

## **Park and Recreation Board September 18, 2017 Meeting Minutes**

The September 18, 2017 public meeting of the Upper Makefield Township Park and Recreation Board was called to order by Chair Eric Schaal at 7:33 p.m. In attendance were the following members of the Park and Recreation Board: Chair Eric Schaal, Vice Chair Cathy Magliocchetti, Member Donna DeSimone, Member Jim Pearsall and Member Tim Thomas. Member Bill Hoefer and Member Randy Reardon were not present. Also in attendance were Assistant Manager Judy Caporiccio and Supervisor Liaison Tom Cino.

### **Public Comment**

There was no public comment.

### **Approval of Minutes**

A motion was made by Mr. Thomas and was seconded by Mr. Schaal to approve the August 14, 2017 minutes. Motion carried by a unanimous vote.

### **Upper Makefield Youth Baseball/Softball League Fall Field Use Request**

Ms. Caporiccio outlined the Fall 2017 Field Use Request of Upper Makefield Youth Baseball/Softball League for use of the fields and snack shed at Lookout Park from September 1- November 15, 2017. In lieu of 2017 Field Use Fees, the club will continue to provide the following maintenance at Lookout Park as approved February 13, 2017:

1. Prepare fields for use at the beginning of the season-purchase and spread infield mix as needed, clean dugouts, set-up and replace/repair field equipment.
2. Set up irrigation, fertilization and seeding plans as needed for fields.
3. Mow and edge fields throughout the year as needed to maintain playability.
4. Maintain fields, snack shed, batting cages and dugouts throughout the season.
5. Contribution to the Township of 10% of snack shed proceeds.

A motion was made by Ms. DeSimone and was seconded by Mr. Schaal to approve the Field Use Request of UMYBSL for September 1-November 15, 2017 with the maintenance plan outlined above in lieu of a field use fee. Motion carried by a 4-0 vote. Ms. Magliocchetti was not present for this vote.

### **Rock Softball Tournament Request**

Ms. Caporiccio outlined the tournament request of Newtown Rock Fastpitch for use of both Lookout Park softball fields, one baseball field and the concession stand on October 14-15, 2017. UMYBSL has no conflicts with field use, however, the club's groomer is not available to outside users per their insurance provider. A motion was made by Ms. DeSimone and seconded by Mr. Thomas to approve the Newtown Rock Softball Tournament request for use of both Lookout Park softball fields, one baseball field and the concession stand on October 14-15, 2017 pending receipt of all required insurance and documentation from the club with the following conditions: \$1,000 tournament fee and \$500 security deposit. The food vendor is also required to submit an insurance certificate and Board of Health Certificate and contribute 10% of proceeds from food sales. Motion carried by 4-0 vote. Ms. Magliocchetti was not present for this vote.

### **Park & Recreation Fee Schedule Review**

Mr. Schaal led discussion regarding updating and standardizing the park user fees and shared information collected from researching fees charged by nearby townships. Discussion followed and a motion was made by Mr. Schaal and seconded by Mr. Thomas to forward the following park

user fee recommendations for inclusion in the 2018 Fee Schedule:

Application Fee (pavilion or field)	\$0 resident and \$25 non-resident
Security Deposit (pavilion or single field)	\$200 regardless of resident or non-resident
Reserved Pavilion Usage	\$100/4 hours –less than 100 ppl \$175/4 hours more than 100 ppl Plus \$200 security deposit
Single Use (Non-Tournament)	
Single Use Field Reservation (resident)	\$75/day/field
Single Use Field Reservation (non-resident)	\$200/day/field
Tournaments/Camps	
Application Fee	\$50
Security Deposit	\$500*
Resident Fee	\$100/field/day
Non-Resident Fee	\$250/field/day
Concession Stand	10% (separate security deposit \$250 refundable)
*UM reserves the right to increase security deposit requirement for special circumstances.	

Motion carried by unanimous vote.

**2018 Budget Request**

The Board discussed potential future projects and budget recommendations for 2018. Pending the status of the Lookout Park building improvement project, the Board will request that funds budgeted for this project in 2017 be moved forward for 2018 if the project is not completed this year. (Subsequent to this meeting, the project was awarded at the October 3, 2017 Board of Supervisors meeting.) Additionally, \$3,000 is being requested for purchase of up to 6 benches to be installed at both parks (4 at Brownsburg Park and 2 at Lookout Park). The Board requested that the EAC investigate planting wildflowers at Brownsburg Park in the no mow areas, particularly near the entrance. No budget requests were submitted by Patriot FC or UMYBSL for consideration at this meeting. Further discussion and finalization of the 2018 budget request will be placed on the next agenda.

**October Meeting Date**

Due to scheduling conflicts with the Board of Supervisors Budget Workshop, the October meeting date was changed to October 16, 2017.

**Other Business**

Ms. Caporiccio provided the following updates:

- The New Hope Fitness Softball League request approved at the last meeting was withdrawn due to timing issues.
- The Total Soccer Preschool Program request approved at the last meeting was withdrawn due to low enrollment.
- Patriot FC decided not to pursue a 3<sup>rd</sup> party food vendor for Fall 2017.

- The Board of Supervisors approved the \$5,000 Tree Fund expenditure to purchase trees for both parks.
- The bid opening for the Lookout Park Building Improvement Project is September 21, 2017.

**Adjournment**

A motion was made by Mr. Thomas and was seconded by Ms. DeSimone to adjourn the meeting at 8:44 p.m. Motion carried by a unanimous vote.

Approved: October 16, 2017