

**Hamiltonban Township and Fairfield Borough
Joint Parks and Recreation Commission (JPRC)
Minutes of Tuesday, March 13, 2018**

REGULAR MEETING:

Call to Order by Chairman Terry Scripture at 7:01 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, were in attendance.

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

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

- Interpretive Panels
- Meadow Fencing
- Road sign

Approval of Minutes from February 13, 2018: 1st motion by Matt Inskip; second by Dean Thomas. Motion approved.

Treasurer's Report: Current Fund Balance is \$26,123.60.

Public Comment: Dean Thomas introduced Commission members to John Strahler, Hamiltonban Township. He came to the meeting to learn more about Commission plans and process. Coleen Reamer provided a brief overview of park development and 'next steps.' Mr. Strahler provided some valuable input centered on getting the word out about the park and its development. Specifically, Mr. Strahler recommends development of a timeline for the project to build community support and involvement, and to assist in keeping the Commission on track for reaching future milestones. The Commission agrees on the importance of both aspects (park promotion and creation of a timeline) and will include these topics as discussion items at the Commission's next meeting (Tuesday, April 10th).

Old/New Business:

- A. **Logo:** Terry Scripture presented a Certificate of Appreciation and a Michael's gift card to Fairfield High School student, Hanna Odegard, for her winning entry in the Hamiltonban Community Park logo contest. Ms. Odegard, 11th grade, had her picture taken by John Messeder, *Gettysburg Times*, with Terry Scripture, Bob Gordon, and the logo she created. The logo will be used in a planned park brochure and will be included in park signage planned for later in the year. The logo displays the park name (Hamiltonban Community Park) as seen through sunrays over the crowns of peach and apple trees. The logo was picked by the Commission from 32 entries submitted by Fairfield High School art teacher, Erica Werntz.
- B. **Pamphlet Discussion:** Dean Thomas shared a color draft of the proposed park brochure for Commission members to review. The new draft was created by Rhonda Myers, resident of Liberty Township and lifetime member of the Fairfield Area Historical Society. All agreed her efforts bring the pamphlet to life. Minor edits were discussed at the meeting, but Commission members have until the end of the week (March 16th) to submit any other requested modifications. Our thanks to Rhonda Myers for this incredible effort on behalf of the new park! Dean Thomas will inquire about the cost for printing a starter set of brochures for distribution in the community (the Borough and

Township offices, Carroll Valley library, Sunny Ray bulletin board, the Village Table, etc.). Brochure changes (to date) requested are:

- Opening graphic of children at play: Members request that this graphic be modified to be more diverse. Members would like to see inclusion of 1) a child in a wheelchair to reflect the fact that the park is designed to be ADA-compliant and wheelchair accessible; 2) an African-American child; 3) a balance in gender representation from five boys and two girls to 3 or 4 boys and 3 or 4 girls, and 4) addition of an adult/Mom to complement the array of children, if possible.
- Photoshopping of park pictures to make the grass green
- Reduction in font size for heading "Making Our Park a Reality!" so that the word "Park" does not get captured in the fold. Similarly, the oval graphic depicting the Natural Play Area on the inside of the brochure should be adjusted so that the label, "Natural Play Area" is not caught in the fold.
- Text changes to make under "About the Park":
 - First paragraph rewritten to read: Hamiltonban Community Park occupies three acres in the South Mountain foothills and provides a clear view of the South Mountain vista. The park is ADA-compliant and is grant-funded. The park is being built in three phases. It opened to the public with completion of Phase 1 in November 2017.
 - Second paragraph rewritten to read: PHASE 1 includes the park's core elements: a picnic pavilion, grills, picnic tables (two of which are wheelchair accessible), and train play equipment.
 - Third paragraph rewritten to read: PHASE 2 will include completion of a ¼ mile loop walking path with five adult fitness challenge stations, swing set, natural play area, demonstration pollinator meadow, and interpretive signage. The second phase of the park will begin construction in Spring/Summer 2018.
 - Fourth paragraph: No change.

C. Grant Updates:

- PAW: Coleen's grant submission to PAW is ready. The Commission had no further edits to suggest with the minor exception of changing the language about the distance between Orrtanna and the park from two miles to use of a descriptor such as "nearby."
- DCNR Phase 1 grant: All required items have been submitted to DCNR for their final review along with a completed park inspection. Once approved, Coleen will request the final allotment of grant monies (10% withhold).
- DCNR Phase 2 grant: A conference call will be held on Thursday, March 15th between the DCNR representative (Tyler Semder), KPI, and JPRC members. The conference call is to take place at 9:30 AM in the Township building and all JPRC members are invited to attend. Discussion will center on review of a finalized budget, and submission of a construction drawing for Phase 2. Final approval to move forward will also entail a review and certification by the Township solicitor that all items and services to be purchased meet the requirements for being purchased under the COSTARS program.

D. Interpretive Panels: Dean Thomas provided draft copies of language and images for inclusion on four of the five planned interpretive panels for JPRC members to take home and review. The topics addressed are: 1) Hamiltonban in the Beginning; 2) The First Railroads; 3) The American Civil War (focus on skirmishes in the Fairfield area), and 4) Hamiltonban — America's Orchard. A fifth panel will be drafted by Coleen Reamer and Laura Morgan on South Mountain.

E. Meadow Fence: Dean Thomas is in discussion with the Fairfield Athletic Director on whether there is any interest by Fairfield High School sport teams in assisting with installation of a 2-rail split fence around the perimeter of the planned demonstration pollinator meadow. Post holes would need to be dug every 8 feet. Installation would not be possible until after the area is mapped out (to take place in advance of work on Phase 2). Length of fence measurements will be provided to Dean once the actual site is mapped. Installation could not begin before June 2018.

- F. **Road Sign:** Dean Thomas asked about the possibility of erecting a sign using the newly adopted logo at the entrance to the park. Coleen and Bob both agree that a sign at the entrance would need to be reviewed under the Township's sign ordinance. All members agree that a colorful sign using the logo would be a good addition. Alternate locations discussed included at the entrance to the walkway off the parking area as a "welcome" to the park along with a bike rack mounted to discourage driving of vehicles onto the park trail. JPRC members tabled this discussion to revisit later in Phase 2.
- G. **Facebook:** Laura Morgan and Coleen Reamer reviewed other municipal facebook pages and examples of social media management guidance for ideas on how best to meet the concerns raised by the Hamiltonban Township BOS. Using the experience of other municipalities as a guide, the JPRC agreed on a submission to the BOS explaining the merits of having a Township facebook page along with a formal request to 1) adopt a statement of policy and process for managing the facebook page (proposed language: "All communication through a social media platform is in the public domain. The Township facebook site will be regularly monitored by the Township's official facebook volunteer on at least a weekly basis. All questions posted to the site will be referred to the Township secretary for her action or further referral to the Board of Supervisors, where appropriate"), and appointment of Terry Scripture as an official Township facebook volunteer with responsibilities for monitoring and posting of Township submissions and park news updates. Members are encouraged to attend the next meeting of the BOS in case additional questions are raised (Tuesday, April 3rd). Additional changes to the Township facebook "About" section to be made are:
- Change in contact information to be by email or phone. Suggested language: "Please direct any comments or questions to the Township Secretary at hamiltonban@embarqmail.com or (717) 642-8509"
 - Addition of the statement: "This site is maintained by Hamiltonban Township with the assistance of Township-appointed volunteers. The purpose of this site is to connect members of our community with information of interest and of assistance to them. Opinions expressed by visitors to these pages do not reflect the opinions of the Township. Posted comments will be monitored. The Township reserves the right to remove comments at its discretion such as obscenities, off-topic comments, and personal attacks. Individuals with questions for the Township are encouraged to visit the Township website at www.hamiltonban.com , email the Township secretary at hamiltonban@embarqmail.com, or contact the Township secretary during office hours at 717-642-8509."
- H. **Other Discussion:** JPRC members discussed placement of an ADA-accessible port-a-pot at the park beginning in April. Other parks maintain restroom facilities 8 months out of the year (April – November). JPRC members agree that this is a worthy addition. JPRC will explore possibilities for attracting underwriting for the restroom facilities (\$100/mo delivered and maintained by Shealer's) at a future meeting. .

Meeting was adjourned at 8:43 PM. 1st motion by Terry Scripture; second by Laura Morgan. Motion approved.

Respectfully Submitted by Laura Morgan, Secretary