

**MINUTES**

**RECREATION AND PARKS BOARD**

**LOWER ALLEN TOWNSHIP**

**REGULAR MEETING**

**February 28, 2007**

**The following were in ATTENDANCE:**

**RECREATION AND PARKS BOARD**

**TOWNSHIP PERSONNEL**

Scott Duncanson  
James Kaiser  
Susan Parry  
Robert Pelles  
Greg Mahon

Donna Paul, Township Representative  
John Eby, Township Planning and Zoning  
Coordinator  
Trudy Metzel, Recording Secretary

Mr. Duncanson called the Regular Meeting of the Parks and Recreation Board to order at 7:00 p.m.

Ms. Haskins and Mr. Edwards were absent with excuse.

**APPROVAL OF MINUTES**

**Approval of Minutes from January 24, 2007 Meeting**

Ms. Parry moved to approve the Minutes from the January 24, 2007 Meeting as corrected. Mr. Pelles seconded the motion. Motion carried 5-0.

**PUBLIC COMMENT**

**Park of the Month – Highland Park**

Mr. Duncanson introduced Kristen Colson, a resident in the Highland Park neighborhood.

Mr. Duncanson advised that the following:

1. Basketball and tennis courts hopefully will be re-paved in the spring. Bids were sent out last fall; due to problems with the bids the project had to be re-bid.
2. Security lighting and electrical outlets are planned for 2008.

3. The Board recommended the re-installation of the backboard that was previously removed.
4. Consider re-use of the badminton and shuffleboard court area.
5. Consider adding a paved area for roller hockey or roller-blading.
6. Consider removing the sandbox and replacing with a new play structure, or devise a way to cover the sandbox.
7. Tree trimming recommended.
8. Replacement of shingles recommended.

Mr. Duncanson advised the Board that part of his presentation to the Board of Commissioners included kiosks for each park. Mr. Duncanson further advised the Board that it was recommended that the report from the Recreation and Parks Board to the Board of Commissioners be made in September or October when the budget is being formulated, rather than in January or February when the budget has already been finalized.

Regarding kiosks, Ms. Parry suggested asking if the neighbor association would absorb some of the costs and also apply a mini-grant to the project allowing the project to be completed. Mr. Duncanson stated that kiosks may meet the criteria for mini-grants. However, a standard kiosk must be established. Mr. Mahon inquired as to the procedure for the acquisition and installation of kiosks. Mrs. Paul advised that those procedures would need to be established by the Board of Commissioners. Extensive discussion ensued.

Mrs. Paul advised the following:

1. Bids are out for the basketball and tennis courts. Hopefully the work will be done in May, weather permitting.
2. When weather is appropriate, the sandbox will be removed. It is not being replaced with another structure at the present time.
3. Tree trimming of 11 Pin Oaks and 2 large Silver Maples will be done as soon as weather permits.

### **Yellow Breeches Water Trail**

Mr. Eby advised the Board that he was representing the Yellow Breeches Watershed Association.

Mr. Eby reviewed the Trail Guide and Map, which advises the public what is authorized for access, etc.

Mr. Eby reviewed the status of the project. Discussion ensued.

## **LIAISON REPORT**

There was no Liaison Report.

## **RECREATION AND PARKS STAFF REPORT**

### **Easter Egg Hunt**

Mrs. Paul reminded the Board that the Easter Egg Hunt is scheduled for Saturday, March 31, 2007. Stuffing plastic eggs and goody bags will take place Thursday, March 15, 2007 at 7:00 p.m. at the Community Barn. Mrs. Paul advised the Board that she ordered new plastic eggs.

### **Gardeners Gathering**

Mrs. Paul updated the Board on the progress of preparation for the Gardeners Gathering. Extensive discussion ensued.

### **July 4<sup>th</sup> Picnic**

Mrs. Paul advised the Board that planning for the July 4<sup>th</sup> picnic has started. Susan Parry is officially the co-chair.

### **Music in the Park**

Mrs. Paul reminded the Board that Music in the Park event is scheduled for July 22 from 1 to 7 p.m. Donations are being received.

### **Completed Projects at LCAP and Upcoming Projects**

Mrs. Paul advised the Board of the following:

1. Cutting down and trimming trees along roadway to Creekside fields, LACP.
2. Dates and schedules readied for baseball/softball contracts.
3. Requested quotes for pavilion siding for Peter's Field Pavilion.
4. Requested quotes for electrical outlets and lighting for Beacon Hill Pavilion.
5. Ordered equipment for 2007 ball field equipment.
6. Bleacher repairs.
7. Requested quotes for tree trimming at Highland Park Playground.
8. Bollard project work on Field #3 parking lot, LACP.
9. Placed marker stakes at Windsor Park island.
10. 2007 softball/baseball/soccer schedules and agreements sent to League representatives.
11. Installed lighting to flagpole at LACP.

12. Cleaned-up debris at Radar site.
13. Barn restroom cleaned and mopped daily.
14. LACP and Dog Park trash picked-up.
15. Replaced sections of fence on girls' ball field at LACP.
16. Addressed water problem at Yetter Field, Wass Park.
17. Organized maintenance shed, LACP, in preparation for painting.
18. Repair gate latch at Dog Park and put new bulbs on porch at barn.
19. Installed new 4x4 posts replacing old metal posts on roadway leading to Field #2, LACP and added wood chips around the new posts.

## **OLD BUSINESS**

### **Adopt-A-Park Program**

Mr. Duncanson distributed a draft Adopt-A-Park program. Extensive discussion ensued. Suggested changes will be made and the draft reviewed at the March meeting.

### **Kiosks Standard**

Ms. Parry moved to recommend KMC2P (single-sided with two (2) posts, medium message center) or KMC2DP (double sided with two (2) posts, medium message center) tan in color be adopted as the standard for message centers for Township parks. Mr. Kaiser seconded the motion. Motion carried 5-0.

## **NEW BUSINESS**

### **Commissioners Report**

Mr. Duncanson advised the Board that he will address the Board of Commissioners in September or October.

### **Ped/Bike Committee Update**

Mr. Duncanson advised the Board that on March 12, 2007 the Ped/Bike Committee will present to the Board of Commissioners the ped/bike trail plan pretty much as presented in December.

### **Eagle Scout Project at Yellow Breeches Park**

Mr. Duncanson will double check with the Scout that his project at the Yellow Breeches Park is planned for March 24, 2007, weather permitting.

## **ADOURN**

The Recreation and Parks Board Meeting adjourned at 8:50 p.m.