

**LOWER POTTSTGROVE
PARK & RECREATION COMMISSION**

*February 27, 2007
Meeting Minutes*

Attendance: Thomas Troutman, Chair Alyson Elliott, Assistant Manager
 Patty Bleakley
 Patty Abdalla

Mr. Troutman brought the meeting to order at 7:00 p.m.

Mr. Troutman and the members of the Park & Recreation Commission presented Mr. Jim Leh a plaque in recognition of his years of service as a member of the Commission.

On behalf of the Park & Recreation Commission, Mr. Troutman welcomed new member, Patty Abdalla, to the Commission.

A motion was made by Ms. Bleakley, seconded by Ms. Abdalla, and unanimously carried by a 3-0 vote, to approve the meeting minutes of January 29, 2007.

A motion was made by Ms. Bleakley, seconded by Ms. Abdalla, and unanimously carried by a 3-0 vote, to approve the Treasurer's Report. Checking Account: \$2,785.14. Savings Account: \$127,678.18.

OLD BUSINESS

I. *Sanatoga Park Ball Fields*

Ms. Elliott presented members of the Commission with a letter from Reading Site Contractors she received a few minutes prior to the meeting. The letter was written to respond to design specification recently completed by Bursich Associates, Inc. It said the baseball field would need to be raised approximately three inches and the multipurpose field would need to be raised 15 inches in order to accommodate the new specifications – this would require an additional \$20,000 to make it work. There was significant discussion about what this meant for the fields. Ms. Elliott said that since she had just received the letters and was not an engineer, she would not begin to interpret what it meant. She would talk to the Township Engineer and provide them with the answers they were looking for.

II. *Annual Events Calendar*

Ms. Elliott reported that she and Ms. Corley are working on setting up the events on the annual event's calendar. She said things are moving smoothly on the Easter Egg Hunt, however, they are looking for someone to be the Easter Bunny. Ms. Abdalla said her 14-year-old son would be willing to be the bunny – he is good with kids.

The Fishing Derby has been pushed back a weekend to June 9, to accommodate Ms. Elliott's vacation schedule and so as to not conflict with anyone who might be away for the long Memorial Day week.

Ms. Elliott gave members of the Commission the website to Swank Motion Pictures, so members could choose movies for the movie nights. Additionally, she mentioned the tentative list for the summer concerts. Ms. Corley is waiting for bands to return their contracts before finalizing the list.

- III. *Grants*
Ms. Elliott reported that she is continuing to work on grant applications.

NEW BUSINESS

I. *Skateboarder Presentation*

Nevin Saul, Mike Rubendall, and Jason of North Valley Road presented their case for devoting space in a Township park for a skateboard park. They said that there is a high demand for places to skate and if a facility were built in the Township, there would be at least one hundred kids there everyday. Amity and Upper Providence Townships have similar facilities that are usually filled to capacity because they are filled with skaters from other areas. Skaters in these parks skate at their own risk and the park is always open.

The boys said they were not looking for a fancy skate park, and found that there are companies that provide “snap together” skate parks that could be assembled on 10,000 sq. ft. or less (approximately two tennis courts). They estimated that such a facility would not cost more than \$25,000, but, at the request of the Commission, said they would return to the March meeting with more information on costs, fundraising, sponsorships, etc. They said they were very committed to having a skate park in the Township and would do whatever it takes to make it happen.

II. *Annual Park & Recreation Newsletter*

Ms. Elliott said the annual newsletter is on schedule to be mailed with the trash bills on March 15. She suggested that the two-page newsletter would include a letter from the Chairman, information on this year’s events, the Township’s parks, and groups involved in the Township. Mr. Troutman suggested adding information about Smokey Norton, Jim Leh, and Patty Abdalla in the newsletter. He also suggested talking about all the new things the Township and Commission are doing in the parks. Ms. Elliot said she would try to squeeze as much information as possible into the two pages.

III. *Vendors in the Parks Policy*

Ms. Elliott said she had some difficulty locating policies from other Townships to determine how, if at all, they allowed vendors in their parks. She said she would look further. After some discussion, the Commission decided that Ms. Elliott should draft up a permit form, set an application fee, and establish a policy that the vendor must share 10 percent of their profits from sales at the events. All applications would be reviewed and approved by the Park & Recreation Commission for appropriateness.

IV. *Field Use Policy*

Ms. Elliott distributed drafts of a field/facility request form and usage fees. She said they are still in draft form and need a little work. After some discussion, the Commission decided to implement the request form in 2007 and the fee schedule in 2008 to give the sports association time to plan for the fees.

V. *Park & Rec Long Range Policy*

Ms. Elliott reported that she has started to inventory all the Lower Pottsgrove Township park and recreation assets and will begin working with John Fogel and the Public Works staff to understand how we handle our parks and recreation maintenance. She said she will send each member emails and ask for their responses on various topics, rather than trying to squeeze it into a meeting, since this requires a lot of time and thought to complete. She said she also understands that the Commission does not meet during the months of June, July and August, so she said she would

continue working with the group either through email or over the phone to try to finish this project before budgeting begins for 2008.

VI. *Part-Time Park & Rec. Employee*

Ms. Elliott reported that Matthew Price had volunteered to serve as the part-time Park & Recreation person, but asked the Commission for input on how to structure his time. After some discussion, the Commission determined that he should be the “go-to” person for the parks. During the week and during regular hours, he should be the one responsible for ensuring that the work is being done. During the weekend, he would put in over-time hours unlocking bathrooms, cleaning up trash, and otherwise ensuring that the parks and their facilities are in good working order.

VII. *Other Items*

Mr. Troutman said he did some research and found a fountain that would cost less than \$2,000 and would like to pursue this fountain, since it was less costly than the previous quote Ms. Elliott found. Mr. Troutman said it would also be nice to purchase a small flat-bottom boat to help maintain the fountain and lake.

A motion was made by Ms. Abdalla, seconded by Ms. Bleakley, and unanimously approved by a 3-0 vote to purchase a fountain and a boat to help maintain it if the cost was \$2,000 or less.

A motion was made by Ms. Abdalla, seconded by Ms. Bleakley, and unanimously approved by a 3-0 vote to adjourn the meeting at 8:50 p.m.

Next meeting: Monday, March 26, 2007