



Parks and Recreation Board Meeting Minutes February 12, 2020

Board Members Present: John Smith, Tina Gearhart, Mike Troyan, Heather Shakley

Meeting called to order at 7:00 pm.

Meeting minutes from January were read and accepted. Tina motioned and Heather seconded.

Public Comment:

No public comment.

Old Business:

- **Spring Newsletter**
 - John will send Lisa the final newsletter for inclusion in the spring mailing
- **Bike Rodeo**
 - We will look into attending the Ferguson Township Bike Rodeo 2020 to gather ideas for future events to be held in Potter Township
- **Park & Recreation Slogan Ideas:**
 - Create your own adventure
 - Adventure starts here
 - For a day or a lifetime
 - Life wide open
 - It starts with the parks
 - Explore the fun
 - Have fun today

Lisa Kroner:

- All **board members** who will be working with children during township activities will need to provide an Act 34 and Act 151 clearance to the Township office
- All **volunteers** who will be working with children during township activities will need to provide an Act 34 and Act 151 clearance to the Township office
- Board members received copies of the Administrative Legislation Ordinances for Parks & Rec (Chapter 60 and 141)
 - Board members need to become familiar with ordinances pertaining to park areas.
 - What ADA guidelines need to be followed for the PAC?

- **PAC Concession Stand:**
 - Need Board members to become certified in ServeSafe
 - Not all board members need to have the certification
 - John/Lisa will look into this certification for interested board members

- **K&B Inflatables:**
 - Interested in setting up at Easter Egg Hunt in April as well as other events
 - Need to know what equipment/trucks/inflatables he will be bringing

- Township received approval from PA Fish and Boat Commission for **footbridges to be added** at Colyer Lake walking trail
 - *Save Colyer Lake* will pay for the building and installation of the footbridges

- **Banner Sponsorships for PAC**
 - \$300 for 1 banner at 1 field per year (4 x 8 size)
 - See season dates on application for more details
 - Applications can be picked up at township office or through Parks & Recreation board members

- **August 4, 2020 = National Night Out**
 - Lisa would like to take the lead and put together an event

New Business:

- **PAC sign quote**
 - Should be available by next week (2/17/2020)

- **Parks & Rec Banner(s)**
 - The Parks & Rec board would like to have two banners with our Parks & Rec logo and slogan
 - One 4x8 banner for the PAC
 - One banner for the table skirt (6-foot table)
 - Heather made a motion to request to order banner for the Park & Rec Board, Mike second

- **Easter Egg Hunt**
 - Tina has letter and list of businesses for prize/candy donations
 - Eggs have arrived
 - What will K&B bring to the event? Food truck? Inflatables? Will talk to Lisa about vendor fee

- Advertise the Easter Egg Hunt in the March Grapevine if possible – Tina will contact Centre Printing
 - 3 age groups, bring own baskets
 - Board will make an “egg recycling” bin for event
 - What do we do in the event of inclement weather?
 - Can we get a portable corkboard for the event?
- **Penns Prairie Park Update:** Mike Troyan
 - Tree plantings will occur this spring
 - Storywalk has been installed
 - Disc Golf has been popular
 - Pheasants Forever – planted pheasant habitat
 - 5K run to happen in the spring + tree planting at end of event
 - Soccer fields hopefully ready by fall 2020

Meeting adjourned at 9:15 pm.

Meeting Minutes Respectfully Compiled and Submitted by Heather Shakley.