

**Hamiltonban Township and Fairfield Borough  
Joint Parks and Recreation Commission (JPRC)  
Minutes of Wednesday, April 13, 2016**

**REGULAR MEETING:**

Call to Order: By Chairman Terry Scripture at 7:00 PM

**Attending:** Terry Scripture, Chairman; Maggie Travis, Vice Chairman, Dave Jones, Treasurer; Dean Thomas, Fairfield Member, Laura Morgan, Secretary, and Coleen Reamer, Hamiltonban Township Board of Supervisors (BOS) Liaison.

**Public:** Bob Gordon, Chair, Hamiltonban Township BOS, and John Messeder, *Gettysburg Times*

**Approval of Agenda:** 1<sup>st</sup> motion by Maggie Travis; second by Dave Jones. Motion approved.

**Approval of Minutes from February 10, 2016:** 1<sup>st</sup> motion by Laura Morgan; second by Terry Scripture. Motion approved.

**Treasurer's Report:** Update provided by Treasurer Dave Jones. No significant changes noted.

**Public Comment:** None.

**Old/New Business:**

A. **PRC By-Laws:** Terry Scripture will complete her redraft to capture the change in name now that the Commission is now a Joint Commission. Draft will be circulated among members and is slated for a final vote next meeting (May 11, 2016).

B. **Hamiltonban Township Park:**

- **Alan Patterson:** The Joint Commission discussed the valuable contributions made by past Commission member, Alan Patterson, who died on April 2, 2016. Alan worked with the Commission for three years, and made a significant impact on Commission efforts to develop community trails and parks. He was very involved in the creation of the Park Recreation Plan adopted by both Hamiltonban Township and the Fairfield Borough, and was a vital member of the original trail study for a proposed Middle Creek Trail. The Joint Commission feels deeply his loss to both the community and his family. We send his family our sincere condolences.
- **Name discussion:** Joint Commission members will wait until further along in the process to formally adopt a name for the new community park. Names raised as future possibilities include Middle Creek Park and Bull Frog Park. Middle Creek

Park was an early favorite because it reflected earlier efforts at connecting the planned park with the Middle Creek Trail.

- Permitting:
  - Coleen brought members up-to-date on requirements for permits for the new park. Because park construction will involve significant land disturbance, there is a need to file for a NPDES (soil erosion) permit. KPI would handle this application at a cost of \$5,000. The NPDES permit then is reviewed by the Adams County Conservation District (on behalf of DEP) at a cost of \$3,000. Taken together with the charge for KPI to create construction drawings to guide actual construction (\$4,000), the permit and engineering cost is now estimated to be \$12,000. These costs will be reflected in grant applications going forward (and are captured in the 2016 DCNR grant application). Coleen recommends attendance by Joint Commission members at a future Planning Commission meeting to discuss whether the Planning Commission would consider construction plans to be of sufficient detail to be used as land development plans.
  - The one other additional permit needed is an occupancy permit for the Pavilion (because it has a roof). The occupancy permit costs \$75, but would represent the township paying itself that fee. As a result, the Joint Commission will request the Hamiltonban BOS to waive this fee at a later meeting in line with past practice.
- DCNR Grants:
  - 2016 DCNR grant: Debbie Feiler uploaded the 2016 DCNR grant application today. Copies of the application were provided to members.
  - 2015 DCNR grant: A meeting with KPI, DCNR, Coleen, and available Joint Commission members is scheduled for April 26<sup>th</sup> at 2:15 pm in the offices of KPI in Gettysburg. DCNR grant documents will be discussed and reviewed. An advance review will take place on April 14<sup>th</sup> with Township attorney, Matt Battersby. Coleen Reamer, Maggie Travis, and Laura Morgan in attendance.
- WellSpan grant: Laura Morgan completed a draft of the grant application. The grant is due for submittal by July 1, 2016. Budget for the grant proposal will reflect only the costs associated with Stage II park construction. The funding section will be revised to address this focus and then be sent out to all members. Maggie Travis will explore how to share the grant application form electronically so that it remains 'active' and all fields can be read in full. Total cost for Stage II is now calculated as \$90,799.14 (taking into account permit process and fees). The WellSpan grant funding request will be under \$50,000 (the grant limit).

- DCED grant: The next meeting for possible DCED consideration of the Township's 2015 DCED grant application is early May. Previous months, DCED has not met. It remains to be seen whether they will actually meet in May. Coleen is in contact with our DCNR representative and will let members know.
- Project Partners:
  - Terry Scripture is drafting a letter to be sent to 2015 DCNR grant project partners requesting their 2015 park pledge. Pledge fulfillments will be requested by May 15, 2016.
  - Coleen Reamer is in contact with area businesses with requests for pledges to meet our 2016 DCNR match requirements (\$37,500). Target date for securing pledges is October, 2016. Contacts/meetings with El Vista, Knouse Foods, and Quad Graphics are in process. Dean Thomas will join Coleen for a meeting with Quad Graphics when scheduled. Additional partnerships need to be explored, including Ski Liberty. Coleen asks if any in the group has contacts or knows the 'gift' protocols for working with Ski Liberty.
    - A check of Ski Liberty's website indicates they accept donation requests online only. There is a form at: <http://www.libertymountainresort.com/liberty-mountain-resort/more/donation-request>. There is an opportunity to attach documents to the form. It is possible we can make our case for cash donation – rather than ski tickets -- using the upload function (i.e., we might provide a letter from the Joint Commission detailing project plans and community involvement to date??).
- Status Update on Dirt/Fill: Sales continue of the dirt mounds. Next steps might include alerting members of the Council of Governments (COG) of the availability of fill dirt. Ultimately, remaining dirt will be spread on the planned park sports field. The sports field will be made available to local sports team for practice, but will not be suitable (based on current plans) for regulation games due to issues with parking and its proximity to other park amenities..

**Meeting was Adjourned at 8:30 PM.** 1<sup>st</sup> motion by Maggie Travis; second by Dave Jones.  
Motion approved.

*Respectfully Submitted by Laura Morgan, Secretary*