

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, May 12, 2020  
VIA PHONE/VIDEO CONFERENCE**

**I. CALL TO ORDER**

The May 12, 2020 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:35 p.m. by Chairperson Bower via Phone/Video Conference.

Director Richmond stated that the meeting is a video/phone conference call and asked the Commission attendees to introduce themselves before speaking. The public will be given an opportunity to speak under public comment and after each item. Please keep screens off or the IT administrator will turn them off for you.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Commissioners Present:**

Diane Baker  
Roger Bower  
Anne Loncar  
Dennis Omell  
Rich Parke  
Angela Spicer  
Jean Vallad

**Staff Present:**

Sarah Richmond

**Others Present:**

Chris Benedict, IT Administrator

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Vallad moved to proceed with the agenda as revised, adding “Letter from Commissioner Parke dated May 11, 2020” to “Consent - Receipt of Communications”. Supported by Commissioner Spicer. Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes-April 14, 2020 with Additional Disbursements of \$3,126.28 for the Parks & Recreation Fund and \$300.00 Trust & Agency
- B. Receipt of Progress Report for April

- C. Receipt of Natural Resource Manager April Monthly Report
- D. Receipt of March Budget Printouts

Receipt of Communications

1. Letter from Commissioner Parke dated May 10, 2020

**Commissioner Vallad moved to accept the consent agenda as revised. Supported by Commissioner Omell. Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

## VII. OLD BUSINESS

- A. Discussion of Hiring Freeze

Director Richmond summarized the past actions of the Commission including a hiring freeze through May 15, 2020. She is asking the Commission to cancel the hiring freeze so that she can start seasonal employees the beginning of June 2020.

**Commissioner Vallad moved to cancel the Hiring Freeze effective immediately. Supported by Commissioner Baker. Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

## VIII. NEW BUSINESS

- A. Discussion of Potential Reopening of Parks Department

Director Richmond explained that she is working on a more comprehensive plan for reopening the Department but wanted to see what the Township put in place to make sure that their policies and procedures were in alignment. Opening the Department would follow County and State restrictions and would be a phased approach and in the best interest of staff and residents. Decisions might need to be made in time increments best suited for changes needed. She is also looking at items from a financial standpoint and any decisions will be in conformance with the current Governor's orders that are in place. She continued stating that maintenance staff has been working through the Stay at Home Order and were back to forty hours per week on May 11<sup>th</sup>. She summarized the different aspects of the plan that is still being developed for staff. She is asking for administrative staff to be back on Monday, May 18<sup>th</sup> with the office still closed to the public as they work on safety protocols in preparation for opening to the public with the opportunity to set appointments with members of the public if needed. She stated that with those safety protocols in place, she would like to be open as usual on Monday, June 1<sup>st</sup>. Due to the Governor's order preventing social gathering, rentals are still suspended. She is recommending that rentals be cancelled for the month of June so that people can know and make other plans. She is also recommending that once they are able to have rentals, only one rental is allowed per weekend for the Hart Community Center to allow staff to properly clean the building. This protocol will need to be evaluated from time to time. Director Richmond stated that classes should also be cancelled since social gatherings are not allowed. She reviewed upcoming events and how they should be handled, including cancelling the Fishing Derby. She informed the Commission about camps and events that have been cancelled by outside vendors. She stated that additional signage will be required for the restrooms and for ballfields.

Commissioner Parke stated that he agrees with everything except for pavilion rentals and Hart Community Center rentals in June. He asked about the ability for people to gather at outside venues while still maintaining social distancing and he asked if they could still rent pavilions for outside recreation.

Director Richmond stated that they could not guarantee that proper social distancing of a family group was being maintained. She spoke to several other Parks and Recreation departments. She reviewed the language regarding gatherings, and it is her opinion that they do not have rentals for the month of June.

Commissioner Loncar asked how they prevent people from using the pavilion.

Director Richmond replied that all the tables are standing up on end but as the season progresses, they will need signage identifying risks being taken.

Commissioner Parke stated that they are taking too much on themselves to police and determine if it is a small gathering. This is not the Department's responsibility. If the facility is there and if people can use it, it would benefit the Department to rent it out.

Director Richmond stated that if the pavilion is not rented, it can be used on a first come, first served basis. She stated that her recommendation to not have rentals for the month of June is based on the Governor's phased plan, not the Order.

Chairperson Bower asked if it is rented, does the Township assume a certain percentage of liability.

Director Richmond replied potentially yes.

Chairperson Bower stated that if it is just used by patrons, then their liability is negligible.

Commissioner Loncar agreed, with the signs posted as Director Richmond suggested.

Commissioner Vallad commented on what would be better, leaving the picnic tables up on their end or to put the tables down thinking that a patron might try to lower table on their own.

Director Richmond answered that thus far, no one has tried to put the tables down. There are a few of the tables that are already just out in the parks that people can sit at.

Commissioner Loncar suggested that they snow fence them off.

Director Richmond replied that they could do that. She understands that the Order expires on May 28<sup>th</sup>, but the plan moving forward speaks to social gatherings and that is what she considered.

Commissioners discussed the rental possibilities for June and whether they should happen.

Director Richmond stated that she will look at the Township plan and any plan would need to be finalized by the Township attorney. Decisions are being made continuously.

**Commissioner Parke moved that in light of the significant uncertainty relative to our current COVID 19 pandemic, and the impact that uncertainty may have on our efforts to re-open Springfield Township Parks and Recreation, we hereby provide Director Richmond with the following sense of the Commission as it relates to any re-opening decisions, the guiding principal should be that if a planned event or activity is, or becomes, permissible by governing laws, executive order, or regulation, the Director is to move forward with that event or activity based upon the normal criteria as it relates to participation level, relative cost, and potential benefit to the community. Additional measures that the Director deems appropriate to reasonably mitigate any safety concerns for our employees, volunteers or participants are encouraged. Participation in any Springfield Township Parks and Recreation programs or events is, as it always has been, at the discretion of the participant. Supported by Commissioner Vallad.**

Commissioners and Director Richmond discussed the motion.

**Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

#### B. Discussion of Employees Returning to Work

Director Richmond explained the plan for employees to return to work on May 18<sup>th</sup> including meeting times with the public to address any items. She also provided details of the plan to bring seasonal employees to work. She intends on keeping the office closed to the public until June 1<sup>st</sup>, but if it is feasible to open earlier, she would open to the public.

**Commissioner Parke moved to allow Director Richmond to bring full-time administrative staff back into the office beginning on the date that she deems appropriate which is expected to be about May 18, 2020, but could be sooner or later with the office being closed to the public until the Director determines that it is appropriate to open which is currently anticipated to be approximately June 1st. This is contingent upon the decision of the Township Board at their May 14, 2020 meeting relative to Township facility closures and any other state or local requirements. Supported by Commissioner Vallad.**

Director Richmond asked about salary and wages during this transition time.

Commissioners discussed and agreed unanimously that all staff would be paid their regular wages and salaries during this transition time through June 1, 2020.

**Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

Director Richmond commented that she agrees with the motions made and she explained why.

Commissioners discussed the decisions that the Director has had to make and the difficulty of those decisions. They complimented Director Richmond on her handling of the current situation.

**Commissioner Parke moved to allow Director Richmond to start one seasonal maintenance employee on the date that she deems appropriate which is expected to be around June 1st and bring back the building custodian on the date that she deems appropriate which is expected to be around June 1st. In addition, Director Richmond can bring on additional seasonal staff as she deems appropriate which is expected to be later in June as needed. Supported by Commissioner Vallad. Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

## **IX. TREASURER'S REPORT**

### A. Bills List

**Commissioner Vallad moved to approve the May bills list totaling \$2098.59 and \$550.00 in Trust in Agency. Supported by Commissioner Omell. Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

## **XI. COMMITTEE REPORTS**

A. Hartman Property Committee  
None

B. Maintenance Garage Committee  
None

## **XII. PUBLIC COMMENT**

None

## **XIII. COMMISSIONER COMMENT**

Commissioner Baker thanked Director Richmond and the Parks staff for all their hard work.

Chairperson Bower thanked the Commissioners for a successful meeting.

Commissioner Loncar commented on the excellent condition of the trails in the Township.

Commissioner Omell agreed. He commented that he appreciates all of Director Richmond's efforts.

Commissioner Parke commented that he appreciates all the Commissioners' support through this time and the hard work that Director Richmond has done.

Commissioner Spicer commented that everyone should stay healthy and stay safe.

Commissioner Vallad thanked Director Richmond for all her work and said she should reach out if she needs anything from the Commissioners.

#### **XIV. ADJOURNMENT**

**Chairperson Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:38 pm. Supported by Commissioner Baker.**

**Roll Call Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad;**

**No: None; Absent: None. The motion carried by a 7-0 vote.**