June 21, 2021

Zelienople Community Park

Board Meeting

Attendance: Board Members: Jen Semel, Lois Young, Maria Heintzinger, Aaron Kneiss, Bryan Seibel, Bryan Branby, Carol Schneider

Absent board members: Don Pepe, Jeff Flood, Scott Cooper, Greg Cowell

Employees: Anthony Buzzard, Al Hollerman,

Volunteers: Nancy Hoffmann

Call to order at 6:30 PM by Bryan Seibel

Approval of May Minutes: Motion by Jen Semel, Second by Aaron Kneiss

Pool Operations:

* Discussion about criteria for closing pool due to inclement weather. Website will be updated with this statement. “The pool will be closed on days of inclement weather. Pool management will make the determination based on forecast temperature and general weather conditions, with the temperature of 70 degrees as a starting point for decision making”.
* There has been some confusion related to the definition of children young enough for free admission to the pool. The website will be changed to say, “children UNDER the age of 2 years are free”.
* Discussion about cancellation of party reservations:
	+ A cancellation notice of at least 24 hours is required to receive a full refund.
	+ Cancellations made less than 24 hours in advance will not receive a refund but may be rescheduled. (Refund will be provided if party cancelled due to inclement weather).
* Owen Tecklenberg and Tess Cowell have been identified as head guards and have been valuable resources for our new managers this year. They will receive $12/hour for all hours worked at the pool. Motion made by Lois and seconded by Jen.
	+ Head guards should be present when manager or assistant manager are not on site, (for instance during morning lap swims, lessons, pool parties, management vacation).
* Fingerprint requirements:
	+ It was discovered that we may not have followed new fingerprint clearance requirements that went into effect in 2019. (Our website contained an old document that indicated fingerprinting of employees (guards, concession stand, and front desk) was not required.
	+ Our pool manager and assistant manager do have their fingerprint clearances but most of the other employees do not.
	+ Cost is approximately $25/ employee.
	+ We anticipate an approximate expense of $500 if the board pays for the clearances.
	+ Discussion to remedy this situation. Motion made by Aaron and seconded by Bryan B. to require all employees to apply for clearances. They will need to make appointments to get this done.
	+ Park will pay for fingerprinting.
	+ Deadline July 20th to obtain clearances.

Financial report

* Membership sales currently approximately $6000 over budget.
* Sales in concession with just a few weeks into the season are already at 20% of budget.
* Swim team purchased swim blocks: (6)
* Sponsorship program: Is going well. We have 5 platinum sponsors now and anticipate at least one more coming. We will be close to $15,000 in sponsorships this year thanks to Jen’s efforts.
	+ Melissa has been very helpful in meeting all the social media requirements that go along with the sponsorship program.
* Swimming lessons are going well. We will not be able to accommodate any additional lessons other than those already scheduled.
* Skatepark bank account: Linda Gass wrote a check of $6000 from the skate park account to repay the Zelienople borough.

Recruitment for new park manager

* Jen has reviewed the resumes of the applications received thus far. July 15th is the application deadline.
* Discussion: we should not rush into hiring; we are over the busy season rush. ( thanks for stepping in Jen). We want to take our time to ensure that we hire the right person for the job.

Park Manager report:

* Wi-Fi is not working consistently.
	+ Jen is working with Armstrong who is trying to get fiberoptic resources, they may be able to bundle our project into main street fiberoptic system.
	+ Jen meeting in 10 days with Don, Andrew, Chad, and Armstrong to discuss
* Discussion about upgrades needed in the pump room.
	+ - Required up -grades (discussion at pool operations meeting).
			* Ventilation fan
			* Electrical up grades
			* Improved lighting
			* Deck outlets- chairs are damaging these outlets. Decision to cap them.
				+ Jen moved to approve small electrical upgrades in pump house, seconded by Lois.
		- Discussion about problems with CO2 bottles: unable to determine when they are empty, and we are having problems associated with controls that dispense the CO2. A proposal was made to switch to muriatic acid. A purchase of 2 pumps would be required for this improvement. Estimated cost $474/pump plus labor for installation (Barber chemical charges $100/hr. labor). Savings would be realized in conversion from CO2 to acid. Acid is less expensive and would eliminate renting of CO2 tanks. Al recommends waiting till next year to make this change.
* We have a big new screen TV which was purchased last year for the security system, but was never used. We do not have the receipt for the TV and is probably too late to return. Unfortunately, it is not working correctly. Aaron will troubleshoot for us.

Building and Grounds

* Cars are pulling past skate park and Annie’s trail entrance. (Driving back to the gazebo), This is a problem. Recommendation is to block off this area with big rocks. Bryan will talk to Jackson township to see if we can use the large rocks near soccer fields on 19. In the interim will move picnic tables close to that area to limit car access. Aaron will investigate cost of rocks. Aaron will check on requirements for reflective tape at the beginning of the trail.
* Discussion: Signage is needed to identify ambulance entrance at the skate park as a “no parking zone”: Aaron will investigate applying white stencils on the black top.
* Middle redwood tree on hillside by amphitheater: require trimming back of lower branches. Aaron will reach out to DCNR rep to help with this.
* Big trees near Chance’s house are dying. They are near power lines. They will need to be taken down. Aaron will check with Borough to see if they will do this.

Skatepark

* August 14th grand opening.
	+ Shelters 1,3 and 4 are rented that day.
	+ Aaron tried to meet with volunteer skaters, but nobody showed up. Will try to reschedule.
	+ Aaron reaching out to Grineline to have the remaining warranty work done prior to the event.
	+ Invitations to the opening event will be sent to politicians, contributors, and grantors and DCNR.
	+ Food trucks are scheduled.
* Bikers are jumping BMX bikes over the skatepark fence. This is dangerous. Discussion about possible resolutions to this problem: 1. raise the fence in the areas that bikers are jumping 2. consider adding trees to those areas, 3. Place big rocks in those areas.

Fundraising /Activities committee

* Duck derby August 28th. Tickets have been distributed to board and half of them have been distributed to businesses.
* Volunteers are selling tickets at the farmers market and Zelie open market Thursdays. Jen will check if we need to apply to the borough to set up a table for open market Thursday.
* BTD: Tentative date: September 25th?
	+ We will need volunteers.
* Cornhole tournament: 22 TEAMS
	+ Total profits: $1144
	+ Not certain if it is profitable enough to schedule a fall tournament.
* 4th of July
	+ 9:45 fireworks
	+ Free swim

Amphitheater:

* No plan yet for terracing
* Jen and Carol will develop a plan to present to Ayer’s foundation.

Intern report: Melissa Heintzinger

She is midway through her 12-week internship.

She has accomplished a lot so far:

* She developed a social media plan, (see attached).
* She is working on website redesign which will go live end of summer.
* She has created various posters, banners, power point pool presentation, branding for word documents, power point presentation for TV digital display at the pool.
* She has complied a library of park images (main google drive) and organized the google drive.
* She has helped with sponsorships promotion on social media.
* She is doing a great job and enjoying it. We will need to work on getting a new intern next year.
* She is working on a Friends of the Park survey.

New Business

* Jen and Aaron met with Steve Watson (architect). He would like to build a mountain bike trail in the park.
	+ It will be a IMBA sponsored trails.
	+ We will try to avoid impacting nature trail.
	+ More to come
* Concern about safety of people walking on the loop road up to the top of the hill. The road is too narrow to accommodate walkers and cars.
	+ How can this be remedied? Discussion about possible options:
		- Paint a line to designate walking side. Do this as an interim measure. Jen will investigate.
		- Consider talking to borough about widening the road.

Motion to adjourn : 7:53 by Bryan Seibel second Lois