

## MINUTES

Board of Parks and Recreation  
Cecil County Administration Building  
200 Chesapeake Blvd.  
Suite 1209, Rising Sun Room  
Elkton, MD 21921



August 31, 2011

### OPENING: 5:00 P.M.

- Call to Order: Dave Vanaskey, 5:05 PM
- In attendance: Dave Vanaskey, Chairman, Steve Minor, Vice Chairman, Don Harmer, Jenn Smith, Bernie Brown, Chris Hersl, Linda Snyder, Clyde VanDyke, Director, Kelly Schaible, Secretary, Danielle Haslup, Recreation Coordinator, Commissioner Michael Dunn, Commissioner Diana Broomell, Kevin McMaster, President Cecil Soccer League, Chris Neff, Chesland Operations Manager Cecil Soccer League.
- Approval of Meeting Minutes, April 28, 2011  
Motion to Approve: Steve Minor  
Second: Don Harmer

### INFORMATIONAL ITEMS

- Meeting time and locations: It was agreed upon, by all Board Members and Parks and Recreation Staff, that the monthly meetings be changed to the third Monday of each month. Location is to rotate between the County Administration Building and the Cecil Arena. Meetings are to begin at 5:30PM. No meetings are to be held during the months of December and August unless important business is to be discussed.
- Parks Board Function and Position

Attendance – Critical, bi-laws state specific attendance policy, this is to be followed.

Agenda – Is to be written by the Parks Board. Clyde VanDyke, Director and Dave Vanaskey, Chairman to meet prior to monthly Parks Board meeting to discuss Agenda items as well as Department items.

Annual Program – Parks Board members are to determine from the public what county projects are needed/wanted. Information to include what, cost, time frame etc. is needed to complete each project. The Board's creativity is important for this document. Public needs assessment survey to be developed for the general public to fill out on-line to determine what is needed/wanted. Linda Snyder, Don Harmer to establish survey and Chris Hersl to oversee as a technical advisor. Clyde VanDyke, Director, to meet with Scott Mesneak, Director, IT Department to discuss details once survey is established.

Public Advocacy – Public Advocacy is crucial for future progress. Board is to use their connections to generate more public advocacy.

Budget – Operating budget is to be written by the Department of Parks and Recreation staff and voted on for approval by the Parks Board.

LPPRP (2017) – Parks Board would be responsible for contributing to the information needed to complete the 2017 LPPRP.

User Facility Rates – Parks Board is to approve rates suggested and recommended by staff.

Park/Facility Rules and Regulations – Parks Board is to review what is submitted by staff and make recommendations.

Public Requested Projects – Email address to be set for Parks Board members. Each Parks Board member will have access to this email address, user name and password. To be set prior to next meeting. Form to be written, given to public by Parks Board members, for all public requested projects for consistency.

Department Program Agenda

- **Define requirements for voting and recommendations**  
**Motion and vote examples** – fees, ordinances, documents (LPPRP, Operating Budget, CIP request) etc. Any matter that would require Commissioner Approval or would affect County residents would require a formal vote.  
**Board Recommendations – Projects.** Board would make their recommendation regarding specific projects with Commissioners ultimately having the final say.
- **Review sample park policy violation citation for draft recommendation**  
It was discussed that the park policy violation citation will be revisited at a later date. Clyde VanDyke, Director is to meet with Sheriff Janney to discuss legal issues surrounding citations. Parks Board members are in agreement that any fines collected should go back into the parks.

#### **ACTION ITEMS**

- **Cecil Soccer League (building addition):** Kevin McMaster, President Cecil Soccer League and Chris Neff, Operations Manager Cecil Soccer League presented building an addition to the existing pole barn building currently at Chesland Park. Kevin McMaster stated that the League is in much need of a larger building to hold equipment and meetings. The addition would limit the County's liability. All equipment could be stored inside the building keeping children from playing on the equipment that is currently left outside of the building. The existing building was purchased with 75% POS funding and 25% local funding. It was determined that if the League paid for, built and maintained the building that it would belong to Cecil County.  
(Don Harmer recuses himself from any business regarding Cecil Soccer League)  
**Vote for Cecil Soccer League to build addition with own funding**  
**Motion: Linda Snyder**  
**Second: Jen Smith**
- **Board Approval of Park Ordinances, approval of the ordinances is made with the understanding that Cecil County Commissioners may make some additions or changes.**  
**Motion: Steve Minor**  
**Second: Chris Hersl**
- **Annual Program**  
The Annual Program will be revised and discussed at the next Parks Board meeting.

#### **NEW BUSINESS**

**Next meeting : Monday September 19, 2011 at 5:30PM, Cecil Arena, 2706 North East Rd. North East, MD 21901**