



MT. LEBANON
PENNSYLVANIA

**Parks Advisory Board Meeting Minutes
Tuesday, June 2nd, 2020 - 6:30 p.m.
Virtual- Microsoft Teams**

I. Roll Call & Declaration of Quorum:

Mr. Block called the meeting to order at 6:30 PM, and proceeded with the roll call. Richard Heyse, Elaine Kramer, Bennett Aikin, Albert Presto, and Pam Burrett attended the meeting.

The meeting was also attended Commissioner Ranney, the Facilities & Parks Coordinator, Phillip Avolio, and the Director of Public Works, Rudy Sukal.

Greg Newman was absent.

II. Citizen Comments:

No citizen comments to report.

III. Approval of March 2020, Meeting Minutes:

Mr. Block asked the group to review the March draft minutes and provide comment.

Ms. Kramer submitted a copy with several minor corrections in grammar and spelling

A motion was made by Mr. Presto and seconded by Ms. Kramer to approve the minutes as amended. The motion passed and the amended minutes were accepted.

IV. Project Prioritization Review:

The group reviewed the current project prioritization table in an effort to update the status and priority of park related projects.

Mr. Sukal reminded the group that if they could arrive at a decision during the meeting for the 2020 ranking, the staff would be able to get all of the projects into budget format for future review by the Commission.

Ms. Kramer asked if there were any financial shortfalls that the Municipality is expecting related to the Pandemic.

Commissioner Ranney responded that they are expecting a shortfall in revenue, but they do not believe there will be a significant impact based on their financial structure and extensive cuts to expenses. She noted that more specific numbers will be reported in August.

Commissioner Ranney noted that the Parks Master Plan is currently funded. She noted that she will do her part to try and secure those funds for the Master Plan in the 2021 budget.

The group reviewed all items on the prioritization table in an effort to arrive at a ranked order.

The group discussed the need to increase Invasive Removal efforts. Mr. Avolio noted that he is working on a graphic depiction of what areas are being treated for \$5,000.00 (current level) and what areas additional funding could incorporate.

Mr. Sukal noted that he could add an additional service level for expanded invasive management through the operating budget, rather than depicting a one-time expense in through the Capital Improvement Program.

The group agreed that this function should be shown through the operating budget and not the Capital Improvement Program.

The group also discussed items that would fall under the review of the Parks Master Plan (McNeilly Access, Parks Signage, Iroquois- Accessible Staple Park). They agreed that while these may be covered under the Master Plan, they should still be ranked to show their importance and support by the group.

Ms. Kramer noted that she would spearhead an effort to inventory trees in Williamsburg and Rockwood parks to aid in acquiring pricing from contractors in time for the operating budget

The list was also reviewed to remove funded projects, and other items that can be incorporated through the operating budget and maintenance programming.

The group took time to review the list, and arrived at the following ranking, based on averages: (1 is the highest priority and 7 is the lowest priority)

1. *Robb Hollow: Initial Grading of Pocket Park*
2. *High Visibility Tree Program-Removal & Replanting*
3. *Robb Hollow: Additional Parking from Kelso Rd.*
4. *All Parks: Standardize Signage & Wayfinding*
5. *McNeilly: Conceptual Plan for Access*
6. *Iroquois: Conversion into Accessible Park*
7. *Robb Hollow: Improve access along Painters Run*

A motion was made by Ms. Kramer and a second by Mr. Presto to accept the 2020 Parks Advisory Board Project Prioritization Ranking as presented above. The motion passed and the 2020 Parks Advisory Board Prioritization Ranking was finalized.

V. New Business:

Mr. Sukal noted that one of the Public Works forestry crew members was placed on light duty. He noted that they have trained this employee on GIS and he has inventoried almost 2,500 out of 10,000 street trees in only a few weeks. They will be continuing efforts to catalogue all 10,000 street trees.

VI. Old Business

No Old Business was covered.

VII. Announcements:

No announcements were made.

VIII. Commission Update:

Commissioner Ranney noted that the grant deadline for the Parks Master Plan funding was extended until July 31st, and they will be submitting an application for funding to help offset the cost of the project. Commissioner Ranney also noted that Richard Heyse and Jonathan Farrell will be receiving emails regarding their involvement in the RFP process.

IX. Adjournment

A motion was made by Mr. Block and seconded by Ms. Kramer to adjourn the meeting. The motion was passed, and the meeting was adjourned at 8:22 PM.