

PARKS & RECREATION BOARD MEETING MINUTES

**UPPER PROVIDENCE TOWNSHIP
PARKS & RECREATION BOARD
Thursday, February 2, 2023
7:30 PM**

Members Present - Joe Sena, Ryan McQuade, Tim Shuler, Adam Lusk, Sylvie MacKenzie.
Don Vymazal also present.

Call to Order - Joe Sena – 7:35 pm

Announcements –

- Acknowledgement of Tom Scanlon. Tom has completed his tenure as a Board Member. Joe praised Tom for his dedication to the community and the Township. He will be missed.

Public Forum-

- **Jane Ferry** – Jane has advised the Board that she will be retiring the Upper Providence Friends for Open Space group. The Board discussed the various support services the group provided to Scott Park and how Upper Providence will take over these activities. Jane advised the Board that there is approximately \$4,000 remaining in the treasury, and there is also an ongoing \$500 capital project that she would like to transfer to Parks and Rec.
- **Jacob Gelman Eagle Scout Project** – Jacob presented the Bluebird Trail Project, which involves creating nestboxes at Lou Scott Park. Jacob advised the total cost of the project is \$400. He has raised \$100 so far. Jacob is looking for additional monetary donations. During his presentation, Jane Ferry offered to utilize funds from Upper Providence Friends for Open Space to take care of the remaining costs of the project. There was a motion to approve by Tim, seconded by all. Marsha Peterson, District 1 Councilwoman, was also in attendance in support of Jacob as a wonderful young man with strong character.

Prior Meeting Minutes – Motion by Tim to approve prior Meeting minutes. Motion seconded by Joe and Tim.

Old Business –

- Joe and Tim gave the new Board members a brief overview of the annual \$3,000 budget allotment to the Board and our responsibility to properly allocate those funds to programming or to needed areas of improvement in the various Upper Providence parks. Our proposal would be sent to Township Council, and then they would decide to approve, and in instances of improvements, work with staff to implement. Joe suggested that a member of the Township Council act as a liaison between Township Council and the Recreation Board. Don felt this was a favorable suggestion. Don also advised that the Recreation Board is the only Township Board that has a budget.

New Business/Public Comment –

- **Permit Applications** - Rose Tree Soccer Club has submitted their permit application for the Spring, summer and fall seasons for Cherry Street Park. Joe proposed that, at this point, the Board should approve the spring and summer applications, and table the remaining fall permit requests for later in the year. Joe, Tim and Ryan also explained to the new Board members the process of permit applications and the importance of timelines for athletic events at the park. They also advised that, during the spring season, usually Media Providence Friends School and St. Mary Magdalen will also be submitting field permit requests for Cherry Street for the spring season (soccer and lacrosse). Although those requests have not yet been submitted, the Board is able to assemble a field usage matrix based on the previous years and requests for field times. The most important component of that matrix is to ensure that there is ample time in between events to allow for traffic to flow in and out of the park smoothly. Adam asked the question of whether we have time limits or deadlines for permit requests for a season. Tim advised that we do not have a deadline in place, but that is something that may be worth considering in the future. Tim brought up the question of whether the Board should consider keeping some open time within the spring and summer schedule at Cherry Street Park to allow for additional Township events that may arise throughout the season. Joe and Don were both open to that idea, and that should be something that should be considered. Sylvie asked the question of whether the Township has a permit application fee. Don advised that there is a fee per player. Most of the Board members were not in agreement with a fee. Motion by Ryan to approve the RTSC permit for the Fall season application proposal, seconded by all.
- **Township Summer Camp** – Don advised the Board that the Township is holding discussions with a “Fun in The Sun” summer camp for children, both residents and non-residents of Upper Providence Township. This is an 11-week camp and is being operated by Kristen Burnett. The Board understood that Kristen carries all liability for the camp. One approach being discussed is subsidies for Township residents, and possible scholarship endowments. However, Don advised that all those details are still being worked out. Joe asked the question of what the Township has done in the past regarding camps and outreach programs. Don advised that he was not sure, but moving forward he is planning on much better structure for documentation and communication for the Township and its action plans. Joe also asked the question of why there are no Rec Board members involved with the planning and implementation of Rec Board programs such as the summer camp. Joe suggested that the Board be involved in these types of recreational activities. Don agreed to have the Recreation Board involved and welcomes the idea of having Board members take on more roles in planning and implementation of Recreation activities. Sylvie, as well as the other Board members, felt that the camp was a great idea and are looking forward to being involved. There was also a conversation to develop an Oversight Committee to have more involvement in Park maintenance and upkeep decisions.
- **Annual Plan and Budget Request** – The Recreation Board had again been tasked with allocation of \$3,000 to be utilized for park and recreational enhancements and programming. Some of this discussion is also included in the Old Business section of the meeting minutes. Adam asked the question of how we account for budgeting. Joe responded that the Board makes recommendations to Township Council on possible areas of improvement that fall outside the usual scope of township park maintenance. Don also was involved in this explanation, and the Board suggested that these funds could be utilized for capital improvements within the parks. Tim, Joe and Ryan offered

Sylvie and Adam examples of some of the previous improvement ideas that have been suggested, such as more parking at Cherry Street and the removal of the backstop at Cherry Street. Joe advised that it may be a good idea to assign a point-person to each park to ensure that the park is being maintained properly and advise of improvements that need to be made. All agreed with this suggestion. There was also discussion to have a timetable to develop a more comprehensive plan moving forward, also have some brainstorming meetings for roles and responsibilities, as well as improvement ideas.

- Sylvie had questions over the timeline of the presentation of the Agenda and the Meeting Minutes to the public. She questioned whether we can post the agenda and minutes earlier. Don advised that the Agenda and Minutes are posted for a month from the previous meeting, so they will always be delayed a month, and that the new agenda and minutes are posted close to the meeting date to account for any new business that may arise prior to the meeting.

Motion to adjourn the meeting by Tim at 8:45, seconded by Adam. Next scheduled meeting will be on Thursday, March 2, at 7:30pm. Meeting minutes recorded by Ryan McQuade.