

**STRABAN TOWNSHIP PARKS & RECREATION ADVISORY BOARD**

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

**MEETING OF: FEBRUARY 18, 2013**

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 Chair Deb Kammerer presiding. Others in attendance were: Treasurer Tom Adair; Member George Mauser; and Office Manager Robin Crushong. Vice Chair Debbie Arnold and Secretary Joyce Wentz were not present.

Others in attendance were: None.

Board Chair Deb Kammerer brought the meeting to order.

**Minutes:**

Mr. Mauser moved, seconded by Mr. Adair, to approve the January 21, 2013 minutes as presented. Motion carried unanimously.

**Reports:**

The Treasurer, Mr. Adair gave the Treasurer Report. There were no expenses and the only income was interest for January 2013 in the amount of \$2.04. The balance in the Recreation Account is currently \$47,900.06. Mr. Mauser moved, seconded by Mr. Adair to approve the Treasurer Report as presented. Motion carried unanimously.

**Appearances:**

None.

**Old/New Business:**

**Cost of Running Recreation Park:** Ms. Crushong provided a breakdown of the engineering fees. Mr. Mauser thought that the \$10,000.00 approved by the Board of Supervisors in October 2011 was to cover the life cycle of the project, i.e., design, bid process. Mr. Mauser recommended that a detailed statement of work be prepared for work to be done in the future. Ms. Kammerer also noted that the NPDES Permits were more than expected. Mr. Mauser requested that Ms. Crushong do an e-mail to the engineer requesting a reasonable estimate of the engineering fees, permit fees, inspection fees, etc., to get the project finished. It was noted that the total cost of running the recreation park was \$26,653.18. Mr. Adair noted that about \$11,000 of that was engineering fees. Ms. Kammerer suggested that the cost be broken down into two categories, i.e., "one-time costs" and "recurring costs".

**Park Improvement Work Status** – Ms. Kammerer stated that Billing Application No. 1 was received from C.E. Williams Sons, Inc. indicating that they installed 6" HDPE; installed 12" HPDE; installed 1'2" SLCPP; installed inlets and E/S controls for a total billing of \$11,982.00 less the holdback (10%) of \$1,198.20 so the total amount due at this time is \$10,783.80. The work to be done yet is the swale construction and 18" silt soxx. **Mr. Mauser moved, seconded by Mr. Adair to recommend to the Board of Supervisors to pay Billing Application No. 1 as submitted by C.E. Williams Sons, Inc. Motion carried unanimously.**

**Park Operating Procedure pamphlet** – It was noted that there were minor formatting changes to be made. The Board of Supervisors will need to adopt a Resolution and the Resolution number will be inserted. **Mr. Mauser moved, seconded by**

**Mr. Adair to present the Park Operating Procedure pamphlet to the Board of Supervisors for approval. Motion carried unanimously.** It was requested that Ms. Crushong let everyone know when this is approved by the Board of Supervisors. Mr. Mauser will then send an e-mail to each of the organizations and attach the approved Park Operating Procedure pamphlet and invite them to next month's meeting for discussion.

**2012 Annual Report to the Supervisors** – There were minor changes made to this document. The changes will be sent to Ms. Wentz so that she can send the final report out to everyone. **Mr. Mauser moved, seconded by Mr. Adair to accept the 2012 Annual Report with minor changes with submission to the Board of Supervisors for approval. Motion carried unanimously.** Ms. Kammerer will present this to the Board of Supervisors on March 4, 2013.

Ms. Kammerer indicated that last month Ms. Crushong was directed to contact Jon Kilmer at Wm. F. Hill & Assoc., Inc. to see if he has spec sheets that he used on these improvements, i.e., volleyball court and basketball court. Ms. Crushong read the e-mail that she received from Jon Kilmer as follows:

“We do not have specifications pulled together for the basketball and volleyball courts. Is the Township looking to use specifications for cost analysis, or more for actual construction of the facilities? We can pull something together for review, but do not have anything specific at this time.”

**Mr. Adair moved, seconded by Mr. Mauser to recommend the members of the Recreation Board develop general construction/material specs for basketball/volleyball courts to be given to the road crew. Motion carried unanimously.**

Ms. Kammerer has not contacted the playground equipment company to see about an extension of swing sets to the playground equipment. She will work on getting this done.

Ms. Crushong went over what reservations have been received so far this year.

**Public Comment:**

None.

**Adjournment:**

With no further business to come before the Board, Mr. Mauser moved, seconded by Mr. Adair to adjourn the Meeting at 8:02 p.m. this date.

Respectfully submitted,

Robin K. Crushong  
Office Manager

**NEXT MEETING:**

SUPERVISORS: March 4, 2013

PARKS & RECREATION ADVISORY BOARD: March 18, 2013