

UPPER MORELAND TOWNSHIP
Committees Meeting Agenda
March 21, 2022 at 7:00 p.m.

AGENDA ITEMS ARE SUBJECT TO CHANGE

INSTRUCTIONS TO JOIN:

Go to Zoom.us. Click “Join a Meeting” Webinar ID: 917 5771 7982 Password: 182130

Join by Phone: Dial 1-929-205-6099 Webinar ID: 917 5771 7982 Password: 182130

SUBMIT COMMENTS/QUESTIONS:

E-mail in advance or during the meeting to: comments@uppermoreland.org

Call in advance during normal business hours to 215-659-3100 x1058 or x1057

Residents requiring special accommodations, please call the Township during normal business hours

Parks and Recreation Committee Members: Commissioner and Committee Chair Nicholas O. Scull, Commissioner Cheryl Lockard and Commissioner Anthony Prousi; Township Staff Member: Patrick T. Stasio, Director of Parks and Recreation Department

I. Call to Order

II. Roll Call

III. Presentations/Announcements:

IV. Approval of Minutes – February 28, 2022 (attachment)

V. Acceptance and approval of the following monthly reports:

- A. Parks and Recreation Report
- B. Library Board of Trustees Report

VI. Old Business:

- A. Shade Tree Ordinance/Tree City USA (attachment)
- B. Herbicide Spray
- C. Woodlawn Park Master Plan

VII. New Business:

- A. DCNR Grant
- B. Park Neighbor Meetings:
 - Mill Creek Park, 3/29, 6:30 PM at the park basketball courts
 - Farmstead Park, 4/5, 6:30 PM at the Farmhouse
- C. Increase in the Use of Tree Funds
- D. Easter event request at Mill Creek Park

VIII. Other Parks and Recreation Item:

- A. Summer Camp Staffing Concerns

IX. Visitor Comments

X. Commissioner Comments

XI. Adjournment

**Upper Moreland Township
Committees Meetings
February 28, 2022 - Meeting Minutes**

Parks and Recreation Committee Meeting

Parks and Recreation Committee Members: Commissioner and Committee Chair Nicholas O. Scull, Commissioner Cheryl Lockard, Commissioner Anthony S. Prousi, Patrick T. Stasio, Director of Parks and Recreation Department.

- I. **Call to Order:** Commissioner and Chair Nicholas O. Scull, called the meeting to order.
- II. **Roll Call:** Committee Chair Scull, Commissioners Lockard, Prousi, and Pat Stasio, Director of Parks and Recreation. Also present were Matthew H. Candland, Township Manager, Randall K. Schaible, Assistant Township Manager/Director of Finance and Alex Baumler, Township Solicitor.
- III. **Presentations/Announcements:**
 - A. **Juneteenth Celebration Event presented by Sharia Wallace:**
 - Ms. Wallace briefly explained the history of Juneteenth and discussed details for the upcoming celebration on Saturday, June 18, 2022 and Sunday, June 19, 2022 between Park Avenue and Center Avenue. Volunteers, vendors, speakers and ideas are needed, and interested participants can email: montcojuneteenth@gmail.com.
 - Commissioner Spearing reminded of the urgency to submit the Montco 2040 Grant Application for the event.
 - The Committee recommends the Board of Commissioners take action at the March 7, 2022 Regular Meeting.
- IV. **Approval of Minutes - January 24, 2022:**
 - Commissioner Scull amended Section III., second comment to read, "William Penn Foundation, National Fish and Wildlife Foundation (NFWF) and the Department of Conservation and Natural Resources (DCNR) have provided grants totaling \$681,000 to renovate portions of Farmstead Park, which will create a passive recreation area and a place to infiltrate water."
 - The Committee approved the meeting minutes as amended.
- V. **Acceptance and approval of the following monthly reports:**
 - A. **Parks and Recreation Monthly Reports for January 2022** - Mr. Stasio reported the following:
 - Seeking to fill seasonal positions in both the Maintenance Division and in the Parks Division for Attendants and Summer Camp Counselors. Maintenance Crew employee positions are also available with responsibilities that include weather related clean up around the Township buildings, in the parks and on sidewalks. Interested candidates can find job descriptions and applications on uppermoreland.org and uppermorelandrec.com or contact the Parks and Recreation Department.
 - B. **Library Board of Trustees Report** - David Hakes, Treasurer, reported the following:
 - Reimbursement of \$10,551 was received for items and deep cleaning related to the Covid-19 pandemic, which the American Rescue Plan provided through the Institute of Museum and Library Services.
 - Montgomery County Office of Public Health issued an announcement as of today relaxing the mask guidelines, and the Library has moved to making masks optional for patrons and staff.

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- Commissioner Prousi requested to receive the "Library Happenings" ahead of the Committee Meeting to help advertise events. Margie Peters, Director, will email the "Library Happenings" in advance to the Commissioners.

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VI. Old Business:

A. Tree City USA:

- The Committee discussed minor language changes to the Shade Tree Ordinance.
- Sharia Wallace, a resident, inquired about planting fruit trees and Mr. Candland explained that they are required to be shade trees.
- The Committee recommends the Board of Commissioners take action at the March 7, 2022 Regular Meeting to advertise an ordinance.

B. Farmstead Park Roof Project Covenant/Memorandum of Understanding:

- The Committee discussed language in the Covenant and Memorandum.
- The Committee recommends the Board of Commissioners take action at the March 7, 2022 Regular Meeting.

C. Farmstead Park Special Events Alcohol Approval:

- The Committee recommends the Board of Commissioners take action at the March 7, 2022 Regular Meeting.

D. Parks and Recreation Advisory Council's Recommendations for a Master Plan Consultant - Mr. Stasio reported the following:

- The Advisory Council met on February 8, 2022 and approved the firm of Simon Collins as the consultant to provide services for the Woodlawn Park Master Plan, not to exceed \$44,485.
- Tom Hasani, Ward 3 Council Member, commented support on the portfolio and quality of work provided by Simon Collins.
- Dr. Lynnette Saunders, Environmental Advisory Council, requested the use of native plants in the project.
- Mr. Stasio explained a Master Plan is expected in November and the next step will be to prepare construction documents.

VII. New Business:

A. Bonnet Lane Park Project Phase I Road Improvements – Local Share Account Grant Application - Anton Kuhner discussed the following:

- Details of the project's improvements that include the widening of Mill Road and a new road that connects from Mill Road to Bonnet Lane.
- The grant application is for approximately \$740,000, state-wide, highly competitive and specifies improving the quality of life in a community.
- The Committee recommends the Board of Commissioners take action at their March 7, 2022 Regular Meeting.

B. Herbicide in Parks:

- Mr. Stasio explained that vinegar solutions are not systemic, are most effective for targeted applications around playground equipment, not recommended for athletic fields and must be applied multiple times due to weather. He will provide additional information at the March 21, 2022 Parks and Recreation Committee Meeting.

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- Dr. Lynnette Saunders, Environmental Advisory Council, commented concerns about the use of Roundup Weed Killer. Mr. Stasio will provide information on the use of Roundup in Township Parks.

VIII. Other Parks and Recreation Items:

- Mr. Stasio announced that the Township was awarded a PECO grant in the amount of \$7,500, which was submitted in the Fall of 2021 for plant plug seeding at Fairs Oaks Park Basin.

IX. Visitor Comments - Nothing to report.

X. Commissioner Comments:

- Commissioner Spearing commended the Parks and Recreation Advisory Council for selecting the Woodlawn Park Master Plan consultant and inquired on a demolition date for the former Woodlawn School. Mr. Candland will provide a follow up.

XI. Adjournment: There being no further business for this Committee, the meeting was adjourned at 10:10 p.m.

Respectfully submitted by Kathleen Kristire.



Township of Upper Moreland

MONTHLY REPORT FEBRUARY 2022

Department of Parks and Recreation

The Department of Parks and Recreation consists of three full-time office staff and five full-time maintenance workers, as well as dozens of part-time instructors, park attendants, and seasonal maintenance workers.

The Parks Division is responsible for 19 parks and opens space areas, as well as the Township and Library Building grounds, trail-ways, and other open space areas located within Upper Moreland Township.

Our Recreation Division provides recreational opportunities to people of all ages and abilities. We strive to offer organized programs that are affordable, safe, educational, and enjoyable.

This monthly report is a flavor of some of the activities of our department over the past month. The list is by no means a detailed review of our activities; instead, it is meant to provide information pertaining to our monthly accomplishments as a department. The report is broken into three distinct categories, Administration, Recreation, and Park Maintenance. For your review, our Monthly Report.

ADMINISTRATION:

c/o Patrick Stasio, Director

- Prepared information and materials for Board of Commissioners and other monthly meetings.
- Continued communication with the cross county trail engineering firm. We also reached out to PECO with possible locations for the trail and they have commented. We are scheduling a meeting with PECO to review where the Cross County Trail may be on PECO property.
- Reviewed all Woodlawn Park Master Plan proposals and held a special meeting of the PRAC to review and discuss each proposal. PRAC made a recommendation for the BOC's consideration.
- Finalized all spring / summer facility requests and mailed draft use schedule to all community groups.
- Forwarded all Fair Oaks Park property sale acceptance letters from neighbors to our solicitor for action.
- Completed the Township Spring 2022 Newsletter. Reviewed final draft and signed for newsletter to be printed and mailed. Should be mailed the week of March 14.
- Prepared all time sheets and time off forms for office and maintenance staff and provided to HR.
- Held staff meetings and also staff reviews as required.
- Met with all returning seasonal staff members and completed the initial paperwork for returns.

- Met with neighbor on Newington Drive to review a newly constructed fence. Provided them with information to continue their process through Codes Enforcement.
- Visit all or basins regularly to ensure they are functioning properly and are litter free. Monitored the plantings at the Fair Oaks Park basin.
- Attended staff meeting with all Department Heads and Township Manager.
- Met with the Manager and engineers to review possible grant opportunity along Mill Road for improvements to Mill Creek Park.
- Prepared letters for park neighbors at Mill Creek Park and Farmstead Park to review plans for improvements. Letters went out in early March noting the meeting dates and improvements planned.
- Continued communications with several granting agencies regarding several grants. We are awaiting grant contracts.
- Reviewed winter projects with maintenance staff. Several projects were completed; however, snow delayed some of our projects. Projects included: ballfield preparations, picnic and trash can holder repairs and wood replacements, tree removal, park informational sign replacements...
- Continual meetings and communications with Farmstead Alliance concerning the new roofs and the grant accordingly.
- Advertised for seasonal employment positions.

RECREATION DIVISION:

c/o Kate Kollar, Program Coordinator:

- **Leagues:** Men's, Coed and Women's softball leagues are set for the spring season. I opened registration and communicated with returning coaches, as well as new teams looking to join the league. Updated the preliminary information for all three leagues, as well as revised the softball league rules and began responding to inquiries for bat list additions. I have connected with Masons Mill Maintenance workers regarding field preparation.

- **Trips and Tickets:** Our Penn Cinema and Regal Movie ticket sales continue to be steady. We are communicating with PRPS to see if we will be able to offer discounted summer amusement park tickets once again.

- **Golden Age Club (251 members for 2022):** The GAC is now charging a meeting fee of \$5.00 per person cover charge to attend the monthly meetings (\$10 annual fee to be a member of the GAC). We had 104 members attend the February general meeting at the VE Club. I met with the Executive Board where we determined the location, date, and menu for the Spring Thaw (April), as well as a date for the Summer Picnic. I made arrangements with Maggio's for the spring thaw luncheon and sent a deposit. Reserved the picnic pavilions at Masons Mill for the summer picnic. I compiled contracts, budgeted for the trips, determined deadlines, and sent deposits as needed for all of our upcoming GAC trips. Drafted the February Golden Reporter, copied, and posted/mailed it to our members. I prepared a financial report for the board to review.

- **Programs:**

Winter – Our winter recreation lineup is underway. We did not have to cancel any programs. We are offering Karate and Zumba for our adult community. We are offering Young Rembrandts Drawing (10), Karate (34), Babysitting (1), Dramarama (35), and Dramarama Junior (20) for our youth.

Spring – I completed spring newsletter information and submitted the program offerings. Our spring recreation program registration is underway. Our numbers are great. Preschool offerings include soccer (38), t-ball (34), and Multi-sport (13). Youth offerings include Minds In Motion Science (1), Field Hockey (1), Basketball (30), and Karate (17). I have

partnered, once again, with the UM Library to get the Book Walk information for Masons Mill Park.

Summer – I completed spring newsletter information and submitted the program offerings. All Summer facility requests were submitted to the school district. Sport/Specialty camps were confirmed with instructors and contracts were sent for signatures. Supervised Playgrounds – I coordinated trips for the 8-week program. Communicated with food service department at UMTSD; the program will NOT be offering the free breakfast and lunch for participants as we have done the past two years (was offered through the school district and is no longer available). I gathered all returning staff applications and background clearances. I have advertised for new employees using many different modes and we have not received any applications. This will affect the number of participants that the program will allow. I am continuing to try to recruit new employees. Teen Trex will also be offered on a very modified schedule. Vans, that we have used in the past, are no longer available for rental. Scheduled all summer concerts for Sundays at Masons Mill Park. Reviewed each bands proposal, selected bands, forwarded contracts, and prepared the summer concert flyer.

- **Committees:** I am the Montgomery County Senior Games Volunteer Coordinator. I am on the PRPS Annual Conference Expo Hall / Sponsorship committee for 2022. I am now sitting on the board for Sauers Cares (non-profit fundraising organization) which helps Montco residents.

- **Meetings/Miscellaneous:** Montco Senior Games meeting 2/3; Nature Based Play Webinar on 2/3, Parks and Recreation Advisory Council meeting (virtual) on 2/8; Sauers Cares meeting (partnership) on 2/8; GAC Executive meeting on 2/9; copier training at UMT on 2/9; PRPS Conference Expo meeting (virtual) on 2/15; ARC update training (virtual) on 2/16; GAC general meeting on 2/22; UMSC meeting on 2/25. Continue to work with the Farmstead Alliance concerning restoration grant at Farmstead Park (Pat has asked me to lead this project with Alan Sentman).

PARKS DIVISION:

c/o Jim Murphy, Parks Foreman:

- Installed new trash can holders and park grills at various parks.
- Removed dead or dying trees and removed stumps left from previous tree removals. We back-filled all removed stumps.
- Readied all ballfields for spring / summer activities. Tilled all athletic fields to remove any grass, added ballfield mix where necessary, cut our in-fields and all other preparations for use.
- Weekly trash pick up at all parks and weekly cleaning of all vehicles, including interior and exterior of vehicles. People continue are utilizing our parks throughout the year.
- Performed several snow removal duties for storms in February. UMPR is responsible for the Township complex, firehouses, municipal lot, and all township owned sidewalks. Post event, the staff discusses any concerns with the storm activities as a way to better prepare us for future events.
- Weekly basin review and maintenance.
- Reviewed some dangerous trees at Pioneer Woods Park that may fall onto neighbors property. Those trees will be removed in early March/
- Ordered safety surface for playgrounds. Surface will be delivered in mid-March and will be installed at that time. This is an annual replenishment to ensure we meet with Consumer Product Safety Commission guidelines for fall height.
- Worked with fence contraction for fencing repair at Masons Mill Park due to hardcourt resurfacing.
- Communicated with contractor to fertilize several of our athletic fields. We are applying three applications of fertilizer and pest controls. We supplement this work with some field spraying in-house.
- Continued servicing our mowers and other machines to prepare them from spring / summer maintenance season.
- Supplied Director with paperwork regarding time off requests and other necessary paperwork.
- Weekly / daily cleaning of all vehicles and equipment after each use to ensure the equipment / vehicle long life.
- Added topsoil and seed and straw at the picnic grove at Masons Mill Park. We also replaced the wood on several picnic tables, repaired trash can

receptacles, and added new grills (see photo below).



**UPPER MORELAND TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

ORDINANCE NO. _____

AN ORDINANCE OF UPPER MORELAND TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA, AMENDING PART II: GENERAL LEGISLATION, TO CREATE A NEW CHAPTER 258 “SHADE TREES” TO THE UPPER MORELAND TOWNSHIP CODE OF ORDINANCES TO ESTABLISH REGULATIONS FOR SHADE TREES AND TO DELEGATE POWERS AND DUTIES TO THE PARKS AND RECREATION ADVISORY COUNCIL TO ADMINISTER THE SAME; REPEALING ALL INCONSISTENT ORDINANCES, OR PARTS THEREOF IN CONFLICT THEREWITH; AND PROVIDING FOR A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, Upper Moreland Township, Montgomery County, Pennsylvania (hereinafter “the Township”) is a Township of the First Class, organized and existing under the laws of the Commonwealth of Pennsylvania; and

WHEREAS, the Pennsylvania First Class Township Code (the “Code”), 53 P.S. § 1502(1), grants the Board of Commissioners the authority to adopt ordinances prescribing the manner in which powers of the Township shall be carried out; and

WHEREAS, Section 5820 of the Code, 53 P.S. § 58020, grants the Board of Commissioners the power to establish a commission for the regulation of shade trees to advise the Board of Commissioners regarding its exclusive custody and control of the shade trees in the Township on the public streets and highways of the Township and to establish regulations within the Township for the planting, removal maintenance and protection of the same; and

WHEREAS, Section 3022 of the Code, 53 P.S. § 58022, states that “whenever, in any township, there exists a commission for the care of public parks, the township commissioners may, by ordinance, confer on the park commission all the powers and all the duties prescribed by this article for the shade tree commission.”; and

WHEREAS, the Board of Commissioners of Upper Moreland Township has determined that conferring its powers and duties for the care, custody and control of shade trees within the Township’s public streets and highways to the Parks and Recreation Department’s Parks and Recreation Advisory Council is in the best interest of the public health, safety and welfare of the residents of the Township.

NOW, THEREFORE, be it, and it is hereby **ORDAINED** by the Upper Moreland Township Board of Commissioners, and it is hereby **ENACTED** and **ORDAINED** by authority of same as follows:

SECTION 1: Amendment of the Code.

The Upper Moreland Township Code of Ordinances, Part II General Legislation, Chapter 258 (Shade Trees), is hereby established and shall read as follows:

§ 258-1. Delegation of Authority.

The Board of Commissioners of Upper Moreland Township hereby confers on the Parks and Recreation Department all the powers and all the duties prescribed by the Pennsylvania First Class Township Code, Article XXX governing shade trees. The powers and duties prescribed hereunder this delegation of authority shall be administered by the Upper Moreland Township Parks and Recreation Advisory Council.

§ 258-2. Powers and duties.

The Parks and Recreation Advisory Council shall have the following specific powers and shall be required to:

- A. Work with the appropriate Township officials charged with the enforcement of the Zoning Ordinance and the Subdivision Ordinance of the township regarding shade trees to advise and help implement the provisions of those ordinances with respect to:
 - (1) The planting, removal, maintenance and protection of shade trees in the public streets and highways of the Township.
 - (2) The establishment and maintenance of buffer zones.
- B. The Council shall have the ability to prepare and adopt a street tree plan for all trees in or upon the public streets, highways, avenues, parks, parkways and other public areas owned by the township which in its opinion shall effectuate the provisions of this chapter, provided that such plan shall not become effective until approved by the Board of Commissioners.
- C. When contacted by owners of private property, where there is the possibility of shade trees being removed, to advise them of the desirability of retaining, altering or replacing such trees.
- D. Work with other Township officials and provide information to the public in order to encourage the planting and maintenance of shade trees on private property.
- E. Prepare and present to the Board of Commissioners such additional legislation as the Council deems appropriate to promote the planting and maintenance of shade trees in the Township.

§ 258-3 Expenses, Employees.

- A. The Council shall not hire, employ or pay any tree warden, arborist, forester, engineer or any assistant as might be considered appropriate without the specific approval of the Department of Parks and Recreation and the Board of Commissioners.
- B. No expenditure by the Council shall be made without the specific approval of the Department of Parks and Recreation and the Board of Commissioners.

§ 258-4. Annual Reports.

The Council shall annually report in full to the Department of Parks and Recreation and the Board of Commissioners on the activities of the Council.

SECTION 2: SEVERABILITY.

The terms, conditions and provisions of this Ordinance are hereby declared to be severable, and, should any portion, part or provision of this Ordinance be found by a court of competent jurisdiction to be invalid, unenforceable or unconstitutional, the Upper Moreland Township Board of Commissioners hereby declares its intent that the Ordinance shall have been enacted without regard to the invalid, unenforceable, or unconstitutional portion, part or provision of this Ordinance.

SECTION 3: REPEALER.

Any and all other Ordinances or parts of Ordinances in conflict with the terms, conditions and provisions of this Ordinance are hereby repealed to the extent of such irreconcilable conflict.

SECTION 4: EFFECTIVE DATE.

This Ordinance shall be effective five (5) days after enactment.

ORDAINED AND ENACTED by the Board of Commissioners of Upper Moreland Township, Montgomery County, Pennsylvania, this 4th day of April, 2022.

Attest:

**UPPER MORELAND TOWNSHIP
BOARD OF COMMISSIONERS**

Matthew H. Candland, Secretary

Clifton McFatridge, President