

**LOWER PAXTON TOWNSHIP
PARKS AND RECREATION BOARD
MEETING MINUTES
MARCH 17,2021**

Members in Attendance

Neal Johnson
Jim Seidler
Stan Smith (by phone)
Bob MacIntyre
Kirby Lentz

Also in Attendance

Rachelle Scott, P/R Manager
Stephen Tambolas, Applicant
Greenway Committee
Bob Philips, Linglestown Baseball
Brad Simpson, Linglestown Baseball

CALL TO ORDER

Chairman Neil Johnson called the March 17, 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 STEPHEN TAMBOLAS

Mr. Tambolas was interviewed by the Board. Mr. Lentz made a motion to recommend Mr. Tambolas' appointment to the Greenway Committee. Mr. MacIntyre seconded the motion, and it was followed by a unanimous vote of approval.

APPROVAL OF MINUTES FROM FEBRUARY 3, 2021

Mr. MacIntyre noted that his name was spelled incorrectly in line 4 under "Greenway Committee." Mr. MacIntyre made a motion to approve the minutes, with the correction as noted. Mr. Seidler seconded the motion, and it was followed with a unanimous vote of approval.

SIGN GUIDELINES

Ms. Scott stated, as discussed at the last meeting and presented to the Board of Supervisors, the Gary Lowe Field at Koons Park, was to be named, and the sign was to be placed behind the backstop. We were directed by the Board of Supervisors to come up with guidelines for unifying signs in the parks.

Ms. Scott stated representatives of Linglestown Baseball Association are in attendance to discuss their thoughts on the Gary Lowe sign.

Mr. Phillips reviewed past history of the Gary Lowe sign which was approved by the previous Parks and Recreation Department Manager, Terry Bauknight. He stated there was a gap regarding the placement of the sign. He noted they were hoping to place it outside of the left outfield fence closer to Balthaser Street. He reviewed samples, color and wording, that were provided. Posts would be set in concrete and the sign would be a permanent fixture. Mr. Lentz asked if the poles would be metal or wooden. Mr. Phillips replied that it is drawn as wood with vinyl plating. However, he thought the vinyl would probably look nice for only a few years. He noted he is in favor of doing it with metal and be freestanding. He suggested putting a steel structure in concrete that it could not be pulled or knocked over. The sign will be made of materials that would be weather resistant. He noted the baseball association would maintain the sign. Mr. Lentz noted he was thinking about maintenance and mowing of the grass surrounding the sign. Discussion followed.

Ms. Scott stated that based on the current specifications being proposed, she had a draft sign rendering created. Mr. Seidler asked if the draft sign being presented would be acceptable to Linglestown Baseball Association. Mr. Phillips replied "Linglestown Baseball" would let people know Mr. Lowe was associated with Linglestown Baseball. Mr. Seidler stated he was referring to the design. Ms. Scott stated the words "Linglestown Baseball Association" were removed from the sign in order to unify all signs in the parks. Discussion continued. Mr. Johnson suggested making "Gary Lowe Field" larger and asked if "Koons Park" needs to be on the sign. Mr. MacIntyre confirmed the sign would be placed outside of the left outfield fence along Balthaser. Ms. Scott stated having the park name on it would be optional. Ms. McCloskey stated the rendering shows the park name larger and in bold. She suggested having the "field name" in bold and the park name removed or made smaller. Ms. Scott stated the Board is not approving this particular sign. The Board is approving the criteria, such as signs would green with white lettering, white with green lettering, location, whether the LP Parks and Rec logo or the other entity is included.

Mr. Lentz asked when Mr. Phillips would like to have the sign installed. Mr. Phillips stated it was originally planned for Opening Day on April 17. He noted opening day has been moved to May due to the pandemic. Mr. Seidler asked if the Board could determine specifications that would be applicable to this sign so the Association could move forward. Mr. MacIntyre suggested putting up a vinyl sign for the dedication until the policy is approved. Ms. Scott noted the Township would pay for a vinyl sign. Mr. Lentz stated he would like to finalize guidelines tonight so that they could move forward. Mr. Seidler agreed. Mr. Phillips asked if a bat or baseball could be included on the sign to identify that it is baseball field. Discussion continued. Mr. MacIntyre stated

the approval must be given by the Board of Supervisors. Mr. Phillips stated it would only take a few weeks follow the guidelines and have the sign installed.

Linglestown Baseball Association will be paying for the “Gary Lowe” sign. Ms. Scott noted that the park naming policy states the Township is responsible for paying for commemorative signs.

Ms. Scott asked if we should give organizations the opportunity to use additional design colors (green, blue, brown, gold, maroon) when designing their signs. After discussion, it was decided to use green background with white lettering and able to use P & R colors of blue, green, and brown. Mr. MacIntyre noted the font for the park and the font for a name in a range. He suggested keeping the name of the park on the sign. Mr. Johnson suggested expanding the name to as much space there is to the border. Ms. Scott will work on font.

The following changes were made to the Field/Facility Commemorative Naming Guidelines:

Location – No changes

Colors – Sign is to have green background with white lettering and must use Standard PR colors (green, blue, and brown)

Logo – Only to have P/R Township logo

Size – 10% of the primary wall space (fence/structure) under 10’ high, sign Size not to exceed 4’ x 8’. No free standing signs permitted.

Material – add “vandal proof bolts required”

Mr. MacIntyre suggested adding a line under the park name. Also include wording “Dedicated year and month”

Entrance Signs

Ms. Scott provided copies of sign samples from other parks for entrance signs. Ms. Scott stated park regulation signs would be green with blue.

The board discussed price and reviewed specifications provided.

Mr. MacIntyre stated there are three park categories, Community, Neighborhood, and pocket (Meadowbrook) parks. He suggested that the larger park signs could have three posts, medium parks have two posts, and small parks have one post.

The Board liked the concept (sign, shape, wording, and font) of the Sky Hill Park sign provided.

CAPITAL INVESTMENT PLAN REVIEW

Ms. Scott stated she is using a document previously prepared by Ms. Bauknight for infra-structure repair and replacement as her guiding source. The Township is interested in a capital investment plan that involves the next five years. A 5-year project plan and budgets are due by April 30. She noted she had a conversation with DCNR regarding grants. Ms. Bauknight had previously gotten prices for basketball courts for Forest Hills and Centennial Acres. They are suggesting that the Township focuses on a master plan for the parks so that we can get grant funding for all of this. The Board of Supervisors is asking to have another conversation in April with three designated Park and Rec Board members and two supervisors. After discussion it was decided that Mr. MacIntyre, Mr. Smith, and Mr. Patel should attend the meeting. Ms. Scott will reach out to Mr. Patel. Mr. Johnson stated he would attend if Mr. Patel cannot. Mr. Smith asked what information the Board members would need to work on for the meeting. Mr. Smith stated the survey results will give us some sense of the Township residents' priorities for recreation.

Mr. Lentz asked if park rangers could keep record of about how many people are playing basketball at Centennial Acres, Forest Hills, Lamplight basketball courts.

Mr. Lentz asked how much money we have in fee-in-lieu. Ms. Scott replied she has requested the information from the Finance Department. Ms. Scott stated the infrastructure repair plan prepared by Ms. Bauknight did not include new building/expansion, such as Brightbill park shed.

FINANCIL ASSISTANCE FUND POLICY

Ms. Scott informed the Board that the Friendship Center Financial Assistance Fund had about \$7,000 that was raised to provide assistance to low-income families for memberships or to participate in recreational programs (up to \$50 each). Ms. Scott stated she has received approval from Mr. Gotshall to contact everyone who made donations to see if they would be willing to transfer the money into a new Parks and Recreation financial fund. All contributors have agreed to the transfer.

Mr. MacIntyre made a motion to approve transfer of funds from the Friendship Center Financial Assistance Fund to a Parks and Recreation financial fund for the purpose of assisting individuals/families in need to participate in Parks and Rec programs. Mr. Smith seconded the motion, and it was followed by a unanimous vote of approval.

COMMUNITY SURVEY UPDATE

Ms. Scott stated approximately 100 survey responses have been received at this time. The survey has been included in the sewer bill insert and is included in all emails sent by Parks and Recreation staff. Responses are able to be received through the end of April.

PARK UPDATES

Lantern fly sacs have been discovered at Brightbill Park.

ARTS COUNCIL ACTIVITIES

Ms. Scott provided the following update:

1. Proposing to put features, such as musical instruments, at Brightbill Park.
2. Looking into replacing the stone play structures at Brightbill Park.
3. The Variety Band has submitted their annual request.
4. Faith Emmanuel Church submitted a proposal to play at Heroes Grove with Arts Council support. This request is being reviewed for approval due to concerns regarding the First Amendment and the Township supporting a religious based activity.

GREENWAY COMMITTEE ACTIVITIES

Mr. Seidler provided the following update:

1. Three community members, living in close proximity of the northern loop of Oak Park Trail, attended the meeting and were very concerned about the trail being in close proximity to their properties. Making some modifications and adding some buffer zones will be worked. The trail work will be put on hold at this time while solutions are being worked on.

COMMUNITY ENGAGEMENT COMMITTEE ACTIVITIES

Ms. Scott stated, in addition to finalizing its purpose and action steps, the committee is finalizing race details. Mr. Seidler stated they will participate in the Easter Egg Stravaganza Drive Thru event at Brightbill Park and will promote the race at the event.

ADJOURNMENT

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Kathryn A. Sawyer
Recording Secretary