

## **Pocono Township Recreation Committee Meeting Minutes of June 9, 2015**

Members: Charlie Trapasso, President, Alex Grum, Vice-President; Denise Herbert, Secretary; Andrea Learn; Bobby Fellins; Jim Olizsarowicz

1. Call to Order: Charlie, 7:40am

Present: Charlie; Alex; Denise; Jim

Also Present; Dean Hartshorn; PT Commissioner Jerry Lastowski; Gregg Shuster; Jeff Clapper, Public Works Director

Absent: Andrea and Bobby

2. Quorum established

3. Approval of May Minutes: Jim motioned; Gregg seconded

4. Old Business

*a. Northampton Community College (NCC):* on May 20<sup>th</sup> at the *Crossing Outlet*, NCC had a booth open for public information on recreational events

*b. June 14<sup>th</sup>* is the commencement of summer camp Kick Off. Weather permitting there will be a flag ceremony at the park. This event has been published in various formats, including local radio. Dean indicated there may be a conflict with this date and a meeting scheduled within the Community Center. Gregg recommended that Dean contact that party and ask if they would move their meeting to the *Township Municipal Building* with a return of their \$15 fee.

*a. The “Bat house”* project of which the *Eagle Scouts* were to build bat houses will need to involve more than just a couple as is now projected. This is in compliance with ES requirements for projects. Jeff will need additional information, as the project should include at least a dozen houses.

*b. Billboards* for promotion of MVP and Township activities are in progress.

*c. The intern (Anthony)* has been working on *Pocono Townships’* old website; links to the new one has begun. Anthony suggested that a clearinghouse could be created for the booking of rec. events. Anthony requested administrative

access so he could tweak the site when needed. Also, the site is to include credit card acceptance and reservations. Gregg indicated that Anthony would not have admin access. The Township is already working on a website with a firm, and Anthony's focus should be on research and suggesting what could be included in the website and its links. Denise asked if Anthony understood his responsibilities; Charlie stated she was very clear with him, but would go back and inform him again of what was required from him. Anthony had suggested *Google* calendar, but Gregg countered that that was not needed.

Anthony also was working on pavilions pricing, gathering data from other towns. Mary asked who Anthony's supervisor was. Both Charlie and Gregg have served to provide direction and supervise. Gregg stated that Anthony should focus on the pavilion rental pricing.

Dean inquired as to how township residency would be confirmed. Charlie suggested that pavilion fees should be based on the number of people attending an event at the park. A security deposit should be obtained as well. Gregg stated that online reservations were possible, and the most important thing was that there be one system, not duality with some customers making reservations online and others coming into the office.

d. The park's service inspection was completed and Gregg has been working for weeks to obtain a copy.

e. Gregg indicated that there have been two Bi-Centennial meetings and events are being discussed for next year's celebration. There is also a Mission Statement in progress. The Committee is two members short, and interviews can be held with Gregg if anyone is interested.

## 5. New Business

a. Capital Improvement Plan (CIP): There will be a meeting on June 8<sup>th</sup> to start the planning process. Jeff has accumulated info to present and started sorting out the Capital expenses. The CIP is updated 1x per year. Alex indicated that any 3-5 or 5-10 year plan requests should be forwarded to Jerry. Mary questioned if there was information on equipment in service and needed replacement. Dean has service records.

b. Equipment Purchase: there was a \$1400 budget for aluminum bleachers. Jeff indicated that he needed more information if 3-tier bleachers with backs are needed and team benches within the dugout are required, and then about \$1600-

1700 will be required; this includes shipping and handling. Installation and labor would be at an additional cost. Dean stated that the upper field does not get all that much usage and so this project could be tabled. Jeff thought the project should proceed, as money was already budgeted. Jeff indicated that the current bleachers and benches are safe to use.

c. Pavilion paving and walk and driveways. This involves two different sets of prices for each project. Jeff believed that paving the road on the upper end was more important than the walkway. Jerry asked how much more money was required; Jeff estimated that about \$2500 more would be needed, and this did not include the driveway. A tree root also needed to be removed prior to paving Pavilion 3, and this was not in the original estimate.

d. Inventory. Jeff noted that the current equipment list included all items such as mowers, Gator, power tools.

e. Jeff noted that 5 different pieces of playground equipment were needed and should be replaced. These included a large and small swing set, stagecoach, A-frame climber, and a domed climber. The proposed play firetruck is an expensive item that doesn't seem to justify the cost. The total would be \$15,000 with 25% of that for labor (\$11,700 for merchandise and \$3000 for labor). The plan was that the items could be purchased from the current budget and then the labor put out for bid. Jeff stated that this would not void the warranty on the equipment. Charlie asked about the swings and whether there could be more infant ones. It was agreed that there would be purchased 3 infant swings and one toddler.

Meeting adjourned at 9:15am.

Next meeting will be held at 7:30am on July 14, 2015 at the MVP Community Center.