

**BETHEL PARK  
BOARD OF PARKS AND RECREATION  
REGULAR BOARD MEETING  
Wednesday September 6, 2023**

**Minutes**

1. **Call to order:** Time: 7:01pm
  
2. **Roll Call:** Bill Bonaccorsi, Vince Galloni, James Gastgeb (Chairperson), Kelly Kuhn, Bob McCall, Jim Miller (Vice Chairperson), Christina Murtaugh, Joelle Salerno (Secretary), Russ Spicuzza, Daryl Walezak  
  
Present: Bill Bonaccorsi, James Gastgeb (Chairperson), Kelly Kuhn, Jim Miller (Vice Chairperson), Christina Murtaugh, Joelle Salerno (Secretary), Russ Spicuzza,  
Absent: Vince Galloni, Bob McCall, Daryl Walezak,  
Staff Present: Charles Stover, Emily Skoczlas,  
Liaison Present: Barry Christensen
  
3. **Communications:**
  - A. August 2, 2023, Board Meeting minutes
  - B. Department Program Expenses Report dated August 31, 2023
  - C. Recreation Department Revenue / Disbursements Reports for July 2023
  - D. Personnel Payroll Report Sheets: August 4 & 18, 2023
  - E. Net Revenue Report
  - F. Banner Hanging Report
  - G. Key Dates
  
4. **Motion to approve minutes of regular meeting of August 2, 2023.**  
Motion Mr. Bonaccorsi Second: Mr. Miller  
Discussion, Additions, Corrections: Mr. Gastgeb explained that the December 6<sup>th</sup> event was not labelled as the Christmas Tree Lighting. Mr. Stover explained key dates were not a part of the minutes, but it will be corrected.  
Vote: 7-0
  
5. **Resident comments and questions:** Mr. Gastgeb asked if there were any resident comments or questions. Mr. Gastgeb noted that no residents were in attendance.
  
6. **Director's Report:**

**September 2023 Recreation Department Report**

Special Events	<ul style="list-style-type: none"> <li>➤ Farmers' Market is currently running and will be until September 26, 2023. We are adding a once-per-month winter market at the Community Center from October thru March. This season, the market has been approved to accept SNAP and EBT benefits. We will be combining this with the FAM program (offers a 1:1 match for all SNAP benefits used). This program has been successful so far, and we are still working on promoting it. We held Christmas in July last week, which was very well received – vendors and customers both seemed to enjoy the event. National Farmers' Market week is August 6-12 – we eld a cooking demo at the market with John from Holy Smokes BBQ, it was filmed for our LiveWell series, focusing on creating recipes from ingredients you can find at the market. It went ever well, there are 517 views on Facebook. <b>Mr. Stover announced that \$13,000.00 was received through the SNAP and EBT match at the Farmers' Market.</b></li> <li>➤ No Cook Tuesdays (NCT) planning is in progress – we have confirmed several new trucks this season – Cousins Maine Lobster, Sooo Delicious, Mommalicious, Tokayo. We are still waiting for more applications. We will continue to offer 1-2 market vendors at NCT, and for October and November they will coincide with the new winter market. <b>Mr. Stover asked about the dates scheduled for the upcoming Winter Market. Ms. Skoczlas explained that the dates and frequency vary each month.</b></li> <li>➤ Community Wide Yard Sale is September 23, and 24 from 8:00am to 3:00pm both days. We you sign-up you receive a yard sign and will listed on the sale map.</li> </ul>
Field Banners	<ul style="list-style-type: none"> <li>➤ Total Revenue is \$14,050.00 and expenses are \$5,970.00 for a net of \$8,080.00. There are 51 banners on every field, except Village Green which has 52 banners.</li> </ul>
Senior Programing	<p><b><u>Silver Sneakers Classic</u></b> - Perform a variety of exercises designed to increase muscular strength, range of movement, and activity for daily living skills. Hand-held weights, elastic tubing with handles and S. Sneakers ball are used. A chair may be used for seated and/or standing support.</p> <p><b><u>Silver Sneakers Yoga</u></b> - Yoga will move your whole body through a complete series of seated and standing yoga poses. Chair support is offered to safely perform a variety of postures designed to increase flexibility, balance, and range of movement. Restorative breathing exercises and final relaxation will promote stress reduction and mental clarity.</p> <p><b><u>Boom Move</u></b> - designed for Active Seniors A higher intensity dance workout class that improves cardio endurance and burns calories. MOVE is all about breaking a sweat and having fun! The class focuses on cardio endurance by starting with simple dance moves then building to more complex sequences.,</p> <p><b><u>Boom Muscle</u></b> - designed for Active Seniors Class incorporates athletic based exercises that improve upper body conditioning. You'll move through several "blocks" / groups of exercises that focus on different muscle groups. The focus of this class is on toning muscles and building overall strength.</p> <p><b><u>Boom Mind</u></b>- A mind body fusion class format. The experience would include Yoga, Pilates, Functional Movement Patterns for fall prevention, The exercises are a gentler approach to fitness through Pilates, core exercises, yoga &amp; stretch to improve mindfulness and cognition.</p> <p><b><u>Circuit</u></b> - Workout offers standing, low-impact choreography alternated with standing upper-body strength work. Students use hand-held weights, elastic tubing w/handles &amp; other</p>

	<p>equipment and utilize all parts of the body without too much stress on it. Build muscle, flexibility, cardio &amp; tone.</p> <p><b><u>Strength &amp; Stability</u></b>- designed for the Active Seniors Movements taught in class focus on specific exercises to improve strength and power around ankle, knee &amp; hip joints while improving your reaction time. Become stronger &amp; improve balance to prevent falls.</p> <p>Mr. Stover noted that the senior programs were included due to questions from Mr. Walezak.</p>
Rec Desk	<ul style="list-style-type: none"> <li>➤ The move to Rec Desk is going well.</li> </ul>
Chronicles	<ul style="list-style-type: none"> <li>➤ The fall Chronicles were delivered the week of August 28. Which is three weeks late. Mr. Stover announced that a new company is being used for the Chronicle. Mr. Stover stated the new company will hopefully resolve the recent delays.</li> </ul>
Park Avenue	<ul style="list-style-type: none"> <li>➤ The Splash Pad completion date is now the end of October. Pacer Track Club is the only organization permitted to use Park Avenue until construction is completed.</li> </ul>
Park & Play	<ul style="list-style-type: none"> <li>➤ Saturday, August 12- End of Summer Bash- Simmons Park- 11:00am to 2:00pm (approximately 1500 people attended)</li> <li>➤ Saturday, September 2 – Battle of the Bands- Millennium Park- 5-9pm (approximately 250-275 people attended)</li> </ul> <p>Mr. Stover noted the food trucks cancelled before the Battle of the Bands. Mr. Stover explained that Bethel Park Baseball opened their concession stand to replace the food trucks and earned \$685.00.</p> <ul style="list-style-type: none"> <li>➤ Friday, September 15- Star Party- Millennium Park- 7:00pm</li> <li>➤ Saturday, October 28 – Wine Festival- Park Avenue/Community Center- 3:00pm to 7:30pm. Tickets are on sale through RecDesk. Confirmed vendors include La Vigneta, Arsenal Cider, BackAlley Brewing, D&amp;O Cellars, Country Hammer Moonshine, and more.</li> </ul>
Assistant Recreation Director/ C. C. Director	<ul style="list-style-type: none"> <li>➤ Directors School</li> </ul> <p>Ms. Skoczlas informed that human capital, DEI, and the advancements of other programs present were heavily discussed. Mr. Bonaccorsi asked if Ms. Skoczlas could provide two things to upgrade. Ms. Skoczlas noted inclusivity can be improved upon by offering more programs for special needs and making parks more accessible. Mr. Bonaccorsi asked if the playgrounds were inspected for accessibility. Mr. Stover and Mr. Miller clarified that a percentage of the playgrounds must be accessible.</p> <p>Ms. Skoczlas noted some class cancellations resulted from the delayed Chronicles delivery. Ms. Kuhn asked if there was any program advertising besides the Chronicles. Ms. Skoczlas informed that programs were posted on social media, and the RecDesk site. Mr. Stover announced that Butler Eagle will print the Chronicles going forward. Mr. Miller asked how far in advance the Chronicles need printed. Mr. Stover explained that Kim Weightman sets the deadline for the Chronicles information, and there are multiple revisions sent. Mr. Miller asked if the Recreation Department controlled and formatted the Chronicles. Mr. Stover clarified that he was unaware of how the Chronicles are formatted for printing. Ms. Kuhn, Mr. Stover, and Ms. Skoczlas informed how the Recreation Department requests class schedules months in advance. Mr. Miller suggested that the Chronicles may be ready faster if the Recreation Department managed production. Mr. Stover explained that the delays resulted from printer issues.</p>

	<p>Ms. Kuhn asked if Peachjar was currently used for youth programs. Ms. Skoczlas and Ms. Murtaugh informed the current program used is ParentSquare. Ms. Murtaugh and Ms. Salerno noted the program is difficult to use. Mr. Christensen explained that a new School District site is being built, and the improved calendar could be used to cross-promote programs.</p> <p>Ms. Murtaugh asked if the food trucks who canceled for Battle of the Bands would no longer be used. Ms. Skoczlas and Mr. Stover clarified that both food trucks were experiencing unexpected issues, and one was regularly present at the Farmers' Market. Mr. Stover suggested to use the Bethel Park Baseball concession stand for all events at Millenium Park. Ms. Skoczlas clarified that Lindsey Sibert had suggested having local sports clubs replace the food trucks at the Battle of The Bands.</p> <p>➤ Recreation Program Coordinator Interviews</p> <p>Ms. Skoczlas explained that four candidates are to be interviewed on Microsoft Teams. Ms. Skoczlas noted interviews for the Recreation Program Coordinator were temporarily paused due to waiting for the new Municipal Manager's start. Ms. Skoczlas informed that interviews were encouraged to proceed as of Monday, August 4<sup>th</sup>.</p>
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**7. Officer's Report:** None.

**8. Standing Committee Reports:**

Parks, Buildings, & Grounds: Mr. Bonaccorsi asked about the committee formed for school building use. Mr. Stover suggested that the question could be postponed to the workshop.

Community Outreach: Ms. Salerno noted how well timed the social media posts have been lately. Ms. Salerno inquired about the Turkey Trot. Mr. Stover suggested waiting until after Community Day for the discussion of future events. Ms. Skoczlas announced that Lindsey Sibert now has access to three Facebook pages for posting event information.

Programing: Ms. Kuhn explained how successful the Basketball Skills Camp was with 160 participants. Ms. Kuhn suggested using the Chronicles for PCA advertisement. Ms. Kuhn noted that many are interested in a recreational volleyball program due to players being cut. Ms. Skoczlas asked if Ms. Kuhn knew Emily Sarneso. Ms. Kuhn informed that Emily Sarneso is a neighbor. Ms. Skoczlas stated that Emily Sarneso reached out about holding a volleyball program in winter or spring. Ms. Kuhn noted that Emily Sarneso was interested in a skills camp. Mr. Stover and Ms. Kuhn suggested hosting an open gym night for recreational volleyball games. Mr. Christensen noted that there was significant attrition from sixth grade to seventh grade.

Fields and Banners: Ms. Murtaugh announced plans to photograph the current banners posted. Mr. Gastgeb asked how much longer the banners would remain up. Mr. Stover explained that banners will start coming down in October. Mr. Gastgeb suggested discussing banners during the October workshop, and seeing if more can be placed. Ms. Murtaugh suggested designating prime space and charging a higher rate for it. Mr. Gastgeb suggested soliciting vendors for prospective banner sponsors.

Special Events: None.

**9. Revenue and Disbursements Report:**

A. Motion to approve revenues and disbursements report for July 2023.

Motion: Ms. Salerno Second Ms. Murtaugh

Discussion, Additions, Corrections: None.

Vote: 7-0

## 10. New Business:

- A. Motion to recommend to Municipal Council the proposed 2024 facility use fees.

Motion: Ms. Salerno Second Mr. Bonaccorsi

Discussion, Additions, Corrections: Mr. Stover explained that research was compiled on the recreation facilities of boroughs in Allegheny County, which was later simplified. Mr. Stover explained that the Bethel Park School District uses seven classes for facilities and that each hourly rate varies from \$45.00 to \$200.00. Mr. Gastgeb asked if the Allegheny County rates listed were an average of fees. Mr. Stover explained that the rates listed applied to Allegheny County parks. Mr. Stover clarified the amounts charged per three hours at baseball fields. Mr. Gastgeb asked if the mentioned rates were current school district rates. Mr. Stover confirmed that the fees were school district rates. Mr. Stover noted turf fields were charged differently, providing the rates to the board. Mr. Stover noted how field use rates vary between boroughs.

Ms. Murtaugh asked if the \$15.00 rate listed was hourly. Mr. Stover confirmed it indeed was, which would hopefully discourage non-resident rentals. Mr. Stover informed the board of the hourly field rates of Peters Township, Upper Saint Clair, and the city of Pittsburgh. Mr. Stover noted that Upper Saint Clair accepts a donation per player per season from athletic associations, but otherwise waives fees. Mr. Stover noted that Upper Saint Clair also waives fees for school district groups. Mr. Stover explained how Bethel Park Recreation currently charges youth groups a per season per sign up rate. Mr. Stover clarified that the per season per sign up rate for youth groups is \$5.00 for residents and \$10.00 for non-residents. Mr. Stover and Ms. Kuhn noted that other sports charge higher rates compared to soccer. Mr. Stover announced plans to increase the per season per sign up rates. Mr. Stover informed that the rates being considered are \$10.00 for resident youth groups and \$20.00 for non-resident youth groups.

Mr. Stover announced plans to increase the hourly adult group fees to range from \$30.00 to \$40.00. Mr. Stover explained how the future hourly rates for non-resident youth groups will range from \$50.00 to \$60.00. Mr. Stover informed that the hourly resident youth group rates will increase to \$10.00, which can be waived for accurate schedules. Mr. Miller asked where the money earned would be placed towards. Mr. Stover explained that the money received will be added to the general fund. Mr. Miller suggested that a field improvement fund may be needed. Mr. Christensen and Ms. Kuhn noted that those using the field would be willing to pay more for field maintenance. Mr. Miller asked if the sports organizations manage scheduling. Mr. Stover clarified how local sports groups apply for field times but are often absent for scheduled time slots. Ms. Murtaugh asked if the per sign up rate was charged daily. Mr. Stover explained that the rate was applied per season per organization. Mr. Spicuzza, Ms. Salerno, and Mr. Bonaccorsi noted an hourly fee may leave scheduling issues unresolved.

Ms. Murtaugh, Mr. Gastgeb, and Ms. Kuhn suggested charging late cancellation fees and an absentee fee. Mr. Miller asked if a flat rate is charged for seasons. Mr. Stover explained the current fee is \$5.00 per player per organization. Mr. Gastgeb asked if the \$5.00 fee mentioned is current, and if the \$10.00 rate is an upcoming fee. Mr. Miller and Ms. Kuhn asked if the rates were hourly. Mr. Stover clarified that the rate is per season per organization. Mr. Gastgeb asked if only one sports group is missing scheduled times. Mr. Stover explained that sports groups will reserve times but be consistently absent. Ms. Skoczlas asked if dates were claimed or must be reserved. Mr. Stover clarified that dates can be applied for and approved. Mr. Stover announced plans to require sports groups to provide player rosters. Mr. Stover, Mr. Spicuzza, Ms. Kuhn, and Ms. Murtaugh suggested posting signs about absentee fees. Mr. Stover informed that an email will be sent with additional information on the facility use fees. Ms.

Salerno confirmed that some fees are per player per season, and not hourly.

Mr. Stover explained how Mount Lebanon charges for tennis courts with season passes, hourly rates, and lighting fees. Mr. Stover informed that indoor and outdoor tennis courts at Peters Township have hourly rates, which vary by season. Mr. Gastgeb noted that currently Bethel Park does not charge for use of the tennis courts and pickleball courts. Mr. Stover announced plans to charge an hourly rate for the tennis courts and pickleball courts. Mr. Stover suggested charging \$5.00 for residents and \$15.00 for non-residents.

Mr. Gastgeb asked how the rates and reservations would be enforced. Mr. Stover explained that the times can be registered for in RecDesk, and the payment receipt can be used to verify a reservation. Mr. Christensen asked if a ticket was needed to reserve. Mr. Stover and Ms. Skoczlas clarified that RecDesk is web based. Mr. Gastgeb, Ms. Kuhn, and Mr. Christensen noted concerns about charging for the pickleball courts and tennis courts. Mr. Bonaccorsi and Ms. Kuhn suggested offering times that remain free for court use.

Mr. Gastgeb asked how Mount Lebanon and Upper Saint Clair were taking in reservations. Mr. Stover clarified that both areas used their online software for reservations and payment.

Ms. Murtaugh suggested enforcing a higher fee for non-residents and requiring non-residents to reserve times. Mr. Spicuzza and Mr. Gastgeb stated signs could be placed at the courts announcing that fees will be put in place. Mr. Christensen informed that promoting the idea of paying to reserve court times could be beneficial. Ms. Kuhn and Ms. Salerno noted concerns about the online reservation system.

Mr. Christensen stated using the Mount Lebanon revenue sharing model may bring in more funds through for profit organizations with Recreation programs. Mr. Stover announced plans to increase pavilion rates to \$37.50 for residents and \$47.50 for non-residents. Mr. Gastgeb, Mr. Spicuzza, and Ms. Murtaugh asked about charging \$37.00 and \$47.00 instead. Mr. Spicuzza, Ms. Murtaugh, Mr. Gastgeb, and Ms. Salerno suggested charging \$75.00 to non-residents. Mr. Gastgeb asked about the locations of the Bethel Park pavilions. Mr. Stover explained that the pavilions were at Simmons Park and Village Green Park.

Vote: **7-0**

**11. Unfinished Business, other comments or concerns of Board members or staff: None.**

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

- A. Motion to approve Program Expense Reports dated August 31, 2023.

Motion **Mr. Miller** Second **Ms. Kuhn**

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

Vote: **7-0**

- B. Motion to approve personnel costs of August 4 & 18, 2023.

Motion **Ms. Murtaugh** Second: **Ms. Salerno**

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

Vote: **7-0**

**13. Motion to adjourn:**

Motion: **Ms. Salerno** Second **Mr. Spicuzza**

Vote: **7-0**

Time Adjourned: 8:08pm

**BETHEL PARK  
BOARD OF PARKS AND RECREATION**

**September 6, 2023, Workshop Minutes**

**AGENDA ITEMS:**

1. Items of interests to Board Members
2. School Building Project
3. School Building Use Committee

Mr. Christensen asked Mr. Stover if the situation with dates is being resolved. Mr. Stover informed us about emailing the October dates needed, and that the winter months may not have as many dates available. Mr. Stover noted that the school was unable to be used during events for security purposes.