

**Parks and Recreation Committee**  
**September 21, 2023**  
**DCNR Grant Training**

**Members Present:** Kat Metzger, Dave Steidler, Teresa Adams, Jessicka Jarvis, Sharon Blouch  
**Members Absent:** Christine Steidler, Grace Franks  
**Public Present:** Mayor James Adams, DCNR Contact Cheryl Matter

This was an informational session only. No decisions were made during the training.

The P&R Committee met with DCNR Grant contact Cheryl Matter (Cheri) for training on the grant awarded for developing the borough park.

**DCNR Portal Access:** The P&R Committee discussed who will be responsible for paperwork and reporting on tasks taking place to complete the development process. The committee discussed who should have access and recommended giving access to Engineer Phil Brath, Borough Secretary Pam Errington and Park Secretary Teresa Adams. It was discussed the recommendation be taken to Borough Council and ask to remove former Secretary Kelly Kunkle from having access.

**Portal Navigation:** Cheri opened the portal and gave the P&R Committee a brief tour. She explained how to navigate to find a checklist to use as a guide to completing the project on time. She briefly went over the items approved, pending and additional comments or notes.

**Grant Award and Match Money:** Cheri explained the Grant was awarded for \$70,000.00, the play equipment is part of this amount and the Grant expires December 31, 2024. She said match money in the amount of \$40,000.00 is needed, it can be monetary donations, labor or materials and may exceed this amount. Labor and materials would need to be broken down to show their monetary value. Labor should be calculated at prevailing wage since the project cost is over \$20,000.00. When calculating labor wages for minors assisting with the project it should be at minimum wage currently set at \$7.25 per hour.

**Play equipment:** Quote form 33893 needs to be turned in for the play equipment.

**Purchases:** Need to be competitive purchasing thru either or both Keystone Purchasing Network (KPN), Costars. Need 3 quotes for any work or materials for project completion. DCNR nondiscrimination clause is to be submitted with each invoice submitted.

**Outstanding items:** Mrs. Matter reviewed the following items that are needed for the checklist:

- Invoices from Engineer Brath (shows his rates)
- New improvements to project, need to see any changes.
- Certification of Title or property title search, to be signed by Solicitor
- Checklist completion
- Detailed budget including playground equipment
- Project Timeline, show what's taking place and when it's taking place.

**Training adjourned at approximately 4:30 p.m.**

**Respectfully submitted**

**Teresa M. Adams**  
**P&R Secretary**