

**LOWER PROVIDENCE TOWNSHIP
PARKS & RECREATION
AUGUST 8, 2017 MEETING MINUTES**

1) Call to Order

A) Vice-Chairman Wurtz called the meeting to order at 7:00 p.m.

2) Pledge of Allegiance

3) Roll Call:

A) The following Parks & Recreation board members were in attendance: Vice-Chairman Wurtz, Ms. DiPaolo, Mr. Mascaro, Ms. Mazza, Mr. Neilson and Student Representatives Mr. Beil, Ms. Hallman and Ms. Tse.

B) Also in attendance: Karl Lukens, Director of Parks & Recreation and Jason Sorgini, Board of Director Liaison.

4) Meeting Minutes:

A) Review/Approve meeting minutes of June 20, 2017.

- i) **MOTION:** Ms. Mazza made a motion to move the minutes of June 20, 2017 into the record. Ms. Hallman seconded the motion. The motion *passed* 7-0.

5) Old Business

A) Redtail Field Update (MUSC)

- i) Mr. Lukens reported there were no updates at this time. He stated he will contact the organization to request a status and remind them of the requirements of their lease.

B) Capital Plan Update

(1) Mr. Lukens reviewed the Parks & Recreation Five Year Capital Plan through 2022. He noted the items in progress and which needed to be started including the park sign improvements and the comfort station upgrade. He asked the Board to look at the DellAngelo play structure update, noting that there would be an ongoing maintenance cost associated with it. Mr. Lukens said that he feels it is a good project but would like Board input. He noted that he had added improvements to the dumpster area and parking lot at the Audubon Recreation Fields to the spreadsheet.

(a) Ms. Mazza asked if the Evansburg State Park drainage issue had been dealt with. Mr. Lukens said that it had not as they were still putting in new signs. He said it is on the in-house jobs list and will happen either in late October or early spring.

(b) Mr. Biel asked about the status of the walking path at Cranberry Park, which was a line item on the previous Capital Plan draft. Mr. Lukens said that they made the decision at a previous meeting to create a mowed path. He said other improvements to the park have been placed on the Eagle Scout project list. Mr. Lukens said that once the development in the area is complete they will reevaluate the park.

(c) Ms. Mazza said this park is an ideal place for bat and bird houses as well as benches which could be Eagle Scout projects. She also reported a damaged fence along the trail at Eagleville Park. Ms. Mazza asked that an updated Capital Plan be sent to the Board for review.

(d) Vice-Chairman Wurtz asked about the timeline of approving the Capital Plan. Mr. Lukens said that once it is approved by the Board a recommendation for approval will be sent to the Board of Supervisors. He noted that this needs to be done prior to December but earlier would be better and, if there are no changes, they could approve

the plan at the September meeting. Supervisor Sorgini said that the plan looks very reasonable and doesn't see an issue for concern.

C) Independence Day Celebration (Re-Cap)

- i) Mr. Lukens showed video of the event and said the unedited video is playing on the Township's cable channel.
- ii) Vice-Chairman Wurtz asked for the attendance numbers for the event. Mr. Lukens estimated between 6,000 and 8,000 were in attendance on site.
- iii) Ms. Mazza reviewed the new stage set-up. She said she liked that the location as it opened up the area for the bathrooms and the playground but noted that the sound wasn't as good as she had hoped, and wondered if it was the location or the equipment. Mr. Lukens said he didn't think the band's equipment system was adequate for the venue.
- iv) Vice-Chairman Wurtz opened discussion about the glow items. Ms. Mazza said that moving the tent back to its previous position would help sales as people would pass it coming into the viewing area. She felt that sales were down this year and noted that some glow items didn't work. Mr. Lukens agreed and said that some items were leftover from last year and some were from the Police Department. He said that next year they would give leftovers to camp rather than holding on to them for the 4th of July event.
- v) Mr. Bobst said that the Optimist Club's location for selling food was better this year as there was no noise interference. He said their food sales went well. Mr. Lukens said that Kona Ice were also happy with their sales.
- vi) Ms. Mazza asked about the parking revenue. Mr. Lukens said they were busier than last year and the numbers reflected that. She asked if they were in the process of selecting a band for next year. Mr. Lukens said he typically does that in November or December. Ms. Mazza said that she will also start looking and forward names to Mr. Lukens.

6) **New Business**

A) Upcoming Events

- i) Mr. Lukens reported that summer camp ended on Friday, August 4th but there were still a few one-week camps left in the summer. He said the camps were very successful and they've received emails complimenting the staff on their work. Mr. Lukens announced that Camp Coordinator Emily Seeberger will not be returning next year but is putting together a binder of suggestions and is making recommendation for possible replacements.
 - (1) Mr. Biel asked if there was an excess of snacks left this year as well. Mr. Lukens said that they monitored the snacks well this year and there weren't as many left as in previous years.
 - (2) Ms. Mazza said she spoke to campers and counselors to get feedback. She asked what would happen on Field Trip Friday's during inclement weather now that Audubon School is no longer available. Mr. Lukens reported on the options that they use for indoor activities.
 - (3) Ms. DiPaolo reported that her children had a great time at the camp.
 - (4) Mr. Lukens reported that they used text messages and email blasts this year more than ever to update parents on late buses, etc. He noted that Sprint customers weren't always getting texts so the switched over to email blasts. Mr. Lukens said that they tried to be accommodating to parents as much as possible for pick-up.
 - (5) Mr. Bobst said the bicycle safety program was successful with 35 to 60 children participating at each school. He said out of 60 kids they had to readjust 50 helmets.

- (6) Mr. Lukens said that he has a meeting next week with the facilities person from the school district to see what their options are for next year. He said they are very cooperative in working with the Township.
- (7) Ms. DiPaolo asked about the photo contest. Mr. Bobst said there were only five participants this year but feels next year will be better as he announced that all participants will receive a gift card from Arnolds. Mr. Lukens said that he had a query asking if children who were not in camp could participate. Mr. Bobst said he could work with the Parks and Recreation Department to coordinate this. He said that he would like to focus the next contest on something specific to Lower Providence Township.
 - ii) Mr. Lukens announced that he would be advertising for a part-time assistant to start at the beginning of September. The assistant will help implement programs and oversee weekly programs. The position is for 15 to 20 hours per week.
 - iii) Mr. Lukens announced that PRPS District 3 will be hosting a golf tournament for which the proceeds will be donated to the Hegedus family. He said he will send more information to the Board.
 - iv) Bus trips – Mr. Lukens said that all summer trips are complete and they are looking forward to the New York City trip this December. He said that all trips are listed on the website as well as the list of discount tickets available.
 - (1) Ms. Mazza asked if there were any new programs or trips planned. Mr. Lukens said there is nothing brand new at this time.
 - v) Mr. Wurtz asked for an update on Fall Fest. Mr. Lukens said he will have an update at the September meeting. He said that they have already received calls from vendors and are working on bringing in a rock wall for this year.

7) Comments from the Board

- A) Mr. Lukens announced that this is the Student Representatives’ last meeting prior to their leaving for University. Mr. Wurtz wished them well and thanked them for their service to the Board, saying they have been excellent participants to the Board.
- B) Tom Bobst of the Optimist Club reported that they will be holding a Halloween party for younger children at the firehouse this year. He said the program is for 6th grade and younger and they will begin advertising earlier this year. Mr. Lukens said that if Mr. Bobst would like to send him a flyer he could send it directly to the camp population that this applies to.

8) Motion to Adjourn

- A) **MOTION:** Ms. Tse made a motion to adjourn. Ms. Hallman seconded the motion. The motion *passed* 7-0. The meeting adjourned at 7:50 p.m.

Next Meeting: September 12, 2017