

**EAST LAMPETER TOWNSHIP  
PARKS AND RECREATION BOARD**

**May 24, 2023**

The East Lampeter Township Parks and Recreation Board met on Wednesday, May 24, 2023 at the Township Office: 2250 Old Philadelphia Pike, Lancaster, PA 17602. The statement of recorded meetings was played for all in attendance. Board members present were: Jim Everhart, Diane Tyson, Chris Chretien, Frank Hollingsworth and Bruce Hess. Also present was Ralph Hutchison, Township Manager, Tara Hitchens, Assistant Township Manager and Stephanie Leakway, Administrative Assistant. Charles Thomas, Public Works Director, was absent from the meeting. The meeting was called to order by Chairperson Jim Everhart at 4:00pm followed by the Pledge of Allegiance.

The meeting was also held using Zoom, an internet web conferencing tool. A recorded statement was played regarding the use of Zoom for this public meeting which included instructions for the public to use in order to participate in the meeting via zoom.

**Public Present in Public Meeting Room**

Wilmer Glick via zoom.

**Approval of Minutes**

Motion to approve the minutes of the regular meeting of the Parks and Recreation Board which was held on April 26, 2023 by Frank Hollingsworth and seconded by Chris Chretien. Motion was approved by unanimous voice vote.

**Public Concerns and/or Comments**

None

**Reports**

- a. Recreation – Nothing to report. Chris Chretien said he has not heard anything about softball or baseball.
- b. Grounds, Buildings and Trails  
Ms. Hitchens read a prepared report from Mr. Thomas in his absence.

- i. Playground equipment is still scheduled to be delivered on June 13<sup>th</sup> with installation following receipt.
- ii. The wooden gates at the headwaters of the millrace of Gibbons Park at Nolts Mill have been replaced.
- iii. Plants and flowers were picked up yesterday from seven donors. A list of donors was provided to the board. The board was asked to sign thank you cards. A thank you will also be placed in the upcoming newsletter.
- iv. Township staff met with another camera provider for the pavilions at the parks. They are looking for the best quote for purchase and installation of cameras.
- v. Township staff met with an engineer today to discuss the potential pavilion at Lafayette Park and move forward with design and engineering as well as review the scope for professional services. This would be for the land development and stormwater management related to the pavilion.
- vi. The board was given the reports for the pavilion rentals. Comparing this year to last year (same time frame), rental finances are similar to last year (\$340.00 less than last year). There has been an increase in resident usage versus non-resident usage. There is just one permit difference between this year and last year. Mr. Everhart commented that people are more often finding residents that live in the Township to reserve a pavilion for them. Mr. Chretien reported that people are also more often having someone that lives near the parks scope out the pavilions to see if there is a sign posted for a rental on Sunday mornings. If there is not, they post an event and use the pavilion for a gathering.
- vii. The Lancaster Heritage Pathway continues to move forward with the construction parallel to the Walnut Street Extension. There is a drone video of the progress of the construction on the Township's Facebook page. Concrete will be poured on the bridge this week.
- viii. Ms. Hitchens added that the community survey is on the Township's website and encouraged the board members to take the survey and ask their neighbors to take the survey.

c. CV Regional Recreation Program – Updates

- i. Ms. Tyson reported that the Township staff and she met with the school district in early May. CV School District is still interested. A memorandum of understanding needs to be created so a grant can be submitted for the circuit rider grant which is the next big step. There will be another meeting between CVSD, her and the Township staff on Monday, June 5, 2023 at 3pm to discuss job description, tasks, agreement, etc.

**Old Business**

- a. PA Fish and Boat Commission did not choose to fund the first phase for the construction of the entrance, parking area and fishing and canoeing/kayak access for Gibbons Park at Nolt Mill. Other funding options will need to be considered. The entire project is estimated at approximately \$600,000.00 for construction. The grant that was applied for was for \$200,000. Mr. Hutchison added that the larger, overall project would involve more engineering, design and permitting. Mr. Everhart asked if the Township funded part of the project first, would it be easier to be chosen for grants. Mr. Hutchison answered that the way the grant funding works is that you ask for a grant to match new funding, not for a project that has already been started. Mr. Chretien asked if the grant is something the Township can reapply for on an annual basis. Mr. Hutchison answered that he is not sure how the Fish and Boat Commission works when it comes to reapplication but other grant agencies usually allow projects to reapply. Mr. Everhart asked if the Board of Supervisors prefer to wait for another grant opportunity or would they consider proceeding with the project without grant funding. Mr. Hutchison answered that the grant denial just happened and the Board of Supervisors have not discussed it yet.
- b. Twelve mini discs were placed at Community Park on Friday, April 28, right after the last Park Board meeting. As of this morning, two discs remain. At \$2.50 each, it is a loss of \$25.00.

**New Business**

Mr. Hutchison stated that the Park Board is being asked to provide budget ideas, input and direction for future projects. Even though it is fairly early in the budget season, the ideas can be researched for cost and see if there will be any obstacles that need to be overcome which may lead to further dialogue in the near future. Mr. Everhart stated that early conversations allows

the Board to stay focused and evaluate proposals as they come. Ms. Tyson proposed that funding should be put aside for contingences for the CV Regional Recreation program because there may be infrastructure or other unforeseen expenses that the newly appointed Recreation Director may need. Mr. Everhart asked when the Recreation Director position would be established. Ms. Tyson answered that the plan is to apply for the circuit rider grant to cover the entire salary of the director as soon as possible so someone would be in place by January 2024 or earlier. Mr. Hess stated that it is important for the Township to communicate with the surrounding townships because he hears about activities that are happening outside the Township that would tie in nicely to East Lampeter. Ms. Tyson stated that it would be the job of the new director to establish activities. Mr. Hutchison stated that assuming the Township moves forward with the Recreation Director position, the director would be focused on programs instead of physical infrastructure. Mr. Everhart stated that he does not want the new director to be resource starved so allocating funds for unforeseen expenses should be a priority. Mr. Hutchison stated that the Township allocated funds to the regional entity for \$90,000 for these expenses and built it into this year's budget and it likely could be the same capacity for 2024. He also stated that hopefully the Township gets the circuit rider grant that would cover the entire salary. Ms. Tyson stated that the Board wants to ensure that the director is supported for success so when the grant runs out in four years then the position is sustainable. Mr. Everhart stated communication will be important for the position and mentioned the benefits of the Township's website and Facebook page. Ms. Tyson stated that the school district is also a great resource for communication. Mr. Everhart stated that the Board already has major expenditures allocated but asked if anyone on the board had any idea they wanted to advocate. No board member had any. Mr. Chretien asked if the circuit rider grant was already applied for. Ms. Tyson answered that the circuit rider grant would still need to be applied for which would cover the new Recreation Director's first-year salary. Mr. Hutchison asked the Board if part of the Gibbons Park Project would be a priority next year. Ms. Tyson answered yes and also stated that because the Heritage Trail is also new, funding should be available for unforeseen infrastructure needs and the budget should be kept loose for next year. Mr. Hutchison added that the Township would have to get PennDOT approval for any facilities. Mr. Everhart asked about the need for other access points to the Heritage Trail other than the obvious Trailheads. Ms. Hitchens stated that it is not a need presently but may be a need in the future when additional portions of the trail are designed with the Connects 2040 funds and CFA funds that the Township received. There are two separate studies looking at the extension of the Lancaster Heritage Pathway to the northeast as well as connections into Lancaster city. Mr. Everhart concluded that the Board should not add anything else to their wish list. Mr. Hutchison added that the design for the new Pavilion at Lafayette Park is still planned for this year and asked the Board if they are considering construction for next year as a priority. The Board answered yes. Mr. Chretien asked Mr. Hutchison if he has heard back from the gentleman that proposed a basketball court at Flory Park in the last meeting. Mr. Hutchison stated that he hasn't yet but is confident he will. Mr. Chretien said that the gentleman seemed very determined.

### **Public Comment**

None

Mr. Everhart stated that he will be absent for next month's meeting on June 28<sup>th</sup>. Mr. Chretien will chair the meeting as Vice Chairperson.

### **Adjournment**

A motion to adjourn the meeting 4:45pm was made by Chris Chretien and seconded by Frank Hollingsworth. Motion was approved by unanimous voice vote.

Respectfully submitted,  
Diane Tyson  
Secretary