

TOWNSHIP OF LOWER MAKEFIELD
PARK & RECREATION BOARD
MINUTES – OCTOBER 10, 2017

The regular meeting of the Park & Recreation Board of the Township of Lower Makefield was held in the Municipal Building on October 10, 2017. Mr. Gordon called the meeting to order at 7:35 p.m.

Those present

Park & Recreation Board: David Gordon, Chair
Patricia Bunn, Vice Chair
Douglas Krauss, Member
David Malinowski, Member
Dennis Wysocki, Member

Others: Monica Tierney, Park & Recreation Director
David Fritchey, Supervisor Liaison

Absent: Bryan McNamara, Park & Rec Member

APPROVAL OF MINUTES

Mr. Malinowski moved, Ms. Bunn seconded and it was unanimously carried to approve the Minutes of September 12, 2017 as written.

DISCUSSION AND RECOMMENDATION TO BOARD OF SUPERVISORS FOR
COMMUNITY CENTER RATES AND POLICIES

Mr. Gordon noted the information which had been provided by Ms. Tierney, and he thanked her for the amount of research she did on this matter. He stated the Township has never done a Community Center before; and they will do the best they can to put policies in place that are appropriate, and recognize that we will be amending and changing the policies as we go forward.

Ms. Tierney stated she feels they should take a phased approach to entering into the Community Center starting with the Seniors to get them settled in their space. She stated after that they could add some programs, and then open it up for reservations for events and programs. She stated in this way they will not be overwhelmed doing too many things at once.

Mr. Gordon asked the timeframe as of now, and Ms. Tierney stated she hopes to get the Seniors in there by December recognizing that there are things that still need to be completed at the Center. Mr. Gordon asked if the thought is that they should get the Seniors in there before the winter but hold off on an official community opening until the spring; and Ms. Tierney agreed, adding they could have a soft opening with the Seniors, and then a major community event in the spring. Ms. Tierney stated in the spring they could have some indoor and outdoor activities.

Ms. Tierney stated she researched all the Community Centers she could find in the area in both Pennsylvania and New Jersey, and was provided Rules and Policies from both Middletown Township and Northampton Township. She stated she took those Rules and Regulations and Policies and pulled them together to create Lower Makefield's Rules and Regulations and Polices. She stated she has covered how reservations will be made, charges and fees which can be modified with time, rules for use inside the facility, expectations and qualifications, Contracted classes, and use of the kitchen.

Ms. Tierney stated if someone were to have an event and would need the kitchen it could be a catered event with someone who had the right Licenses to utilize the kitchen. She stated she has also talked to the Seniors about getting two people Food Service Certified from the Senior group. She stated if there is a User group using it, they will need to have one to two people Food Service Certified depending on their usage in order to be able to use the kitchen. Ms. Tierney stated she will be getting Certified as well as a back-up; however, she will not be there all the time.

Ms. Bunn stated if they are going to require that, they will have to offer that at an additional fee since the User groups are not going to have people who are Food Certified who are going to want to use the kitchen. Ms. Tierney stated there are local classes for this.

Mr. Krauss asked what is the definition of "kitchen use," and he asked if they would still need this Certification if they were not turning on burners and cooking and were only using the refrigerator. Ms. Tierney stated it is required that if you are handling any food, you have to have someone who has the Food Handlers Certification. Ms. Bunn asked if this is required if they are just putting out a tray of sandwiches, and Ms. Tierney stated it is.

Mr. Gordon asked about the equipment in the kitchen, and Ms. Tierney stated there is a hood, stove, oven, and a couple of refrigerators and freezers.

Mr. Krauss asked if they bring in deli trays from a food store, would they still have to have someone who has a Food Certification; and Ms. Tierney agreed, adding this is a Bucks County Board of Health requirement whenever you have a kitchen. She stated this is true even if you do not have a kitchen but are serving food.

Mr. Wysocki asked if the other community centers were willing to share their procedures with her, and she stated they were. Mr. Wysocki asked if any of them were very happy with their procedures, and Ms. Tierney stated she feels everyone uses it as a working document and has made modifications over time. She stated she feels both Middletown's and Northampton's were good.

Ms. Bunn asked if someone were to just serve coffee would that be considered food, and Ms. Tierney stated she would have to ask the Bucks Department of Health this question. Ms. Tierney stated the Bucks County Board of Health will be doing an inspection this week or next week. Ms. Tierney stated she is going to get started working to get her Food Handlers Certification so that she knows what to look out for, and she is going to try to get an additional person Certified as well.

Ms. Tierney stated she has included Fees by looking at other Community Centers but also Fire halls, the Masonic Hall, and a variety of places to get a good Fee structure. She stated what she has proposed is a Fee of \$250 per hour since they already charge \$250 to use a field, and \$500 for a two-hour rental is not unheard of for a hall. She stated there are places that charge more than this and places that charge less so this was a mid range.

Mr. Wysocki asked if this would be one-time situation and not for Permitted groups, and Ms. Tierney agreed it would be for a special event.

Ms. Bunn asked about the \$30 being charged for Park & Rec staff person and asked if that is an additional Fee; and Ms. Tierney stated for large events after hours or on the weekends, there would have to be a Township staff member there. Ms. Tierney stated if they are there during the regular business day, that Fee would not apply. Mr. Krauss stated it does indicate that it would be \$30 hour site monitor charge and \$45 after 4:30 and on the weekends, so they will need to update the spreadsheet. Mr. Krauss stated he feels the rates are a little high as he feels they should be approachable, and they could then modify it if the demand is there.

Mr. Gordon stated he feels it should be \$250 for an hour and \$500 for two to four hours. He stated a typical party might be four hours, and he feels \$1,000 seems like a lot for a four-hour party. Mr. Krauss stated you would then have to get a caterer and pay \$45 an hour for the monitor. Mr. Wysocki asked Ms. Tierney if there were any that had variable pricing based on the number of participants at an event; and Ms. Tierney stated she had considered that, and there might be

an additional fee for staffing and cleaning if there are going to be a certain number, and they may need to consider that further. Mr. Wysocki stated if you have a small number of people but you needed a larger amount of space, it seems like a lot of money; however, if you have two hundred people, it does not seem like that much.

Mr. Krauss stated that there are different sized rooms; and if you are renting the main hall it would be \$250, but if you rent a smaller room it would be less.

Mr. Gordon stated they could also make the rental fee a little lower and then increase the staff requirements that there be one staff member per a certain number of people. Mr. Krauss asked what is the staff member expected to do; and Ms. Tierney stated they would make sure those using the facility have everything they need, make sure they have not brought in alcohol, and make sure that everything runs smoothly.

Ms. Bunn asked that they consider not adding all these additional Fees and just give one lump Fee which would include the on-site staff, etc. Ms. Tierney stated they can consider the Fees further.

Mr. Wysocki asked where they want the Fees to be compared to others places, and Mr. Gordon stated he feels they should be in the middle for a start.

Ms. Tierney stated they also need to determine what type of events they are going to allow. She stated they may just want to start with non-profits and end of year parties for local organizations. Ms. Bunn stated she does not feel they should try to decide that. Mr. Gordon stated the "no alcohol" will limit who will want to use it. Mr. Fritchey stated they are in a trial and error stage and will see what is going to develop and what the demand will be. He stated he feels they should keep as many options open that they can so that they are flexible in determining what they are operating and what the actual costs will be. He stated it is not designed to be a money-making operation. He stated they are providing community access to different groups, and what they would be paying would be to defray the costs that they are generating. He stated he feels the more flexible it is at the beginning, the better, and the fewer rules there are at the beginning the better off we will be; and we can create rules as reason dictates.

Mr. Wysocki asked if we should therefore err on the side of being a little less expensive than the norm to encourage usage; and Mr. Fritchey stated he would not want to be too much below the middle. Mr. Wysocki stated he feels they do want it to be approachable. Mr. Fritchey stated they want to promote its use, and they did not build it to have it not be used.

Mr. Gordon stated he is comfortable with the \$250 for the first hour and \$500 for up to four hours. Ms. Tierney asked if this would include staff, and Ms. Bunn stated she feels it should include staff for right now, and they can see about adjusting that in the future. There was discussion on whether the staff Fee should be included, and Ms. Bunn stated she feels they should absorb that. Mr. Krauss stated the rate proposed per hour was \$30 and \$45, but they are probably not paying someone that; however, Ms. Tierney stated they would pay them \$30 an hour during the regular work day and \$45 after hours and on the weekend.

Mr. Gordon asked how they are planning to staff this, and Ms. Tierney stated that needs to be considered since whatever is done after hours or on the weekends, would be overtime for the staff. Mr. Gordon asked if they are planning to add a staff member so it could be done out of overtime. It was also asked if it could be similar to Pool staff where it would be a part-time position, and they would not be eligible for overtime. Mr. Fritchey stated Ms. Tierney had indicated in her report that she was looking into getting an Intern; and Ms. Tierney stated she has selected Veronica Giles as the Intern who will be starting January 16. Ms. Tierney stated Ms. Giles is a Senior this year. Mr. Gordon stated that is someone who could be fulfilling some of this.

Mr. Fritchey stated he feels as time goes by, we will develop experience with running the Community Center; and there may be a number of different categories of events which may warrant different pricing.

Mr. Gordon asked who cleans the Township Municipal Building, and Ms. Tierney stated it is Mr. Bob Jones from Public Works. Mr. Gordon asked if he will assume responsibility for cleaning the Community Center, and Ms. Tierney stated he could not since he is already over his hours. Ms. Tierney stated they may get a cleaning service, and they are still looking into this. She stated the Park & Rec staff is already fairly maxed out particularly in the summer.

Ms. Tierney stated she would like to lock in the Senior rate, and asked if the Park & Recreation Board would be comfortable recommending rates to the Board of Supervisors. Mr. Gordon stated there was an extensive discussion about this at the last meeting, and he feels they felt it would \$5 per user for the first year since it is going to be a partial year, and the Seniors also did not feel they had a proper opportunity to budget for it. He stated after that it would go to \$15 for residents and \$20 for non-residents starting their next fiscal year. It was noted the Seniors fiscal year starts in September, so the charge would be \$5 from whenever they get into the Community Center through August, 2018. All members other than Mr. Malinowski were in favor of this proposal. Mr. Malinowski stated he is opposed to all User Fees.

Ms. Bunn moved and Mr. Wysocki seconded to recommend to the Board of Supervisors to accept the Seniors Fees proposed to be \$5 per user for the rest of their fiscal year ending on 8/31/18 and starting 9/1/18 it will be \$15 for Lower Makefield residents and \$20 for non-Township residents for the first three full years. Motion carried with Mr. Malinowski opposed.

Mr. Fritchey stated the Board of Supervisors will make the final decision, and the rates will be whatever the Board of Supervisors in any given year sets. Ms. Bunn stated they did advise the Seniors present at the last meeting that the Park & Recreation Board is only an Advisory Board, and the Board of Supervisors make the final decisions.

Ms. Tierney stated she did walk the Seniors through the Community Center last week, and they came up with a schedule, and they were very happy with the schedule and liked their room.

Ms. Tierney stated she made up a new Facility Use Application, and she would eventually like to start hiring contractors to teach classes such as aerobics, painting, knitting, etc. She stated the users would pay for this, and they would use the same User Fee used now of \$15 for residents and \$36 for non-residents. Ms. Tierney stated she also created an Agreement for Recreation Services. She stated she is learning about the new standards for Bucks County. She stated Middletown Township has gone through the training to have contractors in your space, and there is a training in December that she will go to. She also has a Party Agreement included in the packet, and for this she worked closely with Middletown.

DISCUSSION AND RECOMMENDATION TO BOARD OF SUPERVISORS FOR DOG PARK RULES

Mr. Krauss stated the rules provided were originally sent to Mr. Truelove and Mr. Fedorchak. Ms. Tierney stated Mr. Truelove has reviewed them and indicated he may have some additions, but he does agree with the rules proposed. Mr. Krauss stated these were from the various Dog Parks in the area, primarily Doylestown.

Mr. Wysocki stated as with the Community Center, this is also our first Dog Park so it may be changes will be needed including the rules as we see how things evolve.

Mr. Wysocki moved, Mr. Malinowski seconded and it was unanimously carried to recommend to the Board of Supervisors approval of the Dog Park rules as presented including any additions that the Township solicitor may chose to include.

Ms. Tierney stated she needs to start doing Registration for the Dog Park as soon as possible, and they need to come up with rates. She stated the proposal was that it would be \$35 annually for residents for up to two dogs and \$50 for non-residents for up to two dogs. She stated each additional dog would be \$10.

Mr. Krauss moved, Mr. Wysocki seconded and it was unanimously carried to recommend to the Board of Supervisors the rates for the Dog Park at \$35 for residents up to two dogs and \$50 for non-residents up to two dogs and each additional dog would be \$10 for residents and non-residents.

Ms. Tierney noted the shots that will be required for the dogs. She stated the dogs will also have to be Registered by the County. Ms. Tierney stated in Doylestown before you can Register your dog, you have to go to a training and they review your shots and records. She stated she would recommend something similar. She stated she is going out to Doylestown next week to see how they do everything, and she would recommend modeling what they do as they have had great response to what they are doing. It was noted Registration for dogs is done on line.

Ms. Tierney stated she is also working with Ms. Jamie Fazzalore who will go to the training with her as well. Ms. Tierney stated she talked to Doylestown about the hardware/software system, and it is a problem for them as well so they are doing both the hardware and the software with the software just being an Excel spreadsheet. Ms. Tierney stated she feels the Township will be able to run things a little better than that. She stated they will then have to put the person into the separate hardware system so it will be a two-phased process for now; and hopefully it can be remedied with time. There will be a key fob system. Mr. Krauss asked if there is a problem at the point of entry, would they have to come to the Township Building; and Ms. Tierney agreed, although they have not yet determined who that contact person will be.

Mr. Fritchey asked about the membership numbers in Doylestown; and Ms. Tierney stated she does not know, although she can find out. Mr. Fritchey stated he feels our Dog Park may start out small, but membership may get big rather quickly. Ms. Tierney stated the amount charged in Doylestown is \$50 for residents and \$60 for non-residents and a small increase for additional dogs.

Mr. Krauss asked about the progress of construction; and Ms. Tierney stated they just started, and progress is slow as the contractor has several other projects going on at the same time. She stated she does not anticipate that this will be a quick project, but he does not have much to do before the fence is installed. Mr. Fritchey stated he does not feel the project should take that long. Ms. Tierney stated they have until December to get the project done.

Ms. Tierney stated she would like to get the information out about what is required with regard to shots required, Fees, etc. She also stated they could start the training now when she gets the information so that people will be ready to Register and start using the Dog Park when it is ready.

It was agreed that the shots required would be part of the rules.

LEAGUE LIASION REPORTS

Mr. Greg Webber, Vice Commission of Baseball for PAA, was present. He stated they had a great year, and he reviewed their successes this year. He stated they have done a tremendous job of retaining players in both baseball and softball. He stated free T-ball has worked out very well, and they are attracting more younger players and retaining them. He stated they have multiple Travel Teams at multiple ages. He stated they work in concert with the Pennsbury coaching staff to offer clinics for coaches and players. He stated several of the players on the High School team came through the PAA system. He stated they are seeing more of the PAA players at the Middle School level making the Middle School teams which he feels is due to PAA players having the opportunity to play on the 50/70 fields.

Mr. Webber discussed the growth of the Magik program which started out with one hour on a Saturday morning four years ago and just a handful of players to about half the day on Saturday with a field being dedicated to the program. He stated a number of their other players also act as mentors to the Magik players. He stated they had approximately seventy players involved in that program last year.

With regard to capital improvements, Mr. Webber stated last year they did batting cages in connection with the Township; and the League is going to put in a support structure to help solidify the framing. He stated this year they are looking to add some cages at the Softball Complex. He described a conversion project they are going to try to do at the two 50/70 fields at Caiola and Macclesfield because of the growth at the younger ages and the need for more fields for the younger ages. He stated this should be a fairly inexpensive project. Mr. Fritchey stated it seems the biggest issue they would have would be with the mounds, and Mr. Webber described the ways the mounds are converted. He stated this is presently done at the Middletown and Levittown complexes.

Mr. Webber stated they have some questions about what is permitted for advertising on the fields. He stated it has been requested that they be permitted to have wraps at the back of the dug outs and the back of the back stops. He stated it would be visible from the parking lot although not from the street.

Mr. Fritchey stated different Supervisors have different opinions on advertising. He suggested that PAA write a letter regarding this to Ms. Tierney who can forward it to the Township Manager to present to the Board of Supervisors. Mr. Krauss suggested that they include a picture of what they are proposing. Mr. Webber reviewed the need for fundraising.

There was discussion on the condition of the Caiola fields, and Mr. Webber stated they were still “bumpy;” and Ms. Bunn agreed. Mr. Webber stated they have offered to aerate again in cooperation with Park & Recreation. He stated the grass is growing in.

RECREATION DIRECTOR'S REPORT

Ms. Tierney stated last week the Seniors asked her to assess their membership list which she did, and they have 222 residents and 103 non-residents. She stated for the current fiscal year that would result in \$1,620, and for the following fiscal year and beyond it would be \$5,375.

Ms. Tierney stated with regard to the Dog Park, Mr. Fedorchak signed the VSEC paperwork.

Ms. Tierney stated the bike trail has been completed at Veterans Park along with the electrical installation. She stated they are preparing for the Veterans' Day Parade on November 12. Ms. Tierney stated the Youth Committee has been a huge help with that and have been coming to the meetings. She stated they are planning to help with volunteers and helped create a flyer for the wagon/stroller/bike decorating contest that will be held that day. She stated there will be a vote at the end for a variety of different categories. She stated they will also do a food collection this year for a local Veterans' group to be determined. She stated she also hopes to combine that with a competition such as collecting a certain number of pounds of food or having the local User groups compete against each other. Ms. Tierney stated Safe Kids of Bucks County may be donating some prizes to the winners of the bike/stroller/wagon event.

Ms. Tierney stated she met with the Youth Committee, and they are working to get established and create their By-Laws. She stated they are also working on getting some younger participants. She stated they have already created an Instagram and Facebook presence. She stated they introduced her to the app Remind 101 which provides text updates on what they are doing. Ms. Tierney stated she has discussed with them about creating a policy for social media.

Ms. Tierney again announced that Ms. Veronica Giles will start working on January 16. She stated Ms. Giles' first Internship was at Parks & Rec in Philadelphia so she has some experience coming in. Ms. Bunn asked if Ms. Giles has her Clearances, and Ms. Tierney stated she will check into that. Ms. Bunn stated she feels she will need those if she is going to be dealing with the Youth Committee or any of the other youth organizations.

SUPERVISOR LIAISON REPORT

Mr. Fritchey stated they had a successful 9/11 weekend and Memorial Park came together well in advance of that and the parking situation went well even with the new patterns. Mr. Gordon stated the parking was very organized. Mr. Fritchey stated various phases of the Arboretum are going in. He stated while the trees have mostly done well, there are some that have died or are dying; and since they are all insured, they will be replaced.

Mr. Fritchey stated he is also pleased with the movement on the Community Center and the Dog Park although he would like to see the Dog Park move a little faster.

Mr. Fritchey stated the Board of Supervisors is pleased with what the Park & Rec Board is doing and the way recreation is going in the Township.

OTHER BUSINESS

Mr. Wysocki asked if they have considered having a pavilion go in near the basketball courts at Memorial Park since there is no shade. Ms. Bunn stated it could possibly be an Eagle Scout project.

Mr. Krauss stated there will be a fundraiser for the Dog Park on Wednesday, October 18 at Guru's Indian restaurant in Newtown. He stated all proceeds will be going to the Dog Park. He stated the owner has contributed almost \$25,000 already.

There being no further business, Ms. Bunn moved, Mr. Wysocki seconded and it was unanimously carried to adjourn the meeting at 8:40 p.m.

Respectfully Submitted,

David Gordon, Chair

