

UPPER MORELAND TOWNSHIP
Committees Meeting Agenda
June 22, 2020 at 7:00 p.m.

AGENDA ITEMS ARE SUBJECT TO CHANGE

INSTRUCTIONS TO JOIN:

Conference Call: Dial-in number (US): (425) 585-6384 - Access code: 230-620-955#

SUBMIT COMMENTS/QUESTIONS:

E-mail in advance or during the meeting to: comments@uppermoreland.org

Call in advance during normal business hours to 215-659-3100 x1058 or x1057

*****Residents requiring special accommodations, please call the Township during normal business hours*****

Parks & Recreation Committee Members: Commissioner and Committee Chair Nicholas O. Scull, Commissioner Kip McFtridge and Commissioner Cheryl Lockard; Township Staff Member: Patrick T. Stasio, Director of Parks & Recreation Department.

- I. Call to Order**
- II. Roll Call**
- III. Presentations/Announcements**
- IV. Approval of Minutes** – May 18, 2020 and February 24, 2020 (attachments)
- V. Acceptance and approval of the following monthly reports for May 2020** (attachments):
 - A. Parks & Recreation Report
 - B. Library Board of Trustees Report
- VI. Old Business – Discussion led by Pat Stasio on the following:**
 - A. Master Trail Plan
- VII. New Business:**
 - A. Friends of Boileau Request for Propane Tank (attachment)
- VIII. Other Parks & Recreation Items – Discussion led by Pat Stasio on the following:**
 - A. Summer Camp Preview
- IX. Visitor Comments**
- X. Commissioner Comments**
- XI. Adjournment**

Parks and Recreation Committee Meeting

Parks and Recreation Committee Members: Commissioner and Committee Chair Nicholas O. Scull, Commissioner Kip McFatrige, Commissioner Cheryl Lockard, Patrick T. Stasio, Director of Parks & Recreation Department.

- I. **Call to Order:** Commissioner and Committee Chair Scull called the meeting to order via audio conference call following the conclusion of the Finance & Administrative Committee Meeting.
- II. **Roll Call:** Commissioner and Committee Chair Scull, Commissioners McFatrige and Lockard and Mr. Stasio. Also present: Matthew H. Candland, Township Manager, and Sean Kilkenny, Township Solicitor.
- III. **Presentations/Announcements** - nothing to report.
- III. **Approval of Minutes - February 24, 2020:**
 - Commissioner Scull stated that the **February 24, 2020** minutes were not attached and approval will continue to the June 22, 2020 Committee meeting. (The March 16, 2020 and April 20, 2020 meetings were canceled, and therefore there were no meeting minutes to consider.)
- IV. **Acceptance and approval of the following monthly reports:**
 - A. Parks & Recreation Monthly Report - Mr. Stasio reported the following updates:
 - Parks remain closed with the exception of solitary recreation activities such as walking, running and biking.
 - There has been some vandalism in the parks, which is being addressed.
 - Programs, trips and activities have been canceled through mid-June, which includes public rentals at Masons Mill Park.
 - The community is asked to be patient with summer Township maintenance as there are only five full-time staff available to handle the workload, due to a freeze on hiring seasonal personnel. Attendants at Masons Mill Park are unavailable to assist with trash pickup and cleaning of rest rooms.
 - Commissioner McFatrige inquired on the damage at Masons Mill Park. Mr. Stasio stated that tennis court fences were cut, caution tape was ripped down, and kids are using playgrounds. Police are patrolling park areas to discourage trespassing.
 - Kathleen and Francis Carver, residents of Davisville Road, inquired on activities closed to parks. Mr. Stasio stated that parks are closed to gatherings for events and social activities that include use of the athletic courts, fields and picnic pavilions.
 - B. Library Board of Trustees Report - Margie Peters, Director of Upper Moreland Free Public Library:
 - Full-time employees are busy working remotely providing school programing and easy access to online activities and resources. The number of participants viewing and using the site has been very impressive.
 - Ms. Peters delivered the 2020 Keystone Grant Application for Americans with Disabilities Act (ADA) for the improvements to two emergency doors. The Keystone grant request is for \$70,457 with an equal match from the Township.

**Upper Moreland Township
Committees Meetings
May 18, 2020 - Meeting Minutes**

- With Governor Wolf's directive, the Library will reopen in very slow stages. The building will be cleaned and disinfected, social distancing encouraged, operated with limited staffing, and a minimal contact on "check-out" materials.
- Friends of the Library mailed the annual fund brochure to 5,000 residents and donors are thanked for their very generous contributions.
- Summer Reading is available online through the Beanstack program and the official kickoff date is June 1, 2020.
- Librarians are creating YouTube tutorials about using the Library.
- Commissioner Spearing inquired about reopening plans of libraries across the County. Ms. Peters stated that there are weekly Zoom meetings with the Pennsylvania Library Association, which is a venue to network and discuss recommendations on ideas that are working.
- Commissioner Spearing inquired on providing services to the Golden Age Club. Ms. Peters replied that they are thinking of ways to provide dedicated services, initially on a one-on-one basis, to come into the Library.
- Commissioner Scull commented about funding in the Capital Plan for improvements to the Library's parking lot as well.
- Commissioner Scull inquired about staff working from home. Ms. Peters replied that a limited number of employees access the building to work on accounting, collect the book drop, and maintain the Library's aquarium and facilities.

V. Old Business:

A. Master Trail Plan - Mr. Stasio provided the following updates:

- The draft Plan is available at uppermoreland.org for review, and comments are due by Friday, May 22, 2020. The Steering Committee will consider the comments, make modifications to the draft Plan, and provide a report to the Board of Commissioners and Hatboro Borough in early June for completion and approval by the deadline of June 30, 2020. No extensions will be granted and the process will move quickly.

VI. New Business:

A. DCNR Grant Application - Parking Lot and Stormwater Management:

- Mr. Stasio explained that the grant application will be withdrawn because the Township is unable to secure funding to meet Pennsylvania Department of Conservation and Natural Resources' (DCNR) required 50% match. The application will be resubmitted in 2021, depending on additional grants awarded to the Township.

B. Friends of Boileau Park Agreement - nothing to report.

C. Reopening selected Township Park facilities:

- Mr. Stasio stated that play areas and amenities were evaluated and suggested the following activities be allowed based on guidelines from the Solicitor: single-use tennis games (one player versus one player) and doubles (if from the same family), social distancing with masks in the dog park and cleansing materials at the gates. The archery stations at Masons Mill Park are intended for one person, more than six-feet apart, with cleansing materials at the gate. Specific signage will be posted and visitors will be expected to abide by the rules.
- Commissioner Spearing suggested implementing an online registry to use the athletic courts. Mr. Stasio replied that he will monitor the courts to decide if there is a need for

**Upper Moreland Township
Committees Meetings
May 18, 2020 - Meeting Minutes**

registration. He has been in communication with other municipalities and reopening these specific park activities is not in violation of the Governor's Order.

- The Committee directed Mr. Stasio to reopen the dog park, tennis courts and archery with specific signage and equipped with cleaning materials, while staying within the CDC's and Governor's guidelines.

VII. **Other Items** - Mr. Stasio discussed the following items:

- Based on Governor Wolf's next directive, a decision will be made concerning cancellations of pavilion reservations and the summer supervised playground programs and camps.
- Commissioner Whiting commented that wearing a mask is an important device in protecting the health, safety and welfare of everyone participating in the programs.
- Weekly communications continue with neighboring municipalities to keep informed about their plans to reopen summer camps and programs.

VIII. **Visitor Comments** - nothing to report.

IX. **Commissioner Comments:**

- Commissioner Spearing inquired about opening of pools. Mr. Stasio stated that he has been in contact with representatives from the area's swim clubs and they are awaiting the Governor's announcement on June 4, 2020.

X. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 8:45 p.m.

Respectfully submitted by Kathleen Kristire.

**Upper Moreland Township
Committees Meetings
February 24, 2020 - Meeting Minutes**

Parks and Recreation Committee Meeting

Parks and Recreation Committee Members: Commissioner and Committee Chair Nicholas O. Scull, Commissioner Kip McFatrige, Commissioner Cheryl Lockard, Patrick T. Stasio, Director of Parks & Recreation Department.

- I. **Call to Order:** Commissioner and Committee Chair Scull called the meeting to order following the conclusion of the Public Health & Safety Committee Meeting.

- II. **Roll Call:** Commissioner and Committee Chair Scull, Commissioners McFatrige and Lockard and Katie Kollar, Program Coordinator - Parks and Recreation Department, in the absence of Patrick T. Stasio, Director, Parks & Recreation Department. Also present: Matthew H. Candland, Township Manager, and Alex Baumler, Township Solicitor.

- III. **Presentations/Announcements** - nothing to report.

- III. **Approval of Minutes** – January 27, 2020: Commissioner Lockard stated corrections to Section IV (B), first bullet point: corrected spelling of ...David "Hakes"; and, the second bullet point to read: "...Board of Commissioners continue discussions regarding the application for the Keystone Grant and required resolutions to ensure the undisturbed use of the public library for 50 years or the useful life of the project, whichever is shorter, while improvements are made to two emergency exit doors that meet the Americans with Disabilities Act (ADA) accessibility.", and the minutes were unanimously approved as amended.

- IV. **Acceptance and approval of the following monthly reports** – January 2020:
 - A. Parks & Recreation Monthly Report - Ms. Kollar reviewed updates from the report and highlighted the following:
 - The Spring Newsletter is at the printer and anticipated to be delivered to residents' homes during the week of March 23, 2020.
 - Communication with the Turnpike Commission resulted in the removal of all dead Ash trees along the Willow Grove Turnpike interchange.
 - Park facility signs printed incorrectly were removed and are being replaced free of charge from the sign company.
 - Maintenance crews have been cleaning up debris in the parks during the stretch of good weather.
 - A Free Little Library located in Fern Village Park was removed due to vandalism and one will be installed at Pileggi Park, which is highly used by families and the soccer club.
 - Contracts for trips and performers are being negotiated for summer camp programs and online registration will begin on March 23, 2020.
 - Commissioner Spearing commented on the storage of ash trees and also, that ruts were left across the dog park field from the crew's trucks.
 - Commissioner Spearing recommended obtaining police reports whenever vandalism occurs to the Free Little Library.
 - B. Library Board of Trustees Report: David Hakes, Treasurer, reviewed the report and requested the following:
 - The Board of Commissioners consider at their March 2, 2020 Regular Meeting,

**Upper Moreland Township
Committees Meetings
February 24, 2020 - Meeting Minutes**

approving a resolution to authorize an application for the 2020 Keystone Grant for improvements to two emergency exit doors that complies with the Americans with Disabilities Act (ADA) accessibility and, a second resolution to ensure the undisturbed use of the municipal facility at 109 Park Avenue as a public library for 50 years or the useful life of the project, whichever is shorter. The cost of the project is \$97,031 with a 50% match from the Township.

- V. **Old Business:** Ms. Kollar provided the following updates:
- A. Master Trail Plan:
 - The Steering Committee is finalizing the first draft of the Master Plan, which will be available by the beginning of April for public review.
 - B. Friends of Boileau Park Agreement – nothing to report.
 - C. Consider recommending to the Board of Commissioners to take action at their March 2, 2020 Regular Meeting, a resolution and the approval to submit a Keystone Grant for the Library’s ADA Improvements:
 - The Committee recommended the Board of Commissioners consider take action at their March 2, 2020 Regular Meeting.
- VI. **New Business:**
- A. Community Facility Uses:
 - Ms. Kollar explained that the School District has adopted a new policy that all user groups must directly make requests for outdoor school facilities through their online site. More information on the scheduling of community requests in Township park facilities by the Parks and Recreation Department will be finalized shortly.
 - Commissioner Spearing inquired on the contact at the School District. Ms. Kollar stated that Dawn Hurt assists with questions on using the online registration program.
- VII. **Other Items:**
- A. Summer Program Update:
 - Ms. Kollar stated that the Parks and Recreation Department is currently hiring for summer programs, information is available on the Township website, and she can also be contacted.
 - Ms. Kollar stated that online registration for summer programs begins March 23, 2020 at 8:30 a.m. and walk-in registration starts on March 25, 2020.
- VIII. **Visitor Comments** - nothing to report.
- IX. **Commissioner Comments:**
- Commissioner McFtridge commented on Parks and Recreation personnel.
- X. **Adjournment** - There being no further business for this Committee, the meeting was adjourned at 11:00 p.m.

Respectfully submitted by Kathleen Kristire.



Township of Upper Moreland

MONTHLY REPORT MAY 2020

Department of Parks and Recreation

The Department of Parks and Recreation consists of three full-time office staff and five full-time maintenance workers, as well as dozens of part-time instructors, park attendants, and seasonal maintenance workers.

The Parks Division is responsible for 20 parks and open space areas, as well as the Township and Library Building grounds, trail-ways, and other open space areas located within Upper Moreland Township.

Our Recreation Division provides recreational opportunities to people of all ages and abilities. We strive to offer organized programs that are affordable, safe, educational, and enjoyable.

This monthly report is a flavor of some of the activities of our department over the past month. The list is by no means a detailed review of our activities; instead, it is meant to provide information pertaining to our monthly accomplishments as a department. The report is broken into three distinct categories, Administration, Recreation, and Park Maintenance. For your review, our Monthly Report.

ADMINISTRATION and RECREATION:

c/o Patrick Stasio, Director

- Prepared information and materials for Board of Commissioners and other monthly meetings.
- Continued to keep all parks due to coronavirus threat. Opened Tennis, Pickleball, Dog Park, and Archery and prepared signage for all users of those facilities. Posted signs at each location discussing uses allowed, CDC recommendations and specific location permitted use. Continued to keep up to date on all possible reopening opportunities.
- Attended numerous administrative staff meeting regarding the coronavirus. Reviewed and forwarded all important information concerning staff requirements, township policies and procedures...
- Continued working on the Master Trail Plan. The public comment period has concluded. Provided all comments to the Steering Committee and consultant for their review and comment. Discussed modifications of the plan with committee and consultant. Provided draft plan comments to BOC as well. Began to finalize the plan. Communicated with DVRPC concerning our progress and reimbursement requests.
- Staff began to return to the department (office staff). Secretary is back full time and Coordinator came back half day.
- Prepared all time sheets and time off forms for office staff and provided to HR.
- Updated the electronic sign and website as needed to better communicate with our residents.
- Held staff meeting and attended Township staff meeting.
- Monitored park maintenance. We are experiencing issues due to no seasonal workers. Received and responded to dozens of calls / emails regarding issues (grass height, weed whacking, branches...)
- Visit all or basins regularly to ensure they are functioning properly and are litter free.
- Concluded the food distributions for families in need during the school breakfast / lunch distribution on Thursday. The Township is assisting by handing our groceries to families.
- Continued to work with consultants concerning Fair Oaks Park. Park visits to review the plan.
- Accepted the retirement notification from Michael DiGiacomo, Parks Crew Leader. Mike has worked for UMT for over 30 years.
- Requested fall newsletter information from department heads and community groups.
- Provided instructions to maintenance staff concerning the cleaning of the dog park gates (where people touch). Other gates (tennis and pickleball remain open to reduce contact.
- Met at Memorial Park regarding the SEPTA plans for station relocation.

RECREATION DIVISION:

c/o Kate Kollar, Recreation Program Coordinator:

- **Leagues: Spring 2020 Softball:** cancelled the spring/summer season. Contacted coaches and informed them that we will begin the fall league mid-August (assuming Green Phase prior to beginning).
- **Trips and Tickets:** Cancelled Phillies ticket order and were refunded the deposit. I contacted Broadway ticket office to request a refund for the show tickets to 'Mrs. Doubtfire'. Show tickets after October will be refunded beginning of September.
- **Golden Age Club (320 paid members for 2020):** I continued to work closely with our GAC Trip Coordinator to make decisions regarding trips scheduled for the remainder of 2020. We cancelled every trip through August, 2020. Contacted all of the tour companies regarding the tour agreements and have either transferred monies paid OR received refunds for cancelled trips. We have processed all of the refunds for these trips. Cancelled the spring thaw as well as the meetings through August, 2020.
- **Spring 2020 Programs:** Everything has been cancelled and payments have been refunded.
- **Summer 2020 Programs:** I have continued to monitor the Covid situation in regards to the summer programs. Working with the Director, we have developed a modified Supervised Playground program and have presented it to the Township Manager and BOC for approval. Maintained communication with families who have registered for the program and with prospective summer staff. We are also seeking approval from the school district to use the Middle School pool during the supervised playground program. I am also partnering with the UMFPL to advertise their summer reading incentive to our playground participants. I have requested and received refunds for the deposits that we had remitted to various trip locations. Created new programs in the registration software system and have refunded participants who have paid in full for the program. Communicated with the sport/specialty camp directors regarding policies and procedures expected of them while running their camps. We have altered and/or cancelled camps as discussed with these directors. We are confident that we will be able to offer an array of safe activities to township youngsters, once we move into the Green.

• **Events:** Concerts for summer of 2020 have all been cancelled. UMPR's Touch a Truck Event has been cancelled for 2020.

• **Committees:** PRPS District III President (term ended on 3/2020). I am the Montgomery County Senior Games Volunteer Coordinator. I have also been involved in the Hatboro / Upper Moreland Master Trail Plan project.

• **Meetings/Events Attended:** Various Zoom meeting calls with PRPS DIII.

PARKS DIVISION:

c/o Jim Murphy, Parks Foreman:

- Monitored staff concerning social distancing, mask wearing... all related to the coronavirus. Placed cleaning materials in all vehicles and on all equipment. We are sending one worker per truck and have assigned equipment to certain people. All equipment is cleaned several times throughout the day in an effort to keep all staff (and others) safe. All offices and other areas are cleared frequently.
- Removed park closed signs since the parks are now open for solitary recreation, tennis, pickleball, archery, and the dog park. We also opened basketball and volleyball as permitted in the Yellow Phase. Place signs in areas where recreation is permitted. Continued to use caution tape and other measures to keep portions of the parks closed.
- We continued to operate our maintenance of all parks with our five full time staff. This means we are behind in all maintenance. We are only performing the essential maintenance (grass cutting, weed whacking...) due to lack of man-hours without our additional seasonal workers. This is using all of our staff hours to perform the basic maintenance.
- Responded to severe storms and downed trees and branches (some still remain).
- Weekly trash pick up at all parks and weekly cleaning of all vehicles, including interior and exterior of vehicles. People are still utilizing our parks.
- Performed park fertilization and seeding of all parks as needed.
- Weekly basin review and maintenance. Specifically after several strong wind storms.
- Supplied Director with paperwork regarding time off requests and other necessary paperwork.
- Weekly / daily cleaning of all vehicles and equipment after each use to ensure the equipment / vehicle long life.

Stasio, Patrick

From: Alan Sentman <music@alansentman.com>
Sent: Monday, June 8, 2020 11:19 AM
To: Stasio, Patrick
Subject: Carriage House & Propane Tank

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Pat,

I hope you are well!

I would like to put the propane tank input by the committee and the BOC (install beneath ground on the north side of the house between the Farmhouse and the trail) and to temporarily install a tarp on the carriage house roof for the next P&R committee meeting.

Thank you!

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Best,

Alan
(646) 483-9091