

Pocono Township Recreation Committee Meeting Minutes of February 9, 2016

Members Present: Charlie Trapasso, President, Alex Grum, Vice-President; Denise Herbert, Secretary; Bobby Felins; Jim Olizarowicz

Call to Order: Charlie at 7:37am

Also Present: Dean Hartshorn, Public Works Director Jeff Clapper; Pocono Township Manager Gregg Schuster

Absent: Bobby Felins

Quorum established.

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

Pocono Township Manager, Gregg Schuster

a. Board of Commissioners (BOC) have organized and elected officers. Tom Felver will serve as President and James Werkheiser as Vice-President. A vacancy still exists for the 5th seat and with the BOC losing its ability to appoint a new member; the vacancy board must now appoint someone. If they are unable, Monroe County Court will appoint a member.

b. *RecDesk* is internally functional, and external functioning will soon be enabled.

c. The CIP has no current changes to its budget. The BOC will need to approve a professional to come in and assess the park for functioning and updates; however, with other Township business on the agenda, this is a low priority.

d. *NCC* and Recreation Programs are being coordinated with the township. The proposal is for *NCC* to manage and facilitate three recreational programs for the Township, such things as movies and concerts may be available.

e. With the renovation of the *MVP Community Center* into the *Heritage Center*, temporary voting locations are being sought out for the April primary

and the November general election. The Township has offered the Township Municipal Building, but this may not be ADA compliant.

f. Gregg informed the Committee that the recreation funds designated to be used within three years came from a state law; however, that law has since been repealed. The funds may be used for future recreation projects following approval by the Board of Commissioners.

g. There remains a vacancy on the Rec Committee; active advertising is underway.

i. The Township solicitor has resigned. He will remain in his position until a replacement is located.

Public Works Director, Jeff Clapper

a. Park Director Dean Hartshorn's office is being reorganized and will be operational at the Maintenance Building. Some furniture from the Community Center was relocated to the maintenance building to prepare for the Heritage Center renovation.

c. Jeff inquired as to the phone lines and whether they were still needed at the park, and if the *Heritage Center* would want a dedicated line. This will need to be assessed and a decision made in the near future.

d. It was confirmed that fundraising for Bicentennial projects are for the *Heritage Center* only, not the parking lot.

e. Jeff will obtain quotes from *Cramer's Sheds* for a shed to store additional equipment at the maintenance building. A 12 x 20 shed will be considered however Gregg suggested Jeff plan for the future and consider a larger shed.

Pocono Township Recreation Plan

a. Alex, Jennifer and Charlie will work closely with the Monroe County Planning Commission to create and distribute a survey which will gather data on recreational needs within Pocono Township.

Eagle Scout Project

a. At the March Recreation Committee meeting, a Boy Scout will present his project to build bat and bird boxes in the park. It will then need to go to the BOC for final approval.

Dean and Jeff will check with bat and bird experts to ensure that the boxes meet the needs of the individual species.

Bicentennial

- a. The next meeting will be February 18th at 5:00 p.m.
- b. The 501c3 is in the process of being submitted.
- c. Donations to date include \$10,000 from *PMC*, \$2,500 from the *Farda Foundation*, \$5,000 from the *Lions Club*, and \$2,500 from *PJTHS*.
- d. Blueprints have been developed detailing renovations, and Charlie has obtained some of the required bids. Jeff expressed concern over the bidding process and what needed to be completed. He outlined in detail the process for construction that is above the minimum prevailing wage cap for municipalities which included advertising 2x in 10 days for bids, opening the bids, having the BOC review bids, and obtaining bonds and insurance from contractors awarded the bids. It can be lengthy process, and may push back the planned March ground breaking ceremony. Jeff agreed to speak with the Township solicitor and the architects for clarification, and he would also assist in writing the bid ads.

Meeting adjourned at 9:02am

Next meeting will be held 7:30 a.m. on March 8, 2016 at the Pocono Township Municipal Building