle Scout projects had not yet been completed. Mr. Lukens said that the only outstanding project was the beanbag toss game. He stated that all the kiosks were completed. Mr. Lukens said that when the Board does their park walk-through they would begin listing new projects.
- D) Ms. DiPaolo asked if there was a spot on the website to acknowledge Eagle Scouts or other volunteers. Mr. Lukens said their goal is to have gallery to post photos that can acknowledge volunteers. Mr. Ozorowski suggested tabs for acknowledgements or sponsors. Discussion was held on how the website could handle acknowledgements. Mr. Lukens said that the tabs on the website are locked but there are other ways to handle acknowledgements, explaining how the sponsor link, which is intended to highlight people who sponsor website, will be used for all sponsors.

10) Motion to Adjourn

- A) Mr. Beil made a motion to adjourn. Ms. Mandracchia seconded the motion. The motion *passed* 8-0. The meeting adjourned at 7:45 p.m.

Next Meeting: February 9, 2016