

# 10.6.2020 Board and Rec Meeting

Tuesday, October 6, 2020 6:26 PM

Revised on 10/15/2020 - per updates from Monica S.

Revised on 10/20.2020 - per updates from Monica S.

Attendees: Monica, Nick, Joe, Jennifer, Al Wright, Fred, Carol

1. Meeting notes from last meeting - approval/changes (see bottom of email) - good with the meeting notes -Posted on the Google drive.
2. Record keeping
  1. Is everyone comfortable with Drive? Has everyone been able to sign in? - Everybody is good with Google Drive.
  2. Need to keep track of project status, motions and things needing approval by BOS - Kanban board? - Monica would like to keep a list of motions or what needs to go to the BOS. Jenn asked about a status report to the BOS. Jenn will send out some project trackers for review.
3. Vote on applicant that we interviewed last meeting - Teri (her application is attached) -
  1. Monica proposed the motion to move ahead with Terri's application. Joe second the motion. Approved.
4. 10/10 movie night update (Nick)
  1. Nick is meeting up with Scott on Wednesday to review.
  2. Flags, DVD and Licenses has been purchased.
  3. Nick and Scott will review the drawing with the road crew.
  4. Fire police is going to be do traffic and keep a rough count of the car - still need 140 groups to comply with social distancing requirements, we can only provide 140 social distancing spots in the field.
  5. Nick will find out if the Parks and Rec needs to be at the movie. Nick will ask Scott. Nick will not be able to be there but Scott and the road crew should be able to do it.
  6. Action item for Nick to report back.
5. Tree update (Monica)
  1. Contract/purchase update, next steps - BOS did approve the purchase from Arbor Glen - Monica asked for a final contract- Arbor Glen said they are flexible with the schedule - Week of October 19th- need to plant the flag and an order for the planting. 36 trees are being purchased. Scott would like to have the road crew there and during the week.  
Action Item for Scoot -clarification on the why the road crew needs to be onsite during the installation. Park and Rec will meet on October 17th at 9am to walk the park to determine where the trees will go.  
Need dates for the Scott on the bathroom construction to help with the trees. Need dates on the bathroom construction information
  2. Saturday, October 17th at 9am to map out the trees placement and put down the flags. Is it possible to drive around the park - can we do that.
  3. Monica asked for the group to be forward thinking of other features during the park walk.
  4. Water tank - Fred said we don't need a water tank - we need 55 gallons barrels - The road crew needs to be water the tray starting in June.  
Reviewed the tree maintenance purchases and the maintenance plan. We are going to ask the road crew to be responsible for the trees.
  5. Approve tree maintenance purchases [https://docs.google.com/document/d/1aH4WtsXgosgKetN5InvqVmTa0\\_U9RLQNLv8GO2IXSb4/edit?usp=sharing](https://docs.google.com/document/d/1aH4WtsXgosgKetN5InvqVmTa0_U9RLQNLv8GO2IXSb4/edit?usp=sharing)  
(The group agreed that tree wraps and zip ties are needed, needed to see if we can find 48" tall - currently OOS. look to finalize next meeting)
  6. Approve tree maintenance plan [https://docs.google.com/document/d/12O7xf\\_G\\_WFC-7mlh\\_nPcccc\\_2m4EGshP-CG6iri7cwo/edit?usp=sharing](https://docs.google.com/document/d/12O7xf_G_WFC-7mlh_nPcccc_2m4EGshP-CG6iri7cwo/edit?usp=sharing)
  7. Monica made the motion to approve the tree maintenance plan and \$300 dollars to Arbor Glen to water the trees. Nick seconded the motion.
  8. Action item for Fred to send over some ideas.
  9. Satisfying PECO requirements (press release, signage, final report) - Monica to ask Scott about signages and press release. Final report needs to be sent to PECO. Scott will take care of this.
6. Other potential fall/winter event. We discussed a Halloween parade but really hard with Covid. Maybe a ribbon cutting ceremony for the bathroom (ask local reps) or Christmas lights and neighborhood contest for lights might be another item. Will discuss at next meeting.
7. Bathroom (Scott)
  1. Construction timeline - DATES needed
  2. Construction prep - how is the site being prepared/marked and when
  3. Final color selections (Scott were you able to get a complete list of finishes from the NJ Keyport Bridge project that we requested?) - next meeting.
  4. Door <https://drive.google.com/file/d/1HVOV-rZmhx57eeqhkYQXAE-GZ5iV1BE0/view?usp=sharing>
  5. Wall/Ceiling <https://drive.google.com/file/d/1QQ7jmlPAbLa49xFBLsTyllHYuvf0Am92/view?usp=sharing>
  6. base-color for the 3' Valley Forge fieldstone. <https://drive.google.com/file/d/1vNdTeSk4EPDwNM9ontfRhN-hW9UNzcfF/view?usp=sharing>
  7. We already selected the following: roof is Pearl Grey, floor is Silver Grey, partitions are blueberry, outside walls in Gull Grey shiplap and hand stained "fieldstone"
8. Security camera / WIFI update -
  1. Action Item for Scott: Please ask the Township Verizon rep if they can provide a service for a text number so people can text any issues in the park.
  2. Who is covering the expense of the Wife for the park? *Monica stated that if this is becoming a bundled project where the township building and police station are getting upgrades that the costs should be split and not all shouldered by Parks accounts.* Need clarification
9. Current township data (video) retention policy
  1. From Scott: The Township adheres to the PA Open Records Laws and the Municipal Records Manual which does not cover video. The Township does not have a

separate policy for video.

2. Follow up question for Scott - See link below to the manual, I found PO-26 which appears to address video. Would this apply to our situation? Want to be clear whether there is existing policy or if one needs to be created.
  3. <https://www.phmc.pa.gov/Archives/Records-Management/Documents/2008-Municipal-Records-Manual-rev-with-links.pdf>  
\*PO-26 Video/Audio Tapes Documents officer activity including video taping of drunk drivers who have been arrested. Often used as evidence. Retain 30 days if not used as evidence.
10. Park maintenance requests (Scott)
    1. How requests are currently reported to Grounds Foreman and added to the work schedule
    2. What is the current process and timeline for resolution
    3. Outstanding requests:
    4. Graffiti on boardwalk
    5. Mulch needed on Pond trail
    6. Bomb shelter needs to be secured from break in attempts
    7. Using park users to report issues
    8. Bomb Shelter (Scott)
    9. Does the Historical commission (Joe McCormick) have a stance on the bomb shelter? Does it belong to us or them in terms of securing the site?  
(from Joe "Although this structure probably should be included in the Township's historical resource inventory, it is not. As such, the Historical Commission has not discussed the structure.")
    10. Per Scott- the bomb shelter has been taken care of it and closed back up. Monica - how do we secure the bomb shelter in the long term.
  11. Pond Update (Scott)
    1. Have permits been issued from the township?
  12. Accounting (Scott)
    1. How can we see our checkbook / ledger? - Maybe we need to see the quarterly amount of receipts and costs for the park accounts - @Scott - can we get that report?
    2. Please provide statement for month of September
    3. Neighboring developments
  13. Explore starting community watch with HOA board as part of security plan - Need to get the names of the HOA presidents for Branford Village and Brooks Crossing.
    1. Does the HOA maintain the trails within the developments - Yes they do .
  14. TRAIL MAP [https://drive.google.com/file/d/1ws\\_eZJWGzk088YRz7GFyY9sW-DWehR9N/view?usp=sharing](https://drive.google.com/file/d/1ws_eZJWGzk088YRz7GFyY9sW-DWehR9N/view?usp=sharing)