

TOWNSHIP OF FERGUSON

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FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE

Meeting Agenda

Thursday, January 12, 2023, 4:00 P.M.

Join Zoom Meeting:

<https://us02web.zoom.us/j/89447141106>

Meeting ID: 894 4714 1106

[Zoom Access Instructions](#)

- I. CALL TO ORDER
- II. CITIZEN'S INPUT
- III. APPROVAL OF MINUTES
- IV. ELECTION OF CHAIR AND VICE CHAIR

The Committee should elect a chairperson, vice-chairperson, and secretary.

1. Election of Chairperson

Ms. Shawna Doerksen, the 2022 Vice-chairwoman, will open nominations for chairperson.

2. Election of Vice-Chairperson

The Chair will open nominations for Vice-Chairperson.

3. Election of Secretary

The Chair will open nominations for Secretary.

V. ESTABLISHMENT OF MEETING DATES

Narrative

The Committee should establish meeting dates for 2023. Provided with the agenda is a list of proposed 2023 meeting dates based on the 2022 meeting schedule.

Recommended Motion: Move that the Parks and Recreation Committee establish its monthly meeting schedule as the _____ of each month at ____ p.m. for 2022.

STAFF RECOMMENDATION

That the Committee establish a meeting schedule for the year.

VI. DISCUSSION OF COMMITTEES GOALS FOR 2023

Narrative

The Committee should identify and prioritize goals for ongoing discussions and activity that is member driven. Provided with the agenda is a copy of the Parks and Recreation Bylaws and Rules of Procedures as well as the committee's 2022 work program.

STAFF RECOMMENDATION

That the Committee *discuss* and *identify* goals for the committee in 2022.

VII. RECREATION, PARKS AND OPEN SPACE PLAN UPDATE DISCUSSION

Narrative

Ms. Tracy Strickland, with HRG, is here to present a status update on the Recreation, Parks, and Open Space Plan. The RPOS plan provides the Township with a 10-year outlook and vision of Township parks, recreational facilities, and open space.

STAFF RECOMMENDATION

That the Committee *provide* feedback on the information presented by HRG.

VIII. PARK MASTER PLAN UPDATES

Narrative

HRG was contracted by the Township to complete master plan updates for Fairbrook Park and Greenbriar Saybrook Park in 2022. Following public input at the Winter Market and Municipal Mixer, along with stakeholder input, HRG began work on master plan conceptual designs. At the December 8 2022 meeting, Ms. Tracy Strickland of HRG presented concept drawings for the park master plans. The Parks committee provided comments on the concepts to be included in the final drawings. Ms. Strickland is here to present the updated designs for the park master plans for review and comment by the Parks and Recreation Committee.

STAFF RECOMMENDATION

That the Committee review and discuss the park master plan drawings.

IX. REPORTS

1. Staff Report
2. Centre Region Parks and Recreation Authority Report – Mr. Bill Keough

X. OPEN DISCUSSION

XI. ADJOURNMENT

FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE

MEETING MINUTES

THURSDAY, December 8, 2022

4:00 P.M.

I. ATTENDANCE

The Parks and Recreation Committee held its regular meeting on Thursday, December 8, 2022, in attendance were:

Committee:

Tessa Antolick-Chairperson
Dr. Shawna Doerksen- Vice Chairperson
Rick Tetzlaff
Norris Muth
Bill Keough
Rob DeMayo
Douglas Miller

Staff:

Centrice Martin, Manager-Absent
Summer Brown, Recording Secretary
Jaymes Progar – Assistant Township Manager

Others in attendance: Tracy Strickland, HRG Representative; Randy Hudson, Ferguson Township Resident.

II. CALL TO ORDER

Ms. Tessa Antolick called the Thursday, December 8, 2022 Park and Recreation Parks tour to order at 4:00 pm.

III. CITIZEN'S INPUT

IV. APPROVAL OF MINUTES

Ms. Antolick called for a motion to approve the October 13, 2022 meeting minutes, Mr. Rick Tetzlaff made a motion to approve the October 13, 2022 meeting minutes, Dr. Norris Muth seconded the motion, and the motion passed unanimously.

V. UNFINISHED BUSINESS

1. UPDATE ON THE RECREATION, PARKS, AND OPEN SPACE PLAN UPDATE

Ms. Tracy Strickland a representative from HRG is present to give the Committee an update on the Recreation, Parks, and Open Space Plan update. Ms. Strickland stated that she will be sending Ms. Centrice Martin and Mr. Jaymes Progar the last two chapters of the update which consist of the finance and recommendation portion of the plan update. In January HRG will compile the whole document and present it to staff. Ms. Strickland would like to focus on the concept plan for Greenbriar/Saybrook and Fairbrook parks at tonight's meeting.

VI. NEW BUSINESS

1. REVIEW OF FAIRBROOK PARK AND GREENBRIAR SAYBROOK PARK MASTER PLAN CONCEPT DESIGNS

Ms. Strickland reviewed the concept plan for Greenbriar/Saybrook park. The proposed changes include: addition of bike parking, addition of more buffer plants/shade trees, addition of interior loop trail, addition of pickle ball & bocce ball, benches with ADA accessibility, outdoor exercise equipment, nature play discovery zone, playground improvement, and updated bioswales and rain gardens. The Committee reviewed and discussed the concept plan.

Ms. Strickland reviewed the concept plan for Fairbrook park. The proposed changes include: a more permanent location for the port-o-potty, permanent storage shed, possibility of removing

baseball field, updates to stormwater drainage areas, addition of rain gardens, updates to pollinator gardens/meadow-forest succession area, addition of a second basketball court, tennis/4 pickleball courts, bocce ball court, new pavilion and trail connections. Ms. Strickland also stated she would like to update the existing playground equipment. Ms. Strickland also suggested the existing wooded area could have a mountain bike course or tree houses. The Committee discussed the proposed changes and did not that stormwater drainage is a definite issue that needs to be taken into account.

2. ESTABLISHMENT OF MEETING DATES

The Committee briefly reviewed the meeting dates. Ms. Antolick suggested Mr. Progar send out of pole for meeting dates for the Committee to review. The Committee will meet January 12th at 4:00 pm until otherwise determined.

VII. REPORTS

1. STAFF REPORT - None

2. CENTRE REGION PARKS AND RECREATION AUTHORITY REPORT – None.

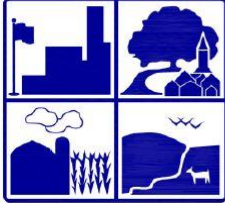
VIII. OPEN DISCUSSION

IX. ADJOURNMENT

entertained a motion to adjourn the Thursday, December 8, 2022 Parks and Recreation Committee meeting at 6:00 pm.

RESPECTFULLY SUBMITTED,

ROB DEMAYO, SECRETARY
FOR THE PARKS AND RECREATION COMMITTEE



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FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE Proposed Meeting Dates

Second Thursday of the Month at 4:00 P.M.

Join Zoom Meeting:

<https://us02web.zoom.us/j/89447141106>

Meeting ID: 894 4714 1106

[Zoom Access Instructions](#)

Jan 12, 2023

Feb 9, 2023

Mar 9, 2023

April 13, 2023

May 11, 2023

Jun 8, 2023

Jul 13, 2023

Aug 10, 2023

Sep 14, 2023

Oct 12, 2023

Nov 9, 2023

Dec 14, 2023

FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE
BYLAWS & RULES OF PROCEDURE

Article I – Name

Ferguson Township Parks and Recreation Committee

Article II – Purpose

As defined in Chapter One of the Ferguson Township Code of Ordinances, Administration and Government, Part G, Parks and Recreation Committee, the duties and responsibilities of the Ferguson Township Parks and Recreation Committee shall be as follows:

- The Committee shall advise the Township Manager and Board of Supervisors on matter pertaining to parks and recreation including, but not necessarily limited to land acquisition for the purposes of active or passive recreation including open space preservation, parkland development, and programming. Such advice and responsibilities shall include:
 - Alignment of local definitions of recreational amenities and services with regional definitions;
 - Assistance in development of Park Master Plans;
 - Periodic review of existing Park Master Plans as the needs of the community evolve;
 - Recommending parkland development in accordance with established Park Master Plans;
 - Facilitating community engagement on matters pertaining to parkland development, use/programming, and land acquisition for active or passive recreational purposes;
 - Connectivity of parkland to existing and proposed bike paths and shared use paths;
 - Reviewing programming needs for Township residents and recommending changes to programming through the liaison to the Centre Region Parks and Recreation Authority;
 - Assisting Township staff and the Board of Supervisors in amending and updating the Ferguson Township Recreation, Parks, and Open Space Plan;
 - Other duties relative to the betterment of active and passive recreational amenities and services in the Township.

Article III – Membership

The Committee shall consist of seven members appointed by the Board of Supervisors. Each of the three wards of the Township shall be represented. In addition to the seven “core” members, the Ferguson Township representative to the Centre Region Parks and Recreation Authority Board shall be a liaison to the Committee. The liaison to the Centre Region Parks and Recreation Authority shall not be entitled to vote on actions of the Committee and shall not count toward the number of representatives required to reach a quorum.

Each member of the Committee shall be appointed to four-year staggered terms. Vacancies occurring on the Committee will be filled by the Board of Supervisors for the remaining term of the vacancy. Members of the Committee may be removed by a majority vote of the Board of Supervisors. Members of the Committee shall not be entitled to compensation except for reimbursement from the Township

for fees associated with conferences and training seminars when preapproved by the Township. Travel to and from meetings of the Committee will not be reimbursed.

Article IV – Officers

- Selection. The reorganizational meeting of the Committee shall take place on the second Monday in January of each year at 4:00 p.m. in the Ferguson Township Municipal Building. The Committee shall elect from its voting members a Chairperson, Vice Chairperson, and Secretary. Officers of the Committee shall serve a term of one year. It shall be the responsibility of the Chairperson to consult with the Township Manager to establish the agenda for each meeting. Additionally, the Chairperson shall preside over each meeting. The Vice Chairperson shall fulfill all of the duties of the Chairperson in his/her absence. The Secretary shall be responsible for signing minutes once approved, as well as other relevant correspondence of the Committee.

Article V – Meetings

- Meetings. Meeting shall be advertised in accordance with the requirements of the Pennsylvania Sunshine Act. At the annual reorganizational meeting, the Committee shall establish regular meeting dates for the year. The Committee may schedule special meetings and worksessions as it deems necessary to conduct its business.
- Quorum. A quorum of the Committee shall be four (4) members. When a quorum is not present, no official action may be taken, nor may the present members deliberate on items that will require future action of the Committee.
- Voting. An affirmative vote of the majority of the members shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall not be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member shall be recorded in the minutes of the meeting.
- Agenda Order of Business. A written agenda for all meeting shall be prepared as follows. The agenda order of business shall be:
 - Call to Order
 - Approval of Minutes
 - Presentations and Special Reports
 - Unfinished Business
 - New Business
 - Staff and Liaison Reports
 - Open Discussion
 - Adjournment

- Rules of Order. All meetings of the Committee shall be conducted in an orderly fashion in accordance with Robert's Rules of Order – Newly Revised. The Committee may establish special rules of order by a majority vote of the Committee at the reorganizational meeting. Any issue of procedure relating to the conduct of a meeting or hearing may be determined by the Chairperson, subject to appeal of the full Committee, as specified in Robert's Rules of Order.

Article VI – Minutes

Committee minutes shall be prepared by the Recording Secretary. Generally, minutes shall contain a brief synopsis of the discussion, include a complete restatement of any motion made and record of votes; and record of attendance. The Secretary of the Committee shall sign the minutes once approved by the Committee.

Article VII – Open Meetings and Right to Know Provisions

- All Committee meetings shall be conducted in accordance with the applicable provisions of the Pennsylvania Sunshine Act, as may be amended.
- All business conducted by the Committee and any and all of its documents are subject to the provisions of the Pennsylvania Right to Know Law, as may be amended.
- The public shall have a right to be represented and speak at Committee meetings. Members of the public who wish to speak shall first be recognized by the Chairperson and shall be directed to provide their name and municipality of residence for recording in the minutes.

Article VIII – Amendments

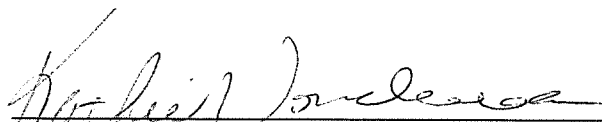
These bylaws may be amended from time to time by the Ferguson Township Parks and Recreation Committee, recognizing that no such amendment shall supersede the relevant provisions of the Ferguson Township Code of Ordinances.

THESE BYLAWS AND RULES OF PROCEDURE ARE HEREBY ADOPTED THIS 9TH DAY OF APRIL, 2018.

FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE



Niki Tourscher, Chairwoman



Kathy Vondracek, Secretary

2022 FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE WORK Program

Approved by Parks and Recreation Committee on : _____

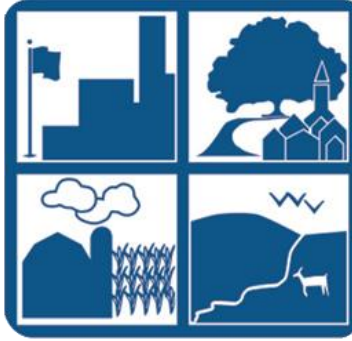
*H = High, M = Medium, L = Low
 R/C=Review and Comment, C=Complete*

ROUTINE ACTIVITIES								
	Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments	
1	Provide recommendations to staff and BOS as requested	H	These activities vary greatly in their scope and support the Committee.	All routine items take place on an as needed basis.				
1.1	Assist staff with the FT RPOS Plan Update	H						
1.2	Assist staff with Fairbrook Park Master Plan Update	H						
1.3	Assist staff with Greenbriar-Saybrook Park Master Plan Update							
2	Provide comments on subdivision and land development reviews as requested	H						
3	Items referred by the Board or Township Manager	H						
4	Recommendations for Capital Improvements Program	H						

(PROPOSED) COMMITTEE DRIVEN GOALS								
	Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments	
5	Evaluate process for prioritizing equipment replacement						This will involve coordination with centre region parks and recreation and public works department	
6	Increase public communication that promotes outdoor recreation at Township parks						This will involve coordination with Communications Coordinator	
7	Increase education and expand awareness on best practices for invasive vegetation control in green infrastructure spaces at Township parks						This will involve coordination with Communications Coordinator	

2022 FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE WORK Program

PLAN IMPLEMENTATION & REVISIONS		Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
12	Assist with implementation activities as identified in the Pine Grove Mills Small Area Plan	M	These activities vary greatly in their scope and support the Strategic Plan	As needed				Implementation of priority recommendations/items and identification of partnerships/resources needed.
13	Participate in revisions to the 2009 Recreation, Park, and Open Space Plan	M	Goal 4: Environmental Stewardship	As needed				This will involve coordination with Ferguson Township Parks Committee
ADDITIONAL DUTIES		Priority	Board Goals	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
14	Alley and Private Streets Study	L	Goal 3: Growth Management	—			→	This will involve coordination with FTPW
15	Elder Cottages Research	L	Goal 3: Growth Management	—			→	
16	Recreation Economy in Ferguson Township	L	Goal 2: Economic Development	R —			→	This will involve coordination with PGMAC
17	Provide input and technical assistance where necessary to the Ferguson Township Climate Action Ad Hoc Advisory Board	L		As needed				



STAFF REPORT

January 10, 2022

1. Staff discussed 2023 parks work program with Public Works. Work includes continued park surveying, Songbird Sanctuary, Suburban Park, and initial design work for Cecil-Irvin Park if awarded grant.
2. Staff continues to discuss Fairbrook Park soccer goal placement for winter storage and low-mow zone mowing schedules with CRPR Staff. Staff is requesting locations of equipment stored at all Township parks by outside groups.
3. Staff continues to receive updates regarding the Recreation, Parks, and Open Space Plan update from HRG. Staff is currently reviewing draft chapters.
4. Greenbriar-Saybrook Park corners were located. Pin placement will occur likely in Q1.
5. Staff submitted a grant application for Cecil Irvin Park Phase 2 to DCNR in late October. The grant is currently being reviewed by DCNR. Update on the status is expected in January 2023.