

Summit Township Recreation Board
Regular Business Meeting
Wednesday, August 20, 2014

The Regular Business Meeting of the Summit Township Recreation Board was held on Wednesday, August 20, 2014 at the Summit Township Offices 1230 Townhall Road West, Suite 100 Erie, PA 16509.

MEMBERS PRESENT: Sean Earley, Chairman
Jeff Jones, Vice Chairman
Steve Skelly, Board Member
Debi Cameron, Board Member
Kelly Ford, Board Member

OTHERS PRESENT: Jack Lee, Supervisor
Pat McGuire, Rec Program Director

CALL TO ORDER:

The Meeting was called to order by Chairman Sean Earley at 5:00PM with a quorum established.

ACCEPT MINUTES:

A Motion was made by D. Cameron to approve the meeting minutes of July 16, 2014 as presented, seconded by S. Skelly; and carried unanimous by a Vote of 5-0.

Vote 5/0

OLD BUSINESS:

- **2014 Pass the Pancake 5K Run** – J. Jones reported the final financial figures will not be available until receipt of all pending invoices/expenses. After all items are paid, a detailed report will be provided to the Board.
- **2014 Residents Weekend** – K. Ford reported she has heard a lot of positive feedback pertaining to the weekend events. The weekend attendance increased from the previous year, the weather conditions were also an improvement from the prior year. The Activities included; resident's usage of Picnicana Park Friday evening, there were several families utilizing the opportunity. Saturday activities included; Bingo, Children's Movie, Chinese Auction, Camp Fire. Food offered included; Roasted Corn on the Cob, Hot Dogs, Nachos and Cheese, Popcorn, S'mores and Slush Puppies drinks. Sunday activities included; the 3rd Annual "Pass the Pancake" 5K Race, Pancake Breakfast organized by the FLB girls volley ball boosters and a Chinese Auction.

- Pat McGuire reported the Picnicana Summer Program Chinese Auction, which concludes with the Resident Weekend events, had a profit of \$1,700.05 and is a record profit for this event.
- **Picnicana Summer Program** – Pat McGuire reported various attendance comparison figures from the 2013 program. The final financial figures were not available for discussion at the meeting.
- **FLB Cross Country Course** – J. Jones reported the team has participated in some cleanup work and also helped with the distribution of brush along the trails for chipping. Supervisor, J. Lee reported the wet weather conditions have contributed in slight delays for the wood chipping project and the ability to use various equipment on the trails is limited.
- **2014 Resident Weekend Flyer** – The Township shared the cost of the flyer prepared and sent to residents, promoting the Municipal Art Show and the Residents Weekend Activities. The flyers were mailed approximately one week prior to the event.

NEW BUSINESS:

- **Pole Barn - Picnicana** – J. Jones made a motion and D. Cameron seconded the motion to investigate the possibilities and cost to replace the current deteriorating utility barn at Picnicana Park. After a discussion, the Board agreed to pursue a new Pole Barn approximately 24' x 40' that will include a garage door opening. Supervisor J. Lee will inquire about the requirements and cost for this project.

Vote: 5/0

- **Picnicana Pavilion Light Request** – The Board held a discussion about the closing time of the park and the possible need for lights located in the rental pavilions for assisting with clean up. Supervisor J. Lee reported this was recently discussed and approved by the Supervisors, no further action required.
- **2015 Residents Date Request** – A discussion was held on the scheduling date for the 2015 Residents Weekend. The weekend of Friday July 24th, Saturday July 25th and Sunday July 26th will be reserved to host the event. The Board also voted to reserve the park for the dates of Wednesday July 22nd and Thursday July 23rd in 2015 for coordination and preparation of the Summer Program “Carnival Night”.

Vote 5/0

- **2015 Picnicana Summer Program** – After a lengthy discussion, the Board approved to increase the length of the summer program from six weeks to seven weeks to allow the conclusion of the program to coordinate with Residents Weekend activities. The Board also discussed there will be a need to increase the fees for this program and will have further discussions at a future meeting.

Vote 5/0

- **2015 Season Picnicana Rates** – After a lengthy discussion, a motion was made by D. Cameron and seconded by S. Earley to retain the 2014 rates. A motion was also made by S. Skelly and seconded by S. Earley to assess an additional fee of \$100.00 to any function that will have over 200 people in attendance. This fee will cover the need to have the bathroom facilities serviced and also any maintenance that may be required for a large group.

Vote 5/0

- **2015 Picnicana Rental Rules & Regulations Revisions**– The Board discussed the current Rules and Regulations listed on the Rental information for Picnicana and voted on the following revisions:
 - The “**Note**” should read: The 50% discount for resident rates are based on a Summit Township resident hosting a personal function (Graduation Party, Family Reunion, Etc.) that resident must be the contact, must provide the deposit from their personal checking account, and will receive any refunded deposit at their place of residence. A person who is both a Summit Resident and an Owner of a Summit Business may host a function for that Summit Business and receive the 50% discount.
 - The first bullet should read: “For functions over 200 people, a \$100.00 additional charge will be assessed to the rental fee to cover the costs of servicing the park (toilet paper; paper towels; manpower) once during the function.

ADJOURNMENT:

With no further business to discuss, a motion was made by D. Cameron, seconded by S. Skelly to adjourn the meeting at 6:14 P.M.

Respectfully Submitted,

Kathy Earley
Secretary