

**PLAINFIELD TOWNSHIP
RECREATION BOARD MEETING
JANUARY 26, 2021**

The regular monthly meeting of the Plainfield Township Recreation Board was held on **Tuesday, January 26, 2021** via Telephone Conference Zoom Meeting Call-In Number 1-877-853-5247 (US Toll Free). The meeting ID# was 899 6197 6754.

Chairman Tony Borger called the meeting to order at 7:00 P.M.

ROLL CALL:

The following Recreation Board members answered roll call: Tony Borger, Robert Cornman, Ira Hiberman, Robert Farley, and Roy Bellis.

Also present were Township Manager, Tom Petrucci (Secretary to the Recreation Board), and Board of Supervisors liaison to the Recreation Board, Glenn Borger.

I. APPROVAL OF MINUTES:

ACTION: Motion was made by Robert Cornman and seconded by Roy Bellis to approve the March 3, 2020 meeting minutes as presented. Motion approved. Vote 5-0.

II. NEW/OLD BUSINESS:

**A. REVIEW OF PLAINFIELD TOWNSHIP REQUEST FOR PROPOSALS (RFP)-
PLAINFIELD TOWNSHIP COMMUNITY PARK PAVILION PROJECT – NPDES
PERMIT, ON-LOT SEWAGE DISPOSAL SYSTEM, AND FINAL CONSTRUCTION
PROFESSIONAL ENGINEERING DESIGN CONSULTING SERVICES**

Proposals were received for the above-referenced RFP, identified as follows:

Reference Number	Description	Type	UOM	Quantity	Maser Consulting PA	Keystone Consulting Engineers	Renew Design Group	Herbert, Rowland and Grubic - Transportation Group	WBCM
Bid Price Ratio					31.38%	31.30%	25.15%	22.52%	16.30%
Total Extended					\$79,679.00	\$79,900.00	\$99,425.00	\$111,050.00	\$153,432.00

The Recreation Board was tasked with reviewing the RFP proposals that were submitted for the purpose of making a recommendation to the Board of Supervisors. Tom Petrucci commenced the discussions by inquiring with the Recreation Board members as to whether there was any content in the proposals submitted by the three (3) highest proposers (WBCM, Herbert, Rowland and Grubic - Transportation Group, and Renew Design Group) that would warrant the price

differential between the three (3) highest cost proposals and the two (2) lowest cost proposals (Maser Consulting and Keystone Consulting Engineers, Inc.). The general consensus of the Recreation Board was that the price discrepancies were not warranted, and the stated preference was to focus on making a determination between the two (2) lowest proposals.

Ira Hiberman indicated that Maser Consulting demonstrated a strong understanding of the scope of the project with respect to the similar projects that were provided in the proposal package. Mr. Hiberman stated that Maser's layout of the proposal was more straightforward, and that they possessed the history of the type of project that the Township is interested in having at the Community Park facility.

Mr. Cornman stated that it was his opinion that Maser Consulting provided project examples that were in line with the type of pavilion facility that the Township was looking to construct as opposed to a recreation building complex; Roy Bellis concurred with that sentiment.

Tony Borger stated that the facility was intended to be beyond a plain pavilion, and that there are bathrooms and a kitchen planned. He felt that both vendors could ultimately complete the scope of work.

Ira Hiberman indicated that the decision should ultimately come down to what vendor has the most direct experience, as it was his opinion that the two firms appear to be closely matched in terms of qualifications and price.

It was noted that Keystone Consulting Engineers, Inc. previously conducted work on the site as the former Township Engineer.

After additional general discussion, it was determined that interviews will need to be held with the final two (2) consulting firms (Keystone Consulting Engineers, Inc. and Maser Consulting) in order to provide a recommendation to the Board of Supervisors.

The Recreation Board will invite representatives of both Keystone Consulting Engineers, Inc. and Maser Consulting to attend the Tuesday, February 2, 2021 (7:00 PM) Recreation Board Zoom meeting. The attendance of the two representatives will be staggered so that they do not overlap with each other.

It was the general consensus of the Recreation Board members that the Land Development process should be streamlined to the maximum extent that is possible in order to attempt to lower the overall costs of this project.

Ira Hiberman recommended that the Township should explore whether vocational schools should be approached to conduct the construction work for the pavilion project once the engineering and architectural phase of the project is completed.

B. MISCELLANEOUS ITEMS

1. Robert “Mike” Farley extended his gratitude to the Road Department for all of the repair work they have conducted on the Recreation Trail over the past year.
2. It was noted that Graham Rose’s Eagle Scout Project has been completed. Ira Hiberman suggested that the Township should recognize the work of the Eagle Scout candidate by placing information on the Township website. Tony Borger will also post a brief write-up and photo on the Township Facebook page to announce the project closer to the time of the year (Spring) that the picnic table area will be used.
3. 2020 Community Park/Recreation Survey Follow-Up: Ira Hiberman questioned how the results of the Community Park/Recreation Survey that was conducted prior to the COVID-19 pandemic will be disseminated to the public. Tom Petrucci indicated that the Community Park pavilion project is the end result of the Community Park/Recreation Survey in that the results clearly indicated a preference of the responders to have a pavilion facility available for use at Community Park. The pavilion project was prioritized by the Board of Supervisors, and it was necessary to focus on the pavilion project to ensure that it is completed in the near future. The RFP provided for additional impervious coverage that should be built into the NPDES stormwater management permit to account for other future amenities that may also be selected and prioritized for the Community Park facility at a later date. It was noted there was no clear consensus on other amenities to be located at the site aside from the pavilion project.
4. Tony Borger inquired as to whether the Community Park pavilion project will impact the Recreation Fund budget. The construction phase of the Pavilion will be funded by Host Community fees that will be transferred to the Recreation Fund. The professional engineering and design fees were budgeted separately in the Capital Reserve Fund, which is also primarily funded by Host Community fees. Tom Petrucci noted that the current balance of the Recreation Fund is about \$150,000.00, with additional fees anticipated to be received during the fiscal year as a result of a pending land development.
5. Ira Hiberman questioned the potential impact of the pandemic on athletic sports programs this year. Tony Borger indicated that so long as athletic programs are following all recommended Centers for Disease Control (CDC) and Commonwealth of Pennsylvania guidelines, the programs should be able to continue. Tom Petrucci noted that all users of Plainfield Township facilities will need to sign a Communicable Diseases Liability Waiver Form in 2021 when they are requesting to use municipal facilities.
6. The Recreation Board members collectively recommended that the Township should disinfect the playground equipment on a regular basis each week. Tom Petrucci noted

that the Township has a gas powered fogger and disinfectant to conduct the work, and he estimated that the cost to conduct this work would be approximately \$200.00 to \$300.00 per week. It was noted that signage was placed out at the facilities that the use of the facility is at your own risk. Ira Hiberman suggested that other signage could be placed out that reminds visitors to the playground that they should be following CDC guidelines. It was identified that the disinfectant work should be conducted either on a Friday (before the heavy weekend use) or on a Monday (after the heavy weekend use). This matter will be brought before the Board of Supervisors for a final decision.

7. Tony Borger reported that the Blue Mountain Youth Soccer League may not be paying for the use of the fields in 2021 in order to attempt to save costs. Typically, the League had provided a donation to the Township in the range of \$2,800.00 to \$3,200.00. More information will be forthcoming.
8. Roy Bellis stated that he often sees vehicles parked at Community Park between 11:00 PM to 12:00 AM Midnight. It was recommended to call the non-emergency number when this activity is occurring, so that the police can address the situation while it is occurring. Visible signage is displayed in the park that indicates the park closes at dusk.

III. PUBLIC COMMENT- AGENDA/NON-AGENDA ITEMS:

There were no members of the public in attendance during the meeting.

IV. ADJOURNMENT:

Having no further business to come before the Recreation Board, a motion was made by Bob Cornman and seconded by Robert Farley to adjourn the meeting. The motion was approved unanimously.

The meeting adjourned at 7:53 P.M.

Respectfully submitted,

Thomas Petrucci
Township Manager
Secretary to Recreation Board