

Pocono Township Recreation Committee Meeting Minutes of September 8, 2015

Members Present: Charlie Trapasso, President, Alex Grum, Vice-President; Denise Herbert, Secretary; Bobby Felins; Mary Riley Frantz

Call to Order: Charlie, 7:32am

Also Present: Dean Hartshorn; PT Commissioner Jerry Lastowski; and Public Works Director Jeff Clapper

Absent: Jim Olizarowicz. Quorum established.

Approval of July Minutes: Motion made by Denise; seconded by Alex

Northampton Community College (NCC)

a. Due to personal reasons, Jim cannot serve as the liaison between the Committee and NCC.

NCC begins preparing for recreational activities in Jan therefore having a Recreation Committee member act as a liaison would be helpful for coordination of community activities.

RecDesk.

a. Alex highlighted some of the program's offerings and costs for online reservation of pavilions. There would be an annual fee of \$1800/year (\$150/month), plus , *Stripe* would charge 2.9% and .30 per transaction. The 3RD party credit card processing vendor would be *Stripe*. Currently, the pavilion rentals generate \$11-12,000 per year. The program is *Cloud* based, which does not require a hardware investment to implement. Denise asked if there was a yearly contract; Alex indicated he believed it would be month-to-month (to be confirmed with RecDesk). Although we previously contemplated charging patrons a security deposit when pavilions are rented, it was decided that a security deposit would not be required. It was noted that security deposits are currently not required, although RecDesk could handle this type of transaction. Dean noted there are very few

problems with individuals “damaging” property (leaving behind debris), but this is not a major issue. There was discussion about residency requirements and how this would be verified. Dee at the Township office would still need to obtain this information, as is the process today.

Jeff indicated that there should be a penalty for those who reserve and are not residents. Charlie noted that the purpose of the e-reservations was not to punish, but to offer a convenient way for community members to reserve pavilions. Alex indicated that should Dee uncover a non-resident booking, the additional fee would be required for the reservation to continue. Denise suggested that a gradation of penalty be implemented; the first offense would be that the party pays the additional non-residency fee, and is informed that the next time, the reservation will not be honored.

Mary wanted to know if there would be disclaimer on the application noting residency requirements. Alex indicated that we could definitely add such a disclaimer to the RecDesk reservation tool, and that the database would grow and information would be stored. In the future it is possible that the website would be able to have drop down menus with addresses or zip codes.

The program has been discussed with the Township manager, Gregg Shuster, and he is agreeable to moving forward with the tool.

The next step is to present the idea to BOC. Alex and Charlie will attend/present on Oct 5th.

Bicentennial Celebration

a. Charlie and Denise informed the Committee of Bicentennial activities. There is another meeting on 9/10, 4pm @ the MVP Community Center (CC). Currently the idea is to have a culminating event on October 1, 2016 with the opening of the Pocono Township Historical Museum and meeting room (for the Pocono Jackson Townships Historical Society and Pocono Township Veterans organizations). If approved, the Bicentennial Committee would like to convert the existing MVP Community Center into the historical museum. Charlie met with Wayne Vanderhoof of Schoonover & Vanderhoof LLC and engineer Dave

McGary. The Community Center was measured on Tuesday, 9/8 and forthcoming will be two site plans and renderings. First site plan and rendering will depict an exterior & interior cosmetic refurbishment of the existing footprint/building and the second plan will depict a complete renovation including an expansion of the building footprint and handicap accessible restrooms. Once a rendering and solid details are developed, the Bi-Centennial Committee will present both options to the BOC for approval to move forward with the project/fundraising.

The Bicentennial Committee are planning for a series of events starting with a Laurel Blossom Art Exhibit in June of 2016 followed by 4-5 historical presentations. *Pocono Jackson Historical Society* has many artifacts and is willing to share and coordinate the historical presentations.

Charlie asked the Committee for input and support of the Bicentennial Committee's intent. Alex and Mary agreed that the plans sound appropriate. Alex had questions about the funding for Bicentennial activities; Gregg has asked for input and will set aside monies although the exact budget is not known until building costs are determined.

Charlie is also planning on meeting with the Stroudsburg Bi-centennial Committee to gather recommendations and guidance.

b. Charlie mentioned that a survey of Township residents to discern recreational interests may be completed in 2016. The planning commission is also gathering a list of current availability.

Public Works Director, Jeff Clapper

a. The fence in *TLC* will be repaired by *Pocono Fencing* at a cost of \$5000. There is currently caution tape up to keep residents away from that area. Jerry asked if the fence could be moved should *PennDot* purchase the *TLC* space. Jeff stated it would be more expensive to take it down, but that *PennDot* may not come into the area with new traffic plans for 2-3 years.

b. Alex asked if a dead tree near the *TLC* ball field could be taken down. Jeff stated there are current discussions as to what Township workers can and cannot do. The cutting of trees may prove a liability and may have to be contracted out.

c. Paving. Jeff has budgeted for next year for driveways and lots. Gregg needs to approve. Jeff stated that he has requested \$1.2 million for paving, which would likely be oil and chip. Oil and chip would last for about 6-8 years. Other methods such as Nova sealcoating and microchipping would not be viable options. Charlie and Jeff discussed parking and the need for more; Jeff stated he agreed and it was a consideration in the budget.

d. Capital Improvement Plan (CIP) Jeff discussed a rating system to gauge work needed, prioritization of jobs. Such things as equipment cannot be rated in such away, but the CC and pavilions can. His next meeting with Township officials will discuss costs

e. Alex asked if there was going to be gypsy moth spraying next year, as without it there could be substantial tree loss. Jeff and Dean agreed, with Jeff saying there would be \$25,000 in the budget for spraying.

Park Director, Dean Hartshorn.

a. In October, the Park will be winding down activities. The day after Election Day, the park's water will be shut off.

b. Charlie asked when the play equipment would be installed; Dean said that in October all newly purchased equipment would be installed.

c. Dean noted that the Park has been very busy with baseball, soccer, and pavilion rentals. At times, several buses with 400-500 children show, often times they call but one day beforehand to make a reservation. Dean will take it and then process through Township office. Dean indicated that in the past month about \$4000 in income has been generated.

The capacity for the park is about 500 people.

Meeting adjourned: 8:38 by Mary and seconded by Alex

Next meeting will be held October 13, 2015 at 7:30am at the MVP Community Center.