

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

**REGULAR MEETING:**

Call to Order by Chairman Terry Scripture at 7:06 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, *Gettysburg Times*.

**Approval of Agenda with Additions:** 1<sup>st</sup> motion by Dean Thomas; second by Terry Scripture. Motion approved. Additions to the agenda were:

- Lowes credit card

**Approval of Minutes from June 12, 2018:** 1<sup>st</sup> motion by Dean Thomas; second by Laura Morgan. Motion approved.

**Treasurer's Report:** Fund Balance as of 6/30/2018 was \$34,545.19. Presented without discussion.

**Public Comment:** John Strahler provided his takeaways from the inaugural *Music at the Park* event held July 8, 2018. Turnout was 68, by Commission members count.

1. John proposes to create additional shade for the next scheduled event (August 12<sup>th</sup>). The shade will involve a donation of a lean-to of bamboo and cloth along one side of the pavilion that can be rolled up and used again for future events.
2. Port-a-potty was in need of service. Service is provided by Shealers. Coleen has called in a request for servicing and an additional request will be made to ensure that service is timed to coincide with the next *Music at the Park* event on August 12<sup>th</sup>.
3. Mowing should also be scheduled for in advance of the next event to keep insect nuisance down. All agreed this can be done.
4. John requests that the future event advertisements not include an Open Mic call. If someone comes to the event with their instrument, they will be worked into the mix. Additional promotion of the event was also discussed. Efforts to include Facebook postings and shares, along with longer use of the Township marquis.
5. Food for the event was discussed. All agree that no one is really in a position to prepare and vend food. If a food truck is identified (ice cream truck??), then maybe they can be contacted to see if they would like to vend from the parking lot. This possibility remains open.
6. A tip jar for musicians will be included at the next event. The Commission is very grateful for the community spirit shown by the three bands playing music of their own composition and covering others [Dane and Susan Wagle, Electric Blues by Evan Cunningham and Bo Hek with special guest Toni Smith, and Kaptan Zaplan (Ed Kaplan)]. The Commission will consider other ways to demonstrate their appreciation at the end of the inaugural season.

**Old/New Business:**

- A. **Stage II Update:** Mark Ford (Costar contractor who is to complete Stage II excavation and installation) is injured and will be unable to start work for a few weeks (at the least). We wish him speedy healing and hope work can begin in August.
- B. **Park Maintenance:** The Pennsylvania Recreation and Park Society (PRPS) is offering a one-day park maintenance workshop in Carlisle on August 30<sup>th</sup>. The Commission will cover the cost for

- participation (\$70) of any community member interested in attending and sharing learnings back with the Commission. The workshop will be added to next month's agenda for further discussion.
- C. **Future Workdays:** The delay in Stage II construction also delays the need for a scheduled workday. The subject of next workday will be revisited at the August meeting.
- D. **Signage:** Signs need to be designed and ordered for placement around the meadow (detailing the process of developing the meadow and its purpose), and for placement around the fitness challenge stations. Coleen Reamer will contact Mary Ann Ryan, Master Gardener coordinator, to see whether she has visual examples that can be used for the demonstration meadow area, and price for license-plate-styled signage will be priced for the fitness areas. WellSpan logo will be included on these to acknowledge their funding support for this area.
- E. **Meadow fence and meadow grass kill:** The meadow fence is now complete and Ray Herr, Jr., Hamiltonban Roadmaster, has applied grass kill. A second application will be made in August, and a third in October. Plugs and seed will be planted and dispersed in Spring 2019.
- F. **Interpretive Panels:** Coleen Reamer has spoken with the vendor about interpretive panels. The Commission will finalize designs for the signs this fall and place the order in Spring 2019. Placement of the panels will be discussed at a future meeting. Two options are currently being considered: grouping them in the respite area versus distributing them along the path.
- G. **Music in the Park:** See "Public Comment" above.
- H. **Park donations:**
- A sign will be posted in the park kiosk indicating donation levels for a commemorative tree or bench: \$300 for a commemorative tree (pick up and planting to be done by Commission members with the support of the Township); and \$1,000 for a commemorative bench. All members agree that donations should be formally acknowledged at the site with a commemorative sign (with the understanding that it is not a sign that will be maintained in perpetuity).
  - Two letters of appreciation and one certificate of appreciation will be requested from Township Secretary Nina Garretson (to be signed by Terry Scripture when ready) for the following support provided to the park:
    1. Letter of Appreciation: Crystal Heller, Athletic Director, Fairfield Area School District to acknowledge her and student athlete assistance in installing the meadow fence. (FASD, 4840 Fairfield Road, Fairfield, PA 17320)
    2. Letter of Appreciation: Liberty Mountain Resort: Lonny Whitcomb, Director of Risk Management, and DeeDee Rudisill, Sign Shop Supervisor, for creating and donating the Hamiltonban Community Park logo banner. (Liberty Mountain Resort, 78 Country Club Trail, Carroll Valley, PA 17320)
    3. Certificate of Appreciation: Chuck Alexander of Alexanders Plumbing and Pumps for creating and donating the Hamiltonban Community Park banner supports. (Alexanders Plumbing and Pumps, 4236 Fairfield Rd, Fairfield, Pennsylvania 17320)
- I. **Brochures:** Terry Scripture will bring her remaining brochures and place them in the park kiosk brochure holder. Some brochures are also still available in the Township office.
- J. **Grant updates:**
- Coleen Reamer is submitting a final grant report to the Adams County Community Foundation (ACCF) for the initial grant award of \$2,500 toward fitness equipment for the park. She will also contact WellSpan and give them a detailed update of progress on spending the grant funding of \$15,000 they provided for the fitness challenge area.
  - Coleen Reamer and Dean Thomas will attend the giving ceremony for the 2<sup>nd</sup> ACCF grant received by the park (\$8,138 toward the natural play area) to be held July 19<sup>th</sup>.
  - Coleen Reamer recommends the Commission submit a grant request for a tree planting grant to TreeVitalize. The deadline has passed for a letter of intent (May 1, 2018 for a July final application submission) to apply for 2019, so the earliest grant cycle will be 2020.

- Coleen Reamer will put an updated donor list at the park (one that reflects recent community donations and the new ACCF grant). Laura Morgan will request HamiltonbanTownship Secretary Nina Garretson to update the website to reflect the 2018 ACCF grant award of \$8,138.
- K. **Commission Membership:** Laura Morgan is moving and will submit her resignation from the Commission following submission of these July minutes. Secretary duties will be covered by Matt Inskip (and others on a rotating basis, as needed) until new members are identified and brought on board. There are now two openings on the Commission. Anyone interested is encouraged to submit a volunteer form expressing their interest in serving on the Commission (available on the Hamiltonban Township website (<http://www.adamscounty.us/Munic/HamiltonbanTownship/Documents/Forms%20and%20Documents/VolunteerPositionApplication.pdf> ) and come to a future meeting to see what the Commission is about.

**Meeting was adjourned at 8:00 PM.** 1<sup>st</sup> motion by Dean Thomas; second by Matt Inskip. Motion approved.

*Respectfully Submitted by Laura Morgan, Secretary*