

BETHEL PARK
BOARD OF PARKS, RECREATION AND LEISURE SERVICES
REGULAR BOARD MEETING
Wednesday April 5,2023

Minutes

1. **Call to order:** Time: 7:00 pm
2. **Roll Call:** Bill Bonaccorsi, Vince Galloni, James Gastgeb (Chairperson), Kelly Kuhn, Bob McCall, Jim Miller (Vice Chairperson), Christina Murtaugh, Joseph Nagel, Joelle Salerno (Secretary), Russ Spicuzza, Daryl Walezak

Present: Bill Bonaccorsi, Vince Galloni, James Gastgeb (Chairperson), Kelly Kuhn, Bob McCall, Jim Miller (Vice Chairperson), Christina Murtaugh, Joelle Salerno (Secretary), Russ Spicuzza, Daryl Walezak
Absent: Joseph Nagel
Staff Present: Adam Steele, Susan Dolinar, Chuck Stover, Emily Skoczlas, Lindsey Sibert, James Knight,
Liaison Present: Joe Janosik, Tim Moury, Joe, Consolmagna,
Residents: 2 residents attended.
3. **Communications:**
 - A. March 1, Board Meeting minutes
 - B. Department Program Expense Reports dated March 30,2023
 - C. Recreation Department Revenue / Disbursements Reports for February 2023
 - D. Personnel Payroll Report Sheets: March 3 & 17, 2023
 - E. Key Dates
4. **Election of Officers**
 - A. Motion to nominate the following slate for board officers. Mr. Gastgeb for Chairperson, Mr. Miller for Vice Chairperson, and Ms. Salerno for secretary.
Discussion, Additions, Corrections: Mr. McCall and Mr. Stover suggested the same slate.
Motion: Mr. McCall Second: Ms. Murtaugh
Vote: **10-0**
5. **Motion to approve minutes of regular meeting of March 1, 2023**
Motion: Mr. Miller Second: Mr. Bonaccorsi
Discussion, Additions, Corrections: **None.**
Vote: **10-0**
6. **Resident comments and questions:**
Mr. Gastgeb asked if the residents present had questions.
7. **Director's Report:**

No Cook Tuesdays	<p>April 4</p> <ul style="list-style-type: none"> Rowdy Barbecue Ribs, Pulled Chicken, Pulled Pork, Mac & Cheese, Baked Beans, Cole Slaw 2.5 Greeks Gyro, Burger, Chicken Sandwich, Salads, Fries, Dessert Revival Chili 4 different types of Chili over Cornbread- Chili Dogs, Burgers, Nachos Burritos <p>April 11</p> <ul style="list-style-type: none"> Hibachi Lou Japanese Food Truck with Steamed Rice & Veggies, Steak, Salmon, Chicken, etc. Ray's Pizza Pizza, Pepperoni Rolls, Meatball hoagies, and French Fries. Wood Stoked Oven Pulled Chicken, Pulled Pork, Brisket, and Side Dishes <p>April 18</p> <ul style="list-style-type: none"> Pittsburgh Pierogi Pierogis, Stuffed Cabbage, Haluski Yovis Hot Dogs, Italian Beef, Polish Sausage, and sides Cilantro & Ajo Venezuelan food – Empanada, Arepa, Cachapas, Pabellon Bowl <p>April 25</p> <ul style="list-style-type: none"> R & G Smokeshack Chicken, Brisket, Smoked Italian Sausage, Pulled Pork, and Side Dishes Ray's Pizza Pizza, Pepperoni Rolls, Meatball hoagies, and French Fries.
Farmers Market	<ul style="list-style-type: none"> ➤ Will start on Tuesday, May 2 and September 26 is the last market. We received a grant from the Bethel Park Community Foundation- \$2200.00 for 2023 for publicity and advertising. It will be used for publicity, staff shirts, purchase of custom promotion giveaways. ➤ The New Famers' Market Website is completed and here is the link Bethel Park Farmers Market Press control and click on the link to view. The list of 2023 vendors should be live by the end of the week. ➤ There are 30 full-time vendors (every week). Cherish Creamery, Cinco de Mayo Salsa, Evelyn's Farm, Goose Run Farm, Hello Hummus, hGrace Confections, Istanbul Grille, Jodikinos Farm, Jose Quiroz Farm, Keystone Cultures co., La Vigneta Winery, Lil Debby's Delights, Loafers Bread, Logan Family Farms, Olive Tap, Pie Place, Pitaland, Pittsburgh Pierogi Truck, Ray's Pizza, Rowdy BBQ, Rockin' Cat Organic Coffee & Tea, Simmons Farm, Spring House, Swope's Berries & Bees, Tambellini Catering Event, Two Acres Farm, Up in Suds Handcrafted Soap, Urban Spore, Wild River Kettle Korn, and Wu's Shaved Ice. ➤ There are fifteen half- time vendors (every other week) Beedle's Ice Cream, Boyd & Blair, Brother Monk Ciderworks, Cookey, Country Hammer Moonshine, Forever Green Family Farm, Hibachi Lou, Juree Chris, Kizzle Foods, Lemmon Brothers Farm, Michaels T's Bakery, Mitz's Meow Market, Pet Wants, Scorch Garden Tacos, and Wigle Whiskey & Threadbare Cider ➤ There are four once a month vendor: Aunt Annie's Pretzel Truck, Kindred Flower Farm, Liquid Vibes Coffee Truck, Whimsical Wardrobe Boutique, and Chimney Cakery on June 6 & August 15

Field Banners	<ul style="list-style-type: none"> ➤ Become Better Sports Performance, Bill Flinn Agency, Dunn Garage Door, Hillcrest Christian Academy, and Jane York- Coldwell Banker, Ma & Pops Country Kitchen, Mon River Supply, Noble Environmental, South Parks Shops, and Spartan Pharmacy, have renewed for all fields for two years. ➤ Highpoint Fitness renewed for all fields for one year. ➤ New Sponsors Ginger Construction is a new sponsor for all fields for one year. ➤ The Bethel Park Community Foundation and Kohl Floor Sanding are new sponsors at all fields for two years. ➤ Outstand renewals are Bethel Park Republican Committee, Howard Hanna – Leanne Dresmich, Jersey Mike’s Subs, Joey Fabus Childhood Cancer Foundation, Lois Johnson Learning & Childcare Center, No Limits Martial Arts, Olive Oils Pizzeria, and The Pittsburgh Football Club
NRPA RDMS	<ul style="list-style-type: none"> ➤ The Recreation Director attended the NRPA Revenue Development and Management School. Topics included the following: <ul style="list-style-type: none"> • Working with Vendors, Contractors, and Partners. • Aligning Priorities & Performance • Evaluating the Customer Experience • How a Budget is Born • Monitoring and Managing your Budget • Philosophy & Politics of Revenue Generation • Philosophy Impacts on Cost Recovery • Positioning & Marketing • Spending & Saving Strategies • Think like an Entrepreneur • Understanding the Big Picture <p>Mr. Stover explained that current marketing is experience based and plans to have emotional marketing in future Chronicles and flyers.</p>
PRPS Conference	<ul style="list-style-type: none"> ➤ The Assistant Recreation Director/ Community Center Director and Recreation Program Coordinator attend the annual Pennsylvania Recreation and Park Society ➤ Recreation Program Coordinator learned topics including: ➤ Leadership workshop – Transforming Supervisors into Leaders ➤ How to make fitness important within the community ➤ How to make incorporate fitness in the workplace ➤ Socials which included networking with other organizations around PA about their programming ➤ High-performance teamwork and being in sync. ➤ Advocacy and how to get your point better understood. <p>Mr. Knight explained topics also included fitness, wellness sustainability, and programming. Mr. Knight and Ms. Skoczlas noted discussing ideas with other Recreation departments. Mr. Stover asked if Ms. Skoczlas had anything to add. Ms. Skoczlas confirmed she did not.</p>

Farm to Table	<ul style="list-style-type: none"> ➤ The Recreation Program Coordinator and Special Event Coordinator attended the annual Farm to Table ➤ We were able to connect with potential Market vendors as well as meet newly accepted market vendors. The Expo highlighted many local vendors and their products. It was beneficial to see new vendors with booths set up to see how they would work within the current market. The expo also provided a list of local farms, dairy farms, etc. that we will be able to use to continue to grow the market in the future. <p>Mr. Stover asked about the online course Ms. Sibert is enrolled in. Ms. Sibert informed everyone, she is in a course about running a market well for an Ohio Farmers' Market Certification. Ms. Sibert announced registering for the Farmer's Market Coalition, a national group that assists market managers and farmers. Ms. Sibert explained they offer helpful resources and local contacts. Ms. Sibert to collect EBT and Food Stamps at the Farmers' Market with the Farmer's Market Coalition resources.</p>
Wine and Cheese Fest	Mr. Stover announced a Wine and Cheese Fest at Park Avenue on October 28 from 3:00 pm to 7:00 pm, with vendor set up at 12:00 pm. Field use will be blocked off.
Wayne Paul Celebration of Life and Restricted Funds	Mr. Stover explained there was a Celebration of Life fundraiser for Wayne Paul, a Recreation coach and teacher who passed away in 2020. Mr. Stover informed the Paul family donated \$6,500.00 to the Recreation restricted funds. Mr. Gastgeb explained another family member will donate an additional \$1,000.00. Mr. Gastgeb suggested the family should be recognized, through a council meeting or bench. Ms. Kuhn asked which sports Wayne Paul coached. Mr. Gastgeb explained he coached basketball, football, and baseball. Ms. Kuhn suggested a tribute could be held at a field. Mr. Stover informed that after the \$75,000.00 towards the Splash Pad and \$7,500.00 donation, the restricted fund balance is \$53,892.01.
Park and Play	Mr. Stover explained the Park and Play goal is self-sufficiency with the new Wine and Cheese Fest.
Municipal Field Policy	<p>Mr. Stover informed everyone it is Municipal policy that fields open April 1 and close November 1. Ms. Salerno asked what plans were for park facilities. Mr. Stover informed everyone it will be weather dependent. Mr. Moury explained that closures are for security and preventing vandalism. Mr. Moury informed everyone that the playground area at Simmons Park may be open with the buildings closed. Ms. Salerno noted Scott Township left bathrooms closed but playgrounds open and most residents assumed local Parks closed in winter. Mr. Stover explained that playgrounds in Simmons Park, Miner's Park, and Park Avenue are usually open.</p> <p>Mr. Stover noted parks would be closed when deer hunting begins. Mr. Moury explained they started late due to delayed permit approval and the insurance company required park closure. Mr. Bonaccorsi asked if the main concern was the fields or park apparatuses. Ms. Dolinar explained cars are being driven recklessly in parking lots and over the hill. Mr. Miller asked if turf fields could remain open until it snows and mentioned the high school leaving theirs open year-round. Mr. Moury clarified that the fields and ancillary dirt are both considered. Mr. Moury to come back with a plan in August after deer hunting is set.</p>

Municipal Shed Policy	<p>Mr. Stover announced the Municipal policy of sheds not being built in parks and fields. Mr. Moury noted the shed in disrepair at Miner's Park, which is also a security risk. Mr. Moury suggested Job Boxes instead and how Bethel Park Baseball revised their shed request after meeting with Ms. Dolinar. Mr. Moury asked if Mr. Stover referred Girls' Softball to revise their request with Ms. Dolinar. Mr. Stover informed them were told to call Ms. Dolinar, but they had not.</p> <p>Ms. Murtaugh and Mr. McCall noted Job Boxes were dangerous because children could be hurt. Mr. Moury informed Job Boxes chosen by Bethel Park Baseball are front opening. Mr. Moury explained sharing expenses with organizations is the goal to upgrade Job Boxes. Mr. McCall asked about the request Girls' Softball placed for a shed. Mr. Moury noted they were considering two sheds and it was suggested for them to contact Ms. Dolinar.</p>
Assistant Municipal Manager	<p>Mr. Stover announced that Mr. Steele is the new Assistant Municipal Manager. Mr. Stover explained Mr. Steele worked alongside the previous Municipal Manager for two years.</p>
Positive Coaching Alliance	<p>We hosted our first coaches' workshop for the upcoming spring sports on March 26th</p> <ul style="list-style-type: none"> ➤ There were about 25 – 30 people in attendance for this first workshop. ➤ Our PCA Coach Randy Nathan did an amazing job with talking and sharing personal experiences, scenarios, and techniques to use to ensure that coaches are going by the Double-Goal coach framework. ➤ After talking with the coaches and organizations after the meeting, there was an outstanding approval rating with everyone spoken to talking about others needing to take this workshop and making it more open for all. <p>Thoughts of improvement</p> <ul style="list-style-type: none"> ➤ Having this be registration-based will allow more people to come. (This was a free event; however, we feel that since it was a loose show up that more people would engage more with these workshops if there was a signup portal and information on it) ➤ Advertise about the coaches' meeting starting 6 weeks in advance with registration being opened. ➤ Have it as a more general location such as the Community center or a more well-known location such as the high school. ➤ Having both the online portal available to get coaches certified as well as the workshops will be better than nothing. <p>Mr. Knight explained the new software would enable online registration. Mr. Gastgeb asked when the next meeting would be held. Mr. Knight informed it will be July 22 or August 13. Mr. Knight to directly communicate with organizations. Mr. Bonaccorsi asked about the session length. Mr. Knight informed sessions were two hours, one day. Ms. Kuhn asked what options were to encourage attendance. Mr. Bonaccorsi suggested coaches near retirement may not attend. Ms. Kuhn noted that there would be leniency for those cases. Ms. Kuhn informed the online class was available for 20 coaches. Mr. Spicuzza and Ms. Murtaugh suggested summer sessions due to vacations and season starts. Mr. Knight informed most teams begin in August, and the suggested timeframe was a week or two before the season.</p>

	<p>Mr. Knight explained the sessions focused on new and experienced coaches. Mr. Bonaccorsi asked how many coaches go to the next grade with players. Mr. Knight clarified most coaches stay with their original teams. Mr. Galloni asked if there was time to inform coaches if training becomes tied to facility use. Mr. Stover informed everyone it would be discussed with council. Ms. Kuhn noted all sports groups are invited. Kuhn and Ms. Murtaugh suggested holding it a day before the season. Mr. Stover suggested this be tabled for workshop and requested a list of who attended. Mr. Knight to access who attended over email. Mr. Stover announced they will track who attended. Mr. Janosik asked if the training could be recorded. Ms. Kuhn explained the training could not be recorded.</p>
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8. Officer's Report:

Mr. Miller asked if the track was free to use between 9:00 am and 3:00pm. Mr. Stover explained the times applied from Monday to Friday. Mr. Moury noted this was due to the County Department of Aging.

- 1) Mr. Gastgeb explained a Rev 'Em Up volunteer crashed on a scooter. Mr. Gastgeb further explained two golf carts and scooters are donated by Hometown Scooter, and this was the first accident in twelve years. Mr. Gastgeb suggested reimbursing the volunteer for their \$3,500.00 loss. Mr. Gastgeb noted the insurance does not cover volunteers. Mr. Stover corrected Mr. Gastgeb and stated the following. Volunteers are covered under Municipal Insurance. Volunteers must adhere to all municipal rules, ordinances, policies, and procedures. Additionally, volunteers must follow the regulations, rules, and policies of the municipal insurance carrier. All insurance regulations, rules, and policies must be followed, even if a company is donating goods or services. If we do not follow them insurance companies can and do deny claims. Ms. Salerno asked about a special event policy. Mr. Stover explained that the current insurance policy is being looked into. Mr. Gastgeb, Ms. Salerno, and Ms. Murtaugh suggested the insurance could cover volunteers, or that a volunteer waiver be made.

9. Standing Committee Reports:

Parks, Buildings, & Grounds: None.

Community Outreach: Ms. Salerno asked if there were videos of PCA training. Mr. Knight explained videos about the training were online. Ms. Kuhn asked if Ms. Salerno could clarify. Ms. Salerno informed she wanted support materials. Mr. Knight announced Mr. Dowdell to create a Community Center and Recreation Instagram for outreach.

Programming: Mr. Galloni asked about the AARP fitness park he suggested. Ms. Murtaugh asked for clarification. Mr. Knight informed the board of a facility was needed for the fitness park grant Mr. Galloni informed the board of. Mr. Galloni suggested no additions to Village Green Park. Mr. Stover suggested adding a fitness park to Miner's Park. Mr. Galloni noted the commercial of his Qigong course attracted students and videos should be made for other courses. Mr. Janosik informed BPTV was free to residents, and he watched Mr. Galloni's ad. Mr. Stover asked if BPTV was on streaming services. Mr. Moury explained it was on cable, YouTube, and that streaming could be considered. Ms. Kuhn suggested a three on three basketball tournament.

Fields and Banners: Mr. Stover informed that 45 banners had been renewed, 8 banners are outstanding, and the overall goal is 50 banners. Mr. Stover to bring banners to Ms. Dolinar. Mr. Stover noted Public Works removed weeds and cut back trees at Park Avenue for banners. Mr. McCall asked for a list of outstanding banners. Mr. Stover to send the list to Mr. McCall. Mr. Stover announced that Team Nutz had their banner compensated.

Special Events: Mr. Gastgeb suggested a smart dog park. Mr. Stover noted that while it was trending, South Fayette had paid over \$10,000.00 twice in vet bills due to their dog park.

10. Revenue and Disbursements Report:

- A. Motion to approve revenues and disbursements report for February 2023.

Motion: Mr. Galloni Second: Mr. Bonaccorsi

Discussion, Additions, Corrections: None.

Vote: **10-0**

11. New Business:

- A. Motion to approve Municipal Staff recommendation to spend this year's Challenge Grant money in the amount of \$3,747.50 to Bethel Park Baseball for the purchase of Job Boxes for Simmons Park. Additionally, L Screens to be purchased for Simmons and Millennium Parks.

Motion: _____ Second _____

Discussion, Additions, Corrections: Mr. Gastgeb asked who had paid for the new job box for the Turf field at Millennium Park. Ms. Dolinar informed everyone that the money was from the grant. Mr. Gastgeb suggested the payment should be from Public Works. Mr. Galloni asked if the Job Boxes were for Simmons Park. Mr. Gastgeb informed that the Job Boxes were for Simmons Park and the board would prefer a shed. Mr. Miller noted issues he experienced with keys and Job Boxes. Mr. Moury explained that sheds are a safety issue, and the board can make a recommendation to the council. Ms. Salerno and Mr. Murtaugh suggested the board not vote at the moment.

Mr. McCall asked if Mr. Moury could explain the safety issue. Mr. Moury informed that sheds have been broken into. Mr. Miller asked where L Screens are stored. Ms. Kuhn and Mr. Stover explained L Screens are stored in batting cages. Ms. Salerno asked if the Job Boxes would help Bethel Park Baseball. Mr. McCall noted it would not resolve Job Boxes causing equipment damage. Mr. Miller asked what equipment was stored. Ms. Kuhn explained coaches transport most equipment. Mr. Spicuzza suggested isolating Job Boxes away from children. Mr. Moury explained they could be placed in other locations.

Vote: **0-10**

- B. Motion to approve a request from Bethel Park Baseball to purchase an under the counter freezer in the amount of \$ of \$1,095.00 for the new concession Millennium Park.

Motion: Ms. Salerno Second Mr. Bonaccorsi

Discussion, Additions, Corrections: Mr. Miller asked if there were regulations for freezer placement. Mr. Stover explained it was discussed with the company. Ms. Salerno asked which fund the payment came from. Mr. Gastgeb and Mr. Stover informed everyone it was from the restricted fund.

Vote: **10-0**

- C. Motion to ask Council to approve the net revenue from Comedy Night and the Turkey Trot to be placed in the restricted fund for facility improvements.

Motion: Mr. Bonaccorsi Second Mr. Galloni

Discussion, Additions, Corrections: Mr. Stover explained that the event revenue will be added to the restricted fund. Mr. Spicuzza asked how it was done before. Mr. Stover

informed event funds were added to the general budget. Mr. Moury noted it would be a council decision.

Vote: **10-0**

12. Unfinished Business: None.

13. Consideration of bills and payroll that have already been paid / payments pending:

- A. Motion to approve Program Expense Reports dated March 30, 2023.

Motion: Mr. Miller Second: Ms. Salerno

Discussion, Additions, Corrections: **None.**

Vote: **10-0**

- B. Motion to approve personnel costs dated March 3 & 17, 2023.

Motion: Mr. Miller Second: Ms. Murtaugh

Discussion, Additions, Corrections: **None.**

Vote: **10-0**

14. Other comments or concerns of Board members or staff: Mr. Gastgeb announced Mr. Miller noted motions being voted for were already paid. Mr. Moury explained the accountability of the board is to see where funds go.

15. Motion to adjourn:

- A. Motion: Mr. Bonaccorsi Second: Mr. Spicuzza

Vote: **10-0**

Time adjourned: 8:15 PM