

**Hamiltonban Township and Fairfield Borough
Joint Parks and Recreation Commission (JPRC)
Minutes of Tuesday, January 9, 2018**

REORGANIZATION MEETING:

Call to Order by Chairman Terry Scripture at 7:12 PM

Attending: Terry Scripture, Chairman, Dean Thomas, Fairfield Member and Vice Chairman, Matt Inskip, Member, and Laura Morgan, Secretary, and Bob Gordon, Hamiltonban Township Board of Supervisors (BOS) Liaison were in attendance. Dave Jones, Treasurer was absent.

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

The Reorganization Meeting was held to elect officers for 2018. Elected were:

- Terry Scripture as Chairman. 1st motion Dean Thomas; second by Matt Inskip. Motion approved.
- Dean Thomas as Vice-Chairman. 1st motion Laura Morgan; second by Terry Scripture. Motion approved.
- Laura Morgan as Secretary. 1st motion Terry Scripture; second by Dean Thomas. Motion approved.
- Matt Inskip as Treasurer. 1st motion Terry Scripture; second by Laura Morgan. Motion approved.

Reorganization Meeting was adjourned at 7:20 PM. 1st motion by Laura Morgan; second by Terry Scripture. Motion approved.

REGULAR MEETING:

Call to Order by Chairman Terry Scripture at 7:21 PM

Attending: Terry Scripture, Chairman, Dean Thomas, Fairfield Member and Vice Chairman, Matt Inskip, Member, and Laura Morgan, Secretary, and Bob Gordon, Hamiltonban Township Board of Supervisors (BOS) Liaison were in attendance. Dave Jones, Treasurer was absent.

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

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

- Resignation of Commission member, Dave Jones
- DCNR Phase 2 construction
- Community Day
- Website updates
- Other grants
- Recommendation for formal role request for Coleen Reamer

Approval of Minutes from December 12, 2017: 1st motion by Terry Scripture; second by Laura Morgan. Motion approved.

Treasurer's Report: Current Fund Balance is \$4,045.62. Funds outstanding include final installment of the ACNB support to park development, and DCNR grant withholding of 10%. Coleen will follow-up with Nina regarding "invoicing" of ACNB for their remaining commitment of \$2,500. Coleen will also schedule an inspection by DCNR in order to complete the final audit on the first DCNR grant (Stage 1). Stage 1 construction is complete. KPI will be asked to generate an engineer's letter and completed construction plan for submission to DCNR. This cost is already covered under fees paid to KPI for Stage 1.

Public Comment: Members note that there remains some confusion in the community about how the park is being funded. Township support for the park has been critical as the Commission has applied for (and received) grant funding, but the grant is not being funded by Township tax dollars. The grant support received for the park's development actually brings tax dollars back to the township. To date, \$262,000 has been raised through grants and donations from over 40 community park supporters (private individuals, non-profit organizations, and local businesses). Going forward, the Commission remains committed to park development and will continue to look to outside sources of support to build and maintain the park. Township responsibilities to the park are limited to mowing, which was an activity already being conducted by the Township.

Old/New Business:

- A. **Process/Assignments for flying the Park flag at half-staff:** Coleen Reamer is already registered on Alert PA in order to be notified when the governor or President issues a requirement that flags at public buildings be flown at half-mast. When she receives email notification of the need to fly the flag at half mast, she will notify all Commission members. If this arrangement doesn't result in a distribution of responsibilities for adjusting the flag, the Commission will revisit this issue and create a process for assigning member responsibility for half-staff response. Standing requirements for flying the flag at half-staff exist for five days in the calendar year: May 15th (Peace Officers Memorial Day), May 28th (Memorial Day), September 11th (Patriots Day), October 7th (National Firefighters Memorial Day), and December 7th (Pearl Harbor). These half-staff dates require lowering from sunrise to sunset.
- B. **Logo submission discussion:** All members submitted their top 5 picks from the 34 submitted by Fairfield High School's art class. These picks were discussed and reduced to a top 3 (logo submissions 15, 16, and 31). Final choice will be made at the February JPRC meeting.
- C. **Demonstration garden timetable (spring or fall planting):** The Commission will delay the start of work on the demonstration garden until Stage 2 construction is completed later this spring/summer. Work to be addressed this summer will include marking out the dimensions of the garden and creation of temporary signage to let the public know more about the purpose and process for creating a pollinator meadow demonstration garden. Preference is to use black plastic (minimum weight of 4 mil) to kill existing sod and heat sterilize the soil to reduce weed reseeding. Two months in summer heat is usually required to complete this process. Planting (a mix of plugs and seeds already identified for the garden by Adams County Master Gardener Coordinator Mary Ann Ryan) will not take place before Spring 2019. This timing is well within grant guidelines.
- D. **Hoffman Grant:** A draft grant application has been written by Coleen and Laura. The proposed request amount is just over \$8,000 in order to create a natural play space (38' X 27') in the area fronting the demonstration meadow. Coleen and Laura met with ACCF Director of Community Programs, Lisa Donohoe, for guidance. Submission must be postmarked by January 15th. Signature by Board Chairman, Eddie Deardorff, is needed for submission and will be requested.
- E. **Resignation of Commission member, Dave Jones:** The Commission formally accepts —with regret and appreciation for all his years of service— the resignation of Commission Treasurer, Dave Jones. The Commission asks that the Township Secretary prepare a Certificate of Appreciation to honor his service.
 - Dean Thomas will contact an area member who identified himself at the "soft" opening in November 2017 as having an interest in working with JPRC to find out if remains interested. Other community members similarly interested in working with the Commission can complete a Volunteer Form found on the Township's website at: <http://www.adamscounty.us/Munic/HamiltonbanTownship/Documents/Forms%20and%20Documents/Forms/Volunteer%20Position%20Application.pdf>. We welcome your involvement!
- F. **DCNR Stage 2 construction:** The Commission deferred to next month's meeting a discussion of what elements to include in a quotation request to Mark Ford, Sports and Recreation Associates. Because he is licensed as a COSTARS vendor, he will be used for walking path and play area

excavation. His company also has been chosen by the Commission for provision of two of the five fitness challenge stations and swing set. Mark Ford has indicated he can install not just the two fitness challenge stations being ordered through his company, but also the three we will order from other selected vendors.

- G. **Community Day:** Commission members agree that the uncertainties of weather and the start date for construction on Stage 2 mean that we should defer our intention to conduct an annual Community Day each spring until Spring 2019. Bunny games and kite-flying are current candidates for inclusion in future events.
- H. **Website updates:** As part of the process of applying for the Hoffman Grant, Laura and Coleen have updated the table of park supporters. Park supporters now number over 40. The current table will be provided to Nina by Laura for Nina to use in updating the Hamiltonban Township website.
- I. **Other grants:**
- PAWC. Grant requests must be made before March. Coleen is taking the lead on this application. Her focus will be a request for support for the pollinator meadow demonstration garden because of its positive impact on water quality – an area of concern and interest for PAWC. Laura has provided Coleen with some cost estimates for native plants identified by Mary Ann Ryan for use in creating the meadow.
 - South Mountain Partnership. Coleen recommends (and the Commission agrees) we apply for a grant for support in erecting interpretive panels in the park. Dean Thomas will take the lead on providing language for inclusion on the panels. Proposed language and designs are needed by March 2018. Laura Morgan will assist with writing as needed. Previous Commission discussions have identified the following topics for interpretive sign panels:
 - History: Historic events such as the tapeworm railroad and civil war involvements in our area
 - Industry: Use of a timeline design to call out area economic development and changes, including tanning, gristmills/sawmills, shoes, the Fruit Belt and the move from growing and eating to growing and processing in addition to wineries
 - Scenic: South Mountain CLI
 - Smaller panels (along the lines often seen at zoos) were envisioned for:
 - Green and Sustainable Park Features: Solar, pollinator meadow demonstration garden, rain gardens, etc.
 - ADA features
- J. **Recommendation for formal role for Coleen Reamer:** The Commission would like to formalize Coleen Reamer's continued (and vital) involvement in the Commission's work by requesting that the Hamiltonban Township Board of Supervisors appoint Coleen as our official Community Grant Volunteer. Coleen's knowledge and experience in managing and administering grants is vital to the process of successfully developing the park, and we would like to ensure she has standing to represent the Commission in grant matters.

Meeting was adjourned at 8:35 PM. 1st motion by Laura Morgan; second by Terry Scripture. Motion approved.

Respectfully Submitted by Laura Morgan, Secretary