

STRABAN TOWNSHIP PARKS & RECREATION ADVISORY BOARD

George Mauser, Deb Kammerer, Tom Adair, Joyce Wentz, Debbie Arnold

MEETING OF: JULY 16, 2012

The Straban Township Parks & Recreation Advisory Board met this date, as publicly advertised, at 7:00 p.m. in the meeting room of the Straban Township Municipal Building, 1745 Granite Station Road, Gettysburg, PA 17325 with Board Chairman George Mauser presiding. Others in attendance were: Member Debbie Arnold; Treasurer Tom Adair; Secretary Joyce Wentz; Supervisor Sharon Hamm; Jon Kilmer, Township Engineer and Office Manager Robin Crushong. Vice-Chair person Deb Kammerer and Gene Baugher, Recreation Maintenance were not present.

Others in attendance were: None.

Board Chairman George Mauser brought the meeting to order.

Minutes:

Mr. Adair moved, seconded by Ms. Arnold, to approve the June 18, 2012 minutes as presented. Motion carried unanimously.

Reports:

The Treasurer, Mr. Adair gave the Treasurer Report. There were expenses associated with engineering in the amount of \$1,585.60. The only income was interest in the amount of \$9.63. The balance in the Recreation Account is currently \$47,937.30. Mr. Adair noted there is \$856.36 left out of the designated \$10,000.00 approved by the Board of Supervisors in October 2011 for engineering fees. Ms. Wentz moved, seconded by Ms. Arnold to approve the Treasurer Report as presented. Motion carried unanimously.

Appearances:

None.

Old/New Business:

Scheduling Status and Fall season organizational requests – Mr. Mauser presented the excel sheet that shows the schedule status so far. The baseball team has filed their requests for August, September and October. This request was for Fields "A" and "B". Mr. Mauser will approve Field "A" as requested Field "B" will be conditionally approved; use to be surrendered to other organizations upon submission of a request. The Land Conservancy of Adams County has requested the park for October 20, 2012 and there has been another request from Ladd Lowell for set-up for the Gettysburg Blue-Grey Half Marathon to take place on October 21, 2012. Mr. Mauser will approve indicating that it shall not interfere with the previously scheduled event using the pavilion and Field "A" from noon to 5:00 p.m. that day and upon approval of its Special Event Permit.

Request for November and season closure – Mr. Mauser informed the Board that there have been requests for Field "C", soccer field, into November. When do we schedule to and when do we close the fields. The cut-off date should be December 1st.

Advanced scheduling for 2013 - Mr. Mauser indicated that some requests have been received for next year already. After approval, Ms. Crushong will keep these in a separate file so that when the New Year comes around, these can be added to the spreadsheet accordingly at that time.

Park landscaping improvement – permit application status – Mr. Kilmer indicated that the township should receive the permit this week. Ms. Crushong will let Mr. Kilmer know when it is received. Mr. Mauser requested that Mr. Kilmer provide a timeline related to the ability to execute the work this season for presentation to the Board of Supervisors.

Phase I solicitation planning – Mr. Kilmer will work on getting the bids ready for the Board of Supervisors meeting on Monday, August 6, 2012. The Board of Supervisors would authorize the ad for bid at its August 6, 2012 meeting; the ad would go in the newspaper say August 8th and August 15th; the bids could be read at a special meeting of the Recreation Board on August 28th; and award the bid at the Board of Supervisors meeting on September 4th. Mr. Kilmer will send the sequence of events so that Mr. Mauser has it for the Board of Supervisors meeting on August 6th.

Park Operating Procedure work session - Mr. Mauser did a draft outline to start filling in for a Standard Operating Plan (SOP). The Board worked together on getting topics together.

Mr. Mauser and Ms. Hamm met with the Gettysburg Recreation Park on June 25th. Another meeting is to be scheduled.

Ms. Crushong brought up the issue about signing out keys for each Field locker. It seems like Field "C" is the only field that the township has keys to. Mr. Mauser stated that it was his understanding that each Field was going to have a township lock on it and each organization was to sign out a key and return the key at the end of the season. Ms. Crushong is not sure if the township can charge a fee to be held in escrow until the key is returned at the end of the season. Ms. Crushong will look into this and get the procedure in order in the office.

Public Comment:

None.

Adjournment:

With no further business to come before the Board, Mr. Adair moved, seconded by Ms. Wentz to adjourn the Meeting at 8:00 p.m. this date.

Respectfully submitted,

Robin K. Crushong
Office Manager

NEXT MEETING: SUPERVISORS: August 6, 2012
PARKS & RECREATION ADVISORY BOARD: August 20, 2012