

TOWNSHIP OF LOWER MAKEFIELD
PARK & RECREATION BOARD
MINUTES – NOVEMBER 11, 2014

The regular meeting of the Park & Recreation Board of the Township of Lower Makefield was held in the Municipal Building on November 11, 2014. Chairman Fritchey called the meeting to order at 7:35 p.m.

Those present:

Park & Recreation Board: David Fritchey, Chairman
Patricia Bunn, Secretary (joined meeting in progress)
David Malinowski, Member
Andrew Newbon, Member
Dennis Wysocki, Member

Others: Terry Fedorchak, Township Manager
Donna Liney, Park & Recreation Director
Pete Stainthorpe, Supervisor Liaison

Absent: David Gordon, Park & Recreation Vice Chairman

APPROVAL OF MINUTES

Mr. Malinowski moved, Mr. Newbon seconded and it was unanimously carried to approve the Minutes of October 14, 2014.

PRESENTATION OF COMMUNITY CENTER DESIGN

Mr. Michael Hanrahan, Clark Caton Hintz, was present to discuss the Community Center Design. He showed the site located on Oxford Valley Road.

Ms. Bunn joined the meeting at this time.

Mr. Hanrahan stated the Site Plan has gone through the Township process. He showed the location of the building, parking, and the driveway through the site. He stated the building has an outdoor patio area, walkways, a secondary entrance on the side of the building, and the primary entrance which faces Oxford Valley Road. Mr. Newbon asked if the handicap parking will be at the primary entrance, and Mr. Hanrahan agreed.

Mr. Fritchey noted the side parking lot is in a different color from the parking in the front, and Mr. Hanrahan stated this is due to the difference in the paving. He stated there will be impervious paving in the front and pervious on the side to help reduce some of the water run off. Ms. Bunn stated she did not feel they were going to have pervious paving because it does require a lot of upkeep and must be swept. Mr. Stainthorpe stated the Board actually passed an Ordinance requiring this. Ms. Bunn stated while she understands that, they have not used it in a lot of places because of the maintenance required. Mr. Fedorchak stated the Township will have to maintain it.

A copy of the Floor Plan was shown. He noted the large multi-purpose room that is a two-story volume designed to handle larger events. He noted it is able to be divided into two rooms with removable partitions. There is also a storage room to the right of this large room so that they can put the furniture into storage if desired.

Mr. Hanrahan noted the location of the restrooms with three toilets and three sinks in both the ladies and men's restrooms. Mr. Wysocki asked if it is a requirement to have the same number of toilets and sinks, and Mr. Hanrahan stated it is not. He stated he is required by Code to meet a minimum fixture count.

Mr. Newbon asked if they have shown additional office spaces for League use. Mr. Stainthorpe stated after this had been discussed, they asked Ms. Liney to follow up on this with the Leagues and none of them were interested in office space although they did want meeting space.

A rendering of the exterior was shown. Mr. Fedorchak asked about the materials to be used for the roof, and Mr. Hanrahan stated it is primarily asphalt shingle, and there are two small pieces which will be metal because the pitch is too shallow for asphalt shingles, but this is used sparingly. Mr. Hanrahan stated it will be wood frame construction and the façades are composite siding clapboards and a synthetic stone base. He stated the materials wrap around all four sides of the building.

Mr. Fritchey asked if they were to receive a Grant to put additional money into the project, is it amenable to expansion; and Mr. Hanrahan stated it is. He stated they had done a series of studies for the Township early on the process, and the Township was considering how much they could afford. He noted on the Plan how they could make different expansions basically on the northeast side. Mr. Hanrahan stated the building is approximately 7,300 square feet. He showed an area in the right far corner where they could add an additional 15%.

Mr. Wysocki asked what the patio will be constructed of; and Mr. Hanrahan stated this is being designed by the civil engineer, and he believes that it is concrete.

Ms. Bunn stated she feels the side walkway should connect to the patio so that it can be truly handicap accessible. She stated in this way if there was an outdoor function, it would not be necessary to go through the building to get to the patio. She also stated she feels it should be continued on the other side so people can get out on either side. She stated since the target audience is older this would make sense.

Mr. Newbon asked the size of the large multi-purpose room, and Mr. Hanrahan stated he feels it is approximately 50' by 50' and was sized to accommodate 150 occupants with tables and chairs. For comparison he estimated it will be twice the size of the Township meeting room.

Ms. Bunn stated she does not feel that there seems to be a lot of covered porch area at the front entrance. Mr. Hanrahan stated it is about 3'. Ms. Bunn stated she feels they should have more room here since people could be waiting to get picked up. Mr. Hanrahan noted there is a vestibule immediately inside where people could wait.

Mr. Fritchey noted an area north of the extended parking lot as it runs west, and he asked the width and length of this; and Mr. Hanrahan stated it is 150' by 60'. Mr. Fritchey asked if this would be large enough for one or two tennis courts. Ms. Bunn stated she felt that area was wetlands; however, others disagreed. Mr. Fedorchak stated he believes that area is being considered for bocce courts.

There was further discussion about the restrooms, and Mr. Wysocki asked the minimum requirements for a building of this size in terms of fixtures. Mr. Hanrahan stated they are meeting the Code for the women's restroom. For men they are required to have two water closets and two sinks so they could reduce what is being shown. Mr. Wysocki asked if the requirements change based on expected users, and Mr. Hanrahan stated it is based on the type of building and the activities taking place in the building. Mr. Wysocki asked if there is a differentiation if there is an anticipated greater number of handicap people or seniors. Ms. Liney stated there is only one ADA stall proposed in each. Mr. Hanrahan stated they split the occupancy by 50% male versus female, and from there the Code says they can take a reduction since they are determining the occupancy based on the building being fully occupied and in reality this will probably never happen. He stated all the Code states as related to handicap or people with impairments is that if you are under six fixtures, one needs to be handicap; and they have shown this. Ms. Liney stated the reality of this group is that it is primarily female.

Ms. Bunn asked if there is room to have three handicap stalls in each restroom. She stated in reality anyone can use a handicap stall, and they need the handicap accessibility more. Mr. Hanrahan stated they do not have the room for this in the present configuration. He stated he would need to make the restrooms approximately 2' longer. He noted it would be possible to relocate the water fountains that are outside of the restrooms, and he could see if they could then add additional handicap stalls in both bathrooms.

Mr. Fritchey asked about the width of a handicap stall, and Mr. Hanrahan stated it is 5' clear. Mr. Fritchey asked if they could extend the building 5' on the south side, and Mr. Hanrahan cautioned against this. He stated he feels it would be better to try to relocate the water fountains. He stated extending the building would add square footage to the building which would result in some costs. Mr. Fritchey stated the recess for the water fountains does not look like 5', and Mr. Hanrahan stated if they are looking to make one of the stalls a handicap stall, they would only need 2' more because the regular stall is 3'.

Mr. Fritchey asked if everyone feels that three stalls in each restroom is adequate for the building, particularly in the ladies room. Mr. Newbon stated the Seniors currently meet in the Township meeting room, and he asked if there are any problems currently with the two stalls in each restroom; and Mr. Fedorchak stated he does not feel there are any problems. Mr. Hanrahan stated given the use of the building it would not be likely that everyone would want to use the restroom all at the same time as would be the case at other locations such as half time at sporting events. He stated they have also sized the restrooms as if the building is 100% occupied, and in reality this will not happen.

Mr. Wysocki asked if the Plan has been costed out, and Mr. Hanrahan stated it was done on rough dollars per square foot. He stated since it was simple construction, they had estimated it would be approximately \$200 per square foot. He stated when they presented various options to the Township, there was a 5,000 square foot option, 7,500 square foot option, and a 10,000 square foot option.

Mr. Stainthorpe stated they have already gone over the \$1 million with what is proposed. He stated when you consider professional fees and the additional square footage proposed, they will need an additional \$1 million above the Grant which the Supervisors are prepared to borrow. Mr. Stainthorpe stated the \$1 million Grant would have paid for the large room only; and as they discussed this further they concluded that they want to do it right the first time even if they have to take out a loan.

After further discussion it was the recommendation of the Park & Recreation Board that the number of stalls shown would be sufficient but that there should be two handicap accessible stalls in each restroom.

Ms. Bunn stated while she recognizes that Mr. Hanrahan is not involved with the site design portion of the project, she does not like where the handicap parking spaces are located. She stated given the users, people will be getting dropped off in the front, and those in the handicap spots will have to cross this area. She stated she feels it would have been better to include the handicap spaces along the front. Ms. Bunn stated she would like to see them along the front of the building. Mr. Stainthorpe stated the parking lot was re-configured after hearing input from the neighbors as a number of people across the street did not want to look at a lot of cars so more parking was put down the side behind the trees. Ms. Bunn stated if the handicap spaces were in the front of the building, it would have been a shorter walk for them and a safer condition. She stated the people parking in the handicap spaces will be moving slower; and if they are walking across the main path to get into the building, it is difficult.

Mr. Newbon stated aesthetically he does not feel it would look good to have parking spots right up against the building; and Ms. Bunn agreed, but added it would be safer for those using the handicap spaces.

Mr. Fedorchak noted an area at the side parking lot where they could add handicap parking, and they could then use the side entrance. Mr. Hanrahan stated he feels this would be an easy solution, and he will discuss this with Boucher & James. Ms. Bunn stated it would then make even more sense to have the walkway going to the back patio connect all the way through. Mr. Wysocki asked if they would have to change the surface on the side parking lot, and Mr. Hanrahan stated it would still be adequate for having handicap parking.

TOWNSHIP MANAGER UPDATE

Ms. Liney stated in the Board's packet was provided a summary of expenditures for the Garden of Reflection from 2010 through 2014. The original concept proposal from the Garden of Reflection Committee was to provide funds for the care of the Garden. As stated previously, there has been no consistent revenue stream coming into the Township to cover these expenditures for a number of years; and the Township account has been drawn down to the point where the Garden is no longer able to meet its obligations.

Ms. Liney stated the newly created Garden of Reflection Preservation Committee is now raising dollars to support the annual maintenance of the Garden, and this revenue is being deposited into the Township's 501C account under the Garden. The Township Manager will arrange a transfer of funds to cover outstanding invoices which have not been paid from September, 2014 from this newly created account.

Ms. Liney stated funding for the maintenance of the Garden was always the responsibility of the Garden of Reflection Committee, not the taxpayers.

Ms. Liney stated as suggested earlier, moving forward there will be a meeting arranged with key personnel from the Garden of Reflection Committee and the Township Park Board, with the hope that an agreement can be reached to fund the maintenance of the Garden.

Ms. Liney stated in the spreadsheets provided it can be seen that for the past several years 2014, 2013, and 2012 it has been fairly consistent as to expenditures. She did make notes at the bottom of anything that was out of the ordinary.

Mr. Fedorchak asked Ms. Liney if they removed personnel costs, what does she feel the costs would be; and Ms. Liney stated the personnel costs are approximately \$9,000 to \$10,000 so if it is \$60,000, she would say it would be \$50,000. Mr. Fedorchak stated this would not include a major capital expense, and Ms. Liney agreed.

Ms. Liney stated they have been trying to offset costs, and this year they did a good job with Moon Nursery; and it can be seen that landscaping costs have gone down as opposed to what the landscaping costs had been for many years. She stated this cost savings was approximately \$7,000 to \$8,000.

Mr. Fedorchak stated as he noted previously the Township set up a 501C3 called the Lower Makefield Community Foundation, and in that they have approximately \$75,000 which they will be able to use to cover this years' expenses and probably next years' as well. Ms. Liney estimated they will have \$10,000 outstanding expenses by the end of the year since bills are still coming in.

Ms. Bunn asked if the fountain is closed, and Ms. Liney stated it will be this week.

Mr. Fedorchak stated they will need \$10,000 for this year, and they will have enough to cover next year as well.

Mr. Fritchey asked what income they have going into the fund on an annual basis. Mr. Fedorchak stated the Garden Committee had a Designer Handbag BINGO this year, and Ms. Liney stated this generated approximately \$12,000. These funds go into the 501C3.

Mr. Stainthorpe asked about the money raised from the Golf Outing and the 5K and Mr. Fedorchak stated Ellen Saracini gets those funds. There was discussion about running a different Golf Outing where the funds raised would go to maintain the Garden. Ms. Liney stated she feels that they could definitely run the 5K, and this generates \$10,000. Ms. Liney stated there was a missed opportunity for donations on 9/11.

Mr. Stainthorpe stated he has heard that the Website indicates that the Golf Outing money goes directly to maintain the Garden. Ms. Bunn asked if they are getting that money from Ms. Saracini; and Mr. Stainthorpe stated based on what he has heard from the Township Manager, the answer is no. Ms. Bunn asked if they are doing anything moving forward to get that money. Mr. Fedorchak stated he is willing to sit down and meet with Ms. Saracini. Mr. Malinowski asked what Ms. Saracini is doing with the funds; but it was unknown. Mr. Newbon stated Ms. Saracini had indicated at a Park & Recreation Board meeting that she wanted to get the fund up to a certain figure so that at that point it would become self-sustaining, and she would then turn it all over. Mr. Fedorchak stated while he agrees with the first point, he was not sure about the part where she was going to turn it over to the Township. Mr. Fedorchak stated she was looking at an endowment, and she wanted to build up the endowment to the point where the interest could be used to maintain the Garden.

Mr. Fritchey asked if they know how much money she has in the fund as he heard that it was \$250,000 which is much less than the \$1 million she indicated she wanted to raise before the interest could pay for the maintenance. Mr. Fritchey stated they really do not know how much money she has.

Mr. Newbon questioned why the Township has no recourse with regard to these funds.

Mr. Fedorchak stated Ms. Saracini has her own 501C3, and she advertises that the money donated is being used for maintenance of the Garden; but to date it has not been used for that purpose to his knowledge. Ms. Bunn asked if they should not have someone look into this. Mr. Stainthorpe stated if she is indicating that the donations made to the Golf Outing go to support the maintenance of the Garden of Reflection, then at least some of it should, and they should send her an invoice. Mr. Fedorchak stated if the other group is putting in \$12,000 a year, Ms. Saracini should be putting in a similar amount or more. Ms. Bunn stated people have been donating based on the fact that they felt that their money was going to maintain the Garden, so the Township should be receiving some of this money to maintain the Garden.

Mr. Newbon stated they had a discussion some time ago when Ms. Saracini wanted to put swales in that the Township would not cut this, and they would have to get a third party to come in to do this; and she indicated that they would cover the cost of this. Mr. Stainthorpe stated that was when there was one Committee working together, and now they are not which is a problem.

Mr. Stainthorpe stated there should be a discussion with the Township solicitor to determine the Township's rights and their obligations to determine what they are going to do.

Mr. Fritchey stated if the public is making contributions based on the assumption that this money is being used for the maintenance of the Memorial; and in fact, it is not, they need to take action to see that this is accomplished.

Mr. Fedorchak stated it has been four years since Ms. Saracini "cut off" the Township. He stated prior to that the Township would receive approximately \$40,000 from the Golf Outing and \$10,000 from the Run. Mr. Fedorchak stated he feels that she has therefore been able to collect \$250,000 gross revenue over that time. Ms. Liney stated what she is showing is \$88,700 in revenue from 2009.

Ms. Bunn read from Ms. Saracini's Website which states "100% of your tax deductible donation will go toward the Garden's care and maintenance."

Mr. Stainthorpe stated the other option they have if Ms. Saracini stays with her position is that the Township will not pay for anything anymore and invoices will go directly to Ms. Saracini, the other group, or both of them; and the Township will walk away and tell them to work it out. Mr. Fedorchak stated the other group has been giving the Township their money.

Mr. Wysocki stated possibly they could have an agreement with Ms. Saracini that her funds would reside in the Township's 501C3, and serve the same purpose of waiting until the endowment reaches appropriate levels to fund itself; and he asked if they feel Ms. Saracini would be willing to do that. Mr. Fritchey stated they have to survive to get to that point, and there are present time expenses that are not being met. He stated instead of worrying about endowing something in the future, they have to make sure that it is there in the future.

Mr. Fedorchak stated in order for Ms. Saracini to get to the level she was indicating, it would require a significant amount of fundraising with a number of people donating significant funds; but in the meantime, they need \$50,000 a year to pay for present day expenses.

Mr. Fritchey stated he feels that the people who are contributing are under the assumption that this money is going directly to the upkeep and maintenance of the Garden and not into an endowment fund that may provide money twenty-five years from now assuming the Memorial is still operational.

Mr. Malinowski stated if Ms. Saracini is indicating that 100% of the money goes to maintenance and upkeep and it does not, she is collecting money under false pretenses. Ms. Bunn stated even if she changes the language on her Website now the money that was donated up to this point should go to the Township. Mr. Fritchey stated he feels this could be resolved through an agreement or legal action. Ms. Bunn stated she does not want to still be discussing this issue next year and still be in the same position. Mr. Stainthorpe stated he feels Mr. Fedorchak needs to meet with Mr. Garton to discuss this. He added he does not feel that there is anything in writing at this point that is airtight about their commitments.

Mr. Fritchey stated if money is being solicited from the public that is being given with explicit expectations that it will be used for a public fund, there may be recourse if it is necessary to resort to that.

Mr. Fedorchak stated he was not aware that Ms. Saracini was advertising that 100% of the donations were going to maintenance.

Mr. Fedorchak stated Ms. Saracini was with Mrs. Godshalk and a number of others when they pledged that they would raise enough money to maintain the Garden forever so that it would not be a cost to the taxpayers.

Mr. Newbon stated at one meeting Ms. Saracini stated she had been transferring money at one point to the Township, but the Township would not show her what the money was being used for. Mr. Fedorchak stated they prepare a detailed journal on expenses. Ms. Liney stated at the June meeting they showed that they went back

to 2009. Ms. Liney noted that at that meeting, Mrs. Godshalk indicated she had asked for that information and it was provided to her; and Mrs. Godshalk had showed the document to Ms. Saracini. Ms. Bunn stated Ms. Saracini could come in and fill out a Right To Know Form, and the Township has to provide that information. Ms. Liney stated she has also offered to go over it with Ms. Saracini in her office at any time.

Ms. Bunn asked for an update on the situation at Patterson Farm, and Mr. Stainthorpe stated the farmer harvested his crops, and the Artists of Yardley are using one of buildings. Ms. Bunn asked about the Satterthwaite Parcel, and Mr. Stainthorpe stated it is still under Appeal. Mr. Stainthorpe stated Bright Farms is also on the Patterson Farm property.

Mr. Wysocki asked Mr. Fedorchak about the Revere tennis courts. Mr. Fedorchak stated this is a work in progress. He stated there has been a great deal of construction material excavated by Toll Bros. in that immediate area, and to some extent that has impacted a section of the tennis courts. He stated he is waiting for a final report from the Township engineer, and he will review this with the Park & Recreation Board. Ms. Bunn asked if this is why it was sinking, and Mr. Fedorchak agreed that it has been for years. Ms. Bunn asked if it is only that area, and Mr. Fedorchak stated it is possible that there are more areas. He stated to Toll Bros. credit, they have responded and are bringing in all the regulatory agencies. Mr. Fedorchak stated the Township engineer has also been monitoring it, and Toll Bros. is reimbursing the Township for those costs.

Mr. Fritchey asked Mr. Fedorchak if he feels Toll Bros. would be amenable to re-building the tennis courts at a different location, and Mr. Fedorchak stated they could have that discussion. Mr. Fritchey stated he feels it would be good to have them at Memorial Park.

SUPERVISOR LIAISON REPORT

Mr. Stainthorpe stated they are currently working on the Budget. He stated they have another meeting this Thursday at 6:30 p.m. and Park & Recreation, the Pool, and the Golf Course will be discussed at that meeting. He stated the meetings are open to the public. He stated there will be no tax increase again this year for the seventh year in a row.

Mr. Stainthorpe stated the Township received a \$350,000 Grant from the State for the Railroad quiet zones; and Mr. McIlhinney and SEPTA were very instrumental in the Township getting this. He stated the Quiet Zones are working their way through the regulatory process with the Federal Rail Administration, and they may start the project possibly next spring. Ms. Bunn asked if this means that they will not be blowing the horns at all, and Mr. Stainthorpe agreed. He noted this is only for the three crossings in Lower Makefield, and the crossing at Township Line Road is not included. Ms. Bunn expressed that there are times when the gates are stuck, and with the Quiet Zones there will be no ability to go around the gates. She particularly noted problems in the winter.

Mr. Wysocki asked about the Golf Course. Mr. Stainthorpe stated there were some issues with weather early on. Mr. Fedorchak stated the numbers are solid through the year although not as strong as last year. He stated the projections for next year will be discussed at the meeting this Thursday. Mr. Wysocki stated the Course is in great shape.

RECREATION DIRECTOR REPORT

Ms. Liney stated the Secret Garden inclusive playground was dedicated October 18th and has proven to be a popular destination in the Township. Many residents and children are enjoying the play area daily, and so far they have had nothing but positive feedback. She stated they are looking forward to this addition being a very successful one for the Township.

Ms. Liney stated the ribbon cutting for the recently completed Veterans Monument took place Sunday following the annual Veterans Day parade. Community support was evident in the large turnout for the events, and Park & Recreation was happy to be part of both of these occasions.

Ms. Liney stated the Park crew is now winterizing the various park sites. By the end of next week all restrooms and concession stands which are not heated will be closed for the winter. The Garden of Reflection fountain and the pool are also winterized for the season.

Ms. Liney stated Eagle Scout candidate Steven Weaner who presented his preliminary idea for construction of a gaga court at Kids Kingdom has marked out the area for this proposed installation so the Park Board can inspect and provide feedback. Ms. Liney asked the Park Board members to let her know their thoughts between now and the December 9th meeting as far as approval to proceed.

Ms. Liney stated she feels there is room to accommodate it, but she is concerned about maintenance long term because the surface would be dirt and not concrete or asphalt.

Ms. Liney advised the Park Board that the poles on which the Township would display banners for the various special events are PECO poles; and moving forward, PECO has advised the Township that it does not permit attachments to be hung from their poles as the items may dislodge or tear from the anchors and become entangled in the PECO wires, causing a significant electrical outage or accident. Ms. Liney stated she did get an estimate if the Township would like to install poles on their own property, it would cost \$3,500. She stated they may want to consider the Pool and Park & Recreation splitting this cost, and this may be something the Board of Supervisors would like to consider. Mr. Fedorchak asked Ms. Liney to consider some sites they should consider. Mr. Stainthorpe stated the banners do work, and they do inform people about different events. Mr. Wysocki asked if there would be any concern as to how they would manage the use of the poles; and Mr. Stainthorpe stated it would be for Township-sponsored events, and not for anyone to just advertise.

Ms. Liney stated Park & Recreation, the Pool, and the Garden of Reflection are scheduled for the Board of Supervisors public workshop review session this Thursday, November 13th at 6:30 p.m. All Park Board members are welcome.

LIAISON REPORT

Ms. Liney stated that Sean O'Hara indicated he would like to come to the next meeting and report on things YMS would like to see moving forward. He also thanked the Township for their support.

OTHER BUSINESS

Mr. Newbon asked if they are going to set up something regarding the 9-11 ceremonies so that they can eliminate what happened this year. Mr. Fritchey stated he feels they will have further discussions, and this will provide some direction on that going forward.

There being no further business Mr. Malinowski moved, Mr. Newbon seconded and it was unanimously carried to adjourn the meeting at 9:50 p.m.

Respectfully Submitted,

Patricia Bunn, Secretary