

**UPPER MORELAND TOWNSHIP  
Committees Meeting Agenda  
October 19, 2020 at 7:00 p.m.**

***AGENDA ITEMS ARE SUBJECT TO CHANGE***

**INSTRUCTIONS TO JOIN:**

**Go to Zoom.us.** Click “Join a Meeting”      Webinar ID: 975 3201 0616      Password: 349167

**Join by Phone:** Dial 1-929-205-6099      Webinar ID: 975 3201 0616      Password: 349167

**SUBMIT COMMENTS/QUESTIONS:**

E-mail in advance or during the meeting to: [comments@uppermoreland.org](mailto: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\*\**

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**Parks and Recreation Committee Members:** Commissioner and Committee Chair Nicholas O. Scull, Commissioner Kip McFatrige 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 – September 28, 2020 (attachment)**
- V. Acceptance and approval of the following monthly reports for September 2020 (attachments):**
  - A. Parks & Recreation Report
  - B. Library Board of Trustees Report
  - C. Friends of Boileau Report (attachment)
- VI. Old Business:**
  - A. Friends of Boileau park Agreement – Tabled
  - B. Aqua Request for Sample Station at Pileggi Park
- VII. New Business**
- VIII. Other Parks & Recreation Items:**
  - A. Fall Programs Update
  - B. Pavilion Reservations 2020
- 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 Zoom following the conclusion of the Finance & Administrative Committee Meeting.
- II. **Roll Call:** Commissioner and Committee Chair Scull, Commissioners McFatrige and Lockard. Also present: Mr. Stasio, Matthew H. Candland, Township Manager, and Alex Baumler, Township Solicitor.
- III. **Presentations/Announcements** - nothing to report.
- III. **Approval of Minutes - July 20, 2020** - The meeting minutes were unanimously approved as submitted.
- IV. **Acceptance and approval of the following monthly reports:**
  - A. Parks & Recreation Monthly Report - Mr. Stasio provided updates:
    - Signs have been posted in all of the Township's parks reminding visitors to practice CDC safety measures.
    - Community organizations that have requested use of the athletic fields have submitted safety plans and the fields are monitored for adhering to CDC guidelines
    - Limited staff and maintenance crew continue to operate programs and care for the parks.
    - Fair Oaks Park was been surveyed by Gilmore & Associates with metal stakes that cannot be removed.
    - Commissioner Scull inquired about the Spotted Lantern Fly problem. Mr. Stasio replied that the staff continue to kill and remove them from parks, signs are posted to inform residents, several trees that attract them have been removed, while other trees have been treated. This is the time of year they lay eggs, which can be removed by scraping into a bag wiped with alcohol.
    - Commissioner Scull inquired about the outcome of Summer camps and programs. Mr. Stasio replied that he will give a business report later in the agenda.
  - B. Library Board of Trustees Report - Juan Suarez Romero, President, provided updates:
    - Stage 5 of the Library's COVID-19 reopening plan began on August 16, 2020, which means the Library is open seven days at 49 hours per week. Patrons can browse in the building while practicing social distancing measures or order materials through the website for curbside pickup. The staff is also offering limited computer help and limited computer access for patrons, per day.
    - Various Library programs continue to be offered virtually and asynchronously for adults, teens and children.
    - Working with the Upper Moreland School District to offer students internet availability for classes.
    - Thanked the Upper Moreland Township Manager's Office for updating the Community Calendar, managing the use of the Community Room, and providing Terms and Conditions for use of the room according to CDC guidelines.
    - Commissioner Spearing inquired if computer screens can be shared for use by a tutor during

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educational classes. Margie Peters, Director, replied that it is currently cost prohibitive, but will be considered in the future when the budget permits.

- Commissioner Scull stated he attended a Library Board meeting last week where Senator Collett was present and stated her support.

**V. Old Business:**

A. Friends of Boileau park Agreement - Tabled:

- The Committee agreed to continue a discussion at a future Committee Meeting.

B. Aqua Request for Sample Station at Pileggi Park:

- Mr. Candland stated that Aqua decided against reconsidering a location at Butternut Drive, which he responded by sending another letter to Aqua regarding water quality.
- The Committee agreed to continue a discussion at a future Committee Meeting.

**VI. New Business:**

A. Policy for Damage to Neighbor's Property Adjacent to Township Park:

- Mr. Stasio explained that the Township monitors and maintains dangerous trees at the parks which could fall onto neighboring properties, and suggested that the policy could be amended accordingly with State law.
- The Committee directed the Solicitor to create a resolution amending the policy for action by the Board of Commissioners at the October 5, 2020 Regular Meeting.

**VII. Other Items - Mr. Stasio provided updates:**

- When the State moved to the Yellow Phase, summer programs were offered at a 20% modified schedule, held on-site, with social distancing, entertainment in-house, without off-site trips and bus transportation services. Medical temperature scanning was in place and information was shared with parents in the event of a situation.
- Fall programs were offered at a 20% modified schedule and registration filled very quickly.
- Commissioner Scull inquired if there were any virus cases were reported from the children or staff participating in the programs. Mr. Stasio replied that there were none.
- Mr. Stasio commended Kate Koller, Program Coordinator, for a job well-done.

**VIII. Visitor Comments:**

- David, a resident of Sycamore Village, commented concerns on clarifying next steps of the Land Swap and asked what residents can do to help. Commissioner Spearing replied that he understands their requests, the Board has not decided how to move forward, items remain for discussion, and any changes will be communicated through their attorney. Commissioner Spearing recommended that residents ask the School Board to re-evaluate fees to use fields. Commissioner McFtridge explained that the Township cannot stop Abington Hospital from pursuing the acquisition that is already under agreement, but the Township is looking for options without taxpayer money. Commissioner Whiting stated that he will keep the Ward's residents informed on any action.
- A resident of Sycamore Village suggested using the resources of the community that has come together on past issues. She commented on Abington Cancer Center's lights, the fence behind their park overcome by weeds, dead trees, and Ophans Court. Commissioner McFtridge clarified that he does not support taxpayer funding of Abington Hospital's deal. The resident asked if there has been any communication on the intent of moving forward by the Hospital. Commissioner Spearing replied that he has been in contact with the Hospital, but there was no conversation about their intent. The resident stated that the community has been diligently

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working to present to the School Board and appreciates receiving any documentation that will keep them informed.

- Commissioner Whiting thanked the residents for their participation with the Land Swap issue.
- Jolie Price, a resident, inquired if Abington Hospital has moved forward with any action. Commissioner Spearing replied that no further information has been available.
- Commissioner McFatrige replied that it is unclear if the agreement has been executed, but Abington Hospital has the right to buy the property.
- Kirstin, a resident, inquired about creating an ad hoc committee to build relationships and work on goals and ideas from the community between the Township and Commissioners. Commissioner Whiting replied that one person needs to volunteer on the Parks and Recreation Advisory Committee and Mr. Stasio explained details for volunteering on the Committee.

IX. **Commissioner Comments** - Nothing to report.

X. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 9:00 p.m.

Respectfully submitted by Kathleen Kristire.



## Township of Upper Moreland

# MONTHLY REPORT SEPTEMBER 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 19 parks and opens 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.
- Continues to post safe park use signs at all parks. These include (but not limited to), hand washing, social distancing, face coverings...
- Schedule additional fall facility requests due to expended summer baseball seasons. Monitored the use of all fields for youth groups and others.
- Hire a contractor to make emergency electrical repairs at Masons Mill Park. The main electrical service wire failed and needed to be replaced.
- Attended budget meetings with the Manager and Assistant Manger for capital and operational budgets.
- Continuous communication with residents concerning the condition of our parks and open areas. The concerns include trash, high grass... Informed all as to the 2020 conditions under which we are maintaining our parks.
- Ordered holiday decorations for downtown holiday season.
- Attended the Fair Oaks Park pre-bid meeting on site to review the project and respond to contractor questions.
- Prepared all time sheets and time off forms for office and maintenance staff and provided to HR.
- Communicate with resident who wishes to make

a donation in memory of a loved one.

- Continued to communicate with DVRPC concerning our Master Trail Plan grant reimbursement.
- Visit all or basins regularly to ensure they are functioning properly and are litter free.
- Attended staff meeting with all Department Heads and Township Manager.
- Continued to work with neighbor concerning a park tree that fell during a storm on this their fence and shed.
- Communicated with youth sport leagues (football, baseball, and soccer) to ensure they are following all the CDC and Governor guidelines for spectators and athletes.
- Performed staff evaluations as required.
- Prepared all end of quarter information for HR as dictated by the contracts.
- Discussed the Fair Oaks playground removal and relocation with contractor in order to prepare for the Fair Oaks Park Basin. The equipment will be removed in early November and then reinstalled when the project concludes. We will store the equipment during the project.
- Communicated with appraiser concerning some park property values at the request of the BOC.
- Reviewed equipment to determine if any equipment should be sent to auction—no equipment from Parks was sent.

## **RECREATION DIVISION:**

c/o Pat Stasio / Kate Kollar, Program Coordinator:

- **Leagues:** Cancelled all fall leagues due to COVID.
- **Trips and Tickets:** We cancelled our annual trip to Broadway, received all refunds for all cancelled trips and program activities.
- **Golden Age Club (320 paid members for 2020):** we cancelled all trips and meetings for 2020. We are hoping to return to our regular schedule in 2021.
- **Fall 2020 Programs:** we are offering a limited fall schedule of programs and registrations have been well received. Parents are thankful for our continued efforts to get their youngsters out and involved. Programs began the week of Sept. 14. Coordinator is attending all fall offerings to ensure adherence to COVID policy and to assist in teaching the programs. Attendance has been well received and we have had no issues with COVID for any of our fall offerings. Attending all programs to ensure all youngsters and leaders are following the guidelines and to take temperatures and ask covid related questions to all attending prior to departing their vehicle for the program.
- **Events:** All Fall events were cancelled for 2020, to include Pumpkins on Parade, and Fowl Shooting. We are working to hold our calls from Santa with special protocols in place.
- **Committees:** PRPS District III Past-President (term ended on 3/2022). I am the Montgomery County Senior Games Volunteer Coordinator.
- **Meetings/Events Attended:** n/a

## **PARKS DIVISION:**

c/o Jim Murphy, Parks Foreman:

- Monitored staff concerning social distancing, mask wearing... all related to the corona virus. 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 cleaned frequently.
- Assisted with emergency repair of the main electrical line that serves Masons Mill Park. A new line was installed and service returned.
- We continued to operate our maintenance of all parks with our four full time staff and two seasonal

workers. However, we continue to be behind in all maintenance. Our two seasonal maintenance employees will end their service on Friday, October 23, at which time we will return to four maintenance workers.

- Weekly trash pick up at all parks and weekly cleaning of all vehicles, including interior and exterior of vehicles. People are utilizing our parks heavily.
- Removed some make shift forts and other items from Fair Oaks Park.
- Began the removal of some of the trees that had fallen during the summer storms. Many remain, all are safe.
- Weekly basin review and maintenance.
- Transformed the baseball field at Masons Mill to a football field for youth sports.
- Readied facilities and supplies for fall recreation offerings.
- Adjusted work schedule to accommodate tasks with limited staff. We are even more limited, due to child care issues with no in-person school.
- Made some repairs to the fencing at the Dog Park.
- Reviewed all sport lights to determine which lights will be replaced this fall / winter. Several bulbs are out throughout of system. This is an annual occurrence.
- 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.

**MEETING MINUTES**

**Attending:** Juan Suarez Romero (president), Melissa Osborne (secretary), Margie Repka-Peters (UMFPL executive director), Commissioner Cheryl Lockard, Lisa Quinn (vice president), David Solot, Moureen Wenik, Dave Hakes (treasurer) and Tamra Goodrow

**Absent:** Commissioner Nick Scull

**Visitors:** Becky Tkacs (MSLS student) and Thomas Almerini (president of Friends)

I **Meeting called to order** by board president, Juan Suarez Romero, at 7:04 pm.

II **Business of Visitors**

- Introduction of Becky Tkacs (Clarion Library Science master's degree student and current full-time UMFPL youth services librarian) - present as an observer to fulfill a MSLS Administrative class requirement.
- Tom Almerini (President of the Friends of UMFPL) Just over \$13,000 has been received in Annual Fund donations resulting in \$7,000+ of net fundraising revenue. The focus of the October Friends Executive Committee meeting is to determine future fundraising efforts in 2020.

III **President's Remarks** (Juan Suarez Romero) **MOTION #1: Approved unanimously on a Hakes/Lockard motion.**

- ❖ Juan Suarez Romero will represent UMFPL at the Monday, Sept. 28, 2020 Parks & Recreation commissioner meeting.
- ❖ Lisa Quinn will represent the board of trustees at the Tuesday, Sept. 15, 2020 Friends Executive Committee meeting.
- ❖ Two of the three trustees completing their first three year term, have agreed to a second three year term at this point.
- ❖ A motion is required to ratify the results of the e-votes to renew the \$12,168.61 Hatboro CD for 12 months at a 0.75% interest rate.

IV **Consensus Agenda MOTION #2: Approved unanimously on a Hakes/Solot motion**

- ❖ Accept the Financial Report for August 2020
- ❖ Accept the Director's Report for September 2020
- ❖ Approve the Board of Trustees UMFPL August 12, 2020 Meeting Minutes

V **Director's Report Highlights** (Margie Repka-Peters)

- ❖ The shift to stage V of the library reopening plan regarding expanded operations is going well.
  - New public hours are Monday 10-9; Tuesday and Thursday 1-9; Wednesday and Friday 10-5; Saturday and Sunday 1-5
- ❖ The New Year's Eve event for 2020 was discussed since group events are not currently being hosted in the library in stage V of the reopening plan. The Friends will be informed of the trustee concerns for holding a 2020 New Year's Eve Family Trivia Fundraiser at their next meeting. The library will close to the public on December 31, 2020 at 1:00.

**VI Payment of Bills Motion #3: Approved unanimously on a Goodrow/ Quinn motion.**

- ❖ Motion to approve the payment of bills for August 2020 total of \$21,591.51

**VII Committee Actions**

- ❖ Facilities Committee (David Solot) **MOTION #4: Approved unanimously on a Quinn/Facilities Committee recommended motion.**

- David Solot reported from the meeting on Thursday, September 3 that the second phase of the lobby redesign is moving forward. The updated design was presented.
- The Upper Moreland Township Meeting Room Request Form mentions only that organizations are required to follow CDC guidelines with no specific number of attendees listed. On the day of the meeting, the library is responsible to enforce the Community Room capacity limit. In order for groups to be aware of the current number of attendees allowed to gather by the CDC guidelines at the time of the meeting, organizations must call the library in advance of the meeting.

- ❖ Finance Committee (Moureen Wenik) **MOTION #5 Hakes/Wenik Motion approved, Commissioner Cheryl Lockard abstained.**

- On August 12, Moureen met with Margie and Caroline Jenkins, UMFPL full charge bookkeeper and executive assistant to prepare a balanced 2021 budget first draft based on significantly reduced state revenue, elimination of fines revenue, and \$837,187 from UMT which represents the 2020 UMT library tax referendum revenue provided.
- At a finance committee meeting held on August 26, the 2021 budget first draft was accepted with revisions to the expenditure projections for 2020 year end to include estimated costs to complete phase 2 of the library lobby redesign. Expenses included \$7,000 for new lobby shelving and reupholstering 7 chairs plus \$ 2,000 for related installation and electrical services.
- On September 1 the UMT director of finance and assistant manager, Randy Schaible, asked the library to submit an estimate of the COVID-19 related impact to the UMFPL 2020 budget.

- ❖ Policy and Bylaws Committee (Lisa Quinn) **MOTION #6 Hakes/Quinn Motion approved.**

- Report from meeting held on August 13
  - The Financial Policy was reviewed by the committee with recommendations and input from the finance committee chairperson, Moureen Wenik and later with full finance committee input.
  - Additional revisions were discussed to the BOT Bylaws distributed in February after input received from trustees in March The policy committee will compile a final revised Bylaws at the September 10 policy committee meeting and emailed to the trustees for a thirty day review and possible adoption at the October 14 Board meeting.
  - Juan recommended considering a Social Media Emergency Plan policy as a way for the library to protect our image to the public proactively in the case a library situation or incident becomes viral on various social media formats.

## VIII Advocacy (Outreach) Committee\* Discussion

- ❖ PaLA Library Legislative day is September 21 this year. Margie and Tamra will meet with Senator Collett who is on the state appropriation committee to ask her to support level funding for libraries. Tamra reiterated that every board member is encouraged to call state legislators to express support for level library funding from last year. Commissioner Cheryl Lockard volunteered to call Senator Collett's office to solicit her support.

## IX Old Business

- ❖ No discussion

## X New Business

- ❖ No discussion

## XI Meeting Adjourned at 8:40 PM with a Hakes/Quinn

\*All trustees are encouraged to participate

## Motions

**Motion #1: To ratify the e-vote to approve the renewal of the \$12,168.61 Hatboro CD for 12 months at a 0.75% interest which was presented and passed via email on Monday, August 23 2020 with the results of all nine trustees approving the motion**

**Rationale:** Recommended by the board president, Juan Suarez Romero

**Motion #2: To approve the Consensus agenda as presented:**

- Accept the Financial Statements for August 2020
- Accept the Director's Report for September 2020
- Approve the Board of Trustees UMFPL August 12, 2020 Meeting Minutes

**Rationale:** Recommended by the board president, Juan Suarez Romero

**Motion #3: To approve the payment of the August 2020 bills in the amount of \$21,591.51**

**Rationale:** Recommended by the treasurer, David Hakes

**Motion #4: To approve the lobby redesign plan (phase 2) furnishings as presented**

**Rationale:** Recommended by the facility committee chairperson, David Solot

**Motion #5: To approve the 2021 UMT revenue request for \$837,187 as provided in 2020**

**Rationale:** Recommended by the finance committee chairperson, Moureen Wenik

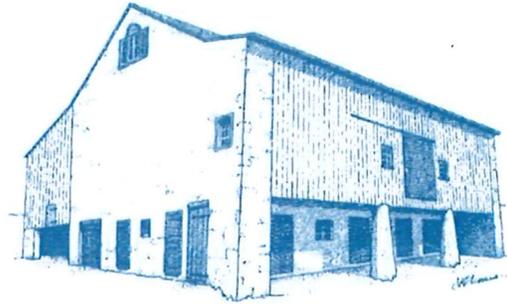
**Motion #6: To approve the revisions to the Financial Policy as presented**

**Rationale:** Recommended by the policy committee chairperson, Lisa Quinn

*Minutes respectfully submitted by Melissa Osborne/mrp  
Approved by Board of Trustees October 14, 2020*

## Friends of Boileau

117 Park Avenue  
Willow Grove, PA 19090  
(267) 607-9190  
friendsofboileau@gmail.com



19 October 2020

### Report to Parks & Recreation Committee

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#### Officers

*President - Alan Sentman*  
*Vice President - Glenn Brown, Esq.*  
*Treasurer - Kevin C. Hoke, CPA*  
*Secretary = Bonnie MacDonald*

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#### Highlights:

1. PHMC Grant Update (Roof Project) – *letter attached*
  - a. Received a \$100,000 grant (2-year contract)
  - b. Looking to raise \$100,000 through private donations & grants
  - c. Scope:
    - i. Three new roofs
    - ii. Chimney restoration
    - iii. Carpentry restoration
2. DCNR Project Update (Heating System)
  - a. Nearly complete (November 2)
  - b. Need township consent to install tank
  - c. Permit waived/completed for 11/2 install
3. Questers Groups Grant Update (Windows)
  - a. Windows to be completed by 12/31/2020
  - b. Exterior trim/jambes repaired/primed/painted
  - c. All window sashes repaired/glazing, primed and painted
4. National Register for Historic Places
  - a. ON HOLD (projected completion fall 2021)
5. Township Agreement Update
  - a. FOB reviewed and made comments and itemized desired changes to agreement
  - b. Circulated to our internal council
6. Carriage House - Immediate Needs Update
  - a. Roof patched in two areas (October 14, 2020)
  - b. \$475 repair cost
  - c. Patches meant to hold until proper restoration is completed.
  - d. Two (2) roofers recommended a tarp for the roof in the interim.

Sincerely,

**Alan Sentman**, President