



Parks Advisory Board Meeting Minutes
Tuesday, June 6, 2023 - 6:30 p.m.
Municipal Building: Meeting Room C
APPROVED

Members

Richard Heyse
Peter Argentine
Tom Schevtchuk

Dhanya Elias
Kelly Ogrodnik

Rob Mackey
Bennett Aikin

Commission Liaison
Andrew Flynn

Staff Liaison
Rudy Sukal

Staff Liaison
Phillip Avolio

1. Roll Call & Declaration of Quorum
Mr. Mackey called the roll and declared a quorum. Present in person were Richard Heyse, Tom Schevtchuk, Rob Mackey, staff liaisons Rudy Sukal and Phil Avolio. Bennett Aikin and Commissioner Flynn joined on-line.

2. Citizens Comments
Mr. Heyse said he received an email from a landscape architect indicating a neighbor has planted bamboo that is encroaching onto her client's property. She was wondering what could be done.

Mr. Sukal said he checked with the inspections office and there is nothing enforceable in the municipal code. He will do further checking.

Commissioner Flynn said there are municipalities in Pennsylvania that have banned planting bamboo, so the precedent is there.

3. Finance Director Andrew McCreary to summarize budget process
Mr. McCreary gave an overview of the budget process, which has started. All departments submit items for capital projects by mid-June, which are then reviewed in July and delivered to the Commission in August as part of the Capital Improvement Plan (CIP). The operating budget is sent to the departments in early July for their review, and departments start formulating ideas for the budget. In early August numbers are due for personnel, contractual services, and commodities to be delivered to the manager in September. Also included in the budget are service levels and revenues. Discussions are conducted throughout September, and in October the report is fleshed out ready to be delivered to the Commission on November 1. There are three to four public budget sessions, plus two public hearings at Commission meetings, then the Commission votes on the budget at the meeting in December.

Mr. Mackey asked if the Capital Improvement and the operating budget are separate or co-mingled.

Mr. McCreary said they are co-mingled. The top 125 services levels are items that are required by the municipal charter and are immediately funded, so a good portion of the budget is already allocated.

Mr. Schevtchuk asked for clarification as to what is considered budget and what is considered CIP.

Mr. McCreary said generally anything over \$25,000 would be considered capital, but it is also a judgement call.

Mr. Schevtchuk asked about funding items that would be funded over several years, and items that would need bonds.

Mr. McCreary said sometimes they will push back a capital item if a larger one is coming in a later year, and they can be bundled together. He gave an example of the municipal building façade repairs which were funded over several years, instead of all at once.

There was further discussion regarding capital items and budget items.

Mr. McCreary encouraged the board to discuss big ticket items during their June meeting, or prior, so that they may be submitted by the first meeting in August, which could then be incorporated into the budget. He suggested some items that need a rough estimate by mid-June would be Meadowcroft Park Phase 3, Bird Park/Beadling parking lot with green provisions, and the Community Garden improvements.

Commissioner Flynn said the parks board's focus should be on prioritizing their projects and allow the staff and Commission to work out if those items should be placed in the operating budget or the CIP.

4. Approval of May minutes

Mr. Mackey moved, and Mr. Heyse seconded to approve the May 2, 2023, minutes. The motion carried unanimously.

5. Public Works Update on grounds, facilities, trees etc.

Mr. Avolio said he received the second tree order for Williamsburg Park and put some trees in Iroquois Park.

Mr. Sukal said watering is being focused on the trees; more grass seeding may take place in the fall. He said staff repaired the headwall and will be seeding in that area this week.

Mr. Mackey asked for the guide wires to be removed on the maple trees at Meadowcroft Park.

6. Commission Update

Commissioner Flynn said there were no updates at this time.

7. Old Business status, discussion, next steps

1. Communications and Signage

Mr. Aikin said Colono gave an estimate of \$11,000 for the designs for the signs, going up to \$23,000 to include other types of signs.

2. Forestry & Invasives

Mr. Mackey said at the May 30 meeting with Tim Nuttle regarding the invasives mapping. Mr. Nuttle said Bird Park has a lot of honeysuckle, Hoodridge Park trail system is confusing with lots of encroachment, Twin Hills will be completely lost in 10 years without action, and Robb Hollow will survive longer with a more diverse mix of trees. He suggested strategies and plantings, staff suggested narrowing the scope from 16 parks to 5 for budgetary reasons, which would allow for a master plan with projects and resource allocations.

3. Park Design Guidelines & Trail Restoration

No update.

4. Main Park Master Plan

Mr. Heyse said there was a meeting regarding the RFQ. Mr. Avolio said there was a pre-bid meeting at Main Park; eight firms were there, six provided RFPs.

5. Brafferton restoration and playground

No update.

6. Invasives in Municipal Code

No update.

7. Comprehensive Plan

No update.

8. New Business

Mr. Mackey asked if there was a process for residents to donate a tree.

Mr. Sukal said there is no formal process and asked what the board is looking for.

Mr. Heyse suggested providing a list of trees and areas that need them, which then residents could provide the funds and donate a tree.

9. Seasonal and special items

January	✓ Discuss this item	July	No meeting
February	✓ Bird Park Field	August	Oikos Update
March	✓ Nature Conservancy	September	Deer Management
April	✓ Invasives in Muni Code	October	Street trees

May	✓ CIP List Formulation	November	Project Recap
June	CIP/Budget Prioritization Vote	December	Board transition

- a. CIP/Budget Prioritization
 - i. Opportunity for participants to comment and ask questions on proposed items.
 - ii. Members will rank all items 1 through 7; 1 is highest priority, 7 lowest. The five low scores will be sent to Municipal Manager for consideration.

Note: Mr. Argentine provided his rankings to Mr. Mackey. He feels with the boards combining very soon, the priorities of this board should reflect nature.

Mr. Mackey gave a brief overview of the items up for consideration.

There was conversation regarding the benefits and cost of surveying the various neighborhood parks. Staff suggested creating walking paths along boundary lines to make clear delineations between private and public property.

Members of the board suggested increased funds for forest management.

Mr. Sukal described many of the updates that have been completed for Meadowcroft Park.

Item	Priority
Establish clear park boundaries adjacent to private property (surveying)	
Implement invasives species management - woodlands	
Develop forest management plan - street trees	
Meadowcroft Park Phase 3	
Community gardens improvements (fence, path)	
Bleacher replacements (Middle, Seymour, Dixon)	
Bird Beadling parking lot with green provisions	

10. Commission Meeting Message

- May, none
- June, topic and volunteer?

11. Adjournment

The meeting was adjourned at 7:54 p.m.