

Michele -  
For your book

AGENDA

1. Call to Order
  - a. Sign-In (to be distributed)
  - b. Flag Salute
2. Motion to Approve of Minutes of July 1, 2013.....Att. #1\*
3. Courtesy of Floor: Members of Public
4. Correspondence
5. Old Business
  - a. 2014 Meetings Dates: 2/3, 3/3, 4/7, 5/5, 6/2, 7/7, 8/4, 9/8, 10/6, 11/3, 12/1 \*
  - b. Recommended Pavillion Fees\*/ Jeff Reichl to report
  - c. Mid-Year Report to Township.....Att. # 2
6. Parks
  - a. Echo Lake Committee Report: Jeff Reichl
    - a. Old Business
      1. Fundraising proposals for Pavillion
    - b. New Business
  - b. Resica Committee Report: Karen Conway/Debbie Kulick
    - a. Old Business: 9/21/13 Day in Park- Update
    - b. New Business:
  - c. Judy Putek Committee Report: Karen Conway
    - a. Old Business
    - b. New Business
7. New Business
  - a. New Parks Director: Mr. Dwyer replacing Mr. Marcus
  - b. Pavillion Dedication/ Eagle Scout-Flag Pole Plaque; Tentative date 10/12/13
  - c. Assessments of Parks as per Ordinance: Due 10-7-13.....Att. #3
8. Announcements
  - a. Reminder: Historical Commission meeting w/speaker 8/7/13 @ 7:00 p.m.
9. Next Meeting: September 9, 2013 at 6:30 pm
10. Motion for Adjournment

**\*Action item requiring Vote of P&RB by the 5 appointed members**

wws/jef: 7-27-13

Copy: Parks Advisory Board,  
Supervisors : [mstmkm@ptd.net](mailto:mstmkm@ptd.net), [mstaea@ptd.net](mailto:mstaea@ptd.net), [mstmtd@ptd.net](mailto:mstmtd@ptd.net)  
MST Liaison- Erin Groome ([mstwpe@ptd.net](mailto:mstwpe@ptd.net))

# Middle Smithfield Township

## *MINUTES: 2013 PARKS & RECREATION BOARD*

The regular meeting of the Middle Smithfield Township Parks Board was held on July 1, 2013 and began with a Flag salute at 6:37 p.m. at the Schoonover Municipal Building with Bill Suriano, Vice Chairperson, presiding.

In attendance were: Members of the Public – None; MST Liaison – Erin Groome; Supervisors – Annette Atkinson and Michael Dwyer; Parks Advisory Committee Members - Bill Bonser, Holly Halterman, and Debbie Kullick; and P&R Board Members – Karen Conway (arrived at 7:00pm approx.), Joyce Fenical, Jeff Reichl and Bill Suriano.

Approval of Minutes: Jeff Reichl motioned to approve the minutes of June 3, 2013 with 2 minor corrections(an error of spelling and a date) while Bill Bonser seconded the motion. Motion carried 3-0.

Courtesy of the Floor: No comments or questions.

Correspondence: None.

Old Business: The discussion centered on the 2013 Parks priorities and the actions taken towards completing them. Each park was discussed and the actions were considered as either in progress, achieved or postponed. These items will be listed in the mid-year report to the Township that is due July 3 and then addressed publicly at the Board of Supervisor's meeting on July 11. The report would be available for attendees at the Park Board's regular August 5<sup>th</sup> meeting.

Next committee member Bill Bonser spoke of some games he can prepare for Resica's "Day in the Park" event scheduled for September 21 (Raindate: 9/22/13). He indicated several such as "Bean Bag Toss", "Horse Racing", "Pie and/or Toilet Paper Throw", "Dart Board", "Stockade Toss", "Photo Op", and the like. Mr. Bonser would need a decision early enough to complete these. Ms. Conway and Ms. Kullick will make known their decision once the various Vendors/Exhibitors/Sponsorships are firmed up.

Echo Lake Park: Mr. Reichl indicated that shortly the Township will be advertising an RFP for the purchase and installation of a Pavillion at the Park. The Pavillion will be 20'x40' with a concrete pad. Once completed, benches will need to be purchased to outfit the new Pavillion.

Mr. Reichl spoke of the need to decide on a Pavillion rental fee and offered to present a proposal to the Board at its August meeting.

A discussion also ensued regarding fundraising at the Park; to which Mr. Reichl indicated he would come to the next meeting with some sponsorship ideas/proposals.

Resica Park: Karen Conway and Deborah Kullick gave an update on the September 21, 2013 "Day in the Park" event. Fliers and advertising info have been sent to the Board of Supervisors for review and approval. A letter of invitation is being prepared.

**Putek Park:** Interim Lead Coordinator, Karen Conway, reported on a recent sub-committee meeting held on June 25, 2013. She reminded Supervisor Dwyer that some additional soil/dirt is needed and a piece of rebar from the bench needs to be lowered. Mr. Dwyer responded that the soil has been delivered and that , at this evening meeting, Mr. Bonser stated he took care of the rebar concern.

**New Business:** Listed are the proposed meeting dates for the Parks/Recreation Board for the year 2014: 2/3, 3/3,4/7, 5/5, 6/2, 7/7, 8/4, 9/8, 10/6, 11/3, 12/1. These will be proposed for approval at the August 5<sup>th</sup> meeting.

Mid-Year Report on the Parks and Recreation Board's progress towards goals will be submitted to Board of Supervisors on July 3, and later reported publicly by Bill Suriano at its July 11, 2013 meeting. Bill Suriano will send a draft out the P&RB appointed member for review, then finalize and submit it to the Board of Supervisors by the deadline.

**Announcements**

Deborah Kullick informed of the next meeting of the Middle Smithfield Historical Commission scheduled for August 7, 2013 at 7:00p.m. There would be a speaker talking about the "History of the Flood" Ed Regina reminded the group of the recent cooperative work done by the Parks Board and the "Litter and Beautification Committee" and hopes that such efforts would continue.

**Next Meeting**

August 5, 2013 at 6:30p.m.

Scheduled for July 1, 2013, 6:30 p.m. at the Municipal Building.

**Motion for Adjournment**

Meeting adjourned at 7:40 p.m. on a motion from Jeff Reichl and seconded by Deborah Kullick by a vote of 4-0 in favor.

Respectfully Submitted,

Bill Suriano, Vice Chairperson/Secretary

Parks and Recreation Board

Minutes Approved: \_\_\_\_\_

# MIDDLE SMITHFIELD TOWNSHIP

## PARKS AND RECREATION BOARD

### Mid-Year Report- 2013

#### I. Introduction and Background

On September 12, 2012, the Middle Smithfield Township Board of Supervisors adopted Ordinance No. 190 creating an official Parks and Recreation Board for the Township of Middle Smithfield. The Parks and Recreation Board serves the Board of Supervisors as an advisory board only and, amongst its responsibilities, conducts yearly assessments of each park it oversees: Echo Lake, Resica and the Judy Putek Park. The Parks and Recreation Board meets regularly on the first Monday of each month beginning in February of each year at 6:30 PM at the Middle Smithfield Township/Schoonover Municipal Building. Residents are encouraged to attend and invited to participate in discussions and deliberations at these meetings.

#### II. Membership of the Parks and Recreation Board

The Parks and Recreation Board consists of five (5) volunteer members appointed by the Board of Supervisors. Current members and terms are as follows:

Ms. Joyce Fenical	(2017)	Chairperson
Dr. William Suriano	(2016)	Vice-Chair/Secretary
Mr. Jeffrey Reichl	(2014)	Lead Coordinator, Echo Lake Park
Ms. Karen Conway	(2018)	Lead Coordinator, Resica Park
		Interim Lead, J. Putek Park
Vacancy	(2015)	Judy Putek Park

#### III. Goals of the Middle Smithfield Township Parks

- To retain enough space for citizen use
- To maintain the beauty and character of the area
- To provide safe havens for the Pocono's signature wildlife
- To provide safe havens for native flora in natural habitat
- To provide clean park environments
- To provide well-equipped parks
- To maintain full functioning park equipment and facilities
- To assist community groups in recreation activities/events
- To maintain fiscally sound park operations and management
- To provide safe, open space environments for residents

#### IV. Actions and Progress Towards Parks' Goals

##### ECHO LAKE PARK

Actions	In Progress	Achieved	Postponed
Purchase/construct new pavillion	X		
Assemble/deploy playground equipment			X
Provide additional benches		X	
Expanded parking			X
Install new grilles			X
Recondition bocce ball court			X
Recondition horseshoe pit			X
Construct/purchase chess/checker tables			X
Construct shuffleboard court			X
Implementing fund raiser/sponsorship	X		

##### RESICA PARK

Actions	In Progress	Achieved	Postponed
Construct amphitheater			X
Purchase/install replacement grilles			X
Recondition/reestablish bocce ball area			X
Recondition/reestablish horseshoe pit			X
Add 2 "baby" swings			X
Add piece of playground equipment			X
Redefine walking trails*	X Scout project		
Recondition/reestablish volleyball area *			X Scout project
Construct shuffleboard court *			X Scout project
Construct/purchase chess/checkers table			X
Easter Egg Hunt March 23, 2013		X	
Day-in-the-Park event September 21, 2013	X		
Trunk or Treat event October, 2013	X		
Plant new flower beds		X	
Provide additional soil		X	

**Judy Putek Park\*\***

Actions	In Progress	Achieved	Postponed
Expand parking w/ handicapped spaces			X
Water supply for animals-replace/repair pump			X
Auto waste disposal system or "doggie doolie"			X
Design/develop nature trail			X
Events/ fund raisers			X
Add gravel/stone to entrance area		X	
Add bench(s) inside fenced area		X	
Update KIOSK		X	
Provide weekly maintenance/lawn care		X	

\*\* The Middle Smithfield Township Board of Supervisors along with its Parks and Recreation Board are in the process of planning a relocation/reclassification of this Park to another location within the Township.

**V. Acknowledgements**

Although too numerous to mention, the Parks and Recreation Board wishes to acknowledge the many resident-advisors who have attended its monthly meetings and provided valuable suggestions and advice into the operations of the parks and parks' system as well as the Park and Recreation Board itself.

Further, the Park and Recreation Board is pleased to acknowledge the assistance of its Township Liaison Officer and the continuing support of the Board of Supervisors of Middle Smithfield Township.

PARKS NEEDS ASSESSMENT Worksheet

Name of Park: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_ Assessors: \_\_\_\_\_  
\_\_\_\_\_

1. Overall Condition of Park:     \_\_\_ Good \_\_\_ Fair \_\_\_ Poor  
Specify Need: \_\_\_\_\_  
\_\_\_\_\_

2. Overall Beauty & Character:     \_\_\_ Good \_\_\_ Fair \_\_\_ Poor  
Specify Need: \_\_\_\_\_  
\_\_\_\_\_

3. Overall Space:                     \_\_\_ Good \_\_\_ Fair \_\_\_ Poor  
Specify Need: \_\_\_\_\_  
\_\_\_\_\_

4. Overall Cleanliness:             \_\_\_ Good \_\_\_ Fair \_\_\_ Poor  
Specify Need: \_\_\_\_\_  
\_\_\_\_\_

5. Overall Safety Conditions:     \_\_\_ Good \_\_\_ Fair \_\_\_ Poor  
Specify Need: \_\_\_\_\_  
\_\_\_\_\_

6. Overall Condition of Signs:     \_\_\_ Good \_\_\_ Fair \_\_\_ Poor  
Specify Need: \_\_\_\_\_  
\_\_\_\_\_

7. Overall Condition of Equipment: \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

A. Specify Item Need

1. \_\_\_\_\_ : \_\_\_\_\_
2. \_\_\_\_\_ : \_\_\_\_\_
3. \_\_\_\_\_ : \_\_\_\_\_
4. \_\_\_\_\_ : \_\_\_\_\_
5. \_\_\_\_\_ : \_\_\_\_\_
6. \_\_\_\_\_ : \_\_\_\_\_
7. \_\_\_\_\_ : \_\_\_\_\_
8. \_\_\_\_\_ : \_\_\_\_\_
9. \_\_\_\_\_ : \_\_\_\_\_
10. \_\_\_\_\_ : \_\_\_\_\_

8. Overall Condition of Facilities: \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

A. Specify Item Need

1. \_\_\_\_\_ : \_\_\_\_\_
2. \_\_\_\_\_ : \_\_\_\_\_
3. \_\_\_\_\_ : \_\_\_\_\_
4. \_\_\_\_\_ : \_\_\_\_\_
5. \_\_\_\_\_ : \_\_\_\_\_
6. \_\_\_\_\_ : \_\_\_\_\_

9. Overall Condition of Site and Grounds: \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

A. Describe Site/Grounds Need(s): \_\_\_\_\_

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10. Special Park Features: (e.g. Resica Ball Fields)

A. Overall Condition of Practice Field: \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

Specify Item	Need
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

B. Overall Condition of Regular Field: \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

Specify Item	Need
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

B. Overall Condition of \_\_\_\_\_ : \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

Specify Item	Need
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

11. Special Park Features: Name of Park: \_\_\_\_\_

A. Overall Condition of \_\_\_\_\_ : \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

Specify Item	Need
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

B. Overall Condition of \_\_\_\_\_ : \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

Specify Item	Need
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

C. Overall Condition of \_\_\_\_\_ : \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

Specify Item	Need
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____



12. Recommendations(Safety, Repair, Replace or Upgrade):

A. Fiscal Year: 2014 (Priorities)

Specify Need

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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25. \_\_\_\_\_