



**SHIPPENSBURG COMMUNITY
PARKS AND RECREATION
AUTHORITY**

Minutes of the Regular Board Meeting
Southampton Township Building
August 4, 2016 6:00 PM

Board Members Present

Gerilee Davis – Chairman
Edward Barrett – Vice Chairman
Derek Bostick – Treasurer/Information Officer
Nathan Goates – Right to Know Officer
Maria Misner – Secretary

Others Present

Tyler Fairchild – Parks and Recreation Director
Steve Coccorese Esq. – Parks and Recreation Attorney

Visitors Present

Carol Taylor – 605 Brenton St.
Hunter Merideth – SASD Board
Charlie Suders – SASD Board
Herb Cassidy – SASD Board
Sue Piper – Rep. Relay 4 Life
Rich Capozzi – Ship Revitalization

Chairman Gerilee Davis called the meeting of August 4, 2016 to order at 6:00pm and announced the meeting was being recorded.

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

PUBLIC COMMENTS

Carol Taylor asked the board their position on the new stadium. She spoke to the American Legion and VFW and they would like to help refurbish Veterans Stadium, but are cautious because they are not aware of the school board's plans in reference to building a new stadium.

Gerilee Davis replied that the position of the SCPRA board is neutral in the decision; however, if the school board decides to build the new stadium SCPRA will do what is best in the interest of the community. This is what was presented to the school board in a letter and is posted on the SCPRA website.

Gerilee stated she would be happy to attend the Veterans committee on August 11th. Carol will let her know the time and place. SCPRA would like to work with the school board and all of the community.

Gerilee stated that there is an alternative plan if the school board moves forward with building a new stadium. Tyler added that the plan is the original plan that the Borough developed in 2010.

Herb Cassidy felt that there would be no decisions on the new stadium soon. The people who want to raise the money for the stadium are of the mindset that they cannot control their own vendors when other groups can. It was contracted without School District input or approval. Herb stated that the school district pays the most money for the park, but has the fewest amount of games. It appears status quo as far as cooperation.

There is one more year on the school's contract on Veteran's stadium. He stated there would be another three-year contract. He asked if the school would be given control over their own food and vendors.

Gerilee replied that the SCPRA Board was not involved in the previous contracts but is perfectly willing to talk about the new contract.

Herb said they would be reaching out to the SCPRA Board to work on a new contract.

Tyler added that he has been looking at the contracts for concessions with Mike Montedoro, the Athletic Director at the High School. The contract does say that non-profit organizations can be vendors inside the facility during a game, but it cannot compete with the Lion's Club menu. They are trying to find a non-profit to come in with a grill truck or alternative. The relationship has been good.

NEW BUSINESS

Revitalization Committee Chairman Rich Capozzi

Rich Chairs the Community Outreach and Recreation and Committee. Rich stated that his committee is trying to ascertain what the community is looking for. One of the biggest challenges is to increase communication throughout the community by using the Chamber of Commerce website.

Rich also said that the Park & Rec. Authority is already working on things that his committee was talking about. They would like to get behind the SCPRA efforts and support them as well as the school district and the university.

Gerilee stated that the SCPRA Board would like to set up a meeting with the Community Outreach and Recreation Committee members after their meeting on August 18th.

Sue Piper – Relay for Life

At the last Relay for Life meeting they discussed different options to hold the Relay for Life. Currently it is at the High School, but they are considering using Memorial Park because of the stadium. They would like to use the concessions, have a 3K and hold a softball tournament to add interest to the event. It is typically the week after the school-year ends. Sue will get with Tyler and work out the details. If Relay for Life decides to use Memorial Park, a decision could be made at the next SCPRA monthly meeting.

Gerilee stated that the by-laws for the Authority do not say how long public comment is. It says the meetings follow Robert's Rules Revised, so that needs to be determined.

It also says the meetings begin at 7:00, which needs to say 6:00.

Gerilee stated the by-laws also say there needs to be a capital improvements meeting with the partners, the Township and the Borough in August. The by-laws say the

budget meeting is November 30th, but the MOU says before November 1st, so there is a conflict.

Sam Wisner told Gerilee the Capital Improvements Meeting just needs to have a representative from each entity. The tentative meeting was set for August 11th Gerilee will verify the time.

PANO Certification – Gerilee stated that DCNR highly recommended everyone become PANO certified.

Child Clearances – Everyone but Gerilee has their clearances. They should be sent to Tyler to keep on file.

Meeting with Steve Oldt from Shippensburg Township - Gerilee and Maria will be meeting with Steve Oldt from Shippensburg Township regarding partnering with SCPRA.

DIRECTOR'S REPORT

Tyler Fairchild reviewed his Director's Report summarizing activities from July and outlook for August:

July

- Trained new office employee
- Football/Cheer meeting, registration, uniforms, finalizing rosters
- Met with SASD Athletic Director (Fall Stadium Schedule)
- Met with Kevin Plasterer, R.A. Yohe and the Door Store regarding stadium renovations and improvements.
- Met with Fleagles Painting regarding painting. The stadium quote was \$5,000.

MOTION: Maria Misner moved to purchase painting supplies for volunteers to do the painting. Gerilee Davis seconded the motion, which passed unanimously.

- Met with GoodSound to get a quote to improve the speakers at the stadium.
- A well pump needed replaced at the park, the bill for that has not been submitted yet.
- There are 34 cheerleaders, up from 11 last year. They are going to be raising funds for uniforms.

COMMITTEE REPORTS

POOL

Tyler reported for Derek, that he is projecting a loss of approximately \$10,000 for the pool due to labor costs. Once all of the numbers for the year are in, they can look back and see where changes can be made.

Advertising for the pool will need to be looked at next year as well.

Nathan asked what records were available from the previous year for planning purposes, and what is the daily usage?

Tyler stated that this is the first year for records, but they do not know how many are at the pool each day. Next year there will be a membership card swipe. RecDesk will help collect better records.

FINANCE

Handouts were previously distributed.

PROGRAMS

Bubbleball – There was discussion regarding the possibilities of how Bubbleball will work and be advertised.

PERSONNEL

Part-time Assistant – Everyone agreed that Staci has been a tremendous help for Tyler and the Park & Rec Program.

Tyler asked if her position could be extended through September 16th.

MOTION: Gerilee Davis moved to extend Staci's appointment to September 16th. Nathan Goates seconded the motion, which passed unanimously.

Gerilee Davis stated that the personnel committee should get with finance and make a determination.

COMPREHENSIVE PLAN

Maria Misner stated that she contacted the people who wrote the Comp Plan for the Shippensburg Park & Rec. Authority in 2004. The company graciously sent the entire digital version. There will be parts that can be used as is and some that will need updated, but it will be helpful.

Tyler asked for a copy to help him with his planning.

Strategic Plan – Gerilee reviewed the letter she received from Jim Young, the Authority's point of contact from DCNR, who said the Strategic Plan is an annual work plan that follows the fiscal year. A plan will need to be submitted by January.

Gerilee will get in touch with Jim Young regarding the Director Review.

Tyler stated that DCNR contacted him with the date of August 19th when his Personal Goals Report is due.

Nathan suggested Tyler attending the National Parks and Recreation Organization training to learn what others are doing that is successful and what hasn't been.

FACILITIES

Eagle Scouts Project - Tyler reported that the Eagle Scouts are going to start on the 13th on their project at Dykeman's and want to complete it by the 16th.

Bathrooms – are gutted and sanded. The end date of the bathrooms and the front face of the stadium should be the 17th.

Borough Projects at the Park - The Borough is putting down stone dust and other small fixes at the park. This is the project that they started prior to the authority taking over. It was a grant that was obtained a few years ago and there have been donations from Sheetz and Comcast.

Stadium Painting - Tyler stated that the only thing remaining for Park and Rec. to do is painting the entire outside face of the stadium.

A professional quote was \$5,000 for paint and labor. It would be a six-day project. Tyler is estimating the Authority could get volunteers do it for \$500-600.

MOTION: Maria Misner moved to approve the purchase of supplies to do the painting at the stadium. Gerilee Davis seconded the motion, which passed unanimously.

Speakers – Kevin Plasterer spoke with Tyler about the quality of the speakers at the stadium. He got a quote from Good Sound for six speakers. The project for football/soccer field is \$4,799, which includes install. The baseball field speakers would be \$1,079. So it is roughly \$6,000. After discussion the board felt it should ask for donations for this specific purpose. The board also requested that Tyler contact Mr. Sean Wolford as well to get his opinion.

17-Acre Park

Maria Misner reported that the Supervisors agreed that the field is available for recreational purposes. They would like to see a sketch plan of what fields are being proposed, how it is going to be implemented and what resources and finances are available. If the sketch plan is satisfactory, they will give approval to proceed. She proposed they make a committee to develop a sketch plan, analyze needs, resources, grants available etc. She has already asked Tim Hawkins if he would consider being on the committee and he agreed. Once a sketch plan is approved the Township will lease to the Authority.

Gerilee will include this property in her discussion with Jim Young.

The committee will consist of Nathan, Tyler, Tim Hawkins and Maria. Other people who would be considered valuable can be added.

MINUTES FROM JULY 7th MEETING

MOTION: Ed moved to approve the minutes from the July 7th meeting as presented. Gerilee seconded the motion, which passed unanimously.

OLD BUSINESS

Field Drag – Tyler is waiting for Forresters to return his call.

Skate Park – Ed stated that the kids were told to get a plan together and present their ideas to the SCPRA Board. Gerilee will try to get one of the parent's contact numbers to resume that dialog.

Steve Coccorese relayed a message from Sam Wiser regarding the skate park. The lease agreement with the borough would require the borough to consent if the park costs \$15,000 or more.

Newsletter – Maria will compose a newsletter, but she would like help since she is fairly new. Nathan and Gerilee stated they would both help and contribute.

Maria is getting ready to prepare a newsletter for the Township and welcomed an article from SCPRA. Gerilee stated that she would submit one with input from the board.

NEW BUSINESS

Gerilee stated that the revitalization committee suggested that SCPRA submit to the Chamber Newsletter.

Branch Creek Children's Park Dedication - is August 23rd 10:00 am. They still have \$16,000 to use. The remainder will be put into an account for Branch Creek Children's Park in the future.

Business Cards – Maria will make business cards for the board.

Director 6-month Review – Gerilee to ask if it is ok to wait until October 6th.

Dykeman Spring – Nathan reported that Dykeman has about a two-mile perimeter and feels there is the potential for about five miles of multiuse trails. He has been in communication with the person who designed trails for the Emitsburg Watershed. He would like to have the trail designed to meet the National Interscholastic Bicycle League events. He stated that money may be needed to hire someone to design it, but feels there are people and businesses that may help implement it. Parking, restrooms and signage would also be needed.

Nathan suggested forming a committee to develop the Dykeman Pond trails.

Township and Borough Meetings – Gerilee felt members of SCPRA should be attending Borough and Township meetings on a regular basis.

Tyler stated that the borough thought attending a meeting on a quarterly basis would be sufficient. He also wants to attend the school board meetings.

Steve relayed a concern of Sam Wiser's that the rules that are posted don't conflict with policies. Tyler gave Sam a list of park regulations to edit several months ago. Steve will check with Sam. Steve asked Tyler for a copy of the regulations also.

Gerilee stated it would be good to have Dentler Park bathrooms open during the day.

Chairman Davis adjourned the meeting at 8:17.

Respectfully Submitted

Maria Misner/Secretary
SCPRA