

**Latrobe-Unity Parks & Recreation  
Commission Meeting Minutes  
March 18, 2010**

The monthly meeting of the Latrobe-Unity Parks & Recreation Commission was held on Thursday, March 18, 2010. Mrs. Susan Mains called the meeting to order at 4:30 p.m.

**Roll Call:**

**Present:**

Mr. Jake Blank	Mrs. Susan Mains	Mrs. Patt Fenton
Mr. Bruce Jones	Mr. Tom Long	Mr. Fabian Giovannagelo
Ms. Jeanne Ashley	Mrs. Dawn Vavick	Mrs. Cynthia Smith

**Absent:**

Mr. Dan Hennessy	Mr. Matt Smith	Mr. Joe Mozina
------------------	----------------	----------------

**Approval of Minutes:**

Mr. Jones motioned to approve the minutes. Second, Mr. Blank.  
(Vote 6-0)

**Executive Session:**

N/A

**Public Comment:**

Mr. James R. Okonak, of The Latrobe Foundation and the McFeely Rogers Foundation attended the meeting. The Commission also welcomed, newly elected Unity Township Supervisor, John Mylant.

**Bills and Communications (for approval and / or action):**

Mrs. Mains and the Commissioners reviewed the expenditures.

A motion was made to accept the un-paid bills by Mr. Blank. Second, Mrs. Fenton. (Vote 6-0)

A motion was made to accept the pre-paid bills by Mr. Giovannagelo. Second, Mr. Jones. (Vote 6-0)

**Report of the Committees:**

**Personnel:**

Ms. Debby Roddy resigned her Full Time Seasonal Maintenance position. She has found other employment.

Mr. Billy Stouffer and Mr. Jay McDowell are working with Mr. Rich Repko on the Maintenance Staff. Ms. Ashley believes it would be best to add two additional seasonal college students to the staff instead of hiring a Full Time Seasonal person to replace Ms. Roddy.

Spring mowing will once again be contracted out to a landscape company. Piper's Lawn Service has committed to the job charging last years rates. He has all current insurances on file with LUP&R. Ms. Ashley is not opposed to looking at other reputable companies interested in submitting a proposal for the lawn mowing contract. She will provide a scope of work for anyone interested in presenting an estimate.

**Finance:**

The Commission reviewed the monthly financial reports. Mr. Hennessy submitted at report in his absence. The income is approximately \$9000.00 behind our budget. This is largely due to the delay in the distribution of the program brochure. Expense is increased by \$12,000.00 due to an additional payroll in January. It will eventually balance as the year progresses. Also, the total cash balance of \$224,000.00 is lower than last year due to payment from the Park Revitalization fund for Unity Park. Our cash position is sound.

**Facilities:**

Ms. Ashley submitted a letter to the Commission from The McFeely Rogers Foundation regarding lease

information for the American Red Cross Building located on Lincoln Ave. All commissioners reviewed the information.

Mrs. Mains made a motion to approve the lease for the American Red Cross Building contingent on the approval of The Latrobe Foundation's solicitor, Mr. Chuck Mason. Second, Mrs. Fenton. (Vote 5-1)

**A roll call vote was taken, here are the results:**

Mrs. Mains	Yes	Mr. Giovannagelo	Yes
Mrs. Fenton	Yes	Mr. Blank	No
Mr. Jones	Yes	Mr. Long	Yes

Ms. Ashley plans to meet with the Unity Township Supervisors to establish Park Rules and Regulations for Unity Park as well as discuss plans for spring.

Ms. Ashley plans to re-submit the Legion Keener Park Development Grant, and apply for a letter of retroactivity with DCNR. This would allow us to deal with pressing issues in the park. The aging perimeter fencing, bathroom facilities and certain locations along the walking path are areas for concern. Ms. Ashley will keep the Commission informed of any information regarding this matter.

**Report of the Executive Director:**

Mr. Craig Shevchik submitted the February program report. There were 350 individuals who participated in the three programs that ended in February. Net income for these programs was \$6250.08.

Ms. Ashley and Brandon Simpson will be attending the PRPS Conference at Seven Springs March 20<sup>th</sup> –24<sup>th</sup>.

LUP&R minutes were sent to the Greater Latrobe School Board, Latrobe City Council, and Unity Township Supervisors.

The new "Times" – our regional/ joint brochure (City of Latrobe, Greater Latrobe School District, and Latrobe-Unity Parks & Recreation) has been distributed. We have received extremely positive comments and feedback from the community.

Pavilion Rental Day is scheduled for 3/27/10 from 10AM-12PM at the LUP&R office. All pavilion rentals must be coordinated through the LUP&R office to avoid any confusion or problems with scheduling facilities.

Thanks to a grant from the Katherine Mabis McKenna Foundation an appraisal of the Lincoln Road Rail Trail Property has been completed. We are awaiting notification from Norfolk Southern to determine the feasibility of purchasing the property and building a 2.02 mile linear park along the deserted rail. A Community Committee is now being formed and Ms. Ashley will keep the Commission informed of the status of this project.

**Unfinished Business:** None

**New Business:**

Ms. Ashley distributed copies of her 2009 Annual Report to the Commissioners.

**Mrs. Fenton made a motion to adjourn at 5:40 PM. Second, Mr. Long.**

The next meeting will be held on **April 15<sup>th</sup> at 4:30 PM at the Latrobe Municipal Building.**

**Respectfully submitted,**

**Mrs. Dawn M. Vavick**

**Program Administrative Assistant - Latrobe-Unity Parks & Recreation**

**Approved: Susan J. Mains 4/15/10**