

**LOWER PAXTON TOWNSHIP
PARKS AND RECREATION BOARD
MEETING MINUTES
FEBRUARY 3, 2021**

Members in Attendance

Neal Johnson
Jim Seidler
Mayur Patel
Bob MacIntyre
Angela McCloskey
Kirby Lentz
Stan Smith (7:56 pm arrival)

Also in Attendance

Rachelle Scott, P/R Manager
Mike Emanuel, Greenway Committee
Applicant

CALL TO ORDER

Chairman Neil Johnson called the February 3, 2021 meeting of the Parks and Recreation Board to order at 7:16 pm in Room 174 of the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, PA.

PUBLIC COMMENT

There was none.

GREENWAY COMMITTEE CANDIDATE MIKE EMANUEL

The Parks and Recreation Board reviewed Mr. Emanuel's application. Ms. Scott stated Mr. Emanuel has been attending Greenway Committee meetings. After discussion, it was decided to recommend to the Board of Supervisors that Mr. Emanuel be appointed to the Greenway Committee. Mr. MacIntyre made a motion to recommend to the Board of Supervisors that Mr. Emanuel be appointed to serve on the Greenway Committee. Mr. Patel seconded motion, and it was followed by a unanimous vote of approval. Ms. Scott will send a memo to Mr. Gotshall informing him of the recommendation.

APPROVAL OF MINUTES FROM JANUARY 6, 2021

Mr. MacIntyre made a motion to approve minutes from the January 6, 2021 Parks and Recreation Board meeting. Mr. Seidler seconded the motion, and it was followed by a unanimous vote of approval.

KOONS PARK GARY LOWE FIELD SIGN

Ms. Scott stated the Parks and Recreation Board made a recommendation to the Board of Supervisors to approve Linglestown Baseball Association's request to name the Koons Park Pony field the "Gary Lowe Field" and to place a sign behind the field's backstop. Ms. Scott noted that Bob Phillips of Linglestown Baseball Association provided two prototypes of the sign and placement. She also noted they would like to have the sign placed on the left outfield fence instead of on the backstop as recommended by the P & R Board. Mr. Phillips provided a prototype of a sign with white background and green lettering. He also provided a prototype with the green background and white lettering based on the Township naming rights ordinance per Ms. Scott's request.

Ms. Scott informed board members that the Board of Supervisors is interested in having uniformity with all signs throughout the park system. Ms. Scott stated she is working on entrance signs at this time. Mr. MacIntyre stated signs have not been permitted on outfield fences. Ms. Scott noted the sponsor sign guidelines are located on page 5, section 3d in the Ordinance. Mr. Patel stated that section of the ordinance referred to sponsorship signs placed on the fence. He noted he didn't know if it should apply to the field naming sign being proposed.

Ms. Scott noted she received a memo from Township Manager Gotshall informing her that "The Board of Supervisors tasked the Parks and Rec Board, through Terry, with putting together a recommendation on standardized park signage, welcome signs, and any other internal signs." They want a uniform look across all signs of the park. After discussion, Mr. MacIntyre suggested informing the baseball association that we received their information, but the Parks and Recreation Board is in the process of designing a plan for all internal park signs. The Board will keep their design for consideration but will have to deny it until a plan is approved by the Board of Supervisors. Mr. Seidler asked if the Board wanted to discuss signage at this time. Mr. MacIntyre replied that a lot more information is needed. Ms. Scott stated she is in the process of designing entrance signs. Mr. Lentz asked if they will be green signs with white lettering. Ms. Scott replied they are not green and white. She noted that the Supervisors liked an entrance sign prototype from Vacker Signs.

Mr. Lentz stated he is not in favor of putting this "Field Name" sign anywhere but behind the backstop. He noted the "Field Name" signs should be green and white like the "Sponsor" signs at Paxtonia and Brightbill fields. Mr. Patel agreed the "Field Name" sign is better placed behind the backstop. He also agreed with Mr. MacIntyre's response to Linglestown Baseball Association that the P & R Board cannot accept any sign design at this time because the Board of Supervisors wants a uniform sign metric across all the parks, and it has not been decided yet. Mr. Patel stated he feels it is the Parks and Recreation Board's job to get the design and recommend the design to the

Board of Supervisors for their approval of revision. Mr. Patel suggested the next step for the Parks and Recreation Board is to design a park sign. Discussion followed. Mr. MacIntyre suggested that the Board be aware of what signs are located at the parks now. He noted there could be several types of signs. Ms. Scott reviewed the different signs at Koons Park. They include a "Bob Ruth" blue scoreboard, Central Dauphin, Michael Jones Field sign erected in 1970, and the football clubhouse sign. She noted that these signs would be grandfathered in depending on the degree of money that would need to be spent and until they need to be replaced.

Discussion continued. It was decided Ms. Scott would provide samples at the next Parks and Recreation Board meeting to include suggested font samples, design samples, color schemes, material, and size for naming of fields. Entrance signs can also be discussed. Mr. Patel suggested finding a satisfactory Parks and Recreation Sign Standard adopted by another municipality in the US.

Ms. Scott suggested that until a sign standard is approved, Linglestown Baseball Association be permitted to install a temporary "Gary Lowe Field" vinyl banner behind the backstop at the pony field. It would have to be green with white lettering. She asked if they would be allowed to have the Association logo on it. The Board was not in favor of having their logo on the banner.

Mr. MacIntyre asked who would be responsible for paying for updated field naming signs. Discussion followed. Mr. Seidler stated Ms. Bauknight previously suggested park entrance signs were considered a higher priority.

Ms. Scott confirmed that she would inform Linglestown Baseball Association that they are permitted to install a vinyl banner behind the backstop while the Board is working through standardized sign requirements.

COMMUNITY SURVEY

Ms. Scott stated she submitted the survey to the Board of Supervisors. They are all in agreement to move forward but still need to provide it to one Supervisor who had not seen it. Ms. Scott noted staff is proposing to have it on Survey Monkey, paying a \$25 monthly fee for the three months that we build the survey, put it out, and get the numbers from it. By paying the fee we will be able to receive unlimited responses. We will then go back to paying no fee after the three-month period. Ms. Scott stated she will work with Uttam to set the survey up in Survey Monkey. Ideas on how to distribute the survey in March and April include the Recreation Guide that goes out in March and April, sending a link to the sports organizations reserving Township fields, social media posts, sewer insert, paper copies to distribute at local businesses including the Friendship YMCA, placing a link on PR receipts from the new software we will have, putting it on the website, and sending emails.

PARK UPDATES

Ms. Scott provided the following updates:

1. New software system – Pavilion reservations can now be done online. A Covid waiver will be linked to the applicant's receipt. Pavilion reservations done online will be considered "pending" until approved by staff. An invoice will be generated for the balance due and a permit issued. Baseball field rentals will be entered in the system by staff only and cannot be reserved online by the organization. Classes, Brightbill Basketball, and summer camp will be built into the system that goes "live" on February 18.

Mr. Lentz asked if the Parks and Recreation Department will receive the revenue from the Buchanan Tract sale. Ms. Scott replied that the \$140,000 from the sale will be placed in the Parks budget under "park improvements.

2. Paxtonia Baseball Association is having storm water issues with runoff of diamond tex onto the baseball fields. They are asking if the Township could assist with drainage. The Public Works director informed Ms. Scott the Township has previously put drainage in, but they will look into seeing what they can do. Mr. Lentz asked who owns the fields. Ms. Scott replied that the school district owns the fields. Mr. Lentz suggested they work with the school district.

Ms. Scott stated she is working with the Association to determine their concerns.

3. Arbor Day will be held at Brightbill Park on May 1. Activities will include cleaning out the stream and planting trees.
4. Oak Park Trail – contacting homeowners along the north end to let them know we plan to start building a trail.

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ARTS COUNCIL UPDATES

Mr. Smith provided the following update:

1. Working on making the book discussion more appealing.
2. Looking for new artists to display their art at Irgos Restaurant.
3. Working on a way to list catalog of Lower Paxton Township artists on the website.

Mr. Lentz suggested offering art activities for youth in the summer.

Mr. MacIntyre asked if the Arts Council has worked with high school art teachers, coordinating with graduates and others they taught who are practicing their art to build up our database of artists.

4. Working on interviews with artists to possibly be placed on the website.
5. Exploring the possibility of placing musical instruments at park locations.

GREENWAY COMMITTEE ACTIVITIES REPORT

Mr. Seidler provided the following report:

1. Mr. Emanuel has been recommended to become a member of the committee.
2. Planning to start north end of Oak Park Trail.

COMMUNITY ENGAGEMENT COMMITTEE ACTIVITIES

Mr. Seidler provided the following update:

1. Held re-organization meeting.
2. Decided to try to host the 5K Race this year in some form. Will probably add online component and virtual race and add a competitive and noncompetitive category.
3. Friendship YMCA Director is an experienced past race director and is willing to help.

Ms. Scott providing additional update as follows:

1. Stan Smith has been approved to serve as a fourth member of the committee.
2. Reviewed the purpose and goal of the committee. The committee presently consists of board members from P&R Board, Arts Council, and Greenway Committee. Proposing it be expanded to include local community organizations that have affiliations to the parks. Waiting for response from the Board of Supervisors.
3. CEC members requested a discussion with the Lower Paxton Foundation due to concerns that its activities are similar to the CEC. The Foundation's purpose is to "provide funding mechanisms for existing and future projects for the Township of Lower Paxton, as well as provide activities and events that bring neighborhoods together and create a sense of belonging to our residents. Ms. Scott spoke with them, and it was determined they serve more as a fiscal sponsor to smaller organizations.

Mr. Seidler made a motion to recommend appointing Stan Smith and Bob MacIntyre to the Community Engagement Committee. Mr. Patel seconded the motion. It was passed with a unanimous vote of approval.

OTHER BUSINESS

There was none.

ADJOURNMENT

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Kathryn A. Sawyer
Recording Secretary