

East Fallowfield Park and Rec Meeting - 10.20.2020

Tuesday, October 20, 2020 6:22 PM

Attendees:

Board Members: Monica, Fred, Jennifer and Joe.

Residents: Teri, Cathy Trexler, C. and Al Wright

Township Admin - Denise V.

Absent - Nick, Scott.

1. Meeting notes - The updated notes are posted in the Google Drive. Fred made a motion to accept the meeting notes from 10/6 and Joe second the motion.
2. Movie Night Recap <https://drive.google.com/drive/folders/1tuMLSiMddRa3Sd2PM22xdFP6RO8UDII?usp=sharing>
 1. Monica discussed movie set up concern:
 - a. Circles were not consistent size and didn't follow the social distancing rules. **Circles were measured to be 4' apart-rather than the 6' needed.** Monica feels that the Township failed with the social distancing guidelines.
 - b. Map was not followed.
 - c. Issues with electricity. **Action Item: Scott - please elaborate on what the limitations were with electric**
 2. Attendance was about 65 people - possible issue was short notice of advertisement. Teri asked about the feedback - the social media comments were that people had a nice time. Joe suggested to post a Facebook question on Movie Note
 - a. **ACTION ITEM - @Denise and Scott - can this be done?**
 3. Monica discussed the process between the Park and Rec board and Scott. Joe provided information that the Park and Rec board is an advisory board and the township manager reports to the Board of Supervisors (BOS).
 4. Monica asked for a list of expenses for movie night for future planning.
 - a. **ACTION ITEM - @Denise and Scott- please post the list of expenses on the Google Drive.**
3. Trees - Planting Update and Tree Map: <https://drive.google.com/file/d/1dgTrNZiSuVgfar2ew5k9LV9yYvEg67hC/view?usp=sharing>
https://docs.google.com/document/d/1aH4WtsXgosgKetN5InvqVmTa0_U9RLQNLv8GO2IXSb4/edit?usp=sharing
 1. Monica shared the tree map. Nick, Monica and Fred met on Saturday to work around the park and marked the spots for the trees with flags and paint. Denise provided feedback from Scott there was concern about trees 34 and 35 by the sign on Strasburg Road- could be a watering issue. **Committee (I was not the only one to say no issue)** didn't see an issue with that. Denise will provide that feedback to Scott.
 2. The planting date has been moved back due to a busy schedule and staffing issues at Arbor Glen. Planting should be the week of October 26th.
 3. Monica asked Fred if he wanted to review the tree inventory. They will set that up with Arbor Glen.
 4. Monica reviewed the tree guard (6 inch diameter and 48 inches high) and zip ties. - Fred made a motion to approve the purchase of the tree guards and zip ties. Joe seconded the motion.
 5. The first watering will be done by Arbor Glen next spring and tentatively the first watering for the road crew will be around Memorial Day.
 6. Spotted Lantern Fly traps - Joe will work with the Boy Scouts in the spring.
4. Park maintenance -Carryover from 10.6.2020 meeting:
Action Items for Denise and Scott:
 1. Need dates of when projects were completed (graffiti and bomb shelter) - Completed but would like to understand the dates on when items get fixed and the time line for fixes.
 2. Outstanding mulch request is there a scheduled date for completion?
 3. need to understand the maintenance process - is there a seasonal maintenance plan <https://drive.google.com/file/d/1jr9Th6fizM0hkqpuK1FmksHhGjrXUGUc/view?usp=sharing>
5. Bomb Shelters - Monica showed pictures of the bomb shelters, the graffiti is gone and the bomb shelter was painted and secured but it looks like somebody are climbing on the tower
 1. Mulching - Questions for the Township:
 - a. When was the playground last mulched?
 - b. When were the trails last mulched?
 - c. Is there a seasonal schedule already in place for when this work should happen?
 - d. Per Monica - the trails are in bad shape and would like to facilitate the conversation with the BOS on park maintenance. Joe said to bring these items up at the BOS. The Park and Rec Board should submit a report that to the BOS. The Park and Rec board will provide the feedback and turn over to the BOS. Our job is to make the BOS aware of issues or concerns to the BOS. Monica will submit reports at the last meeting of the month to the BOS.
Question for Monica - Park and Rec board recommends to remulch the trails
6. Bomb Shelter Research - Monica would like to find out more information related to the bomb shelter. Monica requested if someone would do research on the bomb shelter history and help create a long term plan. Teri will take over that project.
7. Teri will be presented to the BOS as a member of the Park and Rec board at the next meeting.
8. Bathroom and Security : <https://docs.google.com/document/d/1KDK5QCVvb0l4WGoiZswOWx3QAOaF2iqVGyGGo1VmJA/edit?usp=sharing>
 1. Monica discussed additional purchases for the bathroom and the plan needs for the restroom.
 - a. Signage needed:
 - i. Who to call for maintenance issues.

- ii. What not to flush for the ladies room signs
 - iii. Baby changing signs for both doors.
- b. Trash cans are needed.
- 2. Monica looked into the Pamper grant program and could not find the information on how to apply.
 - a. **ACTION ITEM for Denise and Scott: another option for baby changing stations - another grant or the Costars catalog.**
- 3. Bathroom cleaning - discussed the cleaning schedule - 5 days versus 7 days - the Park and Rec board would like to see the bathroom clean seven days a week.
 - a. Does the Township have a plumber on call. ACTION ITEM for Denise to follow up with Scott.
- 4. Security Needs discuss requirements/asks for the security system.
 - a. ACTION ITEMS @Scott and Denise:
 - i. Update on the security system research
 - ii. Does the manufacturer have a complete list of finishes used in the NJ Keyport bathroom?
 - b. Discussed the security system and lights - do we need cameras for the parking lot. The team decided to go with the security system for the bathrooms and look at the pricing before adding other features.
- Fred - motion to approve the bathroom plan and Jennifer seconded it.
- 9. Future events - Monica asked for an update on progress on possible farmers market vendors. No progress from Joe and Jennifer yet. Denise will provide information on New Garden Farmers Market as possible vendors.
- 10. Prep for BOS meeting / reporting.
 - 1. Monica asked for a sample report that is being used. Joe said there is no template for the report.
 - 2. Project trackers samples are on the Google drive for review. https://drive.google.com/file/d/1KE_Qe2BJfnCsUhdZ1OSzcMd7tLlVmdlM/view?usp=sharing
 - 3. Monica will be attending the last Board of Supervisors each month. The rest of the Park and Rec board can take turns on presenting to the BOS. Monica will be presenting Teri to the board, the tree guard/zip ties purchase and bathroom plan.
- 11. Motion adjourned at 8:08 pm _ Monica and Joe seconded. It

Carryover from last meeting but was not discussed :

Outstanding Questions/Carryover from prior last meetings - but was not discussed due to lack of township engagement (I did bring these up prior to adjournment - stating that we couldn't discuss them as there was no one there to provide answers):

Security camera / WIFI update -

- 1. **Action Item @ Scott: Please ask the Township Verizon rep are we able to set up a service for a text number so people can text any issues in the park.**
- 2. **Action Item @ Scott: Who is covering the expense of the Wifi for the park? Monica stated that if this is becoming a bundled project where the township building police station are getting upgrades that the costs should be split and not all shouldered by the Park accounts. Clarification needed.**

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. *Action Item @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.*

Pond Update

- 1. **Action Item @ Scott - Have permits been issued from the township?**

Accounting (Scott)

- 1. *Action Items @ Scott Saw that Scott posted an update on the bathroom costs on the township website. Scott - the committee would like this presented to us along with our financials. We're just looking for oversight and transparency. What's in the account, what is allocated/to be debited?*