



## Minutes: Parks & Recreation Committee – May 2, 2016

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The regular meeting of the Middle Smithfield Township Parks and Recreation Committee was held on May 2, 2016 and began at 6:36pm at the Schoonover Municipal Building with Michelle Dellavalle presiding.

### **In attendance were:**

- Parks and Recreation Board Members: Michelle Dellavalle, Jaime Frailey (with Jenna Componovo joining the meeting by phone)
- Board of Supervisors: Annette Atkinson, Mike Dwyer
- Members of the Public: Danielle Cloward, Kelly Schuon, Joseph Schuon, Cheryl Timpson, Dan Timpson
- MST Secretary: Michele Clewell
- MST Liaison: Christopher Rain

Michelle Dellavalle asked if there were any changes to be made to the minutes from the April meeting. There were none. Jaime Frailey made a motion to accept the minutes. Michelle seconded. Motion passed 3-0.

Michelle Dellavalle opened the floor to public comment. There was none.

The floor was given to MST Secretary Michele Clewell. The Board of Supervisors passed a resolution to require all staff and volunteers who work with children at least twice per year to have a criminal background check in order to comply with the state's Sandusky laws. MST will cover the cost of these background checks and must be completed at least 30 days prior to an event with children present. The check takes about 90 minutes. FBI fingerprinting can be completed at the UPS store and costs \$26. Michelle Dellavalle and Jaime Frailey already had to get it done because of their involvement with other organizations.

**Correspondence:** The highlights from a letter from Frank Johnson, previously emailed to the BOS and the Parks Committee members, were read. Mr. Johnson suggested more trash cans at the parks and made some suggestions regarding recruiting local businesses to help with the landscaping around the flagpole at Echo Lake Park. Otherwise he was very complimentary of our parks. Michelle Dellavalle said she would ask her husband, Seth, to speak to the people at Regina Farms about donating new plants or services.

An application and letter of interest from Dan Timpson to fill one of the committee vacancies was reviewed. Michelle made motion to appoint, Jaime seconded. Motion approved 3-0. Dan is approved to the P&R board.

**Resica:** Jaime reported that the back field was cleaned up by Roy Squires Excavating. She said that the certificate of insurance was submitted to the township a few weeks ago and should be on file. The softball team is now using the field. She said she is continuing to work with the little league on getting a new sign. A new fence will now be needed around the back field because of a steep drop at the back.

**Community Gardens:** James Senholzi's shed is done. Mike will contact James to see when he will clean out the wood scraps. Danielle Cloward said that the gardens could use new wheelbarrows. Annette said that the township would look for new ones during the township cleanup. Mike said that someone had dirt delivered to the Gardens that was full of rocks, but no one knows who. He will have Public Works help fill the new double high boxes half way with fill to help the volunteers filling them with soil on top.

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Ribbon cutting on June 4 –The cutting will take place at 10am after the 9 and 9:30 classes and the Master Gardeners will be invited to attend. Chris will call Bob Ciavetta to cover it. Annette will call Smithfield to invite their supervisors to attend and Michele Clewell will ask Lehman when she speaks to them this week. Michelle Dellavalle will draft a press release for the event. Also needed for the event are large scissors, ribbon, and advertising. Danielle suggested having seed packets and catalogs, which Michelle Dellavalle said she has and can get more. A small egg hunt was also suggested for the playground that day to get rid of more of the leftover eggs.

Michelle Dellavalle plans to have a Gardens subcommittee meeting on Wednesday May 11 at 5pm at the Gardens (or at the Township Building if it rains). Recorded Master Gardener sessions will be sent to gardeners who are not able to attend the scheduled Master Gardener courses to satisfy the organic gardening requirement.

**Judy Putek:** Dan reported that the trails are a bit narrow and overgrown and dead end onto the Pocono Palace golf course. He also said the park could use more trash cans. He also suggested a project to build birdhouses and bat houses, maybe with scouts or the Audubon Society. Mike said we can develop an improvement schedule.

**Echo Lake:** The playground opening and memorial dedication are on Sunday May 22 at 1pm and 1:30pm, respectively. Flyers will go out to the schools. We can give out some of the leftover eggs. Jenna suggested stickers on the eggs to encourage people not to pollute. We will need ribbon and scissors as well as the number of kids in the township. Jenna still plans to write an article about citizenship. An adopt a park program was suggested to encourage people to be better stewards. Danielle said that Stroudsburg has park staff. Annette said she would ask Karen Stapleton about this because she had looked into this program previously. A parks pamphlet can be handed out at both the Echo Lake and Gardens playground openings.

Joe Schuon spoke to Mr. Gerhartz of VFW 2540 two weeks ago and he will be participating in the dedication. He also said a Mrs. Brown donated the flag when the flagpole was built, and possibly she will donate another. Michelle Dellavalle will ask the American Legion to participate. An invitation will be posted on Facebook to veterans to join us. Flags will be put out at the memorial. Annette will contact the MC Color Guard.

**Dog Park:** Chris and Mike met with Dustin Diaz on April 29 to mark out placement of the flagpole. Michelle Dellavalle said that the park is very popular.

**Litter and Beautification:** Mike said that 1000 Feet of Street was successful. We had 130 volunteers, and cleaned 18 miles of road. PennDOT provided the supplies. Township Cleanup is 5/6 and 5/7 and Freecycle is the following weekend.

**Announcements – None.**

**Park Signage:** Each board member will work on the text for the signage for their own park from the existing rules. The Gardens should have separate rules for the gardens and the playground, and another on the gate reminding people to close it. Jaime will keep an eye on the gate when she drives by.

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**Fill Committee Vacancies:** With Dan voted in, there is one vacancy left. Danielle Cloward volunteered to fill the opening. Jaime made a motion to appoint Danielle to the committee. Michelle Dellavalle seconded. The motion was approved 4-0. Also, Jenna Componovo is now the committee chair.

### Individual Action Items:

- Michelle Dellavalle:
  - Contact Regina Farms about donating new plants/services for Echo Lake
  - Draft a press release for the Gardens ribbon cutting on June 4
  - Can provide seed packets for the ribbon cutting
  - Organize the subcommittee meeting for Wednesday May 11 at 5pm
  - Ask the American Legion to participate in the memorial dedication on May 22
- Jaime Frailey:
  - Continue to work with the little league to get a new sign at Resica field
- Jenna Componovo:
  - Write an article about good citizenship for the township newsletter
  - Compile information about the playgrounds as talking points at the ribbon cutting
- Chris Rain:
  - Collect demographic data from the township as talking points for May 22
  - Call Bob Ciavetta to cover the Gardens ribbon cutting
  - Collect ribbon, scissors and other supplies for both ribbon cuttings
  - Create Facebook events and flyers for both ribbon cuttings
- Annette Atkinson
  - Invite the Smithfield Township supervisors to the Gardens ribbon cutting
  - Ask Karen Stapleton about the Stroudsburg weekend park staffing
  - Contact the Monroe County Color Guard about participating in the memorial dedication
- Mike Dwyer
  - Have public works fill the double high boxes half way with fill
  - Contact James Senholzi to find out status of shed

The next Parks and Recreation meeting will be held on Monday June 6, 2016 at 6:30pm. Michelle Dellavalle made a motion to adjourn the meeting at 7:58pm. Jaime Frailey seconded the motion. Motion approved 5-0.

Respectfully Submitted By,

Christopher Rain

Parks and Recreation Liaison