

TOWNSHIP OF LOWER MAKEFIELD
PARK & RECREATION BOARD
MINUTES – OCTOBER 13, 2020

The regular meeting of the Park & Recreation Board of the Township of Lower Makefield was held remotely on October 13, 2020. Mr. Krauss called the meeting to order at 7:30 p.m.

Those present:

Park & Recreation Board: Douglas Krauss, Chair
Michael Brody, Secretary
Mike Blundi, Member
Patricia Bunn, Member
Kimberly Rock, Member
Dennis Wysocki, Member

Others: Monica Tierney, Park & Recreation Director
James McCartney, Supervisor Liaison

Absent: David Malinowski, Park & Rec Member

APPROVAL OF MINUTES

Mr. Brody moved, Mr. Wysocki seconded, and it was unanimously carried to approve the Minutes of September 3, 2020 as written.

PAA FIELD IMPROVEMENTS PROJECT APPROVAL

Ms. Noelle Codispoti, PAA, was present and stated they would like to do re-grading of seven fields – 3 Fred Allan fields, 3 Stoddart fields, and the Pool field. She stated there was a bidding process with some landscapers to grade the lips as there were dangerous situations for the players. She stated the cost will be \$7,000 to \$8,000, and they would like to start the project in the next few weeks once most of the teams are finished. She stated in conjunction with that they would also be aerating and seeding those seven fields themselves.

Mr. Wysocki asked if the cost includes the mix, and Mr. Brody stated he believes it does include the cost of the mix. Ms. Tierney stated they would be doing the aerating themselves as volunteers. Ms. Tierney stated she would have to check to make sure that they would be using the same seed, and she will work with Ms. Codispoti on the aerating and seeding.

Ms. Codispoti stated they sent a picture of a potential sign that they would like to put on the side of the Stoddart snack bar in recognition of the 2019 8-U World Series Team. She stated the final design of the sign is not complete; however, they are asking for approval of a similar-type sign which would be a 3 by 3 metal-type material so that it could hang for as long as possible instead of the material signs that are usually put on the outside fences. She stated the location shown is the preferred place they would like to put the sign; but there have been some other recommendations including signs similar to the ones that honor Greg Caiola and Robert Stoddart in front of the snack bar which would be a stanchion-type sign. She stated where it is shown in the picture on the side of the snack bar would allow the most number of people coming onto the field to see this recognition of the 2019 8-U Team. She stated going forward they would come to the Park & Recreation Board every fall to add a sign or two depending on what kind of accolades the teams have achieved in that year.

Mr. Krauss stated he has been to a number of fields and seen where other Leagues have placed permanent signs recognizing achievements. He stated he feels they should consider how much space they would have on the wall. Ms. Codispoti stated for the World Series Team, they felt they should have their own 3 by 3 sign; but for those who might win Regionals or States, there could be a recognition of all of those Teams on one sign for the year. She stated 2019 was a very successful year for many of their Boys' and Girls' Travel Teams. Mr. Krauss stated if everything was to be 3 by 3 to have a consistent look, they should recognize that there is limited space. He stated he would not want it to look haphazard, and he asked that the Park Board be provided another image to show what the area would look like when it is full.

Ms. Codispoti stated some of the banners from last year are hanging up on some of the backstop cages, but not every Travel Coach turned in their banners.

Mr. Wysocki stated he does not have an objection to what is proposed, and he likes the idea of recognizing the Teams that have had success. He stated he is also in favor a more permanent sign as opposed to a vinyl sign that may not last beyond a year.

Mr. Brody stated since there are different degrees of accomplishment, they may want to consider a larger sign for the World Series sign which would be in the middle and then smaller sizes for Regionals, and a slightly larger one for States. Ms. Codispoti stated they had considered for 2019, that they

would have the one World Series sign and then another 2019 sign that had the other teams that won Districts, States, etc. She stated they also need to consider Softball further because not all of those Teams participate in the same kind of Tournaments and they need to consider what would be recognized as they are set up differently. Ms. Codispoti stated they also do not have the same focal point at the Softball Complex coming up to their Snack Bar as there is not really a wall. She stated they want to discuss that further before they present anything for Fred Allan.

Ms. Codispoti stated originally the sign was proposed to be orange with a “lot more going on;” however, part of their recommendation to the person who designed it was to tone it down slightly because they wanted to keep with the feel of the other signs throughout the Township.

Mr. Brody stated the YMS sign is up at Macclesfield Park, and it is right at the fork in the road. Ms. Codispoti stated they have signs like that being designed as well, but they are not ready to present those yet for either complex. She stated they do want to do something at Macclesfield to recognize their presence there as well. She stated at this point they are just considering honoring the World Series winner.

Mr. Krauss stated if they decide to go forward with recognition of past Teams, there are previous Commissioners who could provide input. He stated they could have one sign to cover the historical perspective although he does not know how far back they would want to go. Mr. Krauss stated he would agree to work with Ms. Codispoti on this. Ms. Codispoti stated she feels it would be good for the current players to see the success their parents and older siblings had.

Mr. Brody stated with regard to the lipping project, that is very important since in certain locations there are significant drops which create safety problems. Ms. Codispoti stated they have been discussing this for some time, and she noted the number of people who have worked on this to get this done.

Ms. Codispoti stated they are looking to put bullpens at the two upper Caiola fields similar to those that were previously approved at the Fred Allan fields. She stated this is a place for the players to be on the outside of the fences to warm up pitching rather than down the line in foul territory. She stated she will work with Ms. Tierney on this and then come back to the Park & Recreation Board on this. Ms. Codispoti stated they have an individual who has volunteered to put them in.

Ms. Tierney stated if the Park & Recreation Board is not ready to approve the sign without seeing it, she would suggest waiting for a future meeting. Mr. Brody asked if the grading and the sign have to both be approved at the same time. Mr. Krauss stated he feels the grading could be approved, and the sign be a separate approval. Mr. Krauss stated everyone seems to be in favor of the lips.

Mr. Wysocki moved, Mr. Blundi seconded and it was unanimously carried to approve the request to repair the lips on the baseball fields as Noel Codispoti described.

Mr. Brody stated with regard to the sign proposal, he feels they could approve this and then defer to Ms. Tierney's discretion working with Ms. Codispoti to insure that the design is up to the standard of other signs in the Township. Ms. Tierney stated this does not have to get approved by the Board of Supervisors as it is a minor improvement, and it is something that the Park & Recreation Board can approve and allow them to move forward. Mr. Wysocki stated he is comfortable with them moving forward with the recognition. He asked if they should consider a plan for the signs going forward as to sizes, etc. He stated he does not feel that has to be decided as part of this approval, but it could be part of the approval that while they can go ahead with the sign proposed, they should come back with a plan for future signage.

Mr. Blundi stated he agrees that there should be some forethought as to what would qualify to go on the wall and what that would look like; however, he feels the Board could approve the sign for the World Series team, and then Ms. Codispoti could come back with a plan for the rest.

Mr. Brody moved, Mr. Wysocki seconded and it was unanimously carried to approve the World Series sign by PAA with plans to come back at a future meeting to discuss future plans for signs.

Ms. Codispoti stated this will make the parents very happy. Ms. Codispoti stated they are finishing up the "sand lot league" which went very well. She stated this created a lot of good will for the members of the community. She stated Travel Baseball Try-Outs have been completed with announcements of Teams going out tonight. She stated there are two Teams at every age group with the exception of 12 and 9. She stated

Softball did their try-outs in July. She stated they are coming up on the second weekend of the “Spectacular” so there will be a lot of Teams at Fred Allan this weekend following the guidelines for social distancing, etc. She stated it has been pared down from previous years.

CAPRA BOARD INVOLVEMENT

Mr. Krauss stated he sent out to the Board Word documents regarding work that Ms. Tierney is asking the Board members to volunteer for.

Ms. Tierney stated they have extended the CAPRA submission deadline by one year as, due to COVID, the Committee allowed anyone who wanted to extend to do so for free; and she took advantage of the extra year so that we would have time to focus on our submission.

Ms. Tierney stated each Sub-Committee will be working on a small section within the CAPRA document. She stated she is looking for up to three members to work on each section. She stated the first would be Scope of Program Opportunities and Outreach to the Diverse and Underserved Populations.

Ms. Tierney stated for each of the Sections, this would require a review of what we currently do, how we could improve, and come up with a plan for the future. Ms. Tierney stated there are informational chapters that she has in a textbook that she could share with the Park Board. She stated there are also samples from communities who have done this, and you can look at what they have used as their supporting documentation to provide guidance on what we can do. Ms. Tierney stated we do have some Programs in place, and they could work closely with the Disability Advisory Board to see what might be a need for the Township. Ms. Tierney stated she understands that Mr. Blundi expressed interest in this Section.

Mr. Brody asked if they would be meeting in small groups over the course of a certain number of months. He also asked if community members could be a part of this or would it just be Park & Rec and other Advisory Boards. Ms. Tierney stated this would be a Sub-Committee of the Park Board so they would be working in a group of two to three; however, they could reach out to other people for help such as the Disability Advisory Board which could be a good resource. Ms. Tierney stated they could also do a questionnaire that would be sent out to the community to find out about their interests.

She stated they are planning to do the Needs Assessment for the community; and possibly they could create a few questions that they want to find out about, and that could be part of the Needs Assessment. Ms. Tierney stated with regard to the timeline, she would do monthly updates at each meeting to see where the Sub-Committees are at. She stated by March, they should have an idea of what they are planning to do for their specific Section.

Ms. Tierney stated there are three Chapters – 6.3, 6.4, and 10.1 – and all ten Chapters will be due in November/December so that they can work on the Final Draft by then.

Mr. Krauss asked Ms. Tierney to describe what the output would be that the Sub-Committee would deliver back. He stated Ms. Tierney had advised him that there is certain language and a certain way it is to be written up; however the Sub-Committee would not have to worry about that. Ms. Tierney stated each Section is a little different, and using other communities' samples is a good idea. She stated any final documents to be submitted do not have to be formatted as they have a standard format that they have been working with, and they will do that internally in the office. She stated if there is a new policy needed or a form or document that should be filled out, there is a standard format that they are using, and they will format that. She stated all they need to submit to her is the write-up/content as to how they want Headings/Sub-Headings. She stated once the Board is satisfied with the output, the office will do the rest. Ms. Tierney stated if they would want to use charts, graphics, etc. to explain anything, that would be helpful. She stated Meeting Minutes or slides that are used at meetings could also be used as supplementary data for putting this into the document, and they could use that as a way of communicating what they are doing to the community.

Ms. Tierney stated she can attend any of the Sub-Committee meetings to assist and provide guidance as long as she is advised when they are going to meet.

Mr. Krauss asked if they are expected to do this virtually or would that be up to the individuals on the Sub-Committee. Ms. Tierney stated it is possible they may need to meet at a Park, and they could follow social distancing. She stated she would recommend that they keep remote as much as they can. Ms. Tierney stated a virtual meeting would not have to be live if it is three or less Board members, and there cannot be a quorum present for the meeting.

Ms. Tierney stated they can also utilize the Leagues or anyone who is a user of the Parks as a resource. She stated Soccer and PAA have programs, and they should consider all of the users in the Township.

Ms. Tierney stated the next Section is 6.4 – Community Health, Wellness, and Education and Promotion. She stated one piece of this is how do we educate the community about the “leisure process.” She stated she feels this is something we could do better as a Board. She stated there is some suggested evidence of compliance, and they could do an assessment of what we do now, and then project into the future. She stated she feels they could come up with things that they could use for the Community Needs Assessment and get well-rounded feedback. She stated the Needs Assessment is something that they are planning to do in 2021.

Mr. Krauss advised Ms. Tierney that she sent out 6.3 but not 6.4 to the Park Board. Ms. Tierney stated it was in the e-mail that Mr. Krauss sent to the group.

Ms. Tierney stated the last one is Chapter 10.1 and there is more to this Section. She stated this is for an evaluation process and plan to move forward. She stated it also includes how to train the staff as to how to evaluate Programs, services, and facilities. She stated she feels they could do this better, and they need to define what they need in Programming in the Township. She stated this Chapter was identified by our mentor as one of the more important Chapters. She stated 6 and 10 were the two most important, highly-rated Chapters and very important to the CAPRA accreditation process.

Mr. Krauss stated the next step is to assign the Sub-Committees. He stated there are seven members on the Park & Recreation Board. Ms. Tierney stated a Board member could sign up to serve on more than one Sub-Committee, but there could not be a fourth person in the group.

Mr. Krauss stated Mr. Blundi had indicated he would be interested in working on 6.3 and Ms. Bunn agreed to work on this with Mr. Blundi. Ms. Tierney stated this would be 6.3 and 6.3(1). Ms. Tierney stated Ms. Rock had indicated she would be interested in 6.4, and Mr. Krauss stated he would work on this as well. It was agreed that Mr. Wysocki, Mr. Brody, and Mr. Malinowski will work on 10.1.

Mr. Krauss stated the Park & Recreation Board meets once a month, and he recognizes that it will take some time for the Sub-Committees to get up and running, and they should not feel that they have to have something for every meeting. He stated they will ask in advance if they want to be put on the Agenda for an update. He asked that they get started over the next few months, and to let Ms. Tierney or himself know if they need any assistance. He stated Ms. Tierney has agreed to make herself available for any of the Sub-Committee meetings. Mr. Krauss asked that Ms. Tierney send out any pertinent links.

BUDGET UPDATE

Projects

Mr. Krauss stated they had discussed at the last meeting that they wanted to be able to do as much as possible given the state of affairs in terms of the Pandemic and how everyone is spending more time outdoors; however, there are only a limited number of dollars available.

Ms. Tierney stated there is an upcoming Budget Workshop the week of October 26th with the Board of Supervisors, and she and Mr. Ferguson are still working on the 2021 Budget. She stated at this point she feels that in 2021 they will be able to do the Community Center doors for \$25,000, the Needs Assessment and create a Park & Recreation Strategic Plan, do the scheduled bike path repairs which are \$22,000, Memorial Park repairs and patching on the playgrounds, the Community Park tennis court repair, and the Woodside bike path provided we receive the Grant.

Mr. McCartney stated with regard to the Grant, the Application has been submitted; but he has not heard anything further about it.

Mr. Krauss stated with regard to the Community Center doors, while he recognizes that they need to be repaired, he asked what the timing of this would be. Ms. Tierney stated she would like to get it done before they bring people back into the Community Center. Mr. Krauss stated if they do not foresee people coming back to the building, could that money shift to something else if necessary if the building is still going to be closed for an extended period of time since that money might be better served on something else. Ms. Tierney stated she feels people will be coming back into the building in 2021, and she would

like to start phasing people in once she sees how the winter goes as far as COVID cases. She stated she would like to bring people back in doing things where they could easily social distance. She stated she is looking forward to having people back in the building, but she wants to do it as safely as possible.

Ms. Tierney stated the staff has been in touch with the Seniors, and there are still twenty Seniors who have been in their houses since March, and have not left their homes. She stated they have about sixty Seniors that they still hear from every week, and there are about one hundred twenty on their list. Ms. Tierney stated they are working with some of the local agencies to come up with “Cheer Bags” for the Seniors, and she hopes to create a volunteer project out of that.

Mr. Wysocki asked if the bike path noted showed the total project cost or just the Township’s portion. Ms. Tierney stated the \$625,000 is the total cost of the project, and there is a breakdown in the Notes Section. She stated there is a 15% match. Mr. Wysocki stated he assumes that if the Township does not get the Grant, this project would not go forward; and he asked if the money allocated for this project would be re-allocated somewhere else. Ms. Tierney stated this money has been allocated to this project and there was a Tax increase so that they would have the money for this project, and Mr. McCartney agreed.

Ms. Tierney stated the Memorial Park project will move to 2022 in its entirety. She stated the quotes received were significantly higher than what they were projected to be. She stated she feels the project cost will be much greater than the \$500,000 that they had originally planned for with the \$250,000 matching Grant, and she feels that they will need more money in order to complete it the way that they want it. She stated in the future they could look at Fee-In-Lieu money for pieces of this project.

Mr. Wysocki stated the new paths that went in at Memorial Park look very good. Ms. Tierney stated that was a great project. Mr. Wysocki stated it was easy to walk on, and they will have to see how durable it is.

Ms. Tierney stated the bike path repair amount for 2022 is \$45,000, and that is the third year of the Three-Year Plan that was put out last year. Ms. Tierney stated the Schuyler tennis courts are a big project, and she would like to allocate money in 2022 toward that if possible. She stated there are also some light repairs needed at the Garden of Reflection which would be at least an \$80,000 project. She stated they have a lot of dry

rotting in all of the ground lights around the Park so that will be a big overhaul of the whole light system. Ms. Tierney stated there is some funding for 9-11 Memorials, and she is looking to see if there is anything that they could apply for since this does need to be fixed soon.

Mr. Krauss stated at the last meeting they discussed the timing of the tennis courts at Memorial Park and at Schuyler so that they have inventory available. He stated he knows that there is no funding for that in 2021, but if there is an opportunity to move up Memorial Park or Schuyler one of those could be done so that inventory is available and they are not doing them both at the same time. He stated they need to manage the timing. He stated in 2022, they are at potentially over \$1 million in Park projects; and if there is a way to allocate dollars in 2021 for part of Memorial Park, it could be finished in 2022. He stated he feels it would be best not to do both in one year. Ms. Tierney stated at this point she does not see doing this in 2021.

Mr. Wysocki stated he feels strongly that the tennis court situation and the capacity has to be carefully thought out. He stated he feels that something should be pulled into 2021 to avoid a problem in the future with regard to the tennis courts. Ms. Tierney stated she feels they could plan for Memorial Park at the beginning of 2022 and then do Schuyler once that is complete.

Mr. Wysocki asked the expiration date for the Grant; and Ms. Tierney stated they have to ask for an Extension for the Grant, and she believes that Mr. Pockl is working on that now. Mr. Wysocki stated the people in that part of the Township desperately need something in terms of tennis capacity.

Ms. Tierney stated they are “busting at the seams” as far as court capacity at this time. Mr. Wysocki stated it is not just tennis, as there is a need for pickleball as well. Ms. Tierney stated there are also waiting lines to get onto the basketball courts as well. She stated they need more capacity for anything that is outdoors. Ms. Tierney stated Memorial Park is very crowded in the evenings. Mr. Wysocki stated he feels they need to challenge Mr. Ferguson and the Board of Supervisors to find ways to do more in 2021.

Ms. Tierney stated they will also incorporate any findings that they have from the research and planning that will be done. She stated once they get an idea as to what the community wants and needs, they can “change gears” based on that.

2021 Fee Presentation and Recommendation to the Board of Supervisors

Ms. Tierney stated she decided that the Court charge that she had previously asked to change was not worth changing at this time as she was just looking for a solution to a small problem; and she does not feel there is a need for that, so she has removed that from her request. Ms. Tierney stated the only changes will be Field Rental at \$250 for the day or \$20 an hour with a three-hour minimum. She stated the picnic pavilion will increase from \$10 to \$15 an hour or \$100 a day for the hours that the Parks are open.

Ms. Bunn stated she feels the field rental for \$250 a day is very high. She stated there was a situation with a Travel Team that needed a place to have their Tournament Play-Off game when one of their fields was flooded. She stated one of the options was Macclesfield, but the Team could not afford \$250. Ms. Tierney stated that is why they added the \$20 per hour with a three-hour minimum, and if they had a three-hour game it would be \$60 for the field rental. This was satisfactory to Ms. Bunn.

Mr. Wysocki moved, Mr. Brody seconded and it was unanimously carried to recommend to the Board of Supervisors approval of the Fee charges for 2021 as described by Ms. Tierney.

LIAISON REPORT

Mr. Gordon Workman, LMFA stated they are having a great season, and the parents and older players frequently thank them for being able to play this season safely. He thanked the Township for this opportunity. He stated they are following the rules including that there be one spectator per family. He stated they are diligent about people wearing masks when they are on the sidelines and watching the games. He stated their numbers are where they were last year, and they could have gone higher than last year; however, since they had to follow the Green Plan, they added an extra fifteen minutes between each game so they lost one full session of flag. He stated they did have to cut off Registrations given these restrictions and the amount of field space.

Mr. Workman stated Memorial Park has been a great addition to their League and having the opportunity to allow the younger players to practice at that field. He stated people are following the rules and are just practicing on the football field and only parking in the designated parking spots. He stated given

the fact that they were not allowed to use any of the School fields this year, it was very helpful that they were able to allow Teams to use Memorial Park for practice. He thanked them for this opportunity.

Mr. Wysocki asked if they have heard anything from residents in the area about that use of Memorial Park, and Ms. Tierney stated she has not had any complaints. Mr. Brody stated his son practices there, and it is very peaceful there. He stated they are not blowing whistles and there are not the sounds of pads hitting or people yelling. Mr. Wysocki stated he is happy to see that people are getting out, and he is glad that they have this space that can be used.

DIRECTOR'S REPORT

Ms. Tierney stated the Parks are busy and things are going smoothly. She stated they had a social-distanced 9-11 5K which went very well. She stated the company that organized that did a great job to raise money for the 9-11 Fund. She stated they also held the 9-11 drive-through. She stated the fountains were on for two weeks, and the Park was very busy for those two weeks. She stated the drive-through event went well, and it was a great adaptation for this year.

Ms. Tierney stated with regard to Veterans' Day, she met with the Veterans' Committee last week and all agreed that it would be very difficult to have a Parade in a COVID scenario putting Veterans together in cars. She stated there were also a number of groups that previously participated that could not be involved. She stated they will do a modified Ceremony at 1:00 p.m. at Veterans Square, and there will be some speakers and a chance to honor the Veterans. She invited the Park & Recreation Board members to attend, adding it will also be seen on all the social media accounts and the Township Cable Channel live.

Ms. Tierney stated also on November 7, they will have a tree planting at Patterson Farm in conjunction with the Environmental Advisory Board, and she is helping organize volunteers for that event. She stated there are approximately one hundred twenty trees that will be planted that day. She stated those interested can sign up on-line on social media.

Ms. Tierney stated they are trying to prepare for next year, and she anticipates that they will be able to offer some version of the Pool. She stated they are also trying to program where they can.

Mr. Brody asked where the trees will be planted at Patterson Farm; and Ms. Tierney stated it is along the tree line, and she can send Mr. Brody a map. Ms. Tierney agreed to send all of this information to the Board.

Ms. Tierney stated she is still waiting for the head counts from the Leagues. She stated many of the Leagues offered programming where they did not charge, but she still wants a count as to how many people participated in their programs so she asked for a full count of athletes they charged and athletes they did not charge.

Ms. Tierney stated there are 130 people currently on the pickleball team. She stated there was a wait list of 60 people; and she finally had to state that she would take all residents, and anyone who was not a resident was advised to try back later. Mr. Wysocki stated this is another reason that they have to push for the courts at Memorial Park.

Mr. Brody asked if the Leagues would have asked if the Park & Rec Facebook page could post about PAA or other League try-outs, would that be something that the Township would agree to. Ms. Tierney stated they would not be able to post everything and there does have to be a limit. She stated if it is something big, she would agree to post it. Mr. Brody stated he feels it would be good for the Township to promote all of the Leagues, and Ms. Tierney stated they have done that in the past. She stated it is better if they have a social media post that she could share on the Township page. Mr. Krauss stated the Township TV channel used to list things as well. Ms. Tierney stated they are working on fine-tuning the process for getting information out, and there would be one form that is filled out as to how TV, social media, etc. is done. Ms. Tierney stated they would not be able to post for all the businesses, but Township-related information can be put out.

Mr. Brody asked with the proceeds from the impending Sewer sale, to what extent would Park & Recreation projects be considered. Mr. McCartney stated he does not feel any of that has been discussed. He stated there are other pending bills that are being considered for that money. He stated probably within the next twelve months, they will have a better idea as to what will be done with that money.

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There being no further business, Ms. Bunn moved, Mr. Brody seconded and it was unanimously carried to adjourn the meeting at 8:45 p.m.

Respectfully Submitted,

Michael Brody, Secretary