

## **PARKS & RECREATION BOARD MEETING MINUTES**

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

**Members Present** Joe Sena, Ryan McQuade, Sylvie MacKenzie, Adam Lusk, Mike Gress, George Plotts, Assistant Township Manager Mareille Watson. George Plotts had to leave at 8:00 pm for personal commitments.

**Call to Order** - Joe Sena – 7:33 pm

### **Announcements** –

George Plotts – There will be a parade for the Media Little League team that made it to World Series.

**Public Forum**- N/A

**Prior Meeting Minutes** – Motion by Adam to approve prior Meeting minutes. Motion approved 6-0.

### **Ongoing Business** –

- **Modifications to Cherry Street Field Use Application** – Adam has been working on modifying the field use application. There was a question of whether to keep the language of 60 days within the application. The overall decision by the Rec Board was to keep the 60-day language with the emphasis. Ryan motioned to approve the modifications, approved 6-0.
- **Update on Community Day and UPT Rec Board Table Signup** – Mareille has advised that the signup for the help has been filled for setup and breakdown at 7:00 am and 3:00 pm. Tent and tables will already be set up for the booth. There will be flyers available for the Trunk or Treat for display. Rec Board needs pens, clipboards, and tablecloths. Schedule shows that there will at least 1-2 Board members there during the entire event. Board members will pack up any extra frisbees and survey data.
- **Update on Rec Board Open Seat** – The seat has not yet been filled. There has not been any feedback from promotional advertising. Hoping to get someone from the 2<sup>nd</sup> district.
- **Discussion: 2024 Plan/Budget Allocation (Board)** – Rec Board needs to vote on the 2024 budget. Total budget of \$7,000. Budget proposal is as follows:
  - \$250 for Media Little League
  - \$250 for Professional Development
  - \$200 for Rose-Tree Elementary Strawberry Festival
  - \$500 for Summer Passport
  - \$500 for Penncrest AM Prom Committee
  - \$1,000 for family trip to Hershey
  - \$1,000 for senior trip
  - \$1,000 for summer camp

- \$1,500 for giveaways and promotional materials for Community Day.
- \$800 for printing brochures/flyers.

Motion to approve by Adam. Approved 5-0. Ryan McQuade will present the proposed budget to Township Council at the next Council meeting on Thursday, September 9/14.

### **New Business/Public Comment –**

- **SMM Cherry Street Field Use Applications –** Issue with SMM's permit application. SMM had requested the same time and field use as Media Providence Friends School. MPFS submitted its application first, so they were given the requested field #1 and time. SMM will be able to utilize the fields at the requested time but moved to field #2, with the time altered to 3-5:515pm. Application submission approved with amended field location and end time.
- **Ray Roche upgrade and improvement plan –** Rendering for the upgrades to Ray Roche Park was provided to the Board. Joe raised concerns about interpretation of the Sunshine Law to prevent the Board from receiving a briefing for informational purposes at the site. Mareille stated if Board Members were present at the park, it would be a deliberation and against the Sunshine Law. Joe agreed to table during this meeting and escalate the issue. With the redesign implementation, Adam feels that it takes away from the open space. Mareille advised the focus of the redesign was to expand playground equipment. Joe asked whether this design has been proposed to Walden and their impressions as a neighbor to the property.
- **Update on Community Day and continue planning UPT Rec Board Table –** Thoughts on how we get feedback from the community on the Ray Roche Park improvement. Adam has suggested that we follow Mareille's idea of a QR code that leads people to offer their opinions. There will be a paper questionnaire for community members to have input on the Ray Roche Park Improvements. There will be a large posterboard with the rendering displayed, with the ability to offer comments either through direct transcript or by using the QR code. 2 questions – 1) What is your opinion of the new rendering of the new Ray Roche Park. 2) Are there any other areas of improvement at other parks within Upper Providence Township. A sign up for volunteers to work the Rec Board booth will be developed to ensure all time is covered during Community Day. Adam has an intern who is willing to come to Community Day and help in any way that is needed. She would also be willing to get public feedback if that is needed, as well as developing the results of community feedback from the Ray Roche Improvement plan.
- **Girl Scout Pollinator Project Proposal –** The Girl Scout Troop has asked to install a Pollinator at Berman Park. The Pollinator has already been approved by the Environmental Commission. Need approval from the Rec Board. Motion by Silvie to approve, approved 5-0.

- **October Trunk or Treat Request** – The Upper Providence Police Department has requested that the Township have a Trunk or Treat event. Springton Lake is available and has been approved for use. The event will showcase both businesses and non-profits to offer candy and treats to kids from the Township. Question over what the Board's role would be in the event and what is needed from the Community members. Mareille advised that her and the office will handle the legwork of getting sponsors. Motion by Joe to approved, approved 5-0.

Motion to adjourn the meeting by at 9:29, motioned approved 5-0. Next scheduled meeting will be on Thursday, October 5, at 7:30pm. Meeting minutes recorded by Ryan McQuade.