

**Straban Township Parks
and Recreation Advisory Board
Meeting Minutes
June 27, 2011**

The Straban Township Parks and Recreation Advisory Board meeting minutes from the June 27 2011, 7:00 p.m. meeting held at 1745 Granite Station Road.

Present – George Mauser, Deb Kammerer, Tom Adair and Sharon Hamm

The meeting was called to order at 7:05 p.m.

Minutes:

The minutes of the May 23, 2011 meeting were pre-read and approved by a motion from Tom Adair, seconded by Deb Kammerer.

Treasurer's Report:

The current balance of the Recreation and Parks budget is \$36,861.47. The account earned \$5.31 in interest. There were no expenditures. The report was approved by a motion from George Mauser, seconded by Deb Kammerer.

Appearances: None

Old / New Business:

- Reorganization of Board - George Mauser accepted the nomination as Chairman, Deb Kammerer, Vice Chairman, Tom Adair, Treasurer, and Joyce Wentz, Secretary.
- George gave a presentation of an Excel-based monthly Park Schedule Management Tool he designed. The tool will permit better management of the scheduling of our facilities, identify conflicts, and track park use. All the reservation requests to date were entered in the tool. All present were very pleased and the use of the tool was approved.
- Upon implementation of the tool the board established the Purpose of the planning tool and a set of Assumptions to guide us in scheduling all facility usage. The following Purpose and Assumptions were established:
 - Planning Tool Purpose:
 - A management tool for the Recreation Board
 - Visual depiction of schedule
 - Provide more precise tracking of park reservations and changes to reservations
 - Aid in schedule deconfliction
 - Track use by organization
 - Maintain historical record of use and seasonal demand
 - A living document updated in "real time"

- Reviewed at each Recreation Board meeting (Current Month, Next Month, Conflicts)
 - Used in conjunction and synchronized with the present park schedule
 - Planning Assumptions:
 - Park facilities are available to the public and organizations on a fair and equitable basis.
 - Open hours: Dawn to 2200 Hrs.
 - Park facilities are a limited asset in terms of time and space and are in high demand.
 - All guaranteed use of facilities scheduled in advance with submission of a reservation request.
 - Schedule conflicts resolved by the Recreation Board. All decisions are final. (Note that the board, in the future, will consider development of more detailed conflict resolution criteria as needed.)
 - Organizations are required to provide their Fall schedules NLT 15 July and Spring Schedules NLT 15 March.
- During the presentation of the management, tool George made note of two (2) dates in August and five (5) dates in September where there are conflicts in scheduled use:
 - On August 2, AYSO has asked for the soccer fields to be reserved from 7:00 a.m. to 7:00 p.m. as part of their week long soccer camp at the park. There is another request by an individual for use of the soccer field from 5:00 p.m. to 9:00 p.m. every Tuesday. The Board denied the individual request for the period on 2 August that conflicted with AYSO's previously submitted request.
 - On August 22, GYBA and ARM have requested use of Field A. The board approved the previously submitted ARM request over GYBA.
 - On five (5) dates in September (12, 16, 19, 26, 30 Sept.), both GYSB and GYBA are requesting the use of Field C. (Noted that GYBA is also simultaneously requesting Field A.) The board approved the GYSB request over GYBA but will advise GYBA that Field B is available for the requested period at this time.
- We also received a request from the Blue and Grey Half Marathon committee to use the park as part of their marathon route. The marathon could involve up to 1000 participants. The board decided to deny this request because it was determined that the request exceeded the park capacity for parking and ingress/egress traffic control.
- The Park Reservation Form is under review. The following revisions were discussed and approved:
 - Add notation that all requests must be submitted no later than two (2) weeks prior to the requested date(s).

- The word **AGREEMENT** would be changed to **REQUEST**
- Add a **BOARD REVIEW** section to the bottom. This section would include any board decisions and comments regarding the request.
- Discussion on the Recreation Plan was tabled to the winter time when activity is less. Special work sessions will be conducted to develop the plan.
- Discussion on the invitation by GYBA to attend their picnic was dropped since no member showed interest in attending.
- Soccer Field Update – Deb met with Dwight Wyatt of Wyatt Excavation and Landscaping, Inc. at the park to discuss what was needed to establish the soccer fields in the northwest section of the park and to remedy some of the wet areas. Mark Walde, our Road Master, was unable to attend. Mr Wyatt suggested and quoted installing 1450 feet of drainage swales around the soccer fields and to use the excavated soil to build up the northwest field area and any low spots in the field. The cost for this is \$4200.00. He felt that we would not need to re-sod the field, but to use the established grass.

Additional suggestions and quotes included –

- Installing 450 feet of drain tile between the parking lot along Smith Road and field B to alleviate washout in that area. Cost - \$1250.00
- Clearing the fence row along the north side property line of brush to improve drainage. Cost – \$1440.00

Since Mark Walde was unable to attend, it was decided that we would discuss these suggestions and quotes with him, get his opinion, and see what work could be performed by the township.

(Copy of quote attached)

Public Comment: None present

The meeting was adjourned at 9:23 p.m. by a motion from Tom Adair and seconded by George Mauser.

The next Parks and Recreation Advisory Board meeting will be held at 7:00 p.m. on July 18, 2011 at 1745 Granite Station Road.

**Thomas Adair
Straban Township Parks and Recreation Advisory Board**

WYATT EXCAVATION & LANDSCAPING, INC.
DWIGHT B. WYATT

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NEW OXFORD, PA 17350

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Fax 717-624-4212 - TAX ID#-23-2408748
Email wyattexcavation@yahoo.com
PA 002576

STRABAN TWP REC PARK
SMITH RD
GETTYSBURG, PA. 17325
ATTN: DEB KAMMER dskamm@gmail.com

JOB SOCCER FEILD AND DRAINAGE

INSTALL 500 FEET OF 4" DRAIN TILE BETWEEN PARKING LOT AND BALLFIELD B ON SMITH RD EXITING IN SWALE ON NORTH SIDE OF PROPERTY NO STONES FOR BEDDING INCLUDED
PRICE: \$1250.00

CLEAR FENCE ROW ON NORTH SIDE OF PROPERTY 520 FEET FROM SMITH RD TO DRAINAGE PIPE. LEAVE LARGE TREES HAULOUT BRUSH
PRICE: \$1440.00

EXCAVATE 1450 FEET SWALES AROUND SOCCER FIELD . ALONG NORTH SIDE OF PROPERTY FROM SMITH RD TO SOCCER FIELD. EXCAVATED SOIL TO BE USED TO BUILD NORTH WEST AREA OF SOCCER FIELD UP AND FILL LOW SPOT IN MAIN PLAY AREA.
PRICE: \$4200.00

ALL PRICES INCLUDE FINE GRADING BUT NOT SEEDING AND MULCHING

THIS QUOTE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE
THIS QUOTE DOES NOT INCLUDE ANY CHANGES OR UNFORESEEN PROBLEMS THAT MAY ARISE AT JOB SITE

ANY QUESTIONS OR TO SCHEDULE THE WORK PLEASE CALL 463-6291
THANK YOU
DWIGHT WYATT