

## Meeting Minutes

April 1, 2014

7:30 PM

Conference Room C  
Mt. Lebanon Municipal Building

### Parks Advisory Board

**Attendees:**

Wayne Jones  
Megan Zadecky  
Jonathan Farrell  
Hugh Beal  
Carrie Beck  
Steven Silverman, Commission Liaison  
Tom Kelley, Staff Liaison

**Absent:**

David Franklin  
Bruce Parry

**Call to order:** The meeting was called to order at 7:30 p.m. by Chairperson Beal.

**Citizens Comment:** Susanna Montoya commented about the proposed dog park at the lower end of the public works area on Cedar Boulevard. She indicated that there were some elements in the public works master plan pertaining to storm water best management practices in a flood zone that she preferred over locating a dog park below the public works yard on Cedar Boulevard. She also indicated that grant funding could be available for some of these clean water initiatives. She also favors the recommendation to connect the trail in the lower portion of the public works area to a pathway along Cedar Boulevard leading toward Bird Park. Because of water quality concerns, this may not be the best location for a dog park. Roger Delonga, 820 Robb Hollow Road, indicated that he did not favor a dog park at the lower end of the public works area. He felt that it was too expensive and would require extensive grading and would be very difficult to maintain.

**Approval of March 4, 2014 Meeting Minutes:** Member of the Parks Advisory Board reviewed the March 4, 2014 meeting minutes and Hugh Beal made a motion to approve the minutes as submitted which was seconded by Jonathan Farrell and unanimously approved.

**New Member Introduction:** At their regular meeting, on March 24, 2014, the Mt. Lebanon Commission unanimously approved the appointment of Jonathan Farrell and Megan Zadecky to the Mt. Lebanon Parks Advisory Board. Megan Zadecky lives at 108 Oak Park Place and is an Environmental Policy Consultant. The Parks Advisory Board was her first choice of boards and she would like to combine her knowledge and expertise with her passion for parks to create a better community in Mt. Lebanon. Jonathan Farrell lives at 314 Fieldbrook Drive and works for

Civil and Environmental Consultants as a Project Manager. His educational background couples environmental studies with forestry resources and watershed stewardship. He has worked as a volunteer for the Mt. Lebanon Nature Conservancy and has prepared trail maps for the Parks Advisory Board. Ms. Zadecky and Mr. Farrell were warmly welcomed by the membership of the Parks Advisory Board.

**New Member Orientation:** Tom Kelley provided a very general orientation which included a review of the mission statement, and the sections of the municipal code which pertain to boards, authorities and the organizational structure. Other information provided included a listing of the parks and recreation facilities, a listing of parklets, traffic islands and planting areas. Chairperson Beal focused on the organizational structure of the municipality and the role of advisory boards as advisors to the commissioners. He also referred to the public works functional overview flowchart; specifically to the ground maintenance portion of the department's responsibilities which include forestry, parks, ball field maintenance, traffic island and planting areas. The public works annual operating budget which includes parking maintenance totals over \$11.5 million. The parks maintenance is budget at \$440,000 and five of the twelve requested service levels were funded by the commission in 2014. The planting areas total \$32,910. Two of the eight service levels were funded for 2014. The forestry budget tops out at \$397,910 and six of the seven requested service levels were appropriated by the commission. Chairperson Beal discussed the distinction between active and passive parks.

**Election of Parks Advisory Board Vice Chairperson:** The Parks Advisory Board was asked to nominate individuals to serve as the vice chairperson. The vice chairperson will conduct meetings in the absence of the chairperson and may be asked to assist the chairperson in preparing agendas and presentations. Chairperson Beal nominated Wayne Jones to serve as vice chairperson. No other nominations were received from the group. Mr. Jones nomination was seconded by Ms. Zadecky and unanimously approved by the board.

**Robb Hollow Prioritization:** Prior to the meeting the board was provided with a report prepared by Gateway Engineers on possible improvements to the Robb Hollow Park area. A similar plan prepared by Gateway had been submitted to the commission on March 24<sup>th</sup> for their review. Gateway, at that time, was requested to further review the dog park area. The report prepared by Gateway included cost estimates for trail upgrades, trail connections, seeding of an upper area, developing of an access road off of Kelso Road, demolishing a house on Cedar at Gilkeson and moving the dog park outside of the project 70 area. The proposed costs for these activities total \$752,850. Through discussion the Parks Advisory Board assigned the following priorities to each of the options:

1. Demolish the house at Cedar Boulevard and Old Gilkeson - \$25,000.
2. Upgrade existing trail - \$5,000.
3. Trail connections - \$23,375.
4. Move Dog Park - \$288,943.
5. Seed over composting area - \$29,437.
6. Develop access and parking off of Kelso Road - \$381,093.

Nicole Oiler, Landscape Architect from Gateway Engineers, was on hand to answer questions and show the location of the proposed improvements on a marked up site plan which had been prepared by Gateway.

**Passive Park Sign Update:** Susanna Montoya summarized the efforts to prepare signage for the passive parks. Ron Block of the Mt. Lebanon Conservancy has developed a preliminary design and a materials list for a sign to be installed in the lower area of Bird Park. Public Works Department will provide the material, and the sign structure will be constructed by Frank Flanagan as part of an Eagle Scout Project. Susanna will meet with Susan Morgan of the Mt. Lebanon Public Information Office to finalize the design of the parks signage. The installation of the sign structure at the lower portion of Bird Park will begin in May. Tom Kelley will provide Frank Flanagan a letter that he can take to Home Depot to security the materials. Susanna will provide a completed design of the signage text for the Parks Advisory Board review in May.

**Twin Hills Park Cleanup:** The Parks Advisory Board and the Mt. Lebanon Nature Conservancy have scheduled trail mulching and cleanup activities at Twin Hills Park on May 31<sup>st</sup>. Public Works will deliver mulch at the Carriage Park and Twin Hills Drive entrances to the park. The municipality will post a notice of the cleanup on the municipal website and send out a Lebo Alert prior to May 31<sup>st</sup>.

**Meadowcroft DCNR Grant Update:** The municipality has been working with Jessica Sheetz, a grant consultant, on the preparation of a DCNR Grant application for improvements at North Meadowcroft Park. The park is located on property owned by the school district and the municipality has a twenty five year lease to maintain the tennis and basketball courts. Previously the municipality prepared and submitted a community development block grant to improve accessibility into the basketball and tennis court areas of the park. The CDBG Grant application is under review by the county and would provide \$94,000 toward the \$248,445 improvements planned for North Meadowcroft Park. Fifty percent of the funding will come for DCNR and 50% from local sources. At the next commission meeting the commissioner will approve a resolution promising their 50% contribution toward the grant. The grant application will be submitted electronically before the April 11<sup>th</sup> submission deadline. Letters of support were prepared and submitted to DCNR by the Mt. Lebanon Planning Commission, the Allegheny County Planning Department, the Parks Advisory Board and the Mt. Lebanon Nature Conservancy. DCNR will be reviewing grant applications during the summer of 2014 and will be making their funding decisions in the fall of 2014.

**Recycling Containers for Parks Update:** Commissioner Silverman provided the board with an update on the parks recycling container efforts. He reported that the existing 55 gallon drums, with bag liners, are good in some of the more remote areas of the park and near park shelters. These container are for trash only. Currently the municipality is checking the availability of free recycling containers provided by an organization that sells space on the cans for advertisement. Commissioner Silverman is checking with the solicitor to see if this can be done and Tom Kelley is trying to contact the organization to find out more about the durability of the cans. Any recycling containers placed within the parks should be sufficiently durable to stand up to minor abuse.

**New Business:** None at this time.

**Announcements:** Parks inspection reports will be due at the next meeting and should be forward to Tom Kelley. At the next meeting the small parks project list will be reviewed and updated.

**Adjournment:** Ms. Beck made a motion for adjournment which was seconded by Mr. Farrell and unanimously approved. The next meeting will be held on May 6, 2014. Tom Kelley will be out of town for this meeting and will find a replacement to serve in his stead. The meeting was adjourned at 9:30 p.m.