

**UPPER MORELAND TOWNSHIP
Committees Meeting Agenda
May 18, 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#

Listen on Cable TV: Comcast Cable Channel: 965 Verizon Cable Channel: 41

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 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 – February 24, 2020 (attachment)**
- V. Acceptance and approval of the following monthly reports for April 2020 (attachments):**
 - A. Parks & Recreation Report
 - B. Library Board of Trustees Report provided by Margie Peters
- VI. Old Business – Verbal update provided by Pat Stasio on the following:**
 - A. Master Trail Plan
- VII. New Business – Verbal update provided by Pat Stasio on the following:**
 - A. DCNR Grant Application submitted discussion
 - B. Friends of Boileau Park Agreement
 - Parking Lot and Stormwater Management
 - C. Re-opening selected Township Park facilities
- VIII. Other Parks & Recreation Items**
- IX. Visitor Comments**
- X. Commissioner Comments**
- XI. Adjournment**



Township of Upper Moreland

MONTHLY REPORT APRIL 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 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.
- Continued to keep all parks due to coronavirus threat. Provided detailed instruction to maintenance staff regarding the closure and how to note the closures in the parks. Parks are open for solitary recreation, walking, running, biking... but no group gatherings are permitted. This includes hard courts, archery, dog park, pavilions, and any other areas where groups may gather. UMPD is assisting to ensure people are abiding with our rules and social distancing. **Most folks that are using the parks are abiding by the guidelines; however, folks are getting more and more disturbed with certain closings (Dog Park, Tennis, Archery).** When groups gather, UMPD and park staff ask them to disperse.
- 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. Posted the plan on line for the 30 day review period. Requested reimbursement from the granting agency. The preview period concludes on May 22. We have received some good feedback regarding the plan.

- Applied for the DCNR grant for Farmstead Park. Prepared the information, received letters of support, developed and edited the budget...
- Serve as only person in the department due to the virus since Mid-March to end of April. Cancelled all programs through mid-June. Notified all participants of program cancellations, requested all refunds or credits for all participants. Notified all tour companies of cancellations and requested refunds.
- Informed seasonal employees they will be begin work as scheduled.
- Cancelled pavilion and other reservations through May. We will be making decisions on pavilion rentals for June.
- 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.
- Visit all or basins regularly to ensure they are functioning properly and are litter free.
- Communicated with school district and summer camp participants to inform them no decisions have been made as yet regarding summer programs.
- Distributed food for families in need during the school breakfast / lunch distribution on Thursday. The Township is assisting by handing our groceries to families. The food was supplied by philabundance.
- Continued to serve on the Willow Grove Charities Executive Committee.
- Responded to all resident and participant questions! We have received hundreds, if not thousands, of call from the community regarding registrations, cancellations, refunds, park closures...
- Cancelled all GAC trips and events through June and reviewing cancellations for all of July as well, and possibly into August. .
- Cancelled all Pavilion rentals through May and issued all refunds. Decisions for June reservations will be made in mid May.
- All programs and league have been cancelled for the spring or have been delayed until circumstances change. We are hopeful that we will be in a position to offer our summer slate of programs. Some are dependent on utilizing school district facilities.
- Prepare a letter for a park neighbor (Broughton Park) who is placing debris in the swale along the park. Codes is also investigating this property.

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 as well.
- Continued to post all parks closed. We need to refence or repost caution tape due to winds and people removing them to use parks.
- **We are operating our maintenance of all parks with our five full time staff. We have not hired our normal 8-10 seasonal workers. This means we are behind in 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.**
- 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. Specificaly 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.

<i>Monthly Parks and Recreation Revenues</i>	APRIL	YEAR TO DATE
Income for #367 General Fund	\$6,678.50	\$89,435.00
Income for Escrow Account	\$2,487.00	\$31,033.00
We had a negative month for revenue vs. refunds for April. We cancelled dozens of programs and GAC trips in April.		

UMFPL DIRECTOR'S REPORT FOR UMT COMMISSIONERS

May 14, 2020

Margie Repka-Peters, Director

- The 2020 Keystone Grant application for ADA improvements to the two public emergency doors was submitted on May 9, 2020. The total project is estimated as \$140,914 for both exits with a request for \$70,457 Keystone Funds and an equal match from Upper Moreland Township. Award letters expect to be mailed Oct. 2020.
- Once Montgomery County is declared to be in Governor Wolf's Yellow Phase, UMFPL employees working in the building will have very limited work hours and with a minimum number of staff members working at one time. Strict social distancing practices will be required such as the use of face coverings, gloves, regular handwashing breaks, maintaining six feet of distance, and temperature checks. Prior to opening to the public, Plexiglas protective guards at points of service will be installed. Contact free patron services by appointment only is being considered once the building opens to the public.
- The library carpets were professionally cleaned in advanced preparation to have the building clean and disinfected before staff return to work.
- The Friends of UMFPL Annual Fund brochure was mailed at the end of April to over 5,400 UMT residents plus an additional 400 previous Annual Fund supporters. The UMFPL Virtual Services promotional flyer attached at the end of this report was included in the envelopes sent out by the professional printer.
- Beanstack Summer Reading challenge has been slightly reconfigured to allow for all virtual participation in anticipation of continued public social distancing practices throughout August. The Summer Reading kickoff date has been moved up to June 1 since schools have closed early this year.
- Two YouTube tutorials were created this month for patrons; *Using the Library Catalog: Lists* and *eLibrary Basics: Getting started with BrainHQ*
- Examples of Virtual programming offered to the public this month are:
 - Cult movie classics to be held virtually via Zoom
 - Yoga story times held online
 - A family-friendly online trivia night
 - A UMFPL/Giant partnership was formed for a Giant nutritionist to facilitate a library program regarding "pumping up your pantry staples"

UMFPL Estimated Counts of Services & Patron Engagement (April 1-30)

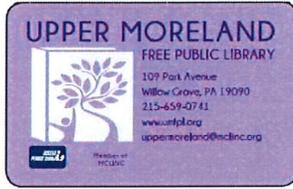
18 - Library Cards Issued
14 - Voice messages returned
67 - Replies to Email messages
26 - Twitter posts
19 - Instagram Posts as of 4/4

46 - Facebook Posts
3 - Facebook messenger replies
23 - YouTube new subscribers
4,610 - YouTube views
14 - YouTube posts



During this unprecedented time even as the Upper Moreland Free Public Library building is closed, our librarians are still working for you! We are available to answer your questions 7 days a week on social media, by phone 215-659-0741, email uppermoreland@mclinc.org, or chat www.uppermorelandlibrary.org. Reach out to us and we will respond as soon as possible.

Upper Moreland residents without library cards can apply for and receive cards during this time. Your library card will provide you access to digital educational and entertainment resources, available 24/7! From our home page select **How Do I...Get a Library Card** from the navigation menu. Fill out, save, and email us the **library card application** along with a picture of your driver's license. We'll email you your card number for instant access.



All **due dates** have been extended on library materials that are currently checked out, and **no fines** will be charged. Although **placing requests** on materials is temporarily suspended, **creating a list** of materials you want to borrow in the future will make it easy to request materials when pickup of materials resumes! View our instructional video for help creating lists here: www.uppermorelandlibrary.org/elibrary/tutorials



We are also excited to announce that UMFPL cardholders now have access to **hoopla**, your one-stop-shop for music, movies, e-books, audiobooks and much more! If you are just looking for that next great read, you can download eBooks and eAudiobooks with **OverDrive** or **Freeding**.

Check out UMFPL's **YouTube** channel for story time videos and instructional videos for our e-resources. **RBDigital** offers access to magazines, graphic novels, and comics, and you can read or listen to interactive stories for kids on **TumbleBooks**!

Other valuable e-resources offered include Brainfuse's **JobNow** for live online help and resources recommended for securing new employment, **Learning Express** or **Universal Class** for a wide-range of educational topics, and **Miss Humblebee's Academy** for the very young student! All these resources and more can be found on our website at: www.uppermorelandlibrary.org/elibrary

Right now UMFPL librarians are continuing to develop virtual events for patrons of all ages! Follow us on Facebook, Instagram, and Twitter for the latest news and updates on attending events from the comfort of home.