



TOWNSHIP OF FERGUSON

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**Parks and Recreation Committee Meeting Agenda
Ferguson Township Conference Room 2
Thursday, January 16, 2020
4:00 p.m.**

I. CALL TO ORDER

II. CITIZEN'S INPUT

III. APPROVAL OF MINUTES

IV. INTRODUCTION OF TESSA ANTOLICK AND ROBERT DEMAYO

V. ELECTION OF CHAIR AND VICE CHAIR

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

1. Election of Chairperson

Ms. Toursher, the 2019 Chair, 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.

VI. ESTABLISHMENT OF MEETING DATES

Narrative

The Committee should establish meeting dates and locations for 2020. Attached is a list of meeting dates should the Committee decide to hold meetings on the third Thursday of each month.

VII. DISCUSSION OF COMMITTEES GOALS FOR 2020

Narrative

The Committee should identify and prioritize goals for ongoing discussions and activity that is consistent and pursues an agreed purpose that is member driven. Provided with the agenda is a copy of the Parks and Recreation Bylaws and Rules of Procedure as well as a copy of the amendment made to Chapter 16 of the Code of Ordinances, Administration and Government, Part IV, Boards and Commission by adding the Parks and Recreation Committee and the subsequent sections as seen in attachment.

VIII. COMMUNICATIONS DIRECTLY TO COMMITTEE MEMBERS

Narrative

Parks and Recreation Committee members and staff shall report on any contact by residents or stakeholders regarding Township Park matters.

IX. FUTURE REQUESTS FOR AGENDA ITEMS

Narrative

Committee members should identify member driven agenda items.

X. REPORTS

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

XI. OPEN DISCUSSION

XII. ADJOURNMENT

**FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE
MEETING MINUTES
MONDAY, November 19, 2019
4:00 P.M.**

I. ATTENDANCE

The Parks and Recreation Committee held its meeting on Monday, November 19, 2019, at the Ferguson Township Building. In attendance were:

Committee:

Niki Tourscher, Chairperson,
Andrew McKinnon, Vice-Chair-Absent
Kathie Vondracek, Secretary
Shawna Doerksen
Connie Puckett
Norris Muth
Denise Meyer

Staff:

David Pribulka, Township Manager
Centrice Martin, Assistant to the Manager-Absent

Others in attendance were: Summer Krape, Recording Secretary; Ruth Cooper, Ferguson Township resident; Bryce Boyer, present for the Songbird Sanctuary Master Plan.

II. CALL TO ORDER

Ms. Niki Tourscher called the Parks and Recreation Committee meeting to order on Monday, November 19, 2019 at 4:02 pm.

III. CITIZEN'S INPUT FOR ITEMS NOT ON THE AGENDA

Ruth Cooper a Township resident, wanted to commend the Committee on the minutes from the October 14, 2019 meeting. Ms. Cooper stated that she wants to figure out how residents can effectively get their concerns to important parties. Ms. Cooper asked how the public was going to be informed that the meeting was changed. Ms. Tourscher stated typically the meeting information would be in the Centre Daily Times. Ms. Cooper stated that she was not told at the meeting she attended that the November meeting was going to be changed. Ms. Tourscher apologized to Ms. Cooper and stated that there was a last-minute change to the schedule because there needed to be a quorum present in order to make any decisions, but the Committee will be mindful of letting residents who attend meetings for a certain topic. Mr. Pribulka stated that the Township does have a new Communication Coordinator who will be on top of updating the website.

IV. APPROVAL OF MINUTES OF October 14, 2019 MEETING

Ms. Tourscher entertained a motion approve the October 14, 2019 minutes. Mrs. Denise Meyer made a motion to approve and Ms. Shawna Doerksen seconded and the motion passed unanimously.

V. DISCUSSION OF THE LOW/NO-MOW AREA AT CECIL IRVIN PARK

Ms. Tourscher explained to the Committee that this topic was discussed at the October 14th meeting. Ms. Tourscher stated that Cecil Irvin was only mowed twice a year and it was determined that the root of the issue was lack of education for the residents in the area. The Committee is looking for a resolution for this issue. Ms. Cooper reiterated her concerns to the Committee members who were not present at the last meeting. Ms. Tourscher asked what she wants to see be done with the area. Ms. Cooper stated that she would like the park to be mowed like it was previously, every five to six weeks. Ms. Tourscher stated she received an email from another resident regarding the no mow area, this resident would like the Township to reconsider the no mow area. Ms. Tourscher stated that the Committee needs to make a recommendation on how to move forward in 2020. Mr. Norris Muth stated that he understands the primary concerns are safety, tough growth, and the type of weeds in the area. Mr. Muth thanked

Ms. Cooper for her concerns, but stated that the Committee doesn't know how the residents think about this issue who have not voiced a concern. They may have a neutral view on the no mow area they may prefer the no mow area. Mr. Norris feels the no mow was done for various reasons such as money saving, carbon footprint/pollution, and habitat. Ms. Cooper stated that the Committee also needs to think about the invasive species. Mr. Muth stated that mowing equipment is just as likely to spread invasive species as the blowing of seeds not all species need seeds to spread. Ms. Connie Puckett asked Ms. Cooper if there is a lot of foot traffic in that area. Ms. Cooper stated that there is not a lot of traffic in that area because of the conditions. Mr. Muth stated that there is still park access that doesn't require people to travel through the no mow area. Mr. Pribulka stated that the Township's obligation is to provide safe park use however, the public does take on some risk by going to public parks.

Mr. Muth stated that for him, per the discussion on low mow in general, they were done for various reason. Mr. Muth stated that signage should've been placed explaining why it was being mowed as often. Mr. Pribulka stated that the Public Works Director made a Standard Operating Policy that is an in-house document to help map the mowing schedule. Mr. Pribulka stated that the statement of "we didn't really know what we were doing" is not accurate. Ms. Tourscher stated that an education piece on any decision made would be helpful. All Committee members agreed on this. Mr. Muth stated that since Mr. Andy McKinnon is absent, Mr. Muth would like to think about these concerns more.

Ms. Tourscher stated that the Committee will continue this discussion in upcoming meetings.

VI. ESTABLISHMENT OF 2020 MEETING SCHEDULE

It was decided that 4-6 pm time works for the Committee members. Mr. Pribulka will send a doodle poll to Committee members to figure out dates.

VII. UPDATE ON THE SONGBIRD SANCTURARY PARK MASTER PLAN

Mr. Pribulka stated that with the agenda is the working draft of the Songbird Sanctuary Park master plan. Mr. Pribulka stated that what Ms. Martin is looking for at today's meeting is some feedback from the Committee. Mr. Bryce Boyer stated that he is present for this item. His interest in the park is that the park is on the perimeter of the old Pine Grove railroad and most people don't know this. Mr. Boyer explained where the railroad traveled through State College. Mr. Boyer stated that he has spoken with Ms. Martin about getting some signage in there letting people know that there was a railroad. The Committee all agreed that informational signage on the railroad in this park is a good idea. Ms. Tourscher stated that the Committee will definitely recommend signage.

Mr. Keough stated he would like some clarification on some the points such as the "dirt path". Mr. Keough asked if this actually means dirt path or if there will be another type of trail surface. Mr. Pribulka stated that the Township has done a number of different things with trails such as an upcoming trail that will have a wood chip trail. Mr. Keough would like clarification in the wildlife water bowl, Mr. Muth stated that this is meant to be a bird bath, a depression area that collects and holds water.

VIII. REPORTS

1. STAFF REPORT

Mr. Pribulka stated that there was budget review sessions with the BOS and everything is moving forward.

2. CENTRE REGION PARKS AND RECREATION AUTHORITY REPORT – MR. BILL KEOUGH

Mr. Keough stated the Whitehall Road Regional Park development plan has been submitted and has gone through the Planning Commission. Comments have been submitted and are

being reviewed before moving on to the BOS. The authority met with the BOS for a request for additional funding specifically for Ferguson Township that is not a part of the municipality's contribution and after a great deal of discussion the BOS authorized an amount that was originally for solar panels for the park. The Park will become a part of the solar initiative Mr. Pribulka stated that the money that was to be used for the solar panels will now be used to help plant the landscape buffers.

IX. OPEN DISCUSSION

Mr. Pribulka thanked all members for their work on the Committee. Mr. Keough stated that there may need to be an alternate for the Parks Authority as he will be having a procedure.

X. ADJOURNMENT

Ms. Tourscher made a motion to adjourn the November 19, 2019 Parks and Recreation Committee meeting. Ms. Doerksen moved the motion and Mrs. Meyer seconded.

RESPECTFULLY SUBMITTED,

KATHIE VONDRACEK, SECRETARY
FOR THE PARKS AND RECREATION COMMITTEE

Proposed: Parks and Recreation Committee Meetings

Ferguson Township Conference Room 2

4-6pm

Thursday, January 16

Thursday, February 20

Thursday, March 19

Thursday, April 16

Thursday, May 21

Thursday, June 18

Thursday, July 16

Thursday, August 20

Thursday, September 17

Thursday, October 15

Thursday, November 19

Thursday, December 17

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

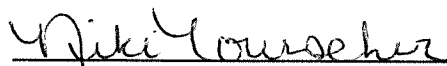
- All Committee meetings shall be conducted in accordance with the applicable provisions of the Pennsylvania Sunshine Act, as may be amended.
- All business conducted by the Committee and any and all of its documents are subject to the provisions of the Pennsylvania Right to Know Law, as may be amended.
- 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

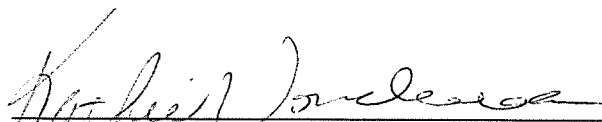
These bylaws may be amended from time to time by the Ferguson Township Parks and Recreation Committee, recognizing that no such amendment shall supersede the relevant provisions of the Ferguson Township Code of Ordinances.

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

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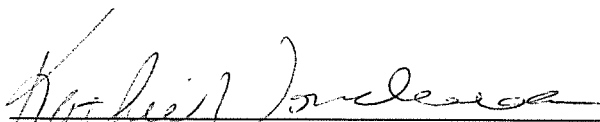
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