

**LOWER PAXTON TOWNSHIP
PARKS AND RECREATION BOARD
MEETING MINUTES
SEPTEMBER 8, 2021**

Members in Attendance

Bob MacIntyre
Jim Seidler
Kirby Lentz
Stan Smith

Also in Attendance

Rachelle Scott, P/R Manager
Laurie E. Holmes, Arts Council Applicant

CALL TO ORDER

Vice Chairman Jim Seidler called the September 8, 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.

LAURIE E. HOLMES – ARTS COUNCIL APPLICANT

Ms. Scott introduced Laurie Homes who is interested in serving on the Arts Council. She noted that Ms. Holmes has attended one of its meetings. Ms. Holmes provided some background information on herself. Mr. Smith stated the Arts Council met and unanimously recommends her to serve on the Council. Mr. Seidler made a motion to recommend to the Board of Supervisors that Ms. Holmes serve as a member on the Arts Council. Mr. MacIntyre seconded the motion, and it was followed by a unanimous vote of approval.

APPROVAL OF MINUTES FOR AUGUST 4, 2021

Mr. MacIntyre made a motion to approve the August 4, 2021, meeting minutes. Mr. Lentz seconded the motion, and it was followed by a unanimous vote of approval.

REVIEW 2022 DRAFT BUDGET

Ms. Scott stated she will present the draft budget to the Board of Supervisors. She reviewed the following items:

Revenue

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Reservations-Pavilions. The amount has been increased due to rate increase and to offering a split rental time (11 to 3 or 4 to 9). Reservations were budgeted for 2021 at \$31,000 and were at \$36,000 July 31.

Decrease in Preschool revenue – Soccer Shots is the only preschool program being offered at this time.

The Department plans to offer bus trips to the public again next year. Trips do not generate a lot of revenue after expenses. Trips are offered as a service to the community. AAA is being used. Staff is also meeting with Susquehanna Township on possible partnership to promote the same bus trips.

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Adult Sports

Indoor Winter Volleyball revenue is staying the same. Number of teams being accepted are limited due to Dauphin County Vo-tech allowing use of only one gym due to them having to expand their lunchroom into the other gym due to Covid. The number of teams registering is also less than in previous years. Dauphin County Vo-tech School's rental fee is staying the same at \$100 per night.

Summer Camp – Significant Increase-\$18,000 to \$50,000. In 2021, the previous 8-week program was changed to a 10-week program running from 8 am to 1 pm, and participants were permitted to register per week. The fee was \$35 (resident) and \$45 (nonresident) per week, and the program offered pool days at Koons Pool with an additional fee of \$4 per day per child. 2021 Revenue was budgeted at \$18,000, and actual revenue brought in was \$38,000. Field trips are planned to be offered in 2022, this addition would generate additional revenue.

Proposed total revenue increase for 2022 is \$40,000.

Expenses

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Program Personnel – Increase. Planning to hire a Special Event Coordinator for 10 to 12 hours per week with plans to increase hours to 20 hours per week. Discussion followed.

(Mr. Smith made a motion to wholeheartedly endorse the addition of a special event coordinator to the Park and Rec Department. Mr. Lentz seconded the motion, and it was followed by a unanimous vote approving the motion.

Park Rangers – Increase. Increase base rate of pay from \$11 per hour to \$15 per hour due to higher rates being paid in the area.

Engineering Fees – Increase due to planned park upgrades.

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Expenses

Telephone – decreased due to combining with the Township.
Postage- decreased due to combining with Township Administration

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Expense

Software – decreased due to merging.
Park Equipment and Park Improvement (new, not maintenance) – Capital investment plans have been submitted, and the Board of Supervisors is planning to invest in the parks. The Public Works director confirmed he has a park maintenance budget of approximately \$80,000 (for maintenance and repairs, not for new).

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Expenses:

Programming Supplies - previously included special events, sports leagues, day camp, and all programming. It now includes only program supplies. (Summer Camp line item is now being added.)

Summer Camp – new account

Instructors – increased to \$76,000 due to more accurate accounting of day camp employee salaries.

Mr. Lentz asked if the Variety Band still gets an allotment from the Township. Ms. Scott replied we previously allotted them \$2,500 per year, and they would spend the entire amount by the end of each year. She noted this is the first year they were not given a specific allotment, and there is still some money left. Ms. Scott stated there is some question regarding the future of the band. They canceled some concerts, and a lot of their concerts are out of the Township. Discussion followed. Ms. Scott stated no changes are planned for the 2022 budget.

Equipment - Sports Leagues' Equipment– increase from \$800 to \$5,000 due to moving Brightbill Basketball shirts and other supplies (i.e., trophies) from Programming Supplies to Equipment for a more specific account.

Special Events – Increase from \$5,000 to \$7,000 due to moving some expenses from “Programming Supplies” to the more specific account.

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Expenses

Total expenses increased by approximately \$40,000. The gap is holding steady.

REVIEW OF 2021 FACILITY RENTAL FEES & PERMIT CHARGES FOR 2022

Ms. Scott provided information requested from the last meeting. Residents using the pavilions in 2021 totaled 192, with \$16,400 in revenue. Non-residents using the pavilions in 2021 totaled 170, with \$20,000 in revenue.

Ms. Scott recommended increasing pavilion fees by \$5. She also noted we are looking at offering rental times of 11 am to 3 pm and 4 pm to 8 pm, with a different rate being charged. Comparison was provided with Susquehanna, Hampden, and Derry Township fees.

Ms. Scott provided information on the sports organizations that utilized fields and courts in 2021. Adult organizations pay rental fees whether they are resident or non-residents. Township youth organizations pay no rental fees. Non-Township youth sports organizations pay the rental fees. Ms. Scott recommended increasing field rental fees by \$5 for non-residents only.

Ms. Scott stated Heroes Grove Rental revenue totaled \$375 for 2021. She did not recommend increasing rental fees for Heroes Grove for 2022 since it is new. However, fees should be included for a park ranger, a manager, and lights if used. Fee for lighting would be \$25 for a 2-hour block of time.

Mr. MacIntyre made a motion to recommend approval of the 2022 facility rental fees and permit charges for 2022. Mr. Smith seconded the motion, and it was followed by a unanimous vote of approval.

OTHER BUSINESS

Ms. Scott stated that Linglestown Football Association is proposing to replace their scoreboard. They are paying for the cost to replace it. She provided two proposals, one in the amount of \$6,156 (12' x 4' and another in the amount of \$9,728 (15' x 7').

She noted the proposal includes a request to have “Rams” on the scoreboard instead of “Home.” Discussion followed. Mr. Smith asked if other organizations (youth flag football program and Comanche adult football league) using the field are permitted to use the scoreboard. After additional discussion, Mr. MacIntyre made a motion to approve Linglestown Football Association’s request to replace their scoreboard with another scoreboard of the same size, or as close to the size as possible, and with the stipulation that “Rams” must be replaced with “Home.” Mr. Smith seconded the motion, and it was followed by a unanimous vote of approval.

Ms. Scott stated the 10 Welcome signs for the parks will be upgraded and “Smoking is prohibited” will be added to the signs as item #7.

Mr. MacIntyre made a motion to approve the upgraded park Welcome signs and the addition of “Smoking is prohibited” as item #7 as presented by the Parks and Recreation Department Manager. Mr. Lentz seconded the motion, and it was followed by a unanimous vote of approval.

PARK UPDATES

Ms. Scott provided the following park updates.

1. A “911” Twenty-year anniversary remembrance ceremony will be held on Saturday at Heroes Grove Amphi-theater, with a ceremony taking place from 12 to 1 pm.
2. Participated in a park clean-up at Kohl Park on Sunday, August 29. A community member is planning to work with the “Keep Pennsylvania Beautiful” organization (that will provide supplies) to do a park clean-up once a month. A clean-up is also scheduled for Sunday, October 3 at 8 am at George Park.

Ms. Scott noted that cigarette butts and a significant number of beer bottles were found during the clean-up at Kohl Park. She also noted that she talked with the police to monitor the location more closely.

3. Deckland Fledderjohn, who is placing American Sign Language Communication signs in the parks as part of his Eagle Scout project, will start his project September 26 with painting at George Park. He will start placing the signs at the various parks in the middle of October.
4. Working with PECWEA at Centennial Acres to conduct a live staking program which involves breaking off trees and placing them in the ground to continue the growing process.

Mr. MacIntyre asked about the status of the library boxes being placed in the parks by girl scout Mikala Hickland. Ms. Scott replied that Ms. Hickland placed six boxes in the parks. Ms. Scott noted she will be contacting Ms. Hickland soon.

ARTS COUNCIL ACTIVITIES

Mr. Smith provided the following update:

1. Approval has been received from the Board of Supervisors to increase the number of Arts Council members from five to seven.
2. Arts Council will sponsor a photo booth at the Fall Festival. Arts Council members will take pictures with the cell phones of those who wish to have their picture taken. A picture will be emailed if the picture is taken on an Arts Council member's phone.
3. Book discussion starts October 14.
4. An Arts Council member has displayed artwork at Irgos for a few years, and another artist is now interested in possibly displaying their artwork there.
5. Lions Club has requested the Arts Council to do a presentation on what the Arts Council does.

GREENWAY COMMITTEE ACTIVITIES

Mr. Seidler stated there was no quorum. Members could not walk the area due to the lack of quorum and rain out. He reviewed an updated proposal as follows: The section that runs along Oak Park Road is steep and is a flood plain which makes it difficult for a trail. Along the north is a wet area, and a raised walkway would need to be built if a trail is put there. The walkway could be a good boy scout project. Most of the trail is out of the flood plain, except along the road. One of the community members suggested putting the trail along the road and closing the road to one-way traffic.

COMMUNITY ENGAGEMENT COMMITTEE ACTIVITIES

Mr. Seidler provided the following update.

1. Reviewed the process for disbursement of funds and the form to be submitted by the person or organization requesting funds.

Mr. MacIntyre suggested having a "Winter Wonderland" (to be held in conjunction with Christkindlmarkt) by getting businesses to decorate Christmas or Holiday trees for families to walk through. He noted it could be held in a parking lot, such as Sears.

Discussion followed regarding if and where a tree lighting would be held this year. Heroes Grove location is being considered. Mr. MacIntyre also suggested holding it at Hurley field. No decision has been made at this time.

ADJOURNMENT

The meeting adjourned at 8:42 p.m.

Respectfully submitted,

Kathryn A. Sawyer
Recording Secretary