

**Hamiltonban Township and Fairfield Borough
Joint Parks and Recreation Commission (JPRC)
Minutes of Tuesday, July 11, 2017**

REGULAR MEETING:

Call to Order by Chairman Terry Scripture at 7:02 PM

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

Public: Bob Gordon, Chairman of the Hamiltonban Township BOS; Matt Inskip, Hamiltonban Township resident, and John Messeder, reporter for the *Gettysburg Times*

Approval of Minutes from June 13, 2017: 1st motion by Dave Jones. 2nd motion by Laura Morgan; Motion approved.

Approval of Agenda: 1st motion by Terry Scripture. 2nd motion by Dave Jones; Motion approved.

Treasurer's Report: Fund balance will be adjusted by an additional community donation (\$2,500), final payment on the train and pavilion installation, and a request for an additional distribution from the state grant to pay for the work bid out to Lobar and Associates.

Public Comment: Matt Inskip, Hamiltonban Township resident, attended the meeting in order to become better acquainted with the Commission and the park project. Commission members provided an overview and history of the project. Matt Inskip expressed his interest in joining the Commission. The Commission recommends that the Hamiltonban Township BOS appoint him to fill the current vacancy on the Commission.

Old/New Business:

A. Hamiltonban Township Park update/pavilion permit:

- Construction is completed on the train play equipment and pavilion. Terry Scripture has taken pictures and posted them to the Park's Facebook page.
- Additional Stage 1 work (handicap parking space, 400 feet of path, bridge abutments, and fencing) will likely begin in late August.
- Matt Inskip offered to contact the Cashtown Lions to find out who to talk to from the Cashtown boy scout troop. Coleen will call and ask whether they would be interested in helping with construction of a park kiosk or creation of the flag dedication area.
- Tentative work dates to assemble remaining Stage 1 park elements (bridge, benches, picnic tables, and grills) are set as follows:
 - Tuesday, August 8, 6PM: JPRC work meeting. Assembly work will begin at 6PM and be followed by a meeting to be held at the park at 7PM. The public is welcome to attend and assist.
 - Saturday, September 16th, 9AM - noon. Coleen will notify Liberty Worship Center of this planned work date.
 - Saturday, October 14th, 9AM –noon. Coleen will notify Liberty Worship Center of this planned work date.

B. Quote for Other Equipment:

- Mark Ford, Sports and Recreation Associates, has been contacted for quotes on fitness equipment. This will mean we have 2 to 3 quotes for each fitness station. A full review will likely be ready for review at the August 8th JPRC meeting.

C. Grant Updates:

- ACCF will hold a “Big Give” presentation for 2017 grantees on July 18th. Laura Morgan, JPRC, and Bob Gordon, Hamiltonban BOS, will attend. ACCF grant award for the park is \$2,500.
- The Robert C. Hoffman Charitable Foundation grant application is due July 15th. Laura Morgan attended a grant workshop and will also attend a working session to critique draft application narratives. Laura Morgan and Coleen Reamer will finalize the grant application and mail on Thursday, July 13th.

D. Meadow Restoration Project:

- No update. Funding for this park element is contained in the application to DCNR.

E. Park Signage:

- Coleen Reamer will send an email to all Commission members with information on signs (styles, types, prices) needed for the park. JPRC members agree that re-lettering the entry sign with the name of the park and updated information on funding is preferred over creation and purchase of a new sign. Use of the municipality COSTARS vendor for signs will be explored.

F. Grass seeding:

- Bare ground surrounds the train play area and the back of the park pavilion. To minimize run-off, JPRC members discussed laying down straw (to be donated by Coleen) until seeding can be done in the fall. An email will go out to JPRC members to alert them to when straw will be laid down in case they would like to come out and help with the effort.

Meeting was adjourned at 8:07 PM. 1st motion by Dave Jones; second by Laura Morgan. Motion approved.

Respectfully Submitted by Laura Morgan, Secretary