

# Harcrest Park Meeting Minutes

**Purpose:** The DCNR, HRG, Butler County, and Penn Township representatives held a video conference at 1:00 pm on June 23, 2023, for the Harcrest Park Phase II design and engineering progress review.

**Attending:**

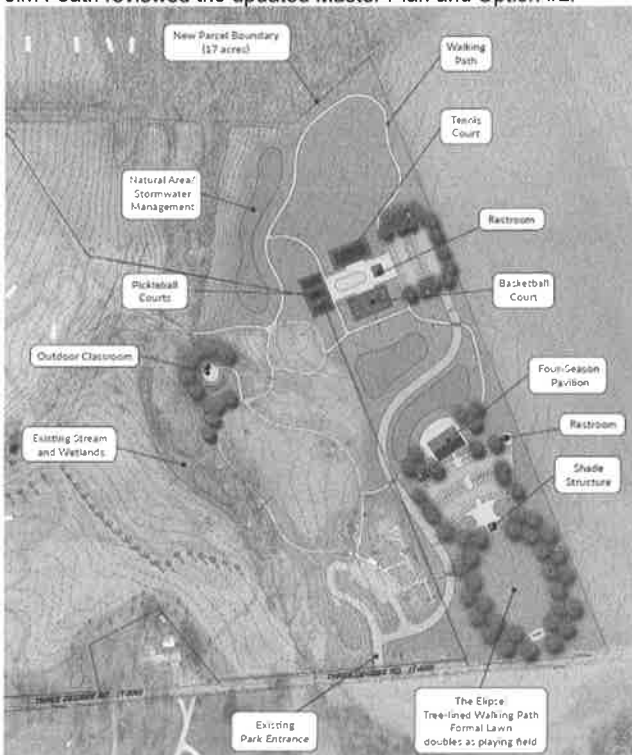
- Bert Mowry – Penn Township Supervisor
- Doug Roth – Penn Township Supervisor & Park Committee
- James Feath – HRG - Registered Landscape Architect
- Lance Welliver – Butler County Director - Parks & Recreation
- Mark Hansford – DCNR Division Chief
- Sam Ward – Penn Township Supervisor

**Distribution of minutes:**

- Attending
- Ashley Helmstaedter – Butler County Parks & Recreation
- Bill & Kelly Greb – Park neighbors
- Bill Geibel – Park neighbor
- Cathy Woller – Park neighbor
- Christina Sarson – HRG Land Planner
- Clinton Bonetti – Penn Township Land Use Administrator
- Craig Thomasmeyer - Park neighbor
- Diane Curry – Park neighbor
- Grayson Hixon – Park neighbor
- Janet Sperling – Park neighbor
- Jim Woller – Park neighbor
- John Weston – BSA Troop 53 Scoutmaster
- Karen Trempus – Park Committee
- Kimberly Geyer – Butler County Commissioner
- Linda Zerfoss – Penn Township Manager
- Mark Gordon – Butler County Chief of Economic Planning
- Melissa Heagy – Park Committee
- Scott Gumto – Park Committee
- Theodosia Regal – Park neighbor
- Warren Carr – Park neighbor

**Discussion:**

- On September 14, 2021, Penn Township purchased an additional 17.85 acres, adding to the original 47.56 acres for a total of 65.41 acres.
- HRG representative, Jim Feath, stated that the Penn Township Park Committee, Supervisors, and some nearby residents started monthly meetings in January 2023 to develop a revised Master Plan. The Committee and Supervisors agreed to move the Phase II development to utilize the new additional property area adjacent to the Phase I development.
- Jim Feath reviewed the updated Master Plan and Option #2.



**Option #2**

Subtotal = \$668,610  
 10% Contingency = \$66,861  
 Total: \$735,471

Smaller Shelter 30'x60'  
 Millings Parking Lots  
 Paved Roadway  
 Millings Base  
 Concrete ADA Parking  
 No Curbs  
 Concrete Walkways  
 Stormwater Controls

- Jim Feath reviewed the Phase II, Option #2 features to be included in the current project as follows:
  - An Ellipse will be a tree-lined walking path with a multi-use or meadow area the size of a football field in the center. The Ellipse will provide a fairly level, shaded walking path, and a shade structure.
  - Stormwater piping, catch basins, and bio infiltration retention.
  - Roadways and parking areas.
  - Additional trails connecting to the existing trails.
  - Future phases will include the following:
    - A plaza with a 40'x80' 4-season pavilion and restrooms,
    - Concrete pedestrian pavements,
    - Additional roads and parking areas,

# Harcrest Park Meeting Minutes

- Tennis, basketball, and pickleball courts; adult fitness equipment; shade structures; and restrooms, and
- An outdoor classroom for education, music, and theatre events.
- Completion of the balance of the Master Plan is dependent on obtaining additional grants and revenues from Act 13 Oil and Gas and other infrastructure funds. Penn Township will apply for another DCNR grant in January 2024 to continue the next area of development, including the pavilion.
- Jim Feath stated that the scope of work which is limited to accommodate the current \$300,000 DCNR grant and the Penn Township \$300,000 "local match" share. Penn Township will also pay the HRG design, engineering, and permitting fees.
- HRG prepared a preliminary estimate of cost for the limited scope of work as follows:

Preliminary Estimate of Probable Costs

Harcrest Park  
 Penn Township, Pennsylvania  
 R006045 0476  
 Date: April 19, 2023, Rev. May 2, 2023, May 16, 2023, June 6, 2023



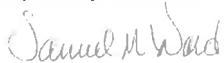
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
<b>OPTION #2</b>					
	General Site Work				
	Mobilization	LS	1	\$15,000.00	\$15,000.00
	Traffic Maintenance and Protection	LS	1	\$5,000.00	\$5,000.00
	Erosion and Sedimentation Control	LS	1	\$0.00	\$0.00
	Topsoil strip and stockpile	SY	8700	\$0.00	\$0.00
	Grading & Earthwork	LS	1	\$0.00	\$0.00
	Roadway and Parking Lot Surfacing				
	Non-Woven Geotextile	SY	4,385	\$0.00	\$0.00
	Stored Millings Supplied By Township (6" Depth)	SY	4,385	\$0.00	\$0.00
	HMA Binder Course for parking area (4" Depth) - Road Only	SY	1,200	\$25.00	\$30,000.00
	HMA Wearing Course for parking area (1.5" Depth) - Road Only	SY	1,200	\$18.00	\$21,600.00
	Concrete ADA Parking Area (4 van accessible)	SY	110	\$110.00	\$12,100.00
	Cross Walk Striping	EA	1	\$2,000.00	\$2,000.00
	Crosswalk Signage	EA	2	\$500.00	\$1,000.00
	Parking Signage	EA	2	\$0.00	\$0.00
	ADA Striping & Signage (4 stalls)	LS	1	\$2,500.00	\$2,500.00
	Wheel Stops - COSTAR Purchase installed by P.W.A.	EA	2	\$0.00	\$0.00
	Trails and Sidewalk Surfacing				
	Non-Woven Geotextile	SY	2,355	\$0.00	\$0.00
	Stored Millings Supplied By Township (4" Depth)	SY	2,355	\$0.00	\$0.00
	HMA Binder Course for trail (2" Depth)	SY	650	\$20.00	\$12,600.00
	HMA Wearing Course for trail (1.5" Depth)	SY	650	\$18.00	\$11,700.00
	Concrete pedestrian pavements including pavilion plaza (4" Depth)	SY	775	\$110.00	\$85,250.00
	Site Utilities				
	Stormwater 24" Inlet with grate	EA	8	\$0.00	\$0.00
	Stormwater Manhole with casting and cover	EA	2	\$0.00	\$0.00
	Stormwater Yard Drain with grate	EA	8	\$0.00	\$0.00
	Pavement Base Drain	LF	650	\$0.00	\$0.00
	6" HDPE Pipe	LF	450	\$0.00	\$0.00
	15" HDPE Pipe	LF	380	\$0.00	\$0.00
	18" HDPE Pipe	LF	425	\$0.00	\$0.00
	Concrete Endwall	EA	2	\$0.00	\$0.00
	Stormwater Basin Outlet Control Structure	EA	1	\$0.00	\$0.00
	Bioinfiltration media	CY	150	\$0.00	\$0.00
	Parking Lot Lighting	EA	2	\$6,000.00	\$12,000.00
	Electrical Service, conduit/cable/control panel	LS	1	\$24,000.00	\$24,000.00
	Buildings				
	20' x 60' 8-Season Pavilion, including Electrical Facilities, Lighting, Structure, and Foundation	LS	0	\$185,000.00	\$0.00
	Shade Structure/Shelter in Elope	LS	1	\$45,000.00	\$45,000.00
	Site Furnishings				
	6" Long Bench	EA	0	\$2,200.00	\$0.00
	Picnic Tables	EA	0	\$2,200.00	\$0.00
	Waste receptacle	EA	0	\$1,200.00	\$0.00
	Site Landscaping and Restoration				
	Topsoil and Seeding	SY	8700	\$0.00	\$0.00
	Flipse Trees	EA	25	\$600.00	\$15,000.00
	Parking lot trees	EA	6	\$600.00	\$3,600.00
				Phase 1 Subtotal:	\$297,999.00
				Phase 1 Contingency (10%)	\$29,799.99
				Phase 1 Total:	\$327,798.99

- Penn Township representatives, Doug Roth and Sam Ward reviewed the scope of work, performed by the Penn Township Public Works Department, on the Harcrest Park Phase I development and the 2,300-square-foot equipment storage building at the South end of the park. This work includes erosion and sedimentation control; grading and earthwork; stormwater bio infiltration detention, piping, and catch basins; placing asphalt paving millings for subbase in trails, parking areas, and roadways; lawn seeding and plantings; and signage and equipment installation. PennDOT provided the asphalt millings at no cost.
- The Penn Township Public Works Department will perform these same tasks for the Phase II development. These costs will be part of the Penn Township "Local Share" matching funds.
- BSA Scout Troop 53 has completed several Eagle projects including a Frisby golf course; pavilions; a Chimney Swift tower; a book exchange box; and the stone-faced entrance sign. This stone is from a Penn Township quarry. Penn Township is the Troop 53 sponsor.
- Other donations have included memorial park benches and trees.

## Harcrest Park Meeting Minutes

- Jim Feath stated that he first became involved with Harcrest Park in 2008 to develop Master Plans and phased project improvements. The development intent is to preserve the agrarian history of the property.
- HRG conducted an "Open House" at the Penn Township Community Day event on June 3, 2023. Approximately 100 residents reviewed the updated Master Plan and provided approximately 20 positive written comments.
- DCNR representative, Mark Hansford, stated that the proposed project is an impressive plan and is a unique community facility.
- Mark Hansford asked if Penn Township was familiar with the value of self-performed work. Sam Ward stated that the Butler County Parks and Recreation would help to develop appropriate equipment rates and Penn Township can develop appropriate labor rates, including benefits.
- Jim Feath stated that Harcrest Park is located a few miles West of PA State Route 8 which is a major artery through the middle of Penn Township and Butler County.
- Doug Roth asked if there are opportunities for additional grant funding as construction costs have increased dramatically in the last four years. Mark Hansford stated that Penn Township can request a grant amendment for additional funds with an open grant, up to a maximum of 25% (in this case, \$75,000). The Real Estate Transfer Tax funds grant amendments.
- Mark Hanson recommended that Penn Township wait for bids to be received. Then, request additional grant funding.
- Mark Hanson stated that DCNR co-funds projects with the Greenways and Trails and the Local Share Account (LSA). The LSA grant request, with a maximum of \$250,000, will be open soon.
- Mark Hanson also suggested soliciting local donations.
- Sam Ward stated that Penn Township has continuing income from the Act 13 Oil and Gas fund and other infrastructure revenues that can be committed to future park development.
- Mark Hanson stated that Penn Township can use American Rescue Funds. Penn Township is aware that these funds are available for infrastructure projects.
- Doug Roth stated that the Park Committee and Supervisors have discussed enacting a Recreation Tax on new developments to help fund future park development.
- Mark Hanson suggested that Penn Township and HRG can start the grant amendment process by preparing a revised scope of work and by refining the "Local Share" cost estimate. A bid alternate for the 4-season pavilion and restrooms can be utilized.
- Mark Hanson asked if Penn Township could use the Community Development Block Grant (CDBG) funding for the park development. Doug Roth stated that Penn Township had previously inquired if the CDBG funds could be used and were advised that the funds would not be eligible for the park development.
- Jim Feath will further refine the limited scope of work cost estimates for this for the current \$300,000 grant.
- Given Mark Hanson's positive review of the revised project scope of work as described above, HRG will continue the design, engineering, and permitting phase.
- Mark Hanson will schedule a site visit to review the project in the next few months.
- The meeting concluded at 1:00 pm.
- Once approved, minutes of the meeting will be posted on the Penn Township website, [www.penn township.org](http://www.penn township.org) under Documents, Park Committee.

Respectfully submitted,



Samuel M. Ward, Supervisor