

Meeting Minutes

November 10, 2014

7:30 PM

Conference Room C

Mt. Lebanon Municipal Building

Parks Advisory Board

Attendees: Bruce Parry
Jonathan Farrell
Carrie Beck
David Franklin
Hugh Beal
Steven Silverman, Commission Liaison
Tom Kelley, Staff Liaison

Absent:
Wayne Jones
Megan Zadecky

Call to order: The meeting was called to order at 7:32 p.m. by Chairman Beal.

Citizens Comment: No citizens present at the meeting.

Approval of Meeting Minutes: The meeting notes of the September 2nd meeting were approved with spelling and grammar corrections. Motion made by Mr. Perry, seconded by Mr. Franklin unanimously approved.

Parks and Sustainability Coordinator Update:

Chairman Beal asked Mr. Kelley to discuss the Parks and Sustainability Position included in the Manager's 2015 Recommended Budget. Mr. Kelley provided an overall description of the duties of the position. The position will advocate the needs of the parks and facilities but will be singularly focused on parks issues. A lengthy discussion followed. The group stressed the need for communication and leadership skills. Mr. Beal read the following job description "The individual would oversee and participate in all parks maintenance, passive park forestry and plantings. The individual would oversee and participate in all capital projects relating to the parks system. The individual must possess a college degree in environmental science or a related field and have a background in environmental work and contract administration. The person should be a dedicated leader who advocates for our parks and Mt. Lebanon's environment". Mr. Beal made a motion to approve the job description, seconded by Mr. Perry and unanimously approved by the Board.

Naming Rights Policy:

The Commission asked the Park's and Sports Advisory Boards to review a draft Naming Policy from 2007 and comment back, making edits and recommendations. Mr. Franklin commented on the Sports Authority Board's recommendations. They emphasized the importance of a waiting period required before naming any facility. In general the SAB approved of the policy as written and passed it on to the Parks Advisory Board for their comments. Section 6 (Signs) needs to be revisited by the municipal staff to reflect changes in Municipal Code. The group also agreed that "Recreation" should be removed because the policy should apply to all facilities owned by the Municipality not just Recreation facilities. Mr. Franklin made the following motion: The Parks Advisory Board strongly recommends that the Commission support the 2007 Naming Policy as drafted, but not limited to recreation facilities. Seconded by Mr. Perry and unanimously approved by the Board.

2015 Budget Recommendation preview, Service Levels and Amounts:

Mr. Kelley provided the Board with sections from the Manager's Recommended 2015 Operation Budget pertaining to Parks, Planting Areas and Forestry. In general the Public Works Budget will increase to include funding for the new Parks and Facilities Coordinating position. The Board would like to see service level three under Planting funding. This would include funding for upgrading the fifteen high visibility planting areas supported by the Parks Advisory Board. This item will be further discussed by the Board of Commissioners on November 13th.

New Business:

North Meadowcroft Park-The Pennsylvania Department of Conservation and Natural Resources (DCNR) did not fund the application submitted for improvements at N. Meadowcroft Park. A letter of determination was received from DCNR in early November and DCNR encouraged the Municipality to submit another application for the project in 2015.

Adjournment: At 8:32 p.m. Mr. Perry made a motion to adjourn the meeting which was seconded by Mr. Franklin. Next meeting will be held on December 2nd.