

Park and Recreation Commission
February 5th, 2008 Approved Meeting Minutes

PM made a motion to call meeting to order @ 6:34. Motion seconded by BC.

Mission statement: To facilitate the development and maintenance of safe and accessible passive and active, park and recreational facilities to meet the identified needs and interests of the residents of East Fallowfield Township, Pennsylvania.

Attendees: Chris Makely (CM), Peter Massaro (PM), Brian Carling (BC), Jeanne Berlin (JBe), Bill Harker (BH)

A. Old Business

1. P&RC meeting minutes

- a. Review and discussion of P&RC meeting minutes from January 8, 2008. PM made motion to accept meeting minutes with one change. Section 2, paragraph C, iv. Should read: SC & PRC will make recommendation to BOS during the February 26th, 2008 meeting. JBe seconded the motion. Vote was unanimous.
- b. Review and discussion of P&RC workshop meeting minutes from January 22, 2008. PM made a motion to accept meeting minutes as presented. Motion was seconded by BC. Unanimous vote.

2. Park Design

- a. Plan review – discussion about final comments prepared by JBo (combination of Bill's, Jan's and Ken's comments).
 - i. Closing of Park during construction for public's safety.
 - ii. Emphasize to bidders that the shrubbery on Branford development boundary is to be protected during construction. Secondly, grading efforts should take into consideration existing shrubbery.
 - iii. Planting plan will be adjusted (within quoted price) per Bill Harker's recommendations.
 - iv. Meadow trail location and alignment may change from what is depicted on most recent plans (trail sections converge and are not at the boundary of the property to the extent safety allows).
 - v. O&M plans for stormwater features need to be shown on the plan.
 - vi. Revise planting plan to remove plantings from within third play area.
- b. CCCD comment letter – to be provided at meeting by Chris Makely. This letter in its entirety was not available. **Action item** – CM to send the full letter to PM.
- c. Update status report on bidding of park construction project – site visit/pre-bid meeting was held on February 4th. In absence of Joe Dietrich, Bill Harker (who was in attendance) commented that the pre-bid meeting was well attended. He thought there were approximately 10 companies who attended.

- d. Grant submission
 - i. JD to provide answer to whether he is able to submit a DCNR grant for the meadow trail that is being bid as an add-alternate. (JBo has provided JD dates of workshops). CM indicated that the Township would like to continue pursuing grants to fund the construction of the park. PM repeated that there is a financial obligation by the Township of 10% of the construction costs when funding projects with grants.
 - ii. Professional LA to be considered for next grant (meadow segment trail with bridge to span Dennis Run Tributary). It was decided that PM would contact the firms below and ask them for a statement of qualifications.
 - 1. E.B. Walsh – recently worked for Uwchlan Twp and Upper Uwchlan Twp. Currently working with both East Bradford and West Bradford on a joint Brandywine trail project.
 - 2. Spotts Steven & McCoy – has worked with Borough of Elverson and New Garden Twp.
 - 3. YSM – has worked with Oxford Area Regional Park Authority.
 - 4. URS – has worked in Elk Twp.
 - 5. Duffield Associates.
 - iii. **Action item** – BC is going to speak to AGC to see if they have any additional firms they can recommend.
- 3. Discussion on summary to be provided to BOS for their meeting of February 26, 2008
 - a. Invoice number 7678 from SC has been corrected. Recommend to BOS that it be paid. Date of revised invoice is December 3, 2007. Stamped received in Township. Office January 11, 2008. In the amount of \$1,326.14
 - b. Invoice number 7742, dated January 4, 2008 for services rendered in December 2007 for \$13,257.15.
 - c. Invoice number 7781, dated February 4, 2008 for a meeting held on January 4, 2008 per the request of DCNR, John Earl for the amount of \$590.30
 - d. Invoice number 7783, dated February 4, 2008 for a professional services rendered in January, 2008 for \$22,811.84
 - e. Recommendation park be closed during construction
 - f. Recommendation to award construction contract when all bidders' information has been received and evaluated.
 - g. Recommendation we pursue professional help with writing future grant applications.
- 4. Workshop locations
 - a. February 19th meeting to be held in the Township Bldg. Expect guest Mike Euler from W. Bradford, Parks Director to share his experiences about the construction of Shady Side Park.
- 5. Peco Grant – Brian Carling to provide update. The submission date is in the fall (November). BC has spoken with Duffield Associates and several other individuals who were involved in the construction of Tweed Park. It doesn't seem like drawings of the bridge are going to be readily available for our use. Probably will require enlisting the services of an individual who is skilled in CAD. Scott Beegle has volunteered to assist on this project if time allows before he leaves for college in the fall.
- 6. Charity golf event to benefit the park – update to be provided by Brian Carling – not discussed

7. Park and Recreation Commission website – Joe Bradley was absent. PM distributed recent e-mail messages from JBr regarding the website functionality. **Action item** – PM to forward electronically to CM the messages from JBr. Chris Makely will check with JBR to make sure the website is working properly.
8. Open discussion
 - a. JBe recommended that a P&RC newsletter be prepared for spring mailing. Topics and authors of articles to be discussed during subsequent meetings. Suggested topics:
 - i. Scout Projects
 - ii. Pond watch
 - iii. Park Construction

B. New Business

1. Seminar: Creating Connections between Trails and Health: A Workshop. March 4, 2008 from 8:30 to 3:00 pm in Penn State Great Valley Campus. Mr. Makely has indicated that we could send up to two individuals at \$35.00/ea.
2. Next BOS meeting is scheduled for February 27th.
3. Next P&RC meeting is scheduled for February 19th. Waiting for confirmation from Mike Euler (W. Bradford Twp. Park Manager) that he is available to attend.

PM made a motion to adjourn the meeting at 8:04. Motion seconded by JBe. Vote was unanimous.