

**Hamiltonban Township and Fairfield Borough  
Joint Parks and Recreation Commission (JPRC)  
Minutes of Tuesday, April 10, 2018**

**REGULAR MEETING:**

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

**Attending:** Terry Scripture, Chairman; Dean Thomas, Fairfield Member and Vice Chairman; Matt Inskip, Treasurer; Laura Morgan, Secretary; Bob Gordon, Hamiltonban Township Board of Supervisors (BOS) Liaison, and Coleen Reamer, Community Grant Volunteer

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

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

- Change of agenda item "Other grant updates" to read "Other updates"
- Meadow Fencing
- Road sign

**Approval of Minutes from March 13, 2018:** 1<sup>st</sup> motion by Matt Inskip; second by Dean Thomas. Motion approved.

**Treasurer's Report:** Current Fund Balance is \$25,977.85. This amount does not reflect a newly received donation from Pamela Wiehagen, Township Tax Collector, for \$1,100. To be received in the next few weeks from the state is the return of \$12,408 held back by the state until conclusion of Phase I (passed and approved), and a \$30,000 advance on Phase 2 work.

**Public Comment:** John Strahler, Hamiltonban Township, asked how the Commission plans to reach out and encourage use of the park. He recommends, and the Commission is in agreement, that informal music evenings at the park (5-7 PM) could help raise community awareness and interest in using the park. The Commission will revisit the topic of Community events at the park during their next meeting.

**Old/New Business:**

- A. **Facebook discussion:** Terry Scripture has turned management of the Township Facebook page over to Brad Martin, Township Supervisor. Park updates and posts for inclusion on the Township page will be sent to Bob Gordon, BOS liaison, for review and delivery to Brad Martin. Park news will also be made available on a Hamiltonban Community Park Friends facebook page newly created by Terry Scripture.
- B. **Brochure update:** Dean Thomas distributed the completed brochures and they are beautiful. The Commission thanks Rhonda Myers for her design efforts, and the Lions Club for paying for the first printing of 250. Pamphlets will be distributed in the community by Commission members and will be available at the following locations:
  - Hamiltonban Township office (copies will also be provided to each supervisor)
  - Fairfield Borough office
  - Hamiltonban Community Park (brochure holder will be mounted on the welcoming kiosk)
  - Lions Club
  - Lockwood Business Support Services, Fairfield
  - Book & Table, Fairfield
  - Sanders Square, Fairfield
  - Hamiltonban Township Tax Collector office

- C. **Phase 2 update:** Coleen Reamer has received permission from DCNR to place the orders for the five fitness stations. Signed quotes will be processed and sent to selected COSTARS vendors this week. Terry Scripture will alert WellSpan Health that the orders are being placed (and provide them a brochure which acknowledges their donation and contains information about the planned fitness stations). We will be in further touch with WellSpan to address signage acknowledging their fitness station supporting donation once installation is completed (likely mid-May).
- **Port-a-pot:** Shealer's has delivered a wheelchair accessible port-a-pot to the park. It is now available to park users. Shealers will maintain the restroom facility. It will be in place for 8 months out of the year (April – November).
  - **Workdays:** A workday is scheduled to precede the next JPRC meeting (7 PM, May 8, 2018). The workday will run from 5-7PM. The public is welcomed, if interested in joining park Commission members. Planned activities include:
    - Flagpole sign – digging of a posthole for the sign support
    - Wheelchair decals – Coleen has a paint template to use to paint a wheelchair decal on the wheelchair end of the two wheelchair-accessible picnic tables
    - Meadow -- Mark off the meadow outline using KPI construction drawing
    - Horseshoe pit – Bob Gordon has stakes and horseshoes. Laura Morgan will research regulation dimensions to use in mapping and creating the pits. Terry Scripture and Laura Morgan are donating sand and boards to frame the pits.
- D. **Interpretive Panels:** No discussion. Proposed language remains under review.
- E. **Meadow Fence:** Dean Thomas discussed assistance with installation of a 2-rail split fence around the perimeter of the planned demonstration pollinator meadow with the Fairfield School Board and Athletic Director. Post holes would need to be dug every 8 feet (for a total of 25 holes). There is interest in helping. The Athletic Director will be contacted by Dean once we are in a position to move forward. Likely timeframe is between June and September.
- F. **Road Sign:** Dean Thomas is exploring the possibility of erecting a sign using the newly adopted logo near the entrance to the park. If sign ordinance requirements prevent this, an alternate location could be the entrance to the walkway off the parking area as a "welcome" to the park.
- G. **Other updates/discussion:**
- **PAWC grant:** Coleen has submitted a grant application in support of the meadow demonstration project. She expects to hear back on our application before the beginning of May.
  - **Robert C. Hoffman Charitable Endowment Trust:** Word on our grant application for support of a natural play area is expected in the last week of April.
  - **Keep America Beautiful:** Commission members gave the go-ahead for Coleen to submit an application online to this national nonprofit with a request for assistance in funding the demonstration pollinator meadow and, possibly, the rain garden. This grant opportunity is a rolling grant. Once submitted, she expects to hear back within a few weeks.
  - **Park Maintenance:** The Township's maintenance responsibility remains limited to mowing. Commission members will continue to check the park for any issues related to maintenance and address any that arise. Bob Gordon would like to remove leaves from the fencing. This will be addressed in the next few weeks by Bob and other members.

**Meeting was adjourned at 8:12 PM.** 1<sup>st</sup> motion by Dean Thomas; second by Matt Inskip. Motion approved.

*Respectfully Submitted by Laura Morgan, Secretary*