

**Parks and Recreation Board
September 10, 2025
Regular Meeting Minutes**

Members Present: Dave Steidler, Teresa Adams, Jessicka Jarvis, Charlie Dove, Dave Albert, Katt Metzger

Members Absent: None

Public Present: Matt Adams, Logan Adams

Call to Order: Chairman Dave Steidler called the meeting to order at 6:30 p.m.

Pledge and Prayer: Pledge was led by Chairman Steidler, prayer by Secretary Adams.

Approval of minutes: August 13, 2025, Regular Meeting minutes

Motion made by Member Charlie Dove to accept **August 13, 2025**, P&R Board regular meeting minutes as submitted.

Second by Chairman Steidler

The motion carried.

Public Comment: No public comments.

Liberty Tree planting – Secretary Adams reported she received an email indicating the tentative tree planting would occur October 18, 2025, she sent an email to inquire about a time and measurements for the hole that needs to be prepared prior to the planting of the tree and is waiting on response. A discussion among board members ensued about a plaque to be placed by the tree with an inscription including the significance of the tree and other pertinent information about the tree. The board discussed they would like to see if the sign could be donated.

"America250" Celebration – Discussion ensued on the upcoming event. Secretary Adams reported she has not received any emails from neighboring municipalities on whether they will be joining with the Borough for the 250th event. The Board discussed having food trucks, crafts, displays and the possibility of FOP doing games of chance. Secretary Adams reported the Board may want to reach out to the two churches in town for possibly doing a quilt for the event or something else to be involved.

Recreation/Event Report: Secretary Adams reported that discussion was needed to finalize plans to organize an Easter Egg Hunt as it has been 2 years since the event was originally discussed. The Board discussed to follow up with the United Brethren Church to be sure our event doesn't conflict with theirs. The Board discussed getting donations to make up baskets for FOP to raffle off at the event. Discussion was tabled about possibly doing a Valentine's Day Dance/Dinner.

Park Report: Park projects, repairs, maintenance: Secretary Adams reported there are still items in the concession stand that need to be installed in the restrooms and serving area as well as a few items that need purchased such as changing tables and signs for each restroom. She also reported the play area is to be re-surveyed and staked and there have been some major set backs to both the play area and additional parking area. A discussion ensued on the setbacks on these areas. Vice-chair Jes Jarvis reported on the updates made to the cost spreadsheet, some items needed to be posted under different categories but the sheet was now ready to be uploaded to the DCNR portal.

Friends of the Park Report: Including Fund Raising Events and donations raised

FOP President Katt Metzger reported they are currently holding a Hoss' restaurant event on Wednesday, September 24 for dine in or take out meals. She said the organization is moving forward with the Brick fundraiser.

She reported their meeting schedule for the remainder of the year is Sunday, September 21; Sunday, October 19 and Sunday, November 16 at 6:00 p.m.

Funding/Treasurers Report: Grant money/Matches, Outside Donations

Chairman Steidler reported the P&R checking account currently has a balance of \$5,000.00 and has or will be receiving another draw from the grant of \$8,000.00 for a total of \$13,000.00 in the account.

New Business:

Concession Stand/Comfort Station Fee Schedule – The Board discussed needing liability insurance, food safety training and waivers or disclosures pertaining to using the serving area and concluded more information is needed prior to reviewing a fee schedule.

Donation Jar placement – Vice-chair Jarvis reported that she placed jars in the following business locations: Drayer Physical Therapy, Dunkin Donuts, Millenium Pizza and Mazzone's Pizza, NAPA Auto Parts and Dairy Queen.

Other new business: There was no other new business to discuss.

Old Business:

Report taken to August Council meeting for July events

Secretary Adams said the following items were reported to Boro Council:

- ✓ Walking Trail Clean-up scheduled for Saturday, September 20, 2025 from 9 a.m. to Noon
- ✓ Email invitation sent to adjoining municipalities to join P&R for America 250 celebration
- ✓ Sign posted in Franklinton Post Office for FOP Scrap Metal fundraiser
- ✓ Materials received for Concession Stand Restrooms, sinks, ADA grab bars, soap dispensers, hand dryers and mirrors. Still need changing tables for each restroom.
- ✓ Met with Cheri Matter of DCNR, Engineer Brath, Borough Secretary, P&R Vice-chair to discuss the project cost spread sheet and make any necessary corrections, discuss DCNR project funding sign to be placed on site and the grading for the additional parking and play area.
- ✓ Called PA Correctional Institute (PCI) regarding making and printing the required funding sign, follow up email sent regarding sign specifications and request for them to make the sign. Waiting on email from PCI of sign proof and cost.
- ✓ Text sent to Ethan Smith for letter indicating value associated for his labor and time to finish concrete.
- ✓ Spoke with ReddUp LLC to express concerns to complete play area grading as hunting season is approaching and volunteer help will be slim to none once the month of October approaches.
- ✓ Need to know how much material is needed to fill the holes needed to set the play equipment once the play area grading is completed. Currently short by 2,450 lbs. of concrete need approximately 22 – 80 lb. bags or 34 - 50 lb. bags. Council recommends to check with 84 Lumber, Carter Lumber, Paul B. Co. Before checking these options inquire with Waggoner Construction as they didn't use all the material they quoted for the concession sidewalk and apron.
- ✓ Future grants – there are workshops each year in November pertaining to the types of Grants and how to apply for them. Grant applications need submitted in January.
- ✓ America 250 budget, does the Borough have one, if so how much?
- ✓ Halloween – need dated and time, P&R plans to do Spooky House again this year.
- ✓ P&R Donation Jars have been disbursed, The Hunters Trading Post jar has received some donations.
- ✓ P&R minutes and agendas have been updated on the Borough Website and Liberty Tree planting information also posted.

Trail Topics: Board member Dove reported the 3 signs he purchased have been placed on posts, there need to be 6 holes prepared each hole needs to be at least 2 feet deep to secure the posts and he also made arrow stencils and purchased paint to mark or blaze the trail.

Newsletter: Secretary Adams reported she would have Fall/Winter newsletter ready to present to Council for the October Council Meeting. Member Katt Metzger asked to please be sure to include FOP meeting information and their email address.

Spooky House for Trick or Treat Night: Vice-chair Jarvis reported that the spooky house needed to be setup prior to the night of the event and tear down of all props needs to be the same night of the event.

No other business was discussed.

Adjournment:

Motion made by Vice-chair Jarvis

Second by Secretary Adams

Meeting adjourned at 8:08 p.m.

Respectfully submitted,

**Teresa Adams, Secretary
Parks and Recreation Board**