

**Hamiltonban Township and Fairfield Borough
Joint Parks and Recreation Commission (JPRC)
Minutes of Tuesday, May 8, 2018**

REGULAR MEETING:

Call to Order by Chairman Terry Scripture at 7:01 PM

Attending: Terry Scripture, Chairman; Dean Thomas, Fairfield Member and Vice Chairman; Matt Inskip, Treasurer; Laura Morgan, Secretary; Bob Gordon, Hamiltonban Township Board of Supervisors (BOS) Liaison, and Coleen Reamer, Community Grant Volunteer

Public: John Strahler, and John Messeder, reporter with the *Gettysburg Times*.

Approval of Agenda with Additions: 1st motion by Matt Inskip; second by Laura Morgan. Motion approved. Additions to the agenda were:

- Addition of discussion of meadow preparation to meadow fence discussion
- Addition of discussion on creation of a park facility rental application, and the process for marking the pavilion when rented

Approval of Minutes from April 10, 2018: 1st motion by Dean Thomas ; second by Matt Inskip. Motion approved.

Treasurer's Report: Fund Balance as of 4/30/2018 was \$10,946 after paying for fitness challenge stations and downpayment to Mark Ford (Sports & Recreation Associates). Installment on DCNR grant was received on May 2, 2018 for \$25,000

Public Comment: John Strahler, Hamiltonban Township, joined the JPRC members for their work day in advance of the meeting. He raised two points for discussion:

1. John Strahler has raised the possibility of introducing music in the park. He is in contact with an area musician willing to play in the park. A tentative set of dates is set for the 2nd Sunday of the month. Launch would be June 10th, 6-8 PM, if this can work with the musician's schedule. John Strahler will let JPRC members know. Musicians would perform for free, but would be permitted to use a 'Tip Jar'. If it is a 'yes', advertisements will be placed in the Gettysburg Times by Laura Morgan, and Terry Scripture will post to Facebook and ask the Township Secretary to put it on the outside sign. The public will be invited to come, bring lawn chairs, and non-alcoholic libation. Matt Inskip will bring a portable generator to provide limited electric and enable slight amplification of acoustic sound.
2. John Strahler visited the park after a rainfall and noted the pooling of water around the pavilion (including, both sides of the train play station). JPRC will explore contracting with Mark Ford to add work to improve the slope in that area using topsoil (JPRC will have delivered to site).

Old/New Business:

- A. **Workday:** JPRC members plus Bob Gordon, John Strahler, and Richard Johnson combined to map out the outline of the demonstration pollinator meadow, install rock bases under grills, collect rocks from disturbed area around the pavilion and play structure, install dedication plaque for the flag pole, and begin work on adding a handicap notation to the picnic tables with wheelchair access and siting for future horseshoe pits on the flag pole side of the pavilion. On a trial basis, Laura Morgan will bring a metal lidded trashcan to site by the grills for park users to dump ash from the grills. JPRC members will monitor use of the can to ensure it is not being used for other trash items.
- B. **Future Workday:** JPRC members will hold their next workday in advance of the June 12th meeting.

- C. **Signage:** JPRC members will use the next scheduled workday to inspect/select a spot for erection of a logo-based sign for the park. Dean Thomas has acquired and is completing a sign application. The sign can be no larger than 20 sq. ft. and must not be placed in the road right-of-way.
- D. **Meadow Fence:** Fencing will be placed along the park side of the demonstration meadow. The pathway will be roped off, but not fenced. It is estimated we will need 25 holes for posts. Terry Scripture will get three quotes (Southern States, Lowes, and another) for purchase of posts and rails. Terry is offering to use her truck to deliver to the park site. Dean Thomas will notify Fairfield Athletic Director about timing for work by football players in digging the post holes (2 feet deep) and erecting the 2-rail fencing. Laura Morgan will contact Nina about securing a municipality tax exempt card to enable JPRC members to make purchases for the park on a tax-free basis.
- E. **Meadow Preparation:** JPRC members agree that given the dimensions of the meadow (50 feet by 210 feet with a five-foot dividing pathway in the middle), the best approach (in fact, the recommended approach) would be to use a Round-Up type product to kill existing turf grasses and emerging grasses. Coleen will talk to Rusty Ryan about assisting with this part of the project. Herbicide will need to be applied now and later in the fall. If necessary, a third spraying can take place in advance of planting next spring.
- F. **Interpretive Panels:** Coleen Reamer will follow-up with the PA Correctional Institute about their sign services.
- G. **Stage 2 update:** Mark Ford will begin excavation and installation activities on June 1st. DCNR has approved leaving the park open during construction because the construction activities do not impinge or involve existing facilities (pathways, pavilion, and play station). Coleen will make a daily visit to monitor progress and address any issues. She will notify JPRC members if she cannot check in on any given day and they will provide that coverage.
- H. **Adjustments for Grants:** PAWC denied our grant application for assistance with the demonstration meadow. No adjustment beyond the approach taken to killing off existing turf is necessary to keep the project within budget (herbicide is far less expensive than the laying of plastic sheeting to kill existing turf). Consideration by Robert C. Hoffman Charitable Endowment Trust of our grant application in support of the natural play area is delayed until summer. The Hoffman Trust will resubmit our original application to their next grant round. No adjustment will need to be made to plans for creating the play area to be used for natural play while we wait to hear if Hoffman will fund some of our planned play items (crawl tube, balance beam, sandbox, etc.).
- I. **Other grant updates:** None.
- J. **Park Maintenance:** Discussion of maintenance manual development was tabled until next meeting.
- K. **Facility rental application:** Fairfield Borough provided copies of their rental application. Laura Morgan will use them to create a single page application that notes that renters must abide by all park regulations (posted at the park). Laura Morgan will also create a "this facility is rented..." notice for hanging at the park. Both forms will be provided to JPRC members to review before providing to Nina for her use. Terry Scripture will provide Nina with a calendar to log rentals and will notify the group.

Meeting was adjourned at 8:17 PM. 1st motion by Matt Inskip; second by Terry Scripture. Motion approved.

Respectfully Submitted by Laura Morgan, Secretary