

PARK & RECREATION BOARD OF HALFMOON TOWNSHIP
MINUTES OF 8-9-2012 MEETING

Park Board Members Present: Kim Hyeseon, Todd Kirsten, Yvonne Smith.
Township Staff Present: Susan Steele (Township Manager)
Residents Present: Heather Higgins

Meeting was called to order by the Chair, Todd Kirsten, at 7:30 PM.

APPROVE MINUTES

The 6-7-2012 minutes were unanimously approved.

MANAGER REPORT

Ms. Steele stated there were seven post-program survey responses this year and summarized those responses for the board. Ms. Steele informed the board of her recommendations for the 2013 park program. These included shortening the program from six weeks to four weeks, not advertising for the Program Director position next year and continuing with Ms. Cathy Andrews as Director, reimbursing leaders for CPR/First Aid training rather than the township setting up a training date, having only the Director work the Little People's Park due to low attendance, and hiring four teen leaders and one additional adult leader, which including the Director, would total six paid seasonal employees.

SUMMER PARK PROGRAM

Ms. Steele stated there was some question as to the extent of the program being utilized in a 'day care' type capacity. Ms. Higgins stated she felt the program was being used by most as intended, which is a community program that allows children in the township to interact and socialize with each other, as well as provide recreational and sporting activities to engage in. There was discussion regarding the number of years the program has been in place, the community benefit as a 'free' program for Halfmoon residents, and the costs of attending a children's summer program in the Centre Region. Ms. Steele was asked about the total cost of the program in 2012. She stated the total cost was a little over \$7000, which included wages, taxes, training costs, background check fees, and program supplies (I.e. staff shirts, arts and crafts, ice cream social, and last day picnic). This total continues the substantial decrease in the program's cost over the past two years.

The board then proceeded to discuss possible recommendations one by one with the understanding that these would be finalized at the September 6 meeting. The recommendations were based on a goal to bring costs down even further and continue to provide the program, free of charge, to the residents of Halfmoon Township. The board was in agreement that a four week program was better than either no program at all, or a six week program with fees attached. They also agreed on the cost saving measures of not advertising for the Director position as long as Ms. Andrews was interested in continuing as the Program Director, and reimbursing for CPR/First Aid training as opposed to the township paying for training to be held at the Municipal Building. Based on the minimal additional cost and input from Ms. Higgins, the board felt it was best to keep the Little People's Park as is, which during 2012 was staffed with the Director and one teen leader. Board members approved continuing the 2012 program daily staffing level for 2013; which consisted of the Director and one teen leader on Mondays (Little People's Park) and the Director, one adult leader, and four teen leaders on Tuesdays, Wednesdays, and Thursdays during the Park & Recreation Program. The only difference between the 2012 and 2013 program staff is the stipulation that hiring in 2013 will be constrained to four teen leaders and one adult leader in addition to the program Director.

A brief conversation regarding revenue and taxes, the cost of capital improvements, prioritizing the issues facing Halfmoon's park system, and future enhancements to Autumn Meadow Park took place.

Adjourned at 8:45 pm.

Minutes drafted by:

Todd Kirsten
Chairman, Park & Recreation Board of Halfmoon Township