

**UPPER MORELAND TOWNSHIP  
Committees Meeting Agenda  
September 28, 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

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**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 & 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 – July 20, 2020 (attachment)**
- V. Acceptance and approval of the following monthly reports for July and August 2020 (attachments):**
  - A. Parks & Recreation Report
  - B. Library Board of Trustees Report
- VI. Old Business:**
  - A. Friends of Boileau park Agreement - Tabled
  - B. Aqua Request for Sample Station at Pileggi Park (attachment)
- VII. New Business:**
  - A. Policy for Damage to Neighbor’s Property Adjacent to Township Park (attachment).
- VIII. Other Parks & Recreation Items:**
  - A. Fall Programs Update
- 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 McFatridge, 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 McFatridge and Lockard and Mr. Stasio. Also present: Matthew H. Candland, Township Manager, and Alex Baumler, Township Solicitor.
- III. **Presentations/Announcements** - nothing to report.
- III. **Approval of Minutes - June 22, 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 reported the following updates:
    - A new fountain at Masons Mill Park was installed and is working.
    - The Master Trail Plan is complete, reimbursement requests to Delaware Valley Regional Planning Commission (DVRPC) were all submitted, approved and are awaiting receipt by the Township.
    - Kate Kollar, Program Coordinator, has modified the Summer camp programs and coordinated building measurements, safety protocols and staff training.
    - Maintenance staff continue to practice social distancing, wear face masks, and perform the parks upkeep of grass cuttings and trash collections.
    - Commissioner McFatridge commended the Parks and Recreation maintenance crew for expediting installation of the new fountain at Masons Mill Park and thanked the public for reporting the problem with the old fountain.
    - Commissioner Scull commended the Parks and Recreation Department for removing the trash container reported on fire at Woodlawn Park.
  - B. Library Board of Trustees Report - Lisa Quinn, Trustee Member:
    - The Library building is open for approximately 35 hours per week and is limited to a maximum of 56 patrons at one time, while keeping six feet apart. Computers are limited to 30-minute sessions; all virtual and contact free pick-up services continue by calling at 215-659-0741.
    - Shelving for audio visual materials has been expanded in coordination with the Upper Dublin Library offices, which will be moving to Virginia Drive.
    - Friends Of The Library's annual fund campaign raised \$7,740 and thanks was given to donors for their support during the pandemic.
    - Mary Meister has volunteered to serve as the Community Member on the Library Facility Committee.
    - Pennsylvania Office of Commonwealth Libraries 2020-2021 funding is expected to be significantly reduced and delayed this fiscal year by a potentially \$50,000. State budget negotiations will begin in November.

- Commissioner Scull thanked Margie Peters, Director, for all her work to keep the Library operating throughout the pandemic.

V. **Old Business:**

A. Farmstead Park Roofing/Propane Request - Alan Sentman, Chair, provided the following updates:

- A Keystone Grant in the amount of \$100,000 with a \$50,000 match is being pursued for roof repairs on the farmhouse and carriage house. Temporary patches will be performed while preparing for the capital projects. Estimates for the farmhouse are between \$40,000 to \$60,000 depending on the extent of work. Estimates for the carriage house need to be obtained.
- Installation of a propane tank to serve the heating system is approximately \$1,100 to be paid by Friends of Boileau.
- Pest control has removed infestations, which were causing damage.
- Mr. Stasio requested permission to install the propane tank inground behind the farmhouse. Commissioner McFatrige recommended discussing the best safety options with John Fugelo, Fire Marshall.
- Commissioner Scull requested that the Township split the cost of installing the propane tank.
- Commissioner Valenza commented that leasing a tank includes a contract for fuel, which is usually at a higher rate. Mr. Sentman replied that the lease includes a maintenance service. Commissioner Valenza suggested purchasing the tank and fuel separately for the best price. Commissioner Scull replied that purchasing and installation of the inground tank would cost \$3,400.
- Commissioner Spearing commented concerns on leasing the tank, favors purchasing an above-ground tank, and suggested researching ideas of future sustainable reuse of the property.
- Commissioner Scull directed Mr. Sentman to research additional estimates for the tank.
- Commissioner Scull stated that with installation of a heating system, the building could be renovated and used for a small office, which would provide a funding source to maintain the property.
- Susan, a resident, commented that an above-ground tank would also have costs related to maintenance and security.
- The Committee recommended a move for action by the Board of Commissioners at the August 3, 2020 Regular Meeting to share the cost for installation of the propane tank.

B. Farmstead Park Environmental Grants:

- Mr. Stasio stated that the Township has partnered with Pennypack Restoration Trust to pursue the National Fish & Wildlife Foundation (NFWF) grant and the Department of Conservation and Natural Resources (DCNR) grant. He discussed their terms and conditions and, asked the Committee if they are committed in pursuing them by the deadline of Friday, July 24, 2020.
- The Committee agreed to reapply to the grants in 2021 and will continue the discussion at a future Committee meeting.

VI. **New Business:**

A. **Aqua's request for Sample Station at Pileggi Park:**

- Mr. Stasio stated that stations are also located at Fair Oaks Park and Mill Creek Park.
- Commissioner Spearing recommended that Mr. Stasio contact Aqua and request to

relocate the sample station from Pileggi Park to the basin at Butternut Drive.

- The Committee recommended a move for action at the August 3, 2020 Board of Commissioners Regular Meeting to locate the sample station at the basin of Butternut Drive.

**B. Spotted Lanternfly Update:**

- Mr. Stasio stated that many residents have reported sightings. He explained that treatments are expensive without total eradication of the insect. Research is ongoing to find natural predators and fungi that could control the problem.
- Commissioner Spearing inquired on Montgomery County's involvement. Mr. Stasio replied that information is posted to their website and they are working with a number of agencies to eradicate the problem.
- Commissioner Spearing suggested evaluating and treating the inventory of heritage trees.

VII. **Other Items** - Nothing to report.

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

IX. **Commissioner Comments:**

- Commissioner Scull stated that the August 17, 2020 Parks and Recreation Committee meeting is canceled.

X. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 8:20 p.m.

Respectfully submitted by Kathleen Kristire.



## Township of Upper Moreland

# MONTHLY REPORT JULY / AUGUST 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 too), hand washing, social distancing, face coverings...
- Ordered and received the new pond fountain for Woody's Fisnin' Hole at Masons Mill Park. The new fountain was installed and is working properly.
- Monitored all summer programs and activities. Received scores of positive comments from parents who are thankful for the many offerings we were able to provide. Additionally, families are appreciative of the COVID rules and policies in place for all our offerings.
- Completed the Township Newsletter. Edited the draft newsletter and forwarded for design and printing. Then, ultimately approved the final design and approved mailing the newsletter.
- 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.
- Opened pavilions for picnic use with limits on the numbers permitted in each pavilion.
- Prepared all information for fall field uses by community groups. Reviewed and prepared all

permits.

- Prepared all time sheets and time off forms for office and maintenance staff and provided to HR.
- Communications with neighbors of Fair Oaks Park. Mailed information letters from the Township Manager discussing the conditions at the park. Hired a survey crew to delineate all park boundaries. Visited with several residents who have structures on park property to review the information they received and the Townships decision on park property. Communicated with appraiser to determine a cost of the land should the Commissioners decide to move in a different direction.
- Thanked the Master Trail Plan Steering Committee for their hard work and plan contributions.
- Visit all or basins regularly to ensure they are functioning properly and are litter free.
- Posted Lantern Fly information for our residents.
- Prepared Capital Improvement Budgets for the Manager to review park needs for the next five years. Met with the Manager and Finance Director to review the requests.
- Began working on the 2020 operational budget.
- Responded to a park neighbor concerning a park tree that fell during a storm on this their fence and shed.
- Amended the spring / summer field permits due to changes in the baseball season.
- Performed staff evaluations as required.

- Prepared information for staff who have children not in school and need to take time off from work to care for their children. This is greatly affecting our ability to perform maintenance (2 workers are missing substantial time).

### **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, waiting on a refund of tickets.
- **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 20201.
- **Summer 2020 Programs:** offered a reduced summer camp program and other summer programs. Developed a comprehensive COVID plan for each program. Accepted registrations and provided our summer plans to everyone enrolled and on line for others to review prior to making a decision whether or not to participate. Kate attended all programs each day, all day, to ensure proper functioning of the programs, adherence to our COVID policies... All programs offered were held with wonderful participation and adherence to the policies. We did end our summer supervised playground program three days early when a staff leader contracted COVID over the final weekend. We informed all participants. No youngsters or family members contracted COVID via their participation in our programs. We were proactive, even though the leader contracted COVID on the weekend, we suspected. While we did limit the number of offerings, the work load was heavy during the summer due to COVID and all the parameters in place.
- **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 begin the week of Sept. 14. Coordinator is attending all fall offerings to ensure adherence to COVID policy and to assist in teaching the programs.
- **Events:** All Fall events were cancelled for 2020.
- **Committees:** I am the Montgomery County Senior Games Volunteer Coordinator.
- **Meetings/Events Attended:** various meetings w/ the school district to plan for summer programs.

### **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.
- Posted park reopening information at all parks to inform the visitors of the guidelines and rules. These also include hand washing, face coverings, social distancing... We check each park weekly to ensure the signage is in place and if they have been removed, we replace them to ensure visitors are reminded of the rules and regulations.
- We continued to operate our maintenance of all parks with our four full time staff, we have added two seasonal workers. However, we are behind in all maintenance. With the slowing of grass growing, we are hoping to be able to move to other projects that have not been completed as usual.
- 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.
- Installed the new pond fountain at Masons Mill Park. It is working properly.
- Responded to sever summer storms to remove downed trees that present a danger. We have several trees still down and we will remove them as time permits; however, they do not present a danger.
- Weekly basin review and maintenance.
- Worked to schedule work effort with two workers out due to COVID child care. We are extremely short staff for 2020, and this is impacting us to an even greater extent.
- 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.
- Updated all equipment lists for the Director to assist with budget needs.
- Replaced all wooden boundary stakes at Fair Oaks Park with metal posts in ground with red tops.
- Installed a new North Willow Grove Park sign.

**MEETING MINUTES**

Attending: Juan Suarez Romero (president), Margie Repka-Peters (UMFPL executive director), Lisa Quinn (vice president), Commissioner Nick Scull, David Solot, Dave Hakes (treasurer), and Tamra Goodrow

Absent: Melissa Osborne (secretary) and Commissioner Cheryl Lockard

Visitor: Thomas Almerini (president of Friends of UMFPL)

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

**II. Business of Visitors**

- Thom Almerini, Friends of UMFPL president reported that the Annual Fund Campaign has resulted in approximately the same results as last year with a net of \$7,000. They plan to meet on Tuesday, September 15 at 7:30 to determine if the Beads and Books and New Year's Eve fundraisers should be held later this year.

**III. President's Remarks** (Juan Suarez Romero)

- The 7:00 pm Monday, August 17, 2020 Parks and Recreation commissioner meeting has been cancelled. Juan will report at the 7:00 pm Monday, September 28, 2020 Parks and Recreation commissioner meeting.
- Lisa Quinn will represent the trustees at the Tuesday, September 15 Friends meeting.
- Board Development:
  - Tamra Goodrow has accepted the responsibilities as Board Development Chairperson
  - Confirmation of trustees completing their first term at the end of this year to seek a second term will be finalized by the September 9 Board of Trustee Meeting.
  - The 2021 Slate of Officers will be announced at the November 11 Board of Trustee Meeting.
  - Trustee committee assignments will be confirmed at the December 9, 2020 meeting.
- Update regarding the 2019 IRS Form 990

**IV. Consensus Agenda: Motion #1 presented by David Solot and seconded by Dave Hakes**  
**Motion was approved unanimously.**

- Accept the July 2020 Financial Statements
- Accept the August 2020 Director's Report
- Approve the July 8, 2020 UMFPL Board of Trustee Meeting minutes

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

- The phased-in reopening of UMFPL since July 14 has been working out well with many patrons voicing their appreciation the library is providing in-building services.
- Recommended Staff Pandemic Protocol revisions were discussed by the trustees. Specific verbiage was added relating to employee out of state travel as reflected by recommendations listed on the official Pennsylvania Governor's website. The trustees agreed to pay employees who are required to quarantine for 14 days after their return from a CDC designated Red Zone state. It is expected that employees who are being paid while quarantining will work at home as they are able/needed.
- The application for a FEMA grant is moving forward to reimburse the library for 75% of the COVID-19 related PPEs and shield guard costs.

**VI. Payment of Bills: Motion #2 presented by Nick Scull and seconded by Lisa Quinn was approved unanimously.**

- Motion to approve the payment of bills for July total of \$38,789.23

**VII. Committee Actions**

- Finance Committee Report (Moureen Wenik)
  - A summary of the Monday, August 3 finance committee meeting was presented:
    - ✓ The 2019 IRS Form 990 was discussed and draft accepted without recommended revisions.
    - ✓ There was consideration for donations in lieu of fines collected to be dedicated as restricted funds rather than used for operating expenses as indicated by the Donations Policy. The finance committee supports the recommendation of the policy committee to maintain the integrity of the Donations Policy as written without revision to dedicate donations in lieu of fines to non-operating restricted funds.
    - ✓ The finance committee has set a goal is to balance a 2021 budget by Labor Day.
- Policy Committee Report (Lisa Quinn)
  - ✓ Summary of meeting held on Saturday, August 8; discussed Community Room Use and the Donations Policy.
  - ✓ There will be a follow up meeting on August 13<sup>th</sup>.

**VIII. Old Business: none**

**IX. New Business:**

- There was a discussion related to the \$12,168.61 Hatboro Federal Bank Certificate of Deposit (x367) maturing on August 29. The current interest rates at all banks are very low due to the COVID-19 pandemic economic impact so renewing the CD at Hatboro Federal Savings was recommended by Margie. It was determined that additional consideration of other investment options was necessary. Margie will

email a recommended trustee action after further review and request an e-vote before August 29.

- The Board agreed that the September 9 Board meeting will be held via videoconference.

X. **Meeting Adjourned** at 9:02 PM with MOTION #3 presented by David Solot and seconded by Lisa Quinn.

### **Motions**

**Motion #1:** To approve the Consensus agenda as presented:

- Accept the Treasurer's Report for July 2020
- Accept the Director's Report for August 2020
- Approve the Board of Trustees UMFPL July 8, 2020 Meeting Minutes

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

**Motion by David Solot and seconded by David Hakes**

**Approved unanimously**

**Motion #2:** To approve payment of the July 2020 bills in the amount of \$38,789.23

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

**Motion by Nick Scull and seconded by Lisa Quinn**

**Approved unanimously**

**Motion #3: Meeting Adjourned at 9:02 PM**

**Motion by David Solot and Seconded by Lisa Quinn**

**Approved unanimously**

*Approved by Board of Trustees  
September 9, 2020*

**Stasio, Patrick**

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**From:** Dreyer, Ann T ~~ATDreyer@aquapennsylvania.com~~  
**Sent:** Tuesday, June 30, 2020 1:07 PM  
**To:** Stasio, Patrick  
**Subject:** Sample Station  
**Attachments:** sample station photo.jpg

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Mr. Stasio:

We are looking to install a sample station outside on the township property at the park on 4301 Shoemaker for a water quality sampling program in your area of our Distribution System.

The Pennsylvania Department of Environmental Protection requires us to collect periodic samples from sites throughout our distribution system to help ensure that water quality meets drinking water standards throughout the system. The number of samples required in any period is based on the population served.

If you are interested we would like to have you contact us to set up a time we could discuss installing a sample station off the curb line of your property.

Sample Stations have been used in recent years replacing having to enter a customer's home to collect the sample. They are similar to the light green Tele-Com station that can be found throughout most neighborhoods. I have included a photo of an Aqua sample station that was recently installed on a customer's property.

Please give me a call at your earliest convenience. 215.534.8134

Thank you☺

Sincerely,



Ann Dreyer  
Supervisor Water Quality  
Aqua Pennsylvania  
762 W. Lancaster Avenue  
Bryn Mawr, PA 19010  
610-645-4234





*Upper Moreland Township Parks and Recreation*

# Memo

To: Parks and Recreation Committee

From: Patrick Stasio, Director

AS

Date: September 18, 2020

Re: Property Damage Policy

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On, September 14, 2020, the Board of Commissioners asked for additional information pertaining to a new possible policy for park neighbor property damage as a result of a park tree falling onto neighbor's property. We asked our solicitor for some language for consideration. Below is portions of an email received from our solicitors office for your review and discussion.

As discussed this afternoon, here is the draft fallen park tree policy for Matt and the BOC's consideration:

It is the official policy of Upper Moreland Township that pursuant to the laws of the Commonwealth of Pennsylvania that the property owner, rather than the Township, is solely responsible for any damage to property or person occurring from the fall of any tree under the care, custody, or control of the Township located on Township owned property. The Township, upon notification of such damage event by the property owner, shall notify its insurance carrier of the incident. The property owner shall be responsible for filing a claim for the damage incurred with its property insurance carrier. Upon the submission of satisfactory proof of payment of policy deductible for the property owner's claim to its insurance carrier, Upper Moreland Township may reimburse the property owner up to a maximum of one thousand (\$1,000) dollars to be applied to the property owner's out of pocket deductible costs. This offer of reimbursement shall be limited to the property owner to one incident per storm event.

As always, I am available to discuss this matter in greater detail.

Thank you.

PS

cc: Board of Commissioners  
Matthew Candland, Township Manager  
Randy Schaible, Assistant Township Manager