

Township of Spring Parks and Recreation Board

Meeting Minutes – October 21st, 2021

Chairperson Richard Bashore called the meeting of the Parks and Recreation Board to order at 7:00 pm in the Public Meeting Room at the Township Administration Building. The following members were present: William Herbine, William Aukamp, Don Watterson, Keith Stamm, Michael Kocher and Sheila Faust. Also present was Parks and Recreation Director Judy Houck and Board of Supervisors' liaison Robert Myer.

Approval of Minutes – *Motion to approve the minutes of the September 16, 2021 meeting was made by Mr. Herbine, seconded by Mr. Stamm. MOTION CARRIED*

Courtesy of the Floor – Jenaya Franklin attended via teleconference. Ms. Franklin is a student at the University of Tennessee. Ms. Franklin is majoring in Parks and Recreation and her assignment was to attend a board meeting.

General Report – Ms. Houck reviewed the written monthly report, Supervisors' Meeting Minutes 8/9/21; 8/23/21; 9/27/21, the Capital Projects Report October 2021 and the Program Status Report for Fall 2021.

Ms. Houck reported pavilion rental season ends October 31st. As of October 13th, the Parks and Recreation Department has processed two hundred and twenty-three pavilion reservations. Pavilion rentals account for 78% of the Department's revenue this year and Ms. Houck anticipates this trend will continue into 2022.

Ms. Houck reported Hoffmann Publishing can no longer honor the publishing contract due to the cost of paper and postage which has driven the cost beyond where they are able to realize a profit through their advertising. Ms. Houck reported Hoffmann Publishing will print the 2022 Winter/Spring Brochure and Ms. Houck will work on preparing bid specifications for 2022 Publishing Contract beginning with the 2022 summer edition.

A Conditional Offer of Employment has been extended to a candidate for the Recreation Program Coordinator's position and the job description for the Environmental Program Coordinator has been approved by the Board of Supervisors. Ms. Houck is working on getting all job descriptions up-dated by the end of the year.

Old Business –

COVID Regulation Update – Ms. Houck reported the Board of Supervisors' approved the Covid-19 updates through end of the year.

Park Board's Vision Projects – Nothing new to report.

General Frank's Field/Wilson Lease Agreement – This item is on the agenda for the Board of Supervisors' Monday, October 25th meeting.

Werner Farmhouse Property Update – Ms. Houck reported that the removal of the past tenants' contents from the farmhouse has begun and should be completed by the end of the week.

Old Business –(Continued)

Fall 2021 Programs – Ms. Houck reported we will not be offering a Trick or Treat Program this year. We will continue to work on a Christmas Program and a youth painting program was added to the schedule but has not received any registrations to date.

2022 Programs –Ms. Houck distributed a list of discussion points regarding the 2022 Summer Playground/Camp program. Age groups, staffing, length of program, registration dates and registration limits were discussed. After reviewing the discussion points the Board has agreed to register residents first and non-residents approximately 30 days later, to re-evaluate the pay scale, and to consider either a seven-week or eight-week playground program. Discussion was also held regarding the hiring process for playground leaders. Ms. Houck will continue to work on this proposal and further discussion will be held at future meetings.

2022 Budget – 2022 Operating Budget has been submitted to the Township Manager.

The following question were raised about the 2022 Budget:

1. Wages – Ms. Houck replied that this amount includes the recent discussion in pay scales and Ms. Houck will follow up on the amount of Social Security Tax that was allocated.
2. Professional Fees – Any increase of programs would mean more instructors cost.
3. Vehicle Mileage Expense – Ms. Houck will follow-up with this question.
4. Site Repairs and Maintenance – There are still 2021 Projects to be completed.
5. Ground Maintenance – More services must be contracted in order to get them completed.

New Business –

2022 Facility Reservations – Ms. Houck reviewed the current facility policies and is requesting feedback for the 2022 facility policies. The Board discussed capacity regulations, the addition of cancelation information to the receipts and the January 15th start dates. The Board supports renting the pavilions @ 100% capacity, accepting reservations on January 15th or the next working day and the suggested additions to the receipts.

General Comments – None

Announcements –

- A list of upcoming programs and events has been included on the back of the agenda.
- **Next meeting - Thursday, November 18th, 2021 – 7:00 pm.**

Adjournment – *Motion made by Ms. Faust, seconded by Mr. Kocher to adjourn the meeting at 7:45pm - MOTION CARRIED.*

Respectfully submitted,

Sharon Breneman
Customer Service Representative