

**Hamiltonban Township and Fairfield Borough
Joint Parks and Recreation Commission (JPRC)
Minutes of Tuesday, February 13, 2018**

REGULAR MEETING:

Call to Order by Vice-Chairman Dean Thomas at 7:02 PM

Attending: Dean Thomas, Fairfield Member and Vice Chairman, Matt Inskip, Member, and Laura Morgan, Secretary, Bob Gordon, Hamiltonban Township Board of Supervisors (BOS) Liaison, and Coleen Reamer, newly appointed Community Grant Volunteer, were in attendance. Terry Scripture, Chairman, was absent.

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

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

- Review of park rules and regulations, including alcohol consumption
- Certificate of Appreciation for Dave Jones' 10 years of service to the Commission

Approval of Minutes from January 9, 2018: 1st motion by Matt Inskip; second by Laura Morgan. Motion approved.

Treasurer's Report: Current Fund Balance is \$6,548.06. Funds include receipt from ACNB of its final commitment of \$2,500. Funds still outstanding include a DCNR grant withhold of 10% from first grant award. Release of these funds is contingent on successful inspection (scheduled with Jay Schreiber, regional DCNR representative, at 9AM Feb. 14th), receipt of documentation from the Commission and engineers, and final audit. Coleen is in contact with Adams County Green Space about an advance from its award amount. Receipt of the advance may take 2-3 weeks.

Public Comment: None.

Old/New Business:

- A. **Park Rules & Regulations:** Coleen Reamer provided a list of rules and regulations currently posted at the park. They include prohibition of consumption of alcoholic beverages. Minor edits were made and officially adopted in a unanimous vote by the Commission. The list of rules and regulations will be submitted to the Hamiltonban Township Board of Supervisors for their approval along with a request to add pavilion rental fees to the Township fee schedule. Renting of the pavilion is available for \$25 for up to four hours, \$50 for all day.
- B. **Logo Decision:** Members reviewed the final two submissions (one was withdrawn from consideration by the student submitting). The winning entry (selected by three of four members) was the logo displaying the park name (Hamiltonban Community Park) through sunrays over the crowns of apple trees. Terry Scripture headed this project and is the point of contact with the school. She will arrange a time and place for a formal announcement of the winner. The *Gettysburg Times* will be invited to capture our formal adoption of the logo and awarding of a Certificate of Appreciation to the student with the winning entry (maybe at next month's meeting – Tuesday, March 13th). Terry was not able to attend this meeting, so finalization of time and place will be made post-meeting based on her availability and the availability of the student and art teacher.
- C. **Pamphlet Discussion:** Changes were suggested to the interim flyer. The list of donors was dropped (it is currently posted on the website and at the park itself). Instead, we will include a description of donor levels and information on how interested parties can contribute. Dean Thomas will work

with someone in the Fairfield Historical Society with the software and expertise to polish up the revised mock-up and the newly selected park logo.

D. Outstanding Grants:

- PAW: Coleen discussed status of her PAW grant submission (due the end of March). The focus of the grant is development of a pollinator demonstration meadow. The grant request will include \$3,800 for split rail fencing and \$6,200 for seeds and plugs. Labor will be all volunteer. Coleen will contact Terry Scripture about getting a copy of an earlier news article from the *Gettysburg Times* discussing our plans for a demonstration meadow for inclusion with the grant application. She will also contact Mary Ann Ryan, Master Gardener Coordinator, to get a letter confirming their interest and support in working with us in designing and installing the garden.
- Robert C. Hoffman Charitable Endowment Trust application: Grant was submitted in mid-January. The grant administrator from ACCF, Lisa Donohoe, says announcements will be made in the 4th week of April.
- Green Space grant round 2018: Coleen would like to use this new application, if awarded, as the match for a grant application to the South Mountain Partnership. The focus will be on funding for interpretive signs. Dean Thomas will take the lead on composing the signs. The five signs under consideration will cover:
 1. Thaddeus Stevens, the Tapeworm Railroad, and Maria Furnace
 2. Civil War action in the Fairfield area
 3. Fruit Belt
 4. South Mountain, to include the Michaux state forest and the importance of this watershed
 5. Histories of Hamiltonban Township and Fairfield Borough
- DCNR Stage 2 construction: Updated quotes from COSTARS vendors are now available with the exception of Mark Ford, Sports & Recreation Associates. A list of items to be quoted will be compiled and sent by Laura Morgan to Mark Ford. Mark Ford is a COSTARS vendor, and also holds a COSTARS contract that covers excavation work. Once updated quotes and information are received from Mark Ford, we can complete the budget for Phase 2 construction and submit to DCNR.

E. **Meadow Planting:** No update beyond its inclusion in grant applications.

F. **Certificate of Appreciation for retired Commission member, Dave Jones:** The Township secretary has printed a Certificate of Appreciation for Terry Scripture's signature to recognize and show our appreciation for Dave Jones' 10 years of service to the park commission. Once signed, Coleen Reamer will make an at-home presentation to Dave. Bob Gordon asked about the status of our recruitment of a new member to fill Dave's position. Dean Thomas has been in contact with a community member who has expressed an interest. He will attend next month's meeting in order to get acquainted with the Commission. If both parties agree, his name will be provided to the Township Board of Supervisors to approve his membership.

G. **Website Updates:** Terry Scripture is leading the effort to update park information on the Township website. She was not in attendance at this meeting. A status update will be addressed in the next meeting.

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

Respectfully Submitted by Laura Morgan, Secretary