

**Springettsbury Township  
Parks & Recreation Department  
Master Plan  
Study Committee  
December 8, 2008  
6:30 PM**

- A. Call to Order
- B. Pledge of Allegiance
- C. Action on Minutes – 10 July 2008
- D. Public Comment
- E. Reports from Officials, Staff and Committee Members
  - 1. Description of Existing Conditions
  - 2. Recreation Programming Opportunities
  - 3. Revenue Opportunities
  - 4. Maintenance Tasks
  - 5. Staff Requirements and Scheduling
  - 6. Partnerships
  - 7. Safety and Security
  - 8. Operational Costs
- F. Old Business
- G. New Business
- H. Next Meeting
- I. Adjournment

Notice of this meeting was published in the York City newspapers in compliance with the Public Meeting and Notice requirements of the Sunshine Act 65 Pa. C.S.A. 701, et seq., Act of October 15, 1998, P.L. 729, No. 93.

Any person with a disability requiring a special accommodation to attend a meeting should notify the secretary, Mary Fisher at 757-3521 as early as possible, but not later than three working days prior to the meeting. Springettsbury Township will make every effort to provide reasonable accommodations.

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
17 November 2008**

**In Attendance:** Board Members:

Veronica Sinclair-Anderson, Chair  
Steve Wolf, Vice Chairman  
Barry Bloss  
Sherry Nichols  
Sid Martin  
David Seiler  
Kevin Youcheff

Others in Attendance:

David Wendel, Director of Parks & Recreation

**1. Call To Order:**

**Sinclair-Anderson** Ms. Sinclair-Anderson called the meeting to order at 7 pm. She welcomed the Board and led the Pledge of Allegiance.

**2. Action On Minutes: (20 October 2008)**

**Mr. Martin moved to accept the 20 October 2008 meeting minutes. Mr. Seiler was second. Motion unanimously carried.**

**3. Communication from Citizens:**

**Wendel** Mr. Wendel shared with the Board a concern communicated by a resident who lives on Kingston Road near Kingston Park. The resident expressed concerns about the level of noise from the soccer organization that uses the field at Kingston Park for practice and game purposes. Although United Parish Soccer has used Kingston Park for many years, use increased this year due to the closure of Penn Oaks Park. The noise generated by the activities was described as “screaming, cheering and whistles”, the type of sounds associated with soccer games. In an effort to provide an environment more suitable for this activity and less intrusive for neighbors, Mr. Wendel was able to move the organizations final two Saturday games to Springettsbury Park since EYC Football had just concluded their season. This location seemed to work well for them since it included ample parking and restroom facilities as well as all of the other amenities at the park.

In 2009, Mr. Wendel indicated that use of Kingston Park for formalized sports will decrease or possibly be eliminated if field space at Springettsbury Park can meet the needs of the organization. Eliminating formalized sports from our neighborhood parks is actually a recommendation cited in the Comprehensive Recreation, Park and Open Space Plan which was adopted by the Board of Supervisors in April. As a result, we had intentions, even before the concerns were raised by residents, to eliminate formalized sports at Kingston Park. United Parish Soccer was made aware of the situation a couple of years ago as plans for developing soccer fields at Penn Oaks Park evolved. Once Penn Oaks Park is available for organized use, it will be made available for United Parish Soccer to use. This could occur as early as fall 2009.

#### 4. Communication from Board Members:

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

**Wendel** Mr. Wendel reported on the following matters:

- **Winter Brochure:** The winter brochure was been mailed and includes a variety of community-based services for all ages. A copy of the brochure was shared with the Board.
- **Master Plan:** The Study Committee is scheduled to meet on Monday, December 8 at 6:30 pm to review and discuss the Operations, Management and Financing Plan. Although Steve Wolf is the Board representative all members of the Board were encouraged to attend.
- **2009 Budget:** The Parks and Recreation Department preliminary budget was presented by Mr. Wendel to the Board of Supervisors at a recent budget work session. The operating budget increased slightly from 2009 due to program growth and increased costs. The Capital Budget focused primarily on accessibility improvements and other park upgrades and equipment. The Parks and Recreation Board's past recommendation to install a center handrail at the amphitheater was not approved this year due to other priority projects.
- **Park Improvements:** A list of park improvements which have been completed since 2001 was presented and discussed. With several new Board members, it is important for them to understand what projects have been completed for future planning and budgetary purposes but also to recognize the significant investment the Township has already made to improve our parks over the years. From the complete overhaul of Springettsbury Park to the recent upgrades to Penn Oaks Park to a number of enhancements to playgrounds and ADA improvements, we have continued our high standards of park maintenance and improvements. This will continue as we finalize the Master Plan and identify priority projects based on the parks and recreation needs of our residents.
- **Annual Report:** The report was mailed to the Board in advance so it could be reviewed and discussed. The report highlights included the following:
  - Over 5,400 participants in our community-based programs
  - Participation increased 4% compared to 2007
  - 909 youth registered for Summer Playground
  - 440 youth attended Summer Playground daily
  - ADA accessible routes constructed at 4 park locations through grants
  - Penn Oaks Park project completed (pedestrian bridge forthcoming)
  - 2007 revenue milestone of nearly \$250,000, will reach \$200,000 again in 2008. Continue to approach or exceed 50% cost recovery of operating budget
  - Increased the number of sponsors for community events
  - Recovered all costs associated Saturday in the Park and Holiday Tree Lighting. Concert series cost recovery over 90%

- Adopted Comprehensive Recreation, Park and Open Space Plan
  - Started Master Plan for Augustus Schaefer, Pleasureville Park and North Hills site
  - Amended Park Ordinance to permit dogs in all Township parks
- **Penn Oaks Park:** Pedestrian bridge bids received. The cost will be approximately \$25,000. Bridge will be installed in early 2009 to complete the project. The park will remain closed for any formalized use.
  - **Holiday Tree Lighting:** The event is scheduled on Friday, November 21 at 6 pm. The event will include, for the first time, 2 groups from York Suburban School District and 3 groups from Central York School District. Representatives from the Marine Corp Reserves - York County Toys for Tots will be present to accept toys and donations. Steve Wolf will again act as Santa Claus. The Board was encouraged to attend.
  - **Board Initiatives – 2009:** The Board was requested to provide a list of initiatives for 2009. We will revisit the list at our January meeting to narrow our focus and establish goals and a time table for completion. The recommendations included the following:
    - Draft a volunteer policy
    - Develop a gift program i.e. tree and bench dedications
    - Establish a Shade Tree Commission
    - Expand community-based services
    - Master Plan southwest corner of park for such facilities as a skate park, splash pad or pavilion
    - Discuss options for Creative Playground
    - Review SALDO and discuss fee options for park improvements
    - Land acquisition for recreation use or open space – how?
    - Assess recreation software needs

**6. Old Business:**                    **None to report**

**7. New Business:**

**Sinclair-Anderson**                    As we prepare for 2009, Ms. Sinclair-Anderson inquired as to whether the Board wanted to consider holding the meeting on a different day or start at a different time. The Board decided to continue to meet on Monday's but change the start time to 6 pm.

**Mr. Seiler moved to accept changing the monthly meeting time to 6 pm except for the month of December in which no meeting is held. Mr. Bloss was second. Motion unanimously carried.**

**8. Announcements:**                    Next meeting Monday, January 19, 2009 at 6pm

**9. Adjournment:**                        Ms. Sinclair-Anderson adjourned the meeting at 8:45 pm.

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
20 October 2008**

**In Attendance:** Board Members:

Steve Wolf, Vice Chairman  
Veronica Sinclair-Anderson  
Sherry Nichols  
Sid Martin  
David Seiler

Others in Attendance: David Wendel, Director of Parks & Recreation

**1. Call To Order:**

**Wolf** Mr. Wolf called the meeting to order at 7 pm. He welcomed the Board and led the Pledge of Allegiance.

**2. Introduced and Welcomed David Seiler to the Parks and Recreation Board.**

**3. Action On Minutes: (18 August 2008)**

**Ms. Sinclair-Anderson moved to accept the 18 August 2008 meeting minutes. Mr. Martin was second. Motion unanimously carried.**

**4. Communication from Citizens:**

**Wendel** Mr. Wendel reported that after careful consideration and review, the annual Re-Creation holiday show would be discontinued. The decision was not an arbitrary one but one in which a number of factors were examined over the past several years before a decision was rendered. Some of these factors included the following:

Since 2001, the show has gone from attracting capacity crowds to barely filling a third of the 900+ seats at the Central York Middle School Auditorium. Since we have not made any changes to the timing of the event nor has inclement weather been a factor, we have not been able to determine the significant decrease in attendance. Some may have opted to attend other shows which are sponsored by churches in the area including St. Joseph Church on Kingston Road.

Over the past 4 years, the Township has held a Holiday Tree Lighting event at Springettsbury Park. It does not seem practical to hold two different holiday events. Additionally, we are attempting to grow the Holiday Tree Lighting, therefore; it would be prudent to focus planning efforts and funds on one holiday event.

The funds used for Re-Creation, nearly \$3,000, are from our performance budget. With 17 performance dates scheduled as part of Sounds of Summer, we need every dollar to cover the cost of this event which includes performer fees, sound production, fireworks display and fire police for traffic control. Spending nearly \$3,000 on an event with declining attendance and narrow interest does not seem practical with a limited budget. However, we will continue to schedule Re-

Creation as part of our summer concert series as long as public interest remains high and they are available. This will provide the public with an opportunity to see them annually through Springettsbury Township. Overall, the decision was not an easy one but one that was based on current program needs, funding and attendance.

## 5. Communication from Board Members:

## 6. Recreation Director's Report:

**Wendel**

Mr. Wendel reported on the following matters:

- **Master Plan:** The consultant is working on the maintenance management plan for the various parks. He has met with the Parks and Recreation Director and needs to discuss the plan with the Public Works Director. We anticipate holding at least one meeting with the study committee before the end of the year. A final meeting in early 2009 will be held for draft review and will conclude with a presentation to the Board of Supervisors for adoption consideration.
- **Penn Oaks Park:** The contractor has completed construction in accordance with the drawings and specifications prepared for the project. DCNR conducted its final inspection of the site and will release final payment. The park will remain closed until the pedestrian bridge is installed. We are waiting for the bids for the bridge. Once the bids are received, we anticipate the Board of Supervisors will review them in November.
- **Holiday Tree Lighting:** The event is scheduled for Friday, November 21 at 6 pm. The Township is partnering with the Marine Corps Reserve to collect new toys for their Toys for Tots campaign. We have invited 5 groups to perform representing York Suburban School District and Central York School District. The groups range from choral to instrumental ensembles. Star Bucks will provide free coffee and hot chocolate. Santa Claus will make an appearance and hand out a variety of goodies. It will culminate with the official tree lighting at approximately 7:30 pm.

**Nichols**

As a means to attract more people to the event, Ms. Nichols recommended a number of ideas including working with the Sertoma Club to sell Christmas trees on site; contacting Boscov's or Christmas Tree Hill to sell Christmas decorations; contacting a vendor that takes dog pictures in holiday season garb or contacting the school districts to conduct some sort of fundraiser related to the event. These types of activities may attract more people and help create a family atmosphere.

**Wendel**

These are ideas we may want to consider for next year after we assess this year's event.

- **Grants:** The Parks and Recreation Department will continue to seek grant opportunities for development and planning projects. We have been very fortunate to receive a number of grants through DCNR. This year, in addition to the DCNR grants for Penn Oaks Park and the Master Plan, we received funding from Jump Street/PA Council on the Arts (\$1,700) for our summer concert series and the Wolf Foundation (\$10,000) for Saturday in the Park. We will continue to explore the availability of these funds to help in our cost recovery efforts.

- **Annual Report:** The Parks and Recreation Department Annual Report will be completed and presented at our November meeting. It will be mailed in advance of our meeting so you have ample time to review.
- **Winter Brochure:** The winter newsletter will be mailed in mid to late November.
- **Budget – 2009:** The proposed Parks and Recreation Department budget will be presented to the Board of Supervisors in the coming weeks. A draft of the Department’s operating budget and Capital projects was presented and discussed.

**7. Old Business:**

**Wendel**

**Board Chair:** With the resignation of Gary Foller in September, the Parks and Recreation Board needs to nominate a Chair for the remainder of the year. Veronica Sinclair-Anderson volunteered to Chair the Parks and Recreation Board.

**Ms. Nichols moved to accept Veronica Sinclair-Anderson’s nomination as Chair. Mr. Seiler was second. Motion unanimously carried.**

**8. New Business:**

**Wendel**

**Subdivision Plan – Buchart Horn:** The Board reviewed the Subdivision Plan presented by Buchart Horn on behalf of Mr. Harvey. Since the dedication of land would be less than 3 acres, the Board recommended accepting the fee in the amount of \$5,160.00 (5 lots x \$1,032/lot). The fee will be deposited in the Subdivision Recreation Fund and used for park improvements in District 3.

**Ms. Sinclair-Anderson moved to accept the fee of \$5,160 in lieu of land. Mr. Seiler was second. Motion unanimously carried.**

**Nichols**

**Land Acquisition:** Ms. Nichols expressed her concern for the lack of land dedications and or funds from Subdivision Plans to support park improvements or land acquisition for recreation purposes.

**Wendel**

The Township has not been presented with any significant land dedication opportunities in over 20 years or longer. With decreasing residential development, the Subdivision Recreation Fund has not yielded any significant funds for park improvements. This will continue to be the trend as more commercial and industrial development opportunities increase. Unfortunately, we do not have the means to secure fees from this type of development.

**Nichols**

With the limited funds to support future park improvement projects, Ms. Nichols recommended reviewing the Subdivision and Land Development Ordinance to determine how we can create funding opportunities from commercial and industrial development.

**Wendel**

We have a number of sample ordinances for commercial and industrial development that were presented and discussed 2 years ago, however, at the time, there did not seem to be much interest in pursuing it. Maybe we can revisit this issue and again present some ideas for discussion.

**Martin**

Mr. Martin recommended that the Board reference the Comprehensive Recreation, Park and Open Space Plan for guidance in addressing this matter.

**Wolf**

**Pet Waste Disposal:** Mr. Wolf shared a pet waste disposal idea he encountered in Prague in which the bag acts as a scooper to remove pet waste.

**9. Announcements:**

Next meeting Monday, November 17 at 7pm

**10. Adjournment:**

Mr. Wolf adjourned the meeting at 8:45 pm.

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
18 August 2008**

**In Attendance:** Board Members: Gary Foller, Chairman  
Steve Wolf, Vice Chairman  
Veronica Sinclair-Anderson  
Sherry Nichols  
Sid Martin  
Barry Bloss

Others in Attendance: David Wendel, Director of Parks & Recreation

**1. Call To Order:**

**Foller** Mr. Foller called the meeting to order at 7 pm. He welcomed the Board and led the Pledge of Allegiance.

**2. Action On Minutes: (21 July 2008)**

**Ms. Sinclair-Anderson moved to accept the 21 July 2008 meeting minutes. Mr. Wolf was second. Motion unanimously carried.**

**3. Communication from Citizens:**

**4. Communication from Board Members:**

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

**Wendel** Mr. Wendel reported on the following matters:

- **Master Plan:** On Tuesday, July 29 at 6 pm a public meeting was held at Augustus Schaefer Park to review the pre-final plan changes that were made in response to the neighbors' concerns. The plan was met with great enthusiasm. Those in attendance thanked the Township for listening to their concerns and incorporating their suggestions in the plan.
- **Penn Oaks Park:** The contractor met the substantial completion date of August 15. A punch list was established which included a number of outstanding items that the contractor must complete in preparation for meeting the final completion date of September 15. At this point, none of the outstanding items appear to be significant.
- **Sounds of Summer:** Concert series concluded on Sunday, August 10. Attendance was good this season but inclement weather impacted several concerts, some of which were moved indoors. As a result, concession commissions were adversely affected. Commission fees and donations were approximately \$1,200 less this year totaling \$6,500. Our sponsorship efforts generated approximately \$36,000 and grants \$1,700. We are still waiting for a response from the York County Community Foundation regarding our application for funding.



**Wendel**

**Chairman Position:** With Mr. Foller's resignation effective September 15, the Board needs to nominate a new Chairman at our September meeting.

**8. Announcements:** Next meeting Monday, September 15 at 7pm

**9. Adjournment:** Mr. Foller adjourned the meeting at 8:52 pm.

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
21 July 2008**

**In Attendance:** Board Members: Gary Foller, Chairman  
Steve Wolf, Vice Chairman  
Veronica Sinclair-Anderson  
Sherry Nichols  
Sid Martin  
Kevin Youcheff

Others in Attendance: David Wendel, Director of Parks & Recreation

**1. Call To Order:**

**Foller** Mr. Foller called the meeting to order at 7 pm. He welcomed the Board and led the Pledge of Allegiance.

**2. Action On Minutes: (16 June 2008)**

**Ms. Sinclair-Anderson moved to accept the 16 June 2008 meeting minutes. Ms. Nichols was second. Motion unanimously carried.**

**3. Communication from Citizens:**

**Wendel** Mr. Wendel updated the Board on his attempt to meet with Mrs. Armstrong to discuss her concerns regarding the level of supervision at Stonewood Park. She refused to meet with him on site to discuss first hand her concerns as recommended by the Board. She believes the level of supervision of 6 and 7 year olds who attend this park should be greater. With that said however, Mrs. Armstrong indicated in her email that she will continue to send her children to Stonewood Park either with a babysitter or will accompany her children and “sit there with them”.

Mr. Wendel reported that at the conclusion of the first week of park a staff assessment was done to determine whether park needs were being met. This was the plan from the start when the same numbers of staff were hired this year as in the previous year even though one less park would be open. After conducting the assessment, the decision was made to move a staff from the Stony Brook site to Stonewood Park. After reviewing the registration figures from all parks, it made sense to move a third staff from a site that had lower than anticipated registration to a site that could use additional support due to increased registration. Additionally, the staff that was moved worked at Stonewood Park last year and has familiarity with the site and the children. Mr. Wendel reported that he will continue to assess park staffing needs throughout the summer which may result in further changes if deemed necessary.

#### 4. Communication from Board Members:

**Sinclair-Anderson**

Ms. Sinclair-Anderson reported that she has been approached by some neighbors of Penn Oaks Park who would like to organize a grand reopening celebration.

**Wendel**

Mr. Wendel indicated that the park will remain closed for some time, however, once a date has been established to reopen the park for public use, discussion can commence on a possible event.

**Foller**

Mr. Foller shared his thoughts and concerns regarding the need for a hand railing in the center steps of the amphitheater to enhance safety. He believes this will help prevent falls.

**Wendel**

Mr. Wendel indicated that since the amphitheater opened in 2003, there have been falls reported in the amphitheater area, however, it's uncertain whether a hand railing would have prevented any of them or not. The terrace seating design is to enable users to easily traverse the amphitheater from both sides. The addition of a hand railing may impede the flow of pedestrian movement from one to side to the other since the access areas in the center of the amphitheater would be narrower with the installation of hand rails. There is an ADA accessible ramp on the east side of the amphitheater; however, people often prefer to walk a shorter distance by using the stairs rather than walk across to the other side to access the ramp.

**Foller**

Mr. Foller requested that the Board recommend a hand railing be placed in the center steps of the amphitheater to improve safety.

**Ms. Nichols recommended a hand railing be placed in the center steps of the amphitheater. Mr. Wolf was second. Motion unanimously carried.**

**Wolf**

Mr. Wolf expressed concerns about dogs in the park for Saturday in the Park. Although the Park Ordinance has been amended to allow dogs in all Township parks, this event draws thousands of peoples especially children and may create a risk.

**Wendel**

Mr. Wendel stated he would direct his concern to the Saturday in the Park Planning Committee for review.

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

**Wendel**

Mr. Wendel reported on the following matters:

- **Master Plan:** Modifications based on citizen feedback to the pre-final plan for Augustus Schaefer Park will be presented and discussed on Tuesday, July 29 at 6 pm. The public meeting will again be held at the Augustus Schaefer Park pavilion.

The pre-final plans for Augustus Schaefer Park, Pleasureville Park and the North Hills site were presented to the Board for review and discussion. Since Pleasureville Park is located in an underserved area of the Township and presents the greatest opportunity for grant funding, it should be considered a priority project. The Board was requested to rank them based on need. The projects were ranked accordingly: 1). Pleasureville Park, 2). Augustus Schaefer Park and 3). North Hills.

**Ms. Sinclair-Anderson recommended prioritizing the projects as follows: 1. Pleasureville Park, 2. Augustus Schaefer Park and 3. North Hills. Mr. Foller was second. Motion unanimously carried.**

- **Penn Oaks Park:** The final major element of the project, the parking lot, will be completed in the coming weeks. Some of the minor items include tree planting, installing the park sign, benches and trash receptacles. The contractor should reach substantial completion by or before the August 15 deadline at which time an inspection of the park will occur and a punch list developed of any outstanding items in need of completion.
- **Park Ordinance:** The park rules signs have been changed at all park locations. Additionally, pet waste stations have been installed at each park including 4 at Springettsbury Township Park.
- **Sounds of Summer:** Concert attendance has been good but the weather has impacted several concerts. The June 29 concert and fireworks attracted a large crowd; however, the threat of rain throughout the day lowered crowd size considerably compared to last year.
- **Summer Playground:** After 5 weeks of Summer Playgrounds, 884 youth were registered. We are on pace to approach last year's registration total even though our second largest park, Penn Oaks Park, in terms of registration is closed due to construction.
- **Comprehensive Recreation, Park and Open Space Plan:** One of the key items addressed in the Comprehensive Plan is the need to acquire more park land for active and passive forms of recreation. Discussion revolved around specific park land needs for sports fields and generally for the purpose of open space regardless of its use. Although The Comprehensive Plan indicates the Township has a deficit in active park land, approximately 145 acres, it should be noted that the figure is based on a standard established by NRPA (National Recreation and Park Society) and parkland needs should be assessed based the community needs and not completely on NRPA standards.

The Board will continue to discuss specific parkland needs and identify how to approach the matter of land acquisition. This is an important matter due to the lack of land dedications from developers. Over the years the size of the subdivision plans has not netted any significant park land opportunities. We have accepted recreations fees in lieu of land only because of the limited size of the parcels (less than 3 acres) and have used the recreation funds for improvements to existing park facilities.

#### **6. Old Business:**

##### **Wolf**

**Garden Club:** Mr. Wolf will contact committee members to discuss the project and prepare information to present at our August meeting.

#### **7. New Business:**

None to report

#### **8. Announcements:**

Next meeting Monday, August 18 at 7pm

#### **9. Adjournment:**

Mr. Foller adjourned the meeting at 9:20 pm.

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
16 June 2008**

**In Attendance:** Board Members: Veronica Sinclair-Anderson  
Sherry Nichols  
Sid Martin  
Kevin Youcheff

Others in Attendance: David Wendel, Director of Parks & Recreation

**1. Call To Order:**

**Sinclair-Anderson** Ms. Sinclair-Anderson called the meeting to order at 7 pm. She welcomed the Board and led the Pledge of Allegiance.

**2. Action On Minutes: (19 May 2008)**

**Ms. Nichol's moved to accept the 19 May 2008 meeting minutes. Mr. Martin was second. Motion unanimously carried.**

**3. Communication from Citizens:**

**Wendel** Mr. Wendel shared concerns raised by Mrs. Erika Armstrong regarding the level of supervision at Stonewood Park. She has a 6 year old that attends Summer Playground at Stonewood Park and believes the level of supervision and safety should be greater for the younger participants, specifically the 6 and 7 year olds.

When the concerns were raised, Mr. Wendel visited Stonewood Park to observe his staff and the surroundings in an attempt to validate the concerns raised by Mrs. Armstrong. He found nothing to suggest that participant safety was being compromised. Mr. Wendel reported that Stonewood Park is operated and managed by three Park Leaders. Two with a combined 15 years of experience as Park Leaders who are also certified, full-time teachers in the local school districts. The other is a recent high school graduate enrolled in college for the fall term. The overwhelming majority of park staff are college students or college graduates (26 of 28). The remaining two are recent high school graduates scheduled to attend college in the fall. The educational background of our staff is higher than that of any other municipality that provides a similar program in the area.

Additionally, Mr. Wendel outlined the extensive training and background checks his staff undergoes before they provide Summer Playground services. A week of training includes how to manage incidents and accidents on park, First Aid/CPR Certification, activity planning, coordination and implementation, and a review of playground policies and procedures to ensure participant and staff safety. Drug testing, criminal background and Childline clearances are required before hire. Springettsbury Township goes above and beyond what many Municipal Parks and Recreation Departments provide in terms of training and background checks to ensure participants are safe and that the highest quality of recreation services are provided.

The Board recommended the following action steps to Mr. Wendel:

1. Distribute letter to parents regarding program expectations, particularly regarding the level of staff supervision.
2. Request a meeting with Mrs. Armstrong at Stonewood Park so she can share first hand her concerns.
3. Provide Mrs. Armstrong with information regarding staff training, credentials, clearances, drug screening, etc of staff so she understands how well prepared they are.
4. Invite Mrs. Armstrong to the next Parks and Recreation Board meeting to share her concerns.

Mr. Wendel agreed to act on the Boards recommendations and report back as these actions occur.

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

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

##### **Wendel**

Mr. Wendel reported on the following matters:

- **Master Plan:** The pre-final plans for the North Hills site and Pleasureville Park were presented on Tuesday, June 3 and for Augustus Schaefer Park on Wednesday, June 4. Public response was good with approximately 25 people in attendance for both meetings.
  1. **North Hills Site:** Citizen comments regarding the North Hills pre-final plan centered around the need to keep the area undisturbed and in its current natural state. Concerns regarding the influx of users and vehicle traffic were raised. Although improvements to the site were minimal in response to citizen comment from the first meeting; access drive and small parking lot at the site entrance on Camelot Way, trails, Frisbee golf, signage and wildlife viewing platform, were all met with resistance. The general theme voiced by the public was to keep it in its current state.
  2. **Pleasureville Park:** Citizen comments regarding Pleasureville Park was more accepting of the pre-final plan. The relocation of the play area and a skate park on the west side of the stream and an athletic field and basketball court on the east side of the stream were found to be needed and appropriate facilities. There was some concern raised about the potential inappropriate activity associated with the skateboard park.
  3. **Augustus Schaefer Park:** Citizen comments regarding Augustus Schaefer Park was favorable with the exception of whether a ball field should remain for informal use. Currently, York Little League uses the field for T-Ball but concerns raised regarding vehicle traffic and noise as well as the recommendation in the Comprehensive Plan to reduce formalized sports from our neighborhood parks may prevent York Little League from future use. They have however, recognized they need to find another location and will work with Mr. Wendel to do so.

The pre-final plan includes walking paths, redesigned basketball courts and new playground equipment (youth & tot lot). The pre-final plan will be modified to take into account the changes recommended by the public. As a result, another meeting will be held to present these changes

- **Penn Oaks Park:** The weather has been favorable allowing the contractor to catch up from delays caused by the wet spring. It appears they should meet the substantial completion deadline of August 15.
- **Park Ordinance:** The Park Ordinance was amended and adopted by the Board of Supervisors at their May 22 meeting. The Park Ordinance allows for dogs in all Township parks except in the following areas: sports fields, playgrounds and the amphitheater. The signs will be changed and pet waste stations will be added to all Township parks including 4 at Springettsbury Park.
- **Event Sponsorship:** Thanked Ms. Sinclair-Anderson for her role in helping to secure \$10,000.00 in funding for Saturday in the Park from Tom Wolf.
- **Sounds of Summer:** Sounds of Summer commenced with Beatlemania Now on Sunday, June 15. Capacity size crowd for opening concert.
- **Saturday in the Park:** The planning committee continues to meet monthly in preparation for Saturday in the Park scheduled on September 27. We plan on adding wine tasting to the list of activities. This activity will be sponsored by Naylor Winery.
- **Summer Playground:** This service will be provided at 8 park sites this summer rather than 9 due to the closure of Penn Oaks Park for renovations. 23 Park Leaders have been hired and 5 Recreation Specialists to help oversee the program which served 930 youth in 2008. The total number of youth registered in 2008 is the highest on record. We will continue to work to serve even more youth this year.
- **Comprehensive Recreation, Park and Open Space Plan:** The Board is charged with implementing the plan. We need to prioritize the needs by formulating a time table covering a 5 to 10 year period to accomplish the goals set forth in the plan. The next meeting will be devoted to developing a strategy to address this project.

**6. Old Business:**

**Wolf**

**Garden Club:** Mr. Wolf was not present to address this matter.

**7. New Business:**

None to report

**8. Announcements:**

Next meeting Monday, July 21 at 7pm

**9. Adjournment:**

Ms. Sinclair-Anderson adjourned the meeting at 8:54 pm.

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
19 May 2008**

**In Attendance:** Board Members: Gary Foller, Chairman  
Steve Wolf, Vice Chairman  
Veronica Sinclair-Anderson  
Sherry Nichols  
Barry Bloss  
Sid Martin  
Kevin Youcheff

Others in Attendance: David Wendel, Director of Parks & Recreation

**1. Call To Order:**

**Foller** Chairman Foller called the meeting to order at 7 pm. He welcomed the Board and led the Pledge of Allegiance.

**2. Introduced and Welcomed Kevin Youcheff to the Board.**

**3. Action On Minutes: (17 March 2008)**

**Ms. Sinclair-Anderson moved to accept the 17 March 2008 meeting minutes. Mr. Wolf was second. Motion unanimously carried.**

**3. Communication from Citizens:** None Reported

**4. Communication from Board Members:**

**Foller** Mr. Foller reported that he will be resigning from the Parks and Recreation Board effective September 30, 2008. He and his wife recently purchased a home in Florida and will be living there for six months out of the year. He indicated that he will continue to volunteer his time for Saturday in the Park.

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

**Wendel** Mr. Wendel reported on the following matters:

- **Master Plan:** The pre-final plans for the North Hills site and Pleasureville Park will be presented on Tuesday, June 3 at 6 pm and for Augustus Schaefer Park on Wednesday, June 4 at 6 pm. The presentation for Augustus Schaefer Park will be held at the park pavilion.

- **Penn Oaks Park:** The project has been delayed somewhat due to the extremely wet spring. The contractor has completed the following areas: retention ponds, riparian buffer, black top lower trail, and drainage for wet seep area, rip rap along stream bank and sediment ponds. The contractor will continue working on the infiltration beds and field layout.
- **Comprehensive Recreation, Park and Open Space Plan:** The plan was presented and adopted at the April 10 Board of Supervisors meeting. The Parks and Recreation Board is now charged with developing a plan for implementation. The Board was encouraged to review the document in preparation for our June meeting. At that time, a time table for implementation will be discussed.
- **Event Sponsorship:** The Saturday in the Park sponsorship package was presented and distributed to the Board. The Director requested that the package be distributed to potential sponsors.
- **Sounds of Summer:** The concert schedule for Sounds of Summer is listed on the Township website.
- **Saturday in the Park:** The planning committee met on May 15. Information regarding volunteer needs will be distributed in the near future.
- **Park Ordinance:** The park rules were modified to include dogs in Township parks. The Ordinance will be presented for adoption consideration at the May 22 Board of Supervisors meeting. The Parks and Recreation Board were encouraged to attend.
- **Creative Playground:** The playground was recently refurbished which included replacing splintered and rotted wood, power washing and sealing. This has been an annual project over the past 5 years to preserve the playground and maintain safety.

#### 6. Old Business:

**Wolf**                    **Garden Club:** Mr. Wolf reported that he will present information at the June meeting.

#### 7. New Business: (Subdivision Plans)

- **Village Realty recommended paying recreation fees in the amount of \$6,192.00 (6 units x \$1,032) in lieu of land for recreation. Mr. Bloss moved to recommend accepting the fee in the amount of \$6,192.00. Mr. Martin was second. Motion unanimously carried.**
- **David A. Hoffman on behalf of Mr. Michael J. Waltersdorff recommended paying recreation fees in the amount of \$1,032.00 in lieu of land for recreation. Mr. Bloss moved to recommend accepting the fee in the amount of \$1,032.00. Ms. Sinclair-Anderson was second. Motion unanimously carried.**
- **David A. Hoffman on behalf of Mr. Marlin R. Weary Jr. recommended paying recreation fees in the amount of \$1,032.00 in lieu of land for recreation. Mr. Martin moved to recommend accepting the fee in the amount of \$1,032.00. Mr. Wolf was second. Motion unanimously carried.**

**8. Announcements:** Next meeting Monday, June 16 at 7pm

**9. Adjournment:**

**Foller** Chairman Foller adjourned the meeting at 8:51 pm.

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
17 March 2008**

**In Attendance:** Board Members: Steve Wolf, Vice Chairman  
Veronica Sinclair-Anderson  
Sherry Nichols  
Barry Bloss  
Sid Martin

Others in Attendance: David Wendel, Director of Parks & Recreation

**1. Call To Order:**

**Wolf** Vice-Chairman Wolf called the meeting to order at 7 pm. He welcomed the Board and led the Pledge of Allegiance.

**2. Introduced and Welcomed Sid Martin to the Parks and Recreation Board.**

**3. Action On Minutes: (18 February 2008)**

**Ms. Sinclair-Anderson moved to accept the 18 February 2008 meeting minutes. Ms. Nichol's was second. Motion unanimously carried.**

**3. Communication from Citizens:** None Reported

**4. Communication from Board Members:**

**Nichol's** Ms. Nichol's provided an update on Canine Meadows, York County Parks Off-Leash area and shared some pictures of the site.

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

**Wendel** Mr. Wendel reported on the following matters:

- **Master Plan:** The public forums for Pleasureville Park/North Hills were held on Monday, February 25 at 6 pm and for Augustus Schaefer Park on Wednesday, March 5 at 6 pm. Public response was good. Approximately 20 citizens participated in each meeting.

The overwhelming concern for North Hills was keeping the site in its natural state. Residents do not want it disturbed with the development of athletic fields or other types of facilities that would attract a high number of people and cause increased vehicle or pedestrian traffic in the area.

The primary concerns with Pleasureville Park and Augustus Schaefer Park were the need to improve accessibility and update existing playground equipment.

- **Penn Oaks Park:** The project is moving forward. The construction entrance has been completed. Excavation of the parking area is nearly complete and a

stone base has been installed. A limited number of trees have also been removed in preparation for the parking area. Drainage at wet seep area was installed. Stream restoration has begun and will progress over the next several weeks with the installation of rip rap along the stream bank and riparian area plantings.

- **Comprehensive Recreation, Park and Open Space Plan:** The plan has been reviewed by the York County Planning Commission, neighboring municipalities, and both school districts. It will be presented for adoption consideration at the April 10 Board of Supervisor's meeting. A public hearing is scheduled prior to the meeting at 6:45 pm. All Board members and Study Committee members are encouraged to attend.
- **Event Sponsorship:** Several Board members requested sponsorship packages for Sounds of Summer to present to potential sponsors. An update will be provided at the April meeting.
- **Sounds of Summer:** The concert schedule for Sounds of Summer is listed on the Township website.
- **Saturday in the Park:** The first planning meeting for this event is scheduled on Thursday, March 20 at 12 pm.
- **Grants:** The Township is pursuing grant funds for a feasibility study for the development of a recreation facility. The application will be submitted in April. Additionally, the Township has been notified that funds are pending for a \$20,000 grant we applied for through DCED. The funds will help with ADA improvements at several park locations.
- **Summer Playground:** We are currently conducting interviews for Park Leader positions. Many staff from last year plan to return which will limit the number of hires.

## 6. Old Business:

### Wendel

**York County Rail Trail Authority:** The Parks and Recreation Board would like to express their support of the northern extension of the Heritage Rail Trail Park, a 2.5 mile section that will extend through Springettsbury Township, through a letter of recommendation. Mr. Wendel indicated that he will need to consult with the Township Manager on this matter before a letter could be drafted.

**Ms. Nichol's moved to recommend providing a support letter on behalf of the Parks & Recreation Board to support the Heritage Rail Trail Park extension in Springettsbury Township. Mr. Bloss was second. Motion unanimously carried.**

### Wolf

**Garden Club:** Mr. Wolf presented a plan to develop a garden club that would help enhance and beautify Township parks. The plan included a proposed mission statement, committee structure and a volunteer recruitment plan to get the club started. Volunteers and community partnership will be important to sustain the club. Mr. Wolf along with Ms. Sinclair-Anderson and Mr. Foller will lead this initiative.

**7. New Business:**

**8. Announcements:** Next meeting Monday, April 21 at 7pm

**9. Adjournment:**

**Wolf** Vice-Chairman Wolf adjourned the meeting at 8:40 pm.

**Springettsbury Township  
Parks & Recreation Board  
Meeting Minutes  
18 February 2008**

**In Attendance:** Board Members: Steve Wolf, Vice Chairman  
Veronica Sinclair-Anderson  
Sherry Nichols  
Barry Bloss

Others in Attendance: David Wendel, Director of Parks & Recreation  
Nicole Ehrhart, Township Solicitor's Office

**1. Call To Order:**

**Wolf** Vice-Chairman Wolf called the meeting to order at 7 pm. He welcomed the Board and led the Pledge of Allegiance.

**2. Action On Minutes: (19 November 2007)**

**Ms. Nichol's moved to accept the 19 November 2007 meeting minutes. Mr. Bloss was second. Motion unanimously carried.**

**3. Communication from Citizens:** None Reported

**4. Communication from Board Members:**

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

**Wendel** Mr. Wendel reported on the following matters:

- **Park Ordinance:** Ms. Nicole Ehrhart from the Township Solicitor's office was introduced and welcomed. She proceeded to discuss the Park Ordinance and proposed changes to permit dogs in Township parks. She stated that the Manager is looking at presenting a draft ordinance to the Board of Supervisors with possible adoption in May. She requested feedback from the Parks and Recreation Board. The following matters were discussed:
  1. Display conspicuous signage
  2. Place signage at all access points to the parks
  3. Indicate fines on signs that are mounted at each pet waste station
  4. Identify a specific fine for not cleaning up dog waste. For example, \$100 for first offense, \$200 for second offense and \$300 for third offense. Signage should also include that dogs must be leashed.

**Wendel** Mr. Wendel indicated that the rules he proposed and submitted to the Township Manager in September should be considered as well. They include the following:

1. Dogs must be kept on a leash no more than six feet long at all times under owners immediate control.
2. Dog owner shall remove and dispose of waste in proper containers.

3. Dogs are not permitted in the following areas at any time:  
Playgrounds, amphitheater, pavilions, volleyball courts and all hard court surface including basketball, hockey and tennis courts.
  4. All dogs must be licensed and vaccinated with identifiable tags on their collar.
  5. Aggressive dogs are not permitted in any park. Owner assumes all liability for any injuries or damage.
- **Master Plan:** A public forum for Pleasureville Park/North Hills will be held on Monday, February 25 at 6 pm. The public forum for August Schaefer will be held on Wednesday, March 5 at 6 pm. Over 1200 meeting announcement postcards for both public forums were mailed. The Board was encouraged to attend.
  - **Penn Oaks Park:** The contractor, TR Stoner has mobilized and prepared the staging area. As the weather conditions warrant, they will begin with stream restoration and field grading.
  - **Comprehensive Recreation, Park and Open Space Plan:** The plan is currently being reviewed by the York County Planning Commission, neighboring municipalities, and both school districts in Springettsbury. We are waiting for their comments. The plan will be an addendum to the Township Comprehensive Plan. A public hearing and adoption of the plan is tentatively scheduled for April 10.
  - **Event Sponsorship:** Sponsorship packages for Sounds of Summer were distributed to Board members. They were requested to share the information with potential sponsors they may have a connection with.

## 6. Old Business:

**Wolf**                    **Garden Club:** Mr. Wolf reported that he will revisit this idea with the Board at our next meeting.

## 7. New Business:

**Wendel**                    **Land Development Plan – Village Realty/Canterbury Courts:** The size of the land dedication for recreation purposes does not meet the Subdivision and Land Development Ordinance which requires (3) acres. The developer is proposing (6) dwelling units. As a result, the Board recommended accepting the fee in-lieu of land which based on the number of units will require a payment of \$6,192.00 (\$1,032 per lot/dwelling unit x 6 units) by the developer.

**Mr. Bloss moved to recommend the fee in-lieu of land. Ms. Sinclair-Anderson was second. Motion unanimously carried.**

**York County Rail Trail Authority:** They have requested a letter of support from the Parks & Recreation Board for the development of Phase 2 of the northern extension to the Heritage Rail Trail County Park. The information that was presented at the January meeting in which a quorum was not achieved will be presented at the March meeting so the Board is familiar with the project. At that time, a recommendation will be made whether to submit a letter of support for the project.

**Nichols**            **The Art Institute of York:** Ms. Nichols recommended contacting The Art Institute of York to find out whether any students may have an interest in conducting classes for the Township as a community service project.

**Wendel**            Mr. Wendel indicated that he would contact the school to find out whether students are required to complete internships and if so whether our program would qualify or whether they may have an interest in just volunteering their time to gain experience.

**8. Announcements:**    Next meeting Monday, March 17 at 7pm

**9. Adjournment:**

**Wolf**                Vice-Chairman Wolf adjourned the meeting at 8:45 pm.