

**MINUTES OF JANUARY 18, 2018**  
**PETERS TOWNSHIP PARKS AND RECREATION BOARD MEETING**

The scheduled meeting was held in the Conference Room at the Community Recreation Center January 18, 2018 at 6 p.m. Approved-meeting minutes can be viewed online at [www.peterstownship.com](http://www.peterstownship.com)

**AGENDA**

- I. **Call to Order:** Board Chairperson, Pat Airhart
- II. **Roll Call:** Board members attending: Pat Airhart, Ed Rafferty, John Hilzendeger, Jeff Crummie, Brittany Smith, Bill Kinavey  
**Board Members Not in Attendance:** Jeff Crummie, John Yocca (who has sent his resignation to the Parks and Recreation Board).  
**Staff attending:** Michele Harmel, Parks and Recreation Director, Becky Goodwin-Sopko, Recreation Secretary
- III. **Re-Elections of Officers:**
  - a. **Elections of Officers:**
    - i. **Chairperson** - John Hilzendeger nominated Pat Airhart to position of Chairperson, seconded by Ed Rafferty. No additional nominations, nominations closed; Pat Airhart accepts the Nomination for 2018 Chairperson for the Parks and Recreation Board. Motion carries 4/0/1 - Pat Airhart abstains.
    - ii. **Vice-Chairperson** –John Hilzendeger nominated Jeff Crummie seconded by Brittany Smith. No additional nominations, nominations closed. Jeff Crummie not in attendance; However, he has emailed to the Parks and Recreation Director if nominated for Vice Chairperson he would accept the Nomination for 2018 as Vice-Chairperson for the Parks and Recreation Board. – Motion carries 5/0
    - iii. **Y.E.S. Representative** – Bill Kinavey nominated Brittany Smith to position of Y.E.S. Representative for 2018, seconded by Ed Rafferty. No additional nominations, nominations closed. Brittany Smith accepts the Nomination for 2018 Yes Representative for the Parks and Recreation Board. Motion carries 4/0/1  
Brittany Smith abstains. Parks and Recreation Director, Michele Harmel will contact John Yocca to see if he would like to assist in continued interviews and taping of sports groups and individuals.
  - b. **Meeting day and time** - Vote to set meeting day and time for 2018 Parks and Recreation Board meetings at the current times, Third Thursday at 6 p.m. at the Recreation Center. Motion made by Ed Rafferty to keep same day and time for meeting, seconded by Brittany Smith. Motion carries 5/0.
  - c. **Revisions of By-Laws** - Discussion by the board members for changes to current by laws, will revisit this in February after they have time to review.
- IV. **Approval of Minutes:** Motion made to approve December minutes with minor changes as discussed, by Ed Rafferty and seconded by Brittany Smith. Motion carries 5/0.
- V. **Audience Comments:** None
- VI. **Old Business:**
  - a. **Updates on:**
    - i. **DCNR Grant Project** – Parks and Recreations Director, Michele Harmel stated that we have received the next round of grants that had been applied for. DCNR had contacted Michele Harmel, Parks and Recreation Director to ask if we wanted to combine the projects. However, because we have to have the second project designed and are almost completed with the designs for the first project, we wouldn't be able to get competitive quotes for the design. We would have to rely on the same design firm for the second project, and this isn't the way the process typically goes. If combined it would postpone the project longer than necessary. Hoping to have Shelter 2 project done before Community Day, but now we are hoping to have bid out and start project after Community Day, at that time we have one year to finish project.
    - ii. **Park Master Plan:** The Public meeting was held on January 15, 2018 at 7:30 p.m. there were a lot of people in attendance. Chairperson Pat Airhart was not able to attend he was stuck out of town and because no comments were made by any of the Parks and Recreation board members in attendance. It was suggested that a letter from the Parks and Recreation Board to Council prior to their discussion/vote at meeting on February 12. Brittany Smith will draft letter and forward to board members for comments.
- VI. **Field 5 Restroom/Concession Building:** The project is almost complete we are waiting for the weather to break anticipated in early March for final walkthrough.
- VII. **New Business:**
  - a. **Eagle Scout candidate Zach Miller project update:** Zach Miller returned to update the Parks and Recreation Board on his Boy Scout Eagle Project, the construction of a small shelter with picnic table at the skate park, located behind the Recreation Center. Zach stated that after fundraising for the project he had surplus of funds and at that time presented Parks and Recreation Director, Michele Harmel with the surplus funds of \$600.00 for improvements. The Parks and Recreation Board was impressed and thanked Zach and his Troop for the project and were very pleased that he returned to update them.
  - b. **Baseball Project – field 2 infield synthetic turf:** Josh Eckenrode, PTBA presented to the Parks and Recreation Board a proposal for field #2 infield synthetic turf. Mr. Eckenrode presented information that the

baseball association wanted to fund at 100% the infield turf project and hoped that the project could be completed in spring of 2018, around March 15. Parks and Recreation Director, Michele Harmel informed the Parks and Recreation Board members that this project was presented to the township manager earlier in the day and that due to the scope of the project would have to go out for bid.

After a lengthy discussion, the Parks and Recreation Director stated that with the township requirements for such a project it probably would not be completed in Spring 2018 due to the requirements for specs, advertisement and review by council. Mr. Eckenrode also stated that PTBA was interested in turf infields at Venetia Park on 2 other fields. Parks Director, Michele Harmel stated that if they are interested in adding these other field, it would work better to wait until fall for the projects, since the township can't begin to work on the bid specs for one project and change to add additional fields changing the scope of the project.

Parks Director, Michele Harmel stated that after the project is complete this would be property of the township, and in 10 -12 years these fields may need replaced. This information needs to be out there and we need to be aware that cost could be upwards of \$50,000 per field. Suggestion of the Parks and Recreation Board that PTBA place an annual maintenance cost for future replacement in their budget as a capital improvement fund. Parks and Recreation Board Member John Hilzendeger made a recommendation to Council that PTBA move forward on the #2 infield synthetic turf project. With their willingness to pay for the project with PTBA money, along with following all township ordinances and guidelines for project. The timeframe comes into play we support the additional field at Venetia Park. Recommendation made 5/0 to Council.

- c. **Survey:** After a brief discussion among board members, it was suggested that an in house survey be developed and be presented by the Parks and Recreation Director at the Alliance Meetings.

**VIII. Y.E.S. Report:** No report this month

**IX. Directors Report:** Michele Harmel, Parks and Recreation Director relayed information from Joshua Werner, Facility Supervisor on the outcome of 2 weeks of free classes (Sweat for your Pets) that were offered the last 2 weeks of December 2017. 29 classes were offered with 190 participants. Participants were encouraged to bring donations for the Washington County Humane Society. This event was very successful.

- a. **Board Member Attendance Sheet:** OK
- b. **Community Recreation Center Membership Report:** OK
- c. **Monthly Report:** OK
- d. **Participation Attendance Sheet:** OK
- e. **Goals:** OK
- f. **Quarterly Review to Council:**
  - i. **2017 Fourth Quarter – Pat Airhart**
- g. **Outstanding School Facility Request:** OK
- h. **Sports Association Required Documents Reports:** Michele Harmel, Parks Director is still communicating with each Sports Associations
- i. **Sports Association Required Documentation:** Parks and Recreation Director, Michele Harmel has emailed the Associations for the missing documents. The Parks and Recreation Board after a brief discussion request that all Associations be emailed and any required documents for 2017 be turned into the Parks and Recreation Director by January 31. Those still not up to date on documentation by February 1 will be required to attend the Parks and Recreation Board meeting on February 15 to explain the delinquent documentation.

**X. Monthly Financial Report:** Good Revenue for both Tennis and Recreation Center

**XI. Correspondence:** None

**XII. Complaints/Compliments:** None

**XIII. Announcements:**

- a. Princess Ball registration begins December 26 at 9 a.m. at the CRC only
- b. Family Fun Night February 6, 2018
- c. Next Parks and Recreation Board Meeting, February 15, 2018

**XIII. Adjournment:** Motion to adjourn made by Ed Rafferty seconded by John Hilzendeger carried 5/0 at 7:15 p.m.