

**Springettsbury Township**  
**Parks & Recreation Board**  
**Meeting Minutes**  
**20 December 2004**

**In Attendance:** Board Members: Charlie Rupp, Chairman  
David Wendel, Director  
Gary Foller  
Sherry Nichols  
Barry Bloss  
Steve Wolf  
Cathy Holman  
Charles Wurster

**1. Call To Order**

**2. Changes To Minutes (15 November 2004)**

Minutes were adopted as is.

**3. Communication From Residents:**

None for this meeting

**4. Communication From Board Members:**

None for this meeting.

**5. Recreation Director's Report:**

- A. Budget – We had a successful year. We served 20,000+ people during the year, and we are well set up for 2005.
- B. Holiday Tree – The tree is doing well. We are looking to add additional electric during phase II so we may increase the number of lights on the tree next year. There was an excellent turnout for the tree lighting.
- C. Rental Policy – While the rental form is in good shape, the park policy regarding pavilion rentals needs one more look. We will discuss this at the January 17 meeting.

D. Comp Plan – Meeting was turned over to Charles Wurster who gave an overview of the Comp Plan as it stands now. Issues that touch on the Park and Rec Board included:

Martin Library

Rail to Trails

Link Parks

Sub-Community Centers

Movie Theatre

The session moved on to Brain Storming.

C.Holman – Are we meeting federal park ratio guidelines?

D.Wendel – The guidelines were introduced in the 1980's and are not in use in their original format. You base your facilities structure based on individual situational needs. We do meet the original guideline requirements for population to open space.

C.Holman – We should add banners to the outside perimeter light poles in the park to announce upcoming events. The hockey rink could be lined with plastic and flooded to form a skating rink during the winter months. C.Rupp supported this idea. G. Foller – Stated we should contact the hockey leagues to see if there was a need for an ice rink for leagues. He felt the in-line skaters would be disenfranchised by this move.

C.Rupp – We need a cross walk at the North corner of the park at Millers Farm.

C. Rupp – The State has a bike route around Springettsbury, but no one knows it's there. We need to raise awareness of it, and possibly like it with the other parks.

S. Wolf – We could layout nature walks at N.Hills and Camp Security. D.Wendel – There are Environmental Classrooms held at N.Hills. We could look at getting a grant in conjunction with the schools to expand on this program.

S. Nichols – It could be possible to set up sled runs at N.Hills.

C.Wurster – Should we consider having a non-voting Board Member from each of the school districts on the Park & Rec Board?

D.Wendel – They seem to want to remain independent.

## **6. Adjournment**

**Springettsbury Township**  
**Parks & Recreation Board**  
**Meeting Minutes**  
**15 November 2004**

**In Attendance:** Board Members: Charlie Rupp, Chairman  
David Wendel, Director  
Gary Foller  
Sherry Nichols  
Barry Bloss  
Cathy Holman  
Charles Wurster  
Absent: Steve Wolf  
Visitor: Paul Gunning

**1. Call To Order**

**2. Changes to Minutes (18 October 2004):**

4.C Board Comments to 4.D Board Comments  
4.D.2 “paced” to “placed”

**3. Communication From Residents:**

**A. Paul Gunning, York Suburban Lacrosse Club** – The club is 6-7 years old. Our long range goal is to be recognized by the High Schools. Growth is phenomenal in lacrosse right now. They need to secure fields for practice, and they don’t have a permanent game site that will allow them to play multiple games on a given day. Their composition is 50/50 Spring Garden/Springettsbury Township residents. They have 80-100 participants in the league. Their season is spring (Feb-May).

**D.Wendel** – The sports groups on average are very good at correcting stress to the fields (i.e. reseeding as necessary and not using in conditions harmful to the fields). Field allocation is done in early Feb. for the spring season. Lacrosse has safety zone requirements and netting needs to be erected to contain the ball.

**C.Holman** – It would be helpful if you could write up a proposal regarding your group’s growth and needs so that the P&R board could try and address your needs on a more permanent basis in the Comp Plan.

#### **4. Communication From Board Members:**

##### **A. Pavilion Rental Application –**

**S.Nichols** – (Handout) “The renter will be responsible to have a copy of the permit in their possession during the Pavilion occupancy.” That should be the final revision. C.Rupp called for a motion of approval by the board as amended. C.Wurster called. The vote was unanimous to approve the form for submission.

**D.Wendel** – (Handout) Draft copy of Park Policy RE the Pavilion Rental Policy. Please review. The Board will discuss the Park Policy next month. David raised the issue of a \$50 security deposit on the pavilion rentals. He researched numerous other parks and their rental agreements, and they all had deposit requirements. It was agreed a deposit was acceptable.

##### **B. Comprehensive Plan –**

**C.Wurster** – KSK is getting geared up for the comp plan. There is a meeting in November but not in December. By January it will be in full gear.

**C.Rupp** – C.Wurster will spearhead the Board discussion of the comp plan as he is the board liaison. Look over the hand-outs of the prior comp plans and maps and we will discuss this at length at our next meeting.

##### **C. Bocce/Volleyball –**

**S. Nichols** - (Handout) Picture of an actual Bocce court. Notices were put in the Township newsletter to gauge interest. There is an on-line Bocce survey.

#### **5. Recreation Director’s Report**

**A. Springettsbury Park – Phase II** – Pre-Bid meeting was held that a number of contractors attended. Bids will be opened this Friday. Had more response this time around. The bids should be within budget.

**B. Holiday Tree Dedication** – November 27<sup>th</sup>, 6pm. Saturday.

- C. **Susquehanna Radio Agreement** – Met with the new General Manager to determine interest. They are providing us with significant funds for sponsorship rights, but they want greater year-round visibility in the park (i.e. a permanent sign near the amp theater). They are renewing their agreement with us for next summer.
- D. **Parks & Recreation Annual Report** – (Handout) Go through it. We provided a high degree of direct services to a large proportion of our residents. The service and revenue numbers are in the report.

## 6. Adjournment

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
18 October 2004**

**In Attendance:** Board Members: Charlie Rupp, Chairman  
David Wendel, Director  
Gary Foller  
Sherry Nichols  
Steve Wolf  
Charles Wurster  
Barry Bloss  
Absent: Cathy Holman

**1. Call To Order:**

**2. Changes to Minutes (20 September 2004):**

4. A. 1. Change “post” to “have in their possession”

4. A. 2. Change “A Township employee should post the notice, but manpower will not reasonably allow. The boards would most likely end up vandalized and ultimately be ineffective. On the signature line liability verbiage, remove the duplication on the form and replace it with the Township approved language” to “However, mounting a sign at each pavilion indicating that pavilions can be reserved and that those with a permit have first priority could help alleviate any potential conflicts. Additionally, providing the police with the reservation schedule could help with enforcement”

4. B. 1. a. Change “Is at risk for” to “May be open to potential” and Change “David has spoken with other park directors and enforcement is almost impossible to “At this time, no reports of complaints from walkers or other users have been filed”

C. 2. Change “To SKS to “However, I am not aware of the name of the firm but their based”

C. 3. Change “Handed out a draft version of the comp plan as an example of what we will need to be assembling over the next year” to “Provided the board with some preliminary ideas to consider when addressing the comprehensive plan”

- 5. B. Change “Based on our current usage the Township would owe \$11,000 to York Suburban” to “Based on our past usage, that the Township would pay \$11,000 to York Suburban in rental fees for the 2004-2005 school year”
- 5. D. Change “Telimark” to “IntelliMark” Change “As beta group” to “To develop and Change “As the beta group” to “In this joint venture”
- 5. F. Change “Being provided for” to “Proposed for ongoing”

**3. Communication From Residents:**

**1. D. Wendel:** Reported that he received numerous positive comments regarding Saturday in the Park. Nothing negative at this time

**4. Communication From Board Members:**

**A. Pavilion Rental:**

**1. S. Nichols:** Handed out application form with changes made as recommended from the September meeting. Minor adjustments to be made but nearly complete

**2. D.Wendel:** We will continue to review and refine the application/permit as needed in preparation for submission to the Township Manager for review.

**B. Comprehensive Plan:**

**1. C.Wurster:** Discussed how the comprehensive plan will impact the parks and recreation department and how the board can participate in the process. Board should develop a vision plan of the parks and recreation needs and desires of our community and share this vision in the development of the comprehensive plan. Propose ideas, identify the important elements to be addressed and provide an outline of each piece. Where do we want the parks and recreation department be in 2014? The comprehensive plan will be our blueprint for the next ten years.

2. **D. Wendel:** Think globally but have a narrow focus when addressing each area. For example, when identifying park needs throughout the Township address them on a District basis rather than our park system as a whole. This will help in determining neighborhood park needs as well as Township wide needs. Distributed parks and recreation piece from 1990 Township comprehensive plan for board to review and to identify what has been accomplished in last 14 years. Also provided diagrams of Township park system. A recreation study completed in 1987 was referred to in the 1990 comp plan but it has not been located.

**C. Springettsbury Township Park:**

1. **D. Wendel:** Phase II bids will be advertised in the coming month. We anticipate construction to begin in early 2005 with completion in late spring

**D. Board Comments**

1. **C. Wurster:** Discussed the establishment of a recreational volleyball league for spring play. Information will be placed in the winter brochure to solicit community feedback to determine the level of interest. Mr. Wurster will be the primary contact to gather information and establish the league if interest dictates.
2. **S. Nichols:** Information will be placed in the winter brochure to determine the level of interest in Bocce. Mr. Wendel will gather information and report it to Mrs. Nichols. An online survey will also be placed on the Township Web site as another outlet to solicit community feedback. If the level of interest dictates, we will identify a location for such a facility and determine cost.

## **5. Parks & Recreation Director's Report**

### **A. Saturday in the Park:**

1. Saturday in the Park was a big success. The event attracted thousands. The volunteers contributed significantly to its success of the event.

### **B. Dog Park:**

1. D. Wendel and Andy Mears from YSM presented the preliminary dog park design to the Board of Supervisors. The presentation was well received except the cost seemed to surprise the Board. It was explained that the design plan showed a high end dog park and that the budget could be trimmed especially if some of the work could be done by our public works department. The next step is to schedule a public meeting sometime in early 2005. An email distribution list has been created to contact those that responded to the survey. An initial correspondence has already been done.

### **C. Park Patrol:**

1. Commended Gary Foller for his initiative and proactive approach in the enforcement of the park rules, specifically dogs in the park. Gary has been distributing copies of the park rules to those he observes walking dogs in the park. This friendly, non confrontational approach has made more people aware of the park rules. The establishment of a park patrol for Springettsbury Park comprised of users of the park might be an initiative worth pursuing in 2005.

### **D. Basketball Courts:**

1. A request was made by M2Sports to use the basketball courts at Springettsbury Township Park for a youth summer basketball league. The request was denied because it would conflict with summer playground activities. Furthermore, the P & R Board

opposed the idea of having a for-profit organization using our facilities at no charge. We should consider establishing a fee policy for for-profit organizations.

**6. Adjourned**

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
20 September 2004**

**In Attendance:** Board Members: Charlie Rupp, Chairman  
David Wendel, Director of Recreation  
Barry Bloss  
Gary Foller  
Cathleen Holman  
Sherry Nichols  
Absent: Steve Wolf  
Charles Wurster

1. **Call To Order:**
2. **Changes to Minutes (16August 2004):**  
None at this meeting
3. **Communication From Residents:**  
There were no communications for this meeting
4. **Communication From Board Members:**
  - A. **Pavilion Rental Policy:**
    1. S. Nichols: RE posting permits, the renter will be responsible to have in their possession the permit 12 hours prior to the event.
    2. D.Wendel: We could have a display board at each park with the scheduled reservations for each week. However, mounting a sign at each pavilion indicating that pavilions can be reserved and that those with a permit have first priority could help alleviate any potential conflicts. Additionally, providing the police with the reservation schedule could help with enforcement.
    3. B.Bloss: RE Cancellation. The Township needs to retain, in writing, the right to cancel a reservation should the need arise. There was some discussion on how detailed to take specific

rights and liability issues on the form itself. These issues will be discussed further at the next meeting.

4. C.Rupp/D.Wendel: The Renters need to receive a copy of the park rules and sign off on their receipt. A copy of the signature needs to be kept on file.

## **B. Risk Management:**

### **1. Skateboarding in the Park:**

- a. D.Wendel – Forwarded an e-mail to all Board Members from the Risk Manager stating that once a problem has been identified and no overt action is taken, the Township may be open to potential liability for not having actively attempted to discourage the risky behavior. The reality is that the behavior of misuse of park property by the in-line skaters and skateboarders is present but not pervasive. At this time, no reports of complaints from walkers or other users have been filed. The other option is to cover the park with signs. These are not viable options.
- b. G.Foller – He walks in the park every day at various times, and he has not recently seen examples of dangerous behavior.
- c. C.Holman – She has seen examples of misuse of park property and feels we should have a written policy to cover the Township from a liability standpoint.
- d. C.Rupp – He does not feel we need to address this issue further at this time.

## **C. Board Member Comments:**

1. C.Rupp – Has the contract for the Comp Plan been awarded? Also, feel there needed to be further clarification on the flexibility of the RecWare software.

2. D.Wendel – Yes, however, I am not aware of the name of the firm but their based out of Philadelphia. The RecWare software has the ability to provide documentation and support for all aspects of the interaction between P&R and the municipal functions including demographic data, facilities rental, programming, documentation, forms generation and more.

3. C.Holman – Provided the board with some preliminary ideas to consider when addressing the comprehensive plan. It was agreed the Board will need to start brain storming a bit at the next meetings.

## **5. Recreation Director's Report**

**A. Saturday in the Park** - The next meeting is Wednesday, Sept.29. D.Wendel – It would be nice if all the board members and their families come to Saturday in the Park. We still need some help on Friday to set up – several of the board members volunteered their help.

**B. Facility Use Policy – York Suburban** – D.Wendel handed out a copy of the York Suburban Policy. Appendix A Category II applied to the Township. It was estimated by the standards of this policy based on our past usage, that the Township would pay \$11,000 to York Suburban in rental fees for the 2004-2005 school year. This new policy gives us a strong argument to build our own recreation center. We have moved several classes to N.Hills Elementary which is available but not optimal being as the classes are now being held in the cafeteria there.

**C. Fall Programs** – We are off to a great start. Most of the fitness classes are at capacity. The level of participation is high for all classes. I should have an annual report next month or so, which will show an increase in participation.

**D. Recreation Database** – IntelliMark has agreed to come to Springettsbury to use our P&R department to develop a new recreation department software package. The township would receive this customized program free for participating in this joint venture. IntelliMark would be working first with Andy Hinkle our IT contact and then with D.Wendel on the document formatting and data development end of things. C.Holman offered to volunteer any time that would be of help to David since she has a background in database development.

**E. Annual Report** – Will hopefully be available at the next meeting.

**F. Budget Meeting** – D.Wendel had a budget meeting with the Township Manager and funding is proposed for ongoing park improvements. He (David) felt there should be some money there to get done what we want. He was less certain about funding for a full time clerk which has been requested. C.Rupp – Has done a study in the area and clerks are getting between \$10-18/hr. in this area.

**G. Dog Park** – D.Wendel will be presenting the preliminary plan to the Board of Supervisors on Thursday at the monthly meeting. This is just an informational presentation.

**H. Agenda** – D.Wendel asked all the P&R board members to let him know prior to our meetings if an issue will require lengthy discussion. If it will, they should e-mail David so it can be added to the agenda prior to the meeting.

**6. Adjournment**

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
16 August 2004**

**In Attendance:** Board Members: Charlie Rupp, Chairman  
David Wendel, Director of Recreation  
Gary Foller  
Cathleen Holman  
Sherry Nichols  
Steve Wolf  
Charles Wurster  
Guest(s): John Holman, Township Manager  
Absent: Barry Bloss

1. **Call To Order:**
2. **Changes to Minutes (19July2004):**
  - A. 3. Change “Non” to “None”
  - B. 4.C.2. Change “and given” to “and has given”
3. **Communication From Residents:**

There were no communications for this meeting.
4. **Communication From Board Members:**
  - A. **Pavilion Rental** –
    1. S. Nichols: Handed out revised rental form as discussed in last months meeting (see attached). Fee on rental to cover paperwork processing costs and cleanup verification. Was some discussion on whether cleanup verification would be necessary and/or advisable. General consensus was that we would plan for people to clean up after themselves until we had real reason to see that it was not being done.
    2. D.Wendel:
      - a. We have a good framework for the policy in this document. We need time to review the details before submitting it. We will review until the next meeting.

b. There is going to be a need for a placard at the pavilions on who to contact to notify if there is a conflict on usage (two groups show up at same time, etc.).

c. There is also a need for new software (Recware being looked at) to generate forms, receipts and handle scheduling effectively with lowest number of man-hours. The Recware costs 10k for the database, 1 full day of training, provide on-line tech support and they will transfer current data to the new program. This package also has the capability to handle on-line registrations.

## **B. Board Member Reports**

### **1. Comp Plan –**

- a. C.Wurster is on the Comp Plan Board. He introduced J.Holman who was present to give an overview of the Comp Plan process and status. He stated that we are just getting underway. The process should be completed every 10 years; it's been closer to 15 since the last plan was completed. The Comp Plan is a Blue Print of how you want your town to look. It addresses planning, zoning, environment, open space, park land, transport and budget. The Township received a total of 7 RFP's – 4 of the planners were selected to present their RFP's to the Board of Supervisors. One plan will be accepted. It is important that the P&R Board be involved in the planning process. It is the Township Managers job to implement the plan.
- b. D.Wendel: His immediate need to support the Comp Plan and the other ongoing long-range planning processes the Township is involved in is for a full-time, year round clerk/typist.
- c. All the Board members need to consider future needs for the Township. The NE quadrant is the most in need to parks, being still largely farm land. A great deal of information is needed both on land usage and population breakdowns in order to properly assess needs and potential land usage especially relating to subdivision recreation fund.

2. **Holiday Tree** - C.Holman: Need a written update from Teri Merkel regarding costs and timing. Costs have increased to

about 7k. The location of the tree has been marked (green stake in ground). Will try to get solid information for next meeting.

3. **Bocce** - S.Nichols: Karen Chronister has agreed that we can list her phone number as the head organizer of a Bocce league in Springettsbury. We can consider adding a bocce court to the comp plan for the SE corner of the park.
4. **Skateboarding/In-line Skating** – C.Rupp asked D.Wendel if he had had a chance to check with our Risk Management Consultants regarding the Parks legal liability vis-à-vis abuse of park regulations by skateboarders and in-line skaters. He said he had not had the opportunity yet, but would certainly be able to report on that by the next meeting. The main issues are:
  - a. Some skaters are abusing the park regulations by skating on stairs, rails, grass. All the Board Members have observed these abuses at one time or another. D.Wendel, who is in the best position to observe the park, states that these abuses seem to have declined over the last year.
  - b. Is enforcement of the current regulations realistically possible? No. While an increased police presence during peak park usage times might help, there is no realistic way to totally eliminate the problem. We need to rely on public interference to ensure proper behavior.
  - c. D.Wendel said he has spoken with different groups of the skaters, and they appear to be a small, vocal group many of whom are from out of area. While the idea of a skateboard park has been raised in the past as a method of deterring abuse, this has not been the effective outcome in other communities. The skaters want constant variety and an uninhibited outdoor environment to perform in. A Skateboard Park will not provide that. Most of the parks built in the area are poorly used.
5. **Suburban School Rental Fees** – The Suburban School Board vote on whether to charge non-profit groups for the use of their school facilities has been delayed again until this evening. The information imparted to D.Wendel is that some sort of fee will be approved. The working number being used in the proposal

is that Springettsbury Township would be responsible for \$11,000 for its current usage. At that cost we would have to discontinue use of those facilities and move fitness classes to the North Hills cafeteria. Classes currently run about \$40-50. To cover the increased fee classes would have to be charged \$75. There are currently about 600 people who participate in these programs at the suburban school. At \$75 these classes would not be competitive with other offered programs in the area.

6. **Park Tour by Board Members** – C.Rupp: We reviewed the makeup of the parks and what has been done. We saw the staff in action. S.Nichols: It's the best the parks have ever looked. It was generally observed (with some amusement) that while all the parks contain bicycle racks, none of the racks were in use.

5. **Recreation Director's Report:**

- A. **Summer Concert Series** – Summer series concluded Sunday with Beatlemania. People were arriving at 2:30 for the concert. It was the best attended concert of the summer. Had the weather been better, more of the concerts would have been that crowded. The series went well despite the rainy summer. The only complaints were about rain and decisions on whether to move in-doors or not. Announcing the ticket sales for special trips at the concerts helped increase sales of tickets.
- B. **Playground Program** – (Handout) Will provide more complete numbers next month. G.Foller helped judge the art competition which he said had some very impressive efforts. This program in the single largest item on the budget. C.Rupp – attendance at 6 of the parks rose from week 1 to week 8. These numbers reflect the quality of the programs and interest in them by the community. It would be more normal for attendance to drop as the children became bored with a repetitive offering. The opposite occurred. D.Wendel- Springettsbury Park had the most behavior problems and we finally were forced to ask a few children not to return. This was done with great reluctance and after enormous forbearance on the part of the staff. This park has more outside attendance than the other parks.
- C. **Saturday in the Park** – (Handout) Meeting will be Thursday August 19 at noon in the park.

**D. 2005 Budget** – (Handout of new P&R Brochure, and rough budget). There was an overall increase from '04 to '05 of \$78k or roughly 25%. Some of the significant impact items were:

1. New clerical staff worker at \$20k
2. Rental Lease, \$11K for Suburban School property usage fee
3. Performances, \$7k for proposed July4 fireworks – while sponsorship can be obtained to offset this it becomes again a manpower issue (especially clerical) to be able to consider additional activities of this nature in the park.
4. Subdivision Recreation Funds in some areas are decreasing due to building being completed.

## **6. Adjournment**

**Springettsbury Township  
Parks & Recreation Board  
19 July 2004**

**1. Call To Order**

**2. Correction To Minutes**

- A. Change P&R Board Agenda item 2 from “Action on Minutes” to “Correction To Minutes”
- B. 4.A – Change “in Kennett” to “Buchanan Park, Lancaster, PA”
- C. 4.E.1 – C.Wurster change to B.Bloss
- D. Page 3 change 4. to 5.
- E. 5.C – 26<sup>th</sup> to 27<sup>th</sup>
- F. 5.E – June 23<sup>rd</sup> to 24<sup>th</sup>

**3. Communication From Residents:**

None as of this meeting

**4. Communication From Board Members:**

- A. **Comprehensive Plan** – D.Wendel reports that C.Wurster is a member of the comp plan committee and will be reporting back to the P&R Board with updates as they relate to this board. John Holman will be attending next months P&R Board to bring the board up-to-date on the focus and purpose of the comp plan. C.Rupp said he would bring in his copy of the last Springettsbury Township comp plan.
- B. **Parks Tour** – D.Wendel will get three alternative dates and e-mail the board members to set up a new tour date.
- C. **Board Member Reports** –
  - 1. **Dog Park** – C.Holman reported that while on vacation she toured a brand new dog park in Punta Gorda, FL. It was of comparable size to ours and was built with a budget of 68k. It included separate large/small dog areas, walking paths, picnic tables, benches, drinking fountains, trash receptacles, tools available to pick up dog litter, and vinyl coated fencing.
  - 2. **Christmas Tree** – Terri Markley is continuing to solicit sponsors for the Holiday Tree in the park. An Arborist has been to the park regarding moving the 20ft. Blue Spruce

from the back corner of the park and has given a preliminary estimate of \$3,700 which would include several months of after the move care for the tree. A full report should be available for the next meeting. Preliminary advertising for the Thanksgiving Tree Lighting has been started.

3. **Bocce** – C.Holman reported that the Bocce court in N.Wildwood was built completely in-house during the construction of the parking lot in the entertainment district. For that reason it had no official cost. Should future plans for parking in that section of the park commence, a similar plan could be explored. S. Nichols reported that both Victors Restaurant and York Township have Bocce courts. She has been in contact with several prominent people involved in the sport and is hoping to solicit a commitment from one of them to assist in organizing the Bocce play in the park. She will have more to report at next meeting.
4. **Skateboarding** – Several Board members have witnessed misuse of skateboards in the park including skating on the stairs and on seating areas. C.Holman inquired as to whether the park has a written guidelines policy for skateboarding. D.Wendel stated skating is prohibited around the amphitheatre, but otherwise is not restricted. He said he would check with the Risk Management Advisors regarding whether there is a need to have a more explicit written policy to protect the Township in the case of litigation from injury.
5. **Park Pavilion Permit Application** – S.Nichols distributed copies of revised policy. Need to add Camp Security to list of parks at top. Board decided to leave the credit card information block on as the form will not be in effect until next year, and hopefully that information will be able to be used electronically by then. It was also decided that as with all park events, a tiered fee structure will be in place with residents paying a slightly lower fee than non-residents. D.Wendel stated that since the pavilion is to be funded by DCNR money that non-residents have to be allowed equal access. For continuity, all the parks are to have the same fee schedules. The final issue raised is who would process the applications, and the fact that the current

software is inadequate to track the current information flow. A full-time computer literate clerk is needed for the P&R department.

5. **Recreation Director's Report:**

- A. **Concert Series/Sponsorship** – Per the Radio Station, they are at \$61,000 and we receive 11% of that. The Relationship is working very well. D.Wendel reported that the decision whether to move concerts inside due to weather has been tricky, but for the most part has worked well sticking outside. Despite the weather the concerts have been well attended and the responses favorable.
- B. **Playground Program** – D.Wendel handed out attendance numbers on the summer programs in the 9 Township parks. Attendance has hit its highest levels since the program started. The one staff member who left was able to return bringing staffing to a total of 30 to handle the some 700 participants. Pre-registration continues to increase to a level of about 50% this year. Enthusiasm among the staff is high. David mentioned that art work from the program will be displayed in the Galleria Mall Art Show July 28<sup>th</sup>-31<sup>st</sup>.
- C. **Springettsbury Township Park – Phase II** – As reported, the bids received for Phase II were higher than budgeted, so Phase II will be delayed until Spring when the project can be re-bid.
- D. **Saturday in the Park** – Meeting is Thursday, July 22 at noon. Everyone is invited and encouraged to attend.
- E. **Facility Use Fee** – York Suburban School Board is meeting tonight to consider enacting a user fee for its facilities we currently make use of free. We use York Suburban Middle School Gym for basketball and E.York Elementary for aerobics. D.Wendel will report more as information becomes available.
- F. **P&R Annual Report** – The report is in progress. It is usually completed by September. He will pass out copies of last years report at the next meeting. The issue of labor is addressed in this document.

6. Adjournment

# **Parks & Recreation Board**

## **Meeting Minutes**

### **21 JUNE 2004**

**In Attendance:** Board Members: Charlie Rupp, Chairman  
David Wendel, Director of Recreation  
Charles Wurster  
Sherry Nichols  
Barry Bloss  
Steve Wolf  
Gary Foller  
Cathleen Holman

#### **1. Call To Order:**

#### **2. Action On Minutes (17May2004):**

- A. 4.B.7. Change “are not utilizing” to “could utilize”.
- B. 4.B.(cont).3. Change “was to current” to “was no current”.
- C. 5.C. Delete “in Pleasureville”.

#### **3. Communication From Residents:**

- A. C.Rupp: The response from the public at the first summer concert was phenomenal. “People are real gung ho.” About 2000 people were in attendance.
- B. G.Foller: The Ladies restroom ran out of Toilet Paper.
- C. D.Wendel: Will see about having a staff member on duty during the concerts to monitor supplies.

#### **4. Communication From Board Members:**

- A. **Bocce Ball Court** – S. Nichols: She is looking for bocce clubs in area, but not having a lot of luck. Have another name to call yet. D.Wendel: Said he will bring in an article on a court in Buchanan Park, Lancaster, PA. Said he still needs to contact the Senior Games about their interest. C.Holman: Will see if she can get the construction information on the Bocce Court down in N.Wildwood, NJ.
- B. **GLB&A Subdivision Plan** – 9.39 Acre parcel. Developer wants to make 3 lots. He would owe us 6/10 acre, the fee in lieu of being

\$2500. The money would go into the district. D. Wendel: We usually only take 3 acre plots, otherwise we take the fee in lieu of. Development is not usually cost effective on smaller plots.

**C. Dog Park Master Plan**

1. Springettsbury wants the park because (1) we prohibit dogs from the main park, (2) there is a need. The best identified location is Camp Security (Eastern Blvd./Locust Grove) because it has parking and is somewhat isolated but visible. This location would be the least costly to develop. The architectural site plan shows the “wish list” dog park with all the bells and whistles. As shown the cost would be \$131,000. This would include ADA parking, doggie drinking fountains, two separate play areas (one for large dogs and one for smaller dogs), vinyl coated wire fencing, signage, landscaping and construction costs. If we can get Public Works to do some of the work, the cost breakdown for the park could be as follows:

i. 6' Vinyl Fence	25,000
ii. ADA Parking	11,600
iii. Signage	2,000
iv. Landscaping	5-8,000
v. Water Line	6,500
vi. Earthwork	2,500
vii. Erosion Control	5,000
viii. Water Fountain	<u>3,000</u>
	<hr/> <u>60,600</u>

2. Other issues raised included how often the trash would need to be emptied, where the funding for the extra man-hours would come from. It was emphasized by C.Rupp that most of the other parks studied were self-policing regarding picking up waste.
3. S.Nichols raised the point that some parks use a registered dog tag system to control entry to the park and the defray maintenance. The Board discussed various ways this could be implemented, but still were uncertain who would ultimately have responsibility to handle the day-to-day paperwork of processing the tags. It seemed evident the Rec Dept. is in need of summer clerical assistance to handle increased revenue issues.

**D. Park Gardens/Holiday Tree** – C.Holman reported that Teri Markley was in charge of the Holiday Tree project. She is actively pursuing

sponsors for the tree, the lights and other holiday related items. There should be more to report at the next meeting. Also, Charlie Lauer is gathering information about possibly moving an existing tree from the back corner of the park to use as the Christmas tree. It is about 18-20 ft. and a blue spruce. Moving the tree would save money and potentially allow a space for a future parking area in the back corner of the park. Will present the exact numbers as they become available. The Township will be planning a dedication for the tree to Laurie Mitrick probably at the Thanksgiving Tree Lighting Ceremony. I will stay in touch with Teri to provide greater detail at the next meeting.

#### **E. Board Member Reports**

1. **B.Bloss:** The Board lost Brickers sponsorship for the Saturday in the Park. They did say maybe next year. They felt they had too many commitments already for this fiscal year.

### **5. Recreation Director's Report**

#### **A. Summer Concert Series/Sponsorship**

1. The Radio sponsor has paid the \$10,500 up front. The Township will be paid monthly based on level of sponsorship currently 11%. We have recovered 2/3 of total cost of concerts (33,000). We could potentially reach \$30,000 in sponsorship dollars.
2. S.Nichols asked if we could use the concert brochure to disseminate information. It was discussed but decided that that would constitute a conflict with the sponsors. However, it was decided that information could be handed out at the concerts by township employees only (not special interest groups) for the purpose of gaining information on interest in special projects. Sherri will be refining the idea more until the next meeting.

**B. Playground Program:** Starts June 14<sup>th</sup> at 10 locations in the Township. We are in the 2<sup>nd</sup> week. E.York only had 15 registered, 8 of which were dual registered at Kingston. May consider shutting that location down. Kingston park has the highest registration followed closely by Stoneybrook. All the parks registrations are up from last summer. Lost one staff member due to a death in the family.

**C. Park Improvements/Tour:** The Board usually does its tour in the fall to identify areas that need work. With two new Board members would like to move the tour up to July this year. It was decided that July 27<sup>th</sup> at 6pm the Board would meet at the Township Building to begin the tour of the parks.

- D. Springettsbury Township Park – PhaseII** – July 2<sup>nd</sup> is the deadline for bids on Phase II. The rain this spring is getting to be an issue with the bids. Many contractors are behind due to the weather, and it is feared bids will be high (or not received) because the contractors don't have time to take on new projects. We will have to wait and see.
- E. Saturday in the Park** – There is a meeting Thursday, June 24, 2004 at noon in the Township Building. Everyone is invited and encouraged to attend.
- F. Pavilion Reservations/Rental Policy**: S.Nichols and C.Rupp presented a draft policy to the Board. Certain details were discussed for change. The revised for will be resubmitted next month. The issues discussed were:
- i. Whether the applicant must be a township resident
  - ii. If a credit card can be utilized as a security deposit. Currently they cannot because the Township doesn't have the technical ability to process a card electronically, but are looking into whether this ability will be available in the next year.
  - iii. Can a photo ID be used to identify residency/identity.
  - iv. The current fee structure is based on usage numbers and size. May need to increase this number to cover maintenance and labor. The cost of misuse of the facility must also be built into the fee structure.
  - v. Need to consider manpower impact as a budget item. Someone will need to process the request for rental forms, handle the deposits, track the schedules, police the sites before and after rental, and handle any misuse charges. We again come back to the fact that the Recreation Department needs, at the least, part-time clerical help in the summer to assist revenue generating functions.
  - vi. Add list of all the parks with pavilions to the top of the form for assist in clarification when applications are submitted.

## **6. Adjournment**

**SPRINGETTSBURY TOWNSHIP**  
**Parks & Recreation Board**  
**Meeting Minutes**  
**17 May 2004**

**In Attendance:** Board Members: Charlie Rupp, Chairman  
David Wendel, Director of Recreation  
Charles Wurster  
Sherry Nichols  
Cathleen Holman  
Guests: Nick Gurreri, Board of Supervisors  
Lisa Boll, Outback Designs

**1. Call To Order:**

**2. Action On Minutes:**

- A. Per 19 April Meeting, Charles Wurster stated he was not present at this meeting. David Wendel will correct the minutes and redistribute for final approval.

**3. Communication From Residents:**

- A. No communication from residents

**4. Communication From Board Members:**

- A. **Board Appointments** - Nick Gurreri offered a welcome to the new Park & Recreation Board Members. Gary Foller was not in attendance, but may not have received notice of the meeting. David Wendel will contact him tomorrow. Cathy Holman was welcomed by the other Board members.
- B. **Lisa Boll of Outback Designs** – Nick introduced Lisa who was present to make an offer of services to the Board. Lisa offered her credentials and explained her 20 years experience in design landscaping. She has a history with the Township having pro bono set up the composting site a few years prior. The points she fielded were:
  - 1. A more organized design plan in the beds would allow for easier maintenance

2. Volunteer labor pools could be organized to 100% take over care for the improved planting in the 3 main beds, though focus could start in just one bed to begin with.
3. Since water availability is an issue with some of the beds, she can also plan/plant very low water beds.
4. Possible sources for labor pools could be retirees, Assisted Living Facility Members, Bridge Clubs, Garden Clubs. Though she pointed out some of these groups would require transportation to and from. There is the additional problem that many of these groups are not “On Line” so communication would have to be direct.
5. Scouting groups were fielded by members of the Board as a possible stable labor source also. It was pointed out that our new Supervisor George Dvoryak is a member of the girl scout council and may be of some help there.
6. She stated she could help find low cost options for source materials, and she could act as ambassador to buy a Christmas tree for the township. In this, while many groups like acknowledgement signs she doesn’t care for them and would recommend notice acknowledgement in the newsletter, local paper or other alternate public source.
7. There are a lot of maintenance savings steps Public Works are not utilizing. She offered to train the department personnel in these steps and in various methods of trimming, weeding and otherwise more efficiently maintaining the park grounds.
8. She is also available to provide numbers and cost estimates for all of the above services.

**4.B.(cont.)** Lisa was thanked for her attendance and information and she and Nick left. The board raised the following issues:

1. Was Ms. Boll expecting remuneration on any of the offered services? The Board was unclear on this issue.
2. Who was responsible from the Township Christmas tree? Cathy Holman offered she had heard that Teri had been put in charge. She offered to verify this.
3. This issue of water availability was again raised regarding planting the tree, David Wendel said there was to current close source, but that a water wheel was planned for Phase II of the park.
4. There was discussion of where the tree should be purchased and what size it should be. The main candidates were Heuters and Stauffers. It was pointed out that Jane Gurreri works at the former location and may be a good information source.

#### **4. Communication From Board Members (cont)**

##### **C. Board Member Reports**

1. Sherry Nichols – Would like to see a Botchi or Lawn Bowling court built in the park. After some discussion the following points were raised:
  - a. It is a good idea with much potential for use
  - b. More data needs to be accumulated regarding where it can be located (level area, well drained, seating, cover)
  - c. David Wendel is on the Senior Games committee and could see about getting an expression of interest from them.
2. Charlie Rupp – RE the Dog Park, while in Arizona observed a park there and spoke with owners. While the parks are extremely popular there are some difficulties with control. The parks can become overcrowded (too many dogs at one time) and fights occasionally break out. David Wendel responded that he has researched various parks in the area and while, yes, there are some control issues, the pet owners by and large are quick to intervene. The disturbances tend to be minor and there have never been any serious injuries or accidents. The biggest problem will be controlling the numbers/flow – number of dogs at one time in the park. Interest is high with some 200 hits on the Township website for this issue.

#### **5. Recreation Director's Report**

##### **A. Saturday In The Park**

1. There will be a meeting Thursday, May 20 at noon in the Township boardroom. Everyone is welcome and encouraged to attend.
2. Sherri Nichols recommended the Township set up a Township Rec Center Signup Table at this event to distribute information on various groups functioning in the park and to get expressions of interest from the public on proposed new groups. It was agreed the displays would have to be professional and organized. It was agreed the idea merited further discussion.

**B. Summer Concert Sponsorship:** Susquehanna Radio has an exclusive 3 year contract for the summer series. We have received the 2004 payment of \$10,500. They have raised close to \$80,000 in commitments for the series so far. Financial interest in the series is continuing to grow with this exposure. Charlie Rupp

asked David if Barry Bloss had spoken with the sponsors yet and David responded not as yet. He would get back to Charlie on that.

- C. **Playground Program**: Starts June 14<sup>th</sup> at 10 locations in the Township. There will be no program at the Hawks Club, but there is at the E. York Elementary school in Pleasureville.
- D. **Seasonal Brochure**: Mailed this week. All information in on the net.
- E. **Hawks Club Property**: The Township Manager, David Wendel and the Hawks Club representatives met with the area residents representing themselves as the Parents of Pleasureville for the Park (POPP). It was emphasized to this group that the Township does not own the property were the equipment was removed. The equipment was removed by the Hawks Club for safety reasons. It was pointed out that most of the Township residents do not have a park they can walk to. The Township is working on a comprehensive plan and plans to do an analysis as to the needs of area residents vis-à-vis all the area parks
- F. **Pavilion Reservations/Rental Policy**: Sherri Nichols has been researching this issue. Charlie Rupp offered to assist her investigations and for the both of them to present a draft policy to the Board at the June meeting.
- G. **Kingswood Estates**: Access to the PennOak South Park from this location was discussed along with the new proposed sidewalks approved by the Board of Supervisors at its last meeting. It was agreed there would be traffic across the Edgewood/Kingston intersection once the new housing development was built.

## 6. Adjournment

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
19 April 2004**

**In Attendance:** Charlie Rupp, Chairman  
Barry Bloss  
Sherry Nichols  
Steve Wolf  
David Wendel, Director of Recreation

**Absent:** Charles Wurster

**1. Call To Order:**

**2. Action On Minutes:**

A. March 2004 Minutes Approved

**3. Communication From Residents:**

A. No Residents Present

**4. Communication From Board Members:**

**A. Kingswood Estates:** The P & R Board reviewed and discussed the modifications made to the Kingswood Estates Subdivision Plan. The changes included eliminating sidewalk south on Edgewood Road and directing pedestrian traffic into the subdivision through an easement located at the corner of Kingston and Edgewood. This would provide pedestrian access to the sidewalk areas within the subdivision for safer pedestrian movement.

The P & R Board agreed that this plan may improve safety and, since the sidewalk south on Edgewood would essentially dump pedestrian traffic on to the shoulder of the road; the construction of sidewalks seemed impractical. As a result, the P & R Board supported the changes; however, they recommended that the easement be constructed of asphalt or concrete with signage so pedestrians would know where to access the subdivision.

**B. Board Openings:** Still (2) P & R Board openings. The Director of P & R made the P & R Board aware that interviews with prospective Board candidates have been completed. The information has been forwarded to the Township Manager with tentative appointments scheduled for the May 13 Board of Supervisors meeting.

C. **Board Member Reports:** No reports or updates

## 5. Director's Report

- A. **2004 Concert Series:** 18 performances over a 9 week period starting June 20 and concluding on August 15. A diverse lineup of acts that should continue to draw a broader segment of the population.
- B. **Bid Approval-Concert Sponsorship:** Bid awarded to Susquehanna Radio for the exclusive rights to promote and market the 2004 Summer Concert Series. Susquehanna Radio will be required to make a base payment of \$10,500 within 5 days of notification of award of the contract. Additionally, the Township will be able to retain former sponsors at previous sponsorship rates or, if so desired by the sponsor, use the services offered by Susquehanna Radio. This partnership will enable the Township to recover a higher percentage of its costs associated with the concert series and possibly provide additional funds for further development of Springettsbury Township Park; therefore reducing the burden on tax payers.
- C. **Saturday in the Park:** Director of P & R informed Board members of the March 25 Saturday in the Park committee meeting. He encouraged all to attend and get involved in this wonderful community event.
- D. **Summer Playground Program:** The Director of P & R informed the Board that the playground program will start on Monday, June 14 and conclude on Friday, August 6. Hiring of Park Leaders continues but is nearly complete.
- E. **Park Improvements:** The Director of P & R provided an update on the park improvement projects.
1. **Springetts Oaks:** New play structure installed with 2 bay swings. Gravel removed and replaced with ASTM certified playground mulch. Tire swing posts still present. Adjoining post damaged during removal process. The status of this piece is unknown. We may have to replace if repair seems unlikely.
  2. **Rockburn:** Dated swings removed and new 3 bay swings installed. ASTM certified playground mulch placed in and around equipment. Basketball posts and goals replaced. Surfacing and lining of court may be done this year. Handicap accessible space nearly complete.
  3. **Penn Oaks:** Replaced basketball goals. Surfacing and lining of court may be done this year.

4. **Fayfield:** Basketball posts and goals replaced. Surfacing and lining of court tentatively scheduled for 2005.

F. **Penn Oaks Park Assessment:** Plan complete except for a neighborhood meeting to present the project. Currently, investigating grant opportunities.

G. **Springettsbury Township Park-Phase II:** Phase II still scheduled to start late spring or early summer with an early fall completion date.

H. **Summer Session Programs:** The Director of P & R indicated that the summer brochure would be mailed in mid May. Solicited program ideas from members of the Board.

I. **Pavilion Reservation/Rental Policy:** The Director of P & R requested that the Board continue to review material given at previous meeting and conduct a Web search to gather information on what others are doing so we can have as much information at our disposal when establishing our pavilion rental/reservation policy. Sherry Nichols volunteered to take a lead role in gathering information for the project.

## 6. Adjournment

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
15 March 2004**

**In Attendance:** Charlie Rupp, Chairman  
Charles Wurster  
Barry Bloss  
Sherry Nichols  
Steve Wolf  
David Wendel, Director of Recreation  
John Holman, Township Manager

**1. Call To Order:**

**2. Action On Minutes:**

A. February 2004 Minutes Approved

**3. Communication From Residents:**

A. Resident expressed her gratitude to the Township for a job well done with the Saturday in the Park event. She's looking forward to the event this year.

**4. Communication From Board Members:**

A. **LSC Design Presentation – Motter Project:** The Parks & Recreation Board reviewed and discussed the preliminary plans for an 85 unit subdivision on a 23 acre tract of land known as the Motter Farm. The development will span from Locust Grove Rd to Stonewood Rd with Eastern Blvd extended to connect them. The developer would be responsible for dedicating 1.7 acres for recreation purposes. The developer discussed the idea of creating a network of trails that would possibly link Stonewood Park, August Schaefer Park and Camp Security Park. The trails would be composed of a compacted gravel material. The questions raised by the Board included the following: 1. Would the Township be responsible for maintaining the trails or would a Homeowners Association be established to do so? 2. Would the trails be used or would sidewalks be a better alternative? 3. Would the fee in lieu of land be a better long term option? The developer will consider the concerns raised by the Board and will revisit the plan at a future Parks and Recreation Board meeting.

B. **Dog Park Tour:** On Monday, March 8 at 5:30 pm, members of the Parks and Recreation Board, Director David Wendel and Chairman Bill Schenck toured several prospective dog park locations including Pleasureville Park, the 38 acre

tract of land located below the CY Middle School and Camp Security Park. The consensus was that Camp Security Park, the open space area east of the stream, would be the best location to consider developing a dog park because of its size, natural setting, visibility and proximity to residential area. Mr. Wendel will meet with YSM to discuss the location and the development of a site plan or mini master plan that will provide the Township with cost estimates and a base plan design for the dog park that can be presented at community meetings.

- C. **Penn Oaks Park Assessment:** On Monday, March 8 at 6:45 pm, members of the Parks and Recreation Board and Director David Wendel assembled at the Parks and Recreation office for a presentation by Brinjac Engineering regarding the design plan for Penn Oaks Park. The design plan includes two full size soccer fields on the east side of the stream, walking paths, a parking lot, enhancements to the entrances of the park, volleyball courts and erosion controls to the stream. They also presented an itemized cost analysis and conceptual drawings of various areas of the park. The Board was in favor of pursuing the project and discussed plans to present the information to the residents of the neighborhood. The base plan was funded through a Community Development Block Grant.
- D. **Springettsbury Township Park – Phase II:** The project will start in late spring or early summer with an anticipated completion date of October 2004. The project will consist of adding waterlines and power to needed areas of the park, 6 lighted tennis courts, 45 space parking lot, walking paths, a picnic pavilion and site furnishings. The perimeter of the construction zone will be fenced for added safety. The picnic pavilion will not be available for public use during the construction.
- E. **2004 Park Initiatives:** Reviewed the following initiatives for 2004:
1. Identify location for dog park, create master plan, solicit community input, prioritize needs and develop budget.
  2. Develop reservation/fee policy for use of picnic pavilions - Implement in 2005.
  3. Evaluate and Identify parks needs for the next 5 years. Incorporate in capital budget plan.
  4. Devise plan for evaluating parks and recreation needs for northern area of the Township.
  5. Identify revenue sources to help in the recovery of costs related to programming and park maintenance.

## 5. Recreation Director's Reports

- A. **Board Opening:** Mr. Wendel will meet with prospective candidates in the coming weeks.
- B. **Saturday in the Park:** Committee meeting scheduled for Thursday, March 25 at 12 pm. All Board members invited and encouraged to participate.
- C. **Hawks Gun Club Property:** Several calls and e-mails received regarding the removal of the playground equipment.
- D. **Concert Logo:** Reviewed logo designs for summer concert series. Board selected a logo and recommended minor modifications. Will revisit when changes are made. The plan is for the logo to be placed on t-shirts which would be sold at the concerts as a means to raise funds for the concert series and give away as prizes as well. The logo could also be used on our marketing material.
- E. **Concert Sponsorship:** Bid specs for the exclusive sponsorship rights of the summer concert series will be advertised in the local papers with bids proposals opened on March 19.
- F. **Park Ordinance:** Provided Board members with copies of recently adopted Park Ordinance.
- G. **Pavilion Reservation/Rental Policy:** Provided Board with sample policy to review and discuss at April meeting. The goal is develop a policy and institute in 2005.

## 6. Adjournment

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
16 February 2004**

**In Attendance:** Charlie Rupp, Chairman  
Charles Wurster  
Barry Bloss  
David Wendel, Director of Recreation

**Absent:** Sherry Nichols  
Steve Wolf

**1. Call To Order:**

**2. Action On Minutes:**

A. January 2004 Minutes Approved

**3. Communication From Residents:**

A. None To Report

**4. Communication From Board Members:**

- A. **Resignations:** The Parks & Recreation Board reviewed and accepted the resignations of Gil Chapman and Brian Kimball
- B. **Kingswood Estates:** Waiver to eliminate the construction of sidewalk south on Edgewood Rd. denied. Sidewalk, as P&R Board recommended for pedestrian traffic and safety, will extend from Kingston and south on Edgewood Rd. Other recommendations still pending.
- C. **Springettsbury Township Park-Phase II:** Items as prioritized by the P&R Board will be included in Phase II. These items include 6 lighted tennis courts, additional parking, a picnic pavilion and connecting walking paths.
- D. **Penn Oaks Park Assessment:** Presentation by Brinjac Engineering will be scheduled for Monday, March 8 at 6:30 pm. The base plan and an itemized budget will be reviewed.
- E. **Dog Park Tour:** A tour of potential dog park locations, Pleasureville, North Hills and Camp Security, will be scheduled for Monday, March 8 at 5:30 pm.

## 5. Recreation Director's Reports

- A. **Saturday in the Park:** Reviewed the January meeting agenda with P&R Board and made them aware that the next committee meeting will be held on Thursday, February 26 at 12 pm.
- B. **Spring Brochure Update:** Previewed the spring session programs. Indicated that the spring brochure would be mailed the week of February 16.
- C. **Facility Allocation Meeting:** 9 athletic organizations, including 3 soccer, 3 lacrosse, 2 baseball and 1 rugby club, had requested use of 8 different park facilities to conduct their programs. Over 2000 youth will use Township facilities for organized sports during the spring/summer sports season.
- D. **Concert Logo:** Bradley Academy students, as a class project, created a variety of logo designs for our 2004 Summer Concert Series. The P&R Board selected a logo design from the 15 that were presented and recommended some minor changes to the font. This logo may be used on marketing and promotional material and possibly for t-shirts to sell at the concerts as a means of raising funds.
- E. **Sponsorship Opportunities:** Discussed Susquehanna Radio's sponsorship proposal and other potential sponsors for the 2004 Summer Concert Series and Saturday in the Park.
- F. **Department Goals:** Discussed and formulated department initiatives for 2004.
  - 1. Identify location for dog park, create master plan, solicit community input, prioritize needs and develop budget.
  - 2. Develop reservation/fee policy for use of picnic pavilions - Implement in 2005.
  - 3. Evaluate and Identify parks needs. Incorporate in capital budget plan.
  - 4. Devise plan for evaluating parks and recreation needs for northern area of the Township.
  - 5. Identify revenue sources to help in the recovery of costs related to programming and park maintenance.

## 6. Adjournment

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
19 January 2004**

**In Attendance:** Sherry Nichols  
Charlie Rupp  
Charles Wurster  
Steve Wolf  
Barry Bloss  
Charlie Lauer, Director of Public Works  
David Wendel, Director of Recreation

**Absent:** All members present. It should be noted that Brian Kimball resigned from the Board in December due to his move outside the Township which was pending for almost a year. As Chair, he thanked the Board for its support over the past year and expressed appreciation for the opportunity to serve on the Board. Although Brian officially announced his resignation from the Board at the December meeting, a formal letter of resignation has not yet been received. This should not, however, delay the process of filling the position.

**Action on Minutes:**

- December 2003 Minutes Approved

**Communication From Residents:** None

**Communication From Board Members:**

- **Election of Officers:** Chair-Charles Rupp & Co-Vice Chairs-Sherry Nichols & Steve Wolf
- **Kingswood Estates:** Jason Brenneman from Holley & Associates presented a preliminary subdivision plan for Kingswood Estates. The site of the proposed project is at the corner of Kingston Road and Edgewood Road. The plan includes 53 single family detached dwellings on a 28 acre parcel of land.

As it pertains to the Springettsbury Township Subdivision & Land Development Ordinance, the developer would be required to dedicate slightly over an acre of land (1.06) for the purpose

of recreation or a fee of \$43,407.00 in lieu of land. The Recreation Board recommended accepting the fee in lieu of land because the dedication would not meet the Subdivision & Land Development Ordinance in relation to its size and topography, additionally, the close proximity of parks to the east and west of the site were contributing factors as well in the decision. The Board, however, has strong concerns regarding pedestrian safety that they would like the developer to address.

The concerns raised by the Board include improving pedestrian movement to nearby parks east of the site (Penn Oaks Park) and west (Kingston Park). Their recommendations are for the developer to create a 10' pedestrian easement between lot 31 and 32 so access can be created from Monarch Way and Edgewood Road. Furthermore, they would like sidewalk placed around the corner of Edgewood and Kingston and if possible, extending south on Edgewood to the end of lot 21. Signalization and crosswalks for the intersection should also be considered to improve safety. Penn Oaks Park, which is a block or so east of the site on Kingston Road, will likely be the neighborhood park of choice for the residents of Kingswood Estates. As a result, improvements need to be made at the intersection of Kingston and Edgewood so children and families can cross safely to access Penn Oaks Park.

It should be noted that Mr. Chapman strongly opposed the idea of giving land away and was not in favor of the majority of the board members motion to accept the fee in lieu of land.

- **Springettsbury Township Park-Phase II:** Board prioritized needs of Phase II project which included the following: Lighted tennis courts, six would be preferable; picnic shelters if materials, labor, etc. are not donated to construct; additional parking; extended walking paths and playground areas. The Board would like to see a detailed plan of the playground area before ultimately approving it as a priority item. Furthermore, the Board agrees that increased power to various areas of the park is important for community events but does not see the value in spending potentially a hundred thousand dollars or more on a midway area.
- **Park Rules & User Fees:** Mr. Wendel reminded the Board to review literature given at December's meeting and share thoughts, suggestions at February's meeting regarding the

establishment of a fee policy for picnic shelter use and other recreation facilities and programs.

### **Recreation Director's Reports**

- **Review of Annual Report:** Mr. Wendel solicited feedback on the Recreation Department's Annual Report which was distributed to the Board members at the December meeting. No comments were offered.
- **Dog Park Survey:** Mr. Wendel solicited feedback on the Recreation Department's Dog Park Survey results which was distributed to the Board members at the December meeting. No comments were offered.
- **Spring Programs:** Mr. Wendel discussed progress on spring brochure. Solicited suggestions, program ideas from Board. No input on the matter was offered.
- **Saturday in the Park:** Mr. Wendel mentioned that the Saturday in the Park committee will meet on Thursday, January 22 at 12 pm. All Board members expressed an interest in being involved in some capacity.
- **Goals for 2004:** Mr. Wendel requested that Board think about what initiatives they want the Recreation Department to pursue in 2004 and be prepared to discuss at our February meeting.

**Meeting Adjourned**