

**Hamiltonban Township and Fairfield Borough
Joint Parks and Recreation Commission (JPRC)
Minutes of Tuesday, October 10, 2017**

REGULAR MEETING:

Call to Order by Chairman Terry Scripture at 7:04 PM

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

Public: Bob Gordon, chairman of the Hamiltonban Township Board of Supervisors

Approval of Agenda: 1st motion by Laura Morgan; second by Terry Scripture. Motion approved.

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

Treasurer's Report: No change from the Agenda update — Parks & Recreation Fund Balance is \$58,723.72 as of 9/30/2017.

Public Comment: None.

Old/New Business:

- A. **Work Day Saturday, October 14th, 9 AM to 12 noon:** Commission members and community members expected to attend include: Coleen Reamer, Terry Scripture, Elaine Hooper, and Matt Inskip. JPRC members Dean Thomas, Dave Jones, and Laura Morgan will not be able to come. Work to be completed includes:
- Digging of holes for flagpole and playground sign (Laura Morgan and Richard Johnson will attempt to complete these in advance of the work day);
 - Setting the flagpole base;
 - Setting the grill tops, and
 - Moving picnic tables and benches into preferred arrangements.
- B. **Soft opening November 18th:** Preparations for a soft opening November 18, 11AM – 1PM, are underway. Work to be completed before the planned Hamiltonban Community Park Kick-Off includes movement of the bridge to its final position across the storm water swale, grading of the disturbed ground around the pavilion, and playground and seeding of the graded soils. Volunteers have offered to assist with the first two tasks (Gary Sanders will set the bridge and Harbaugh's Hauling will provide grading). Laura Morgan will contact a local landscaper to solicit his assistance with seeding.

The focus of the Kick-Off is to alert the community that the new park is now open for use, and to let people know more about plans for Phase two development (the addition of swings, installation of five adult fitness challenge stations, completion of a walking path circuit, development of a pollinator demonstration garden, installation of historical and informative signage, etc.). Tasks to be completed before the Kick-Off include:

- Drafting of an invite letter/email for the Hamiltonban Community Park Kick-Off to be sent to all park supporters and donors. Members participated in drawing up an initial draft at the meeting and Laura Morgan will complete and provide to members for their comments and edits.

- A list of individuals to be invited will be compiled by Coleen Reamer and Laura Morgan based on member discussion and shared among members. Coleen will send out invitation emails to those with email addresses. If no email is available, a hard copy mailing can be substituted.
 - Poster board signs announcing the event will be put together by Coleen Reamer and Laura Morgan to be placed around the community in an effort to alert community members about the Kick-Off.
 - Terry Scripture will be in contact with WellSpan about coming to the Kick-Off. WellSpan had expressed an interest in setting up a table with health information for those attending. Terry will also research low-cost plans for creating trash bag dispensers (PVC pipe??) to assist community members in honoring the park's "Carry In/Carry Out" rule (which will be reflected in signage and will include requests that individuals walking dogs also clean up after their animals).
 - Laura Morgan will bring cider and doughnuts.
 - Coleen Reamer will contact a local plant grower to see whether they would be willing to donate mums or other fall plants to decorate the pavilion and flag area for the Kick-Off.
- C. **Tobacco Free Resolution 2017-16:** Coleen Reamer reports that both Hamiltonban Township and the Fairfield Borough have adopted tobacco-free resolutions. Coleen will work to complete the process. Signs will be posted in the park announcing that the park is a smoke-free zone under the program.
- D. **Grant and sponsorship updates:**
- No word yet on the results for grant applications in support of Phase Two made to DCNR and the Robert Hoffman Foundation. DCNR grants were expected to be announced in October, but are affected by delays in adoption of the state budget and potentially are also impacted by budget cuts. Coleen Reamer will follow-up with ACCF about the status of our application with the Hoffman Trust and Laura Morgan will follow-up with Liberty Mountain Resort with regard to our request for sponsorship. Support donations continue to be solicited by all members.
 - Lobar Associates is expected to complete its contracted work on Phase One development by Friday, October 13th (before the planned work day).
 - Terry Scripture will contact the Fairfield High School Art Department to see whether it would be willing to sponsor a student Park logo art contest for JPRC consideration.
- E. **Meadow Restoration Project:**
- Mary Ann Ryan, coordinator for Adams County Master Gardeners, is working with the JPRC on design and development of a pollinator demonstration garden. Mary Ann has compiled an excellent list of plants and suppliers for our consideration. Additional input will be provided on a planting scheme. Coleen Reamer recommends that we map out a walkway through the proposed demonstration garden and apply weed killer to the rest later this fall in preparation for planting in the spring. Moving forward with the pollinator demonstration garden is contingent on receiving additional DCNR funding.
- F. **Park Signage:** Coleen Reamer is ordering park signs to put in place for the Hamiltonban Community Park Kick-Off. No information is yet available on cost. Coleen will share that information with members once received.

Meeting was adjourned at 7:59 PM. 1st motion by Laura Morgan; second by Dean Thomas. Motion approved.

Respectfully Submitted by Laura Morgan, Secretary