

**ORANGE TOWNSHIP COMMUNITY PARK BOARD**

**May 27, 2009 Regular Meeting**

1 The meeting was called to order at 7:00 PM by Chairperson Jennifer Christian.

2  
3 The minutes were taken and prepared by Secretary Lisa Knapp.

4  
5 ROLL CALL:

6 Present: Jennifer Christian, Steve Aumiller, Chris Masciola, Michelle Eckels

7 Absent: Len Fisher

8 (Mr. Aumiller was in attendance but left early due to a prior commitment)

9  
10 Trustee Liaison Nelson Katz, and Facilities, Grounds, Parks Manager Bob Barbosky,  
11 Township Administrator Gail Messmer, Maintenance and Parks Director Beth Hugh, and  
12 Township Owner’s Rep Scott Overturf were also present.

13  
14 INTRODUCTION OF NEW MAINTENANCE AND PARKS DIRECTOR

15 ♦ Mr. Katz said he has had many inquiries regarding the reason why the Maintenance  
16 and Parks Director position was created, and so he reviewed the top 10 reasons why a  
17 Maintenance and Parks Director position was created.

- 18
- 19 • To consolidate the maintenance of all township facilities.
- 20 • To alleviate the administrative and managerial duties associated with the
- 21 maintenance department.
- 22 • To oversee the maintenance of the township parks and related facilities.
- 23 • To be a major player in the vision for the township parks department, as the
- 24 township grows.
- 25 • To play a key role in educating the public and advocating and gaining public
- 26 support for a community center.
- 27 • To handle administrative functions such as contact with government agencies
- 28 (county, local and state).
- 29 • To coordinate efforts with ODOT, the county engineer, and other townships.
- 30 • To have major and continuous responsibility for researching, writing, applying
- 31 for, and tracking the status of grants for roads, parks, and related facilities.
- 32 • To be a vital member of the negotiation team for labor, service, and other
- 33 professional contracts.
- 34 • To create the reports necessary for keeping the township abreast of the status and
- 35 needs of both the maintenance and parks departments.
- 36

37 ♦ Mr. Katz said that the newly-hired Maintenance and Parks Director Beth Hugh was  
38 recommended by Mr. Overturf, and brings with her a diverse background of  
39 experience. She has described herself as a “detail-oriented and tenacious individual.”  
40 Her strengths include strong management skills, the ability to provide unity and  
41 direction in implementing goals, and she is a team player with excellent  
42 communication and organizational skills. He reviewed her past experience, and noted  
43 that her most recent position was as a development manager at Plaza Properties in  
44 Columbus, Ohio.

45 ♦ The Board welcomed Ms. Hugh, whose township email address is  
46 [bhugh@orangetwp.org](mailto:bhugh@orangetwp.org)

47  
48 HOMEOWNERS ASSOCIATION TRAINING/POWERPOINT PRESENTATION

49 ♦ Ms. Christian said that she, Ms. Eckels, and Mr. Katz have prepared a printed  
50 PowerPoint presentation for the Board to use in their presentations to homeowners  
51 associations (HOAs), which was provided to the Board. She noted that it was not  
52 likely that it would actually be presented as a PowerPoint presentation and would be  
53 printed instead. She said that the presentation was designed to be concise and able to  
54 be given in just 10 minutes due to the typical busy agenda for most HOA meetings,  
55 and she asked for input.

56 ♦ Ms. Christian said that the same parties also worked on a pamphlet about the  
57 township parks which will be left with HOA; this would be a reference and would

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58 provide additional information beyond the PowerPoint presentation. She said the  
59 purpose of the presentation to HOAs is to provide updated information about what is  
60 happening with township parks, and also to obtain input from them, as part of the  
61 Board's mission is to bring feedback from residents to this Board for discussion, and  
62 then make recommendations based on that feedback to Mr. Katz to share with the  
63 other two trustees. She reviewed the presentation in detail and comments from  
64 meeting attendees were shared.

- 65 ♦ The information will be revised as discussed by Ms. Christian and she will send out a  
66 revised copy.

67

### 68 ORANGE TOWNSHIP PARKS TRI-FOLD PAMPHLET DRAFT - REVIEW

69 ♦ Ms. Eckels reviewed a draft of the parks tri-fold pamphlet, which she said evolved  
70 several times. The original document was 8 pages long, but after feedback from the  
71 trustees its size was reduced and some information was removed. The intent also  
72 changed from providing the pamphlet to homeowners associations, and now it will  
73 also be used as a tool for distribution to the community via the newsletter or some  
74 other form of mass distribution, and it is intended as a supplement to the PowerPoint  
75 presentation. She said it includes much of the information which was included in the  
76 PowerPoint presentation which was just discussed.

77 ♦ Ms. Eckels said the information regarding who is presenting the brochure was  
78 modified upon request, and she asked Mr. Katz whether that information had been  
79 finalized. Mr. Katz said he heard several comments, including that the township  
80 trustees should be included as the primary party on the brochure. Ms. Messmer said  
81 that is usually how it is done.

82 ♦ Mr. Katz said he softened the information while still maintaining the proper roles by  
83 stating in the brochure "township trustees with the assistance of the park board." The  
84 trustees are really the people who are presenting the information ultimately, with the  
85 assistance of this Board, per township attorney Mike McCarthy. Ms. Christian said it  
86 seemed to be very political to include the trustees as the primary party. Ms. Messmer  
87 said that is their role, they are in charge of the township, and what gets done gets  
88 done through them.

89 ♦ Ms. Christian said there are three other people at this meeting who should be included  
90 as well in the brochure. Ms. Messmer said they work for the trustees. Ms. Christian  
91 said if the information must be included then it must be included, but it seemed odd to  
92 her. Mr. Overturf said the township newsletter includes the same information.

93 ♦ Mr. Katz said he will run the information by Mr. McCarthy again.

94 ♦ Ms. Eckels asked whether the fiscal officer information needed to be added to the  
95 back of the brochure, and Ms. Messmer said it did. It was agreed to modify the  
96 information to indicate the township trustee titles.

97 ♦ Ms. Christian asked if the Parks, Facilities, and Ground Manager, the Maintenance  
98 and Parks Supervisor, and the Secretary's information should be included on the back  
99 of the brochure as well. Ms. Messmer said, "No."

100 ♦ Mr. Barbosky suggested adding additional features to the description of the Township  
101 Hall Park and other parks. There was additional discussion and the brochure was  
102 modified to include additional information, including the pool expansion, etc. and to  
103 reformat the information. The official names of the leisure trails will be used with a  
104 brief description, and some trail names will be added to the brochure.

105 ♦ Ms. Eckels asked whether the brochure could indicate that concept plans are available  
106 for viewing at the township hall. Ms. Messmer said she wouldn't include that  
107 information; if somebody asks they can be giving the township hall phone number.

108 ♦ Ms. Messmer said that some people took offense to the phrase in the brochure "trails  
109 are for the enjoyment and physical fitness" because that is not one of the township's  
110 goals and it is not trying to legislate that. Ms. Knapp noted that the brochure also  
111 states that the trails are for enjoyment, and asked whether the township was  
112 advocating enjoyment as well. It was agreed to delete the section.

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- 113 ♦ There was a discussion about accurately using statistics from the township-wide  
114 survey in the pamphlet to indicate the demand for additional pool space. Mr.  
115 Barbosky suggested indicating in the brochure that a recent township-wide survey  
116 indicated that it was a high priority by residents, and that no percentage would be  
117 indicates. Mr. Katz suggested stating that a majority of residents indicated that  
118 additional water space was a high to medium priority. He noted that 44% of the  
119 respondents indicated a desire to expand the pool, and 39% wanted a second pool.  
120 Ms. Christian said that rather than spend additional time at the meeting on this topic,  
121 the survey could be examined again and this part of the pamphlet could be adjusted  
122 appropriately. Mr. Overturf said that 62% of the respondents indicated that a pool  
123 expansion of some type was a high or medium priority, and 49% of that 62%  
124 indicated that it was a high priority. Mr. Katz said that the statement should indicate  
125 that pool has been completed, as by the time the pamphlet is printed it will already  
126 have been built.
- 127 ♦ There was a discussion about the pool expansion description. Mr. Overturf verified  
128 that it would be 4' deep at the edges and 4.5' deep in the center. Regarding the  
129 timetable for opening, he confirmed that the pool will open when it is done.
- 130 ♦ There was a discussion about the Parks Master Plan section. Ms. Christian suggested  
131 deleting "The plan is a guide to the community development in progress." Ms.  
132 Eckels asked about including additional information from the Plan. There was  
133 additional discussion and the pamphlet was revised.
- 134 ♦ Ms. Eckels said that the pamphlet repeatedly references the township website, and  
135 Ms. Hughes asked whether it could be referenced in an orange font instead of the  
136 indicated blue. Ms. Eckels said it could be.
- 137 ♦ Ms. Knapp referenced noted that the pamphlet indicates that a complete list of all  
138 township meeting dates are available on the township website; however, many are not  
139 referenced at all, including Zoning Commission and Board of Zoning Appeals  
140 meetings. Mr. Katz noted that the pamphlet draft indicates "all township meetings."  
141 Ms. Knapp said that residents are not able to visit the website for current township  
142 meeting and hearing dates; only regular meetings are listed.
- 143 ♦ Ms. Christian asked if people who sign up for the township electronic mailing list  
144 receive such notices. Ms. Messmer said notices are sent out each time a meeting is  
145 scheduled. Ms. Christian suggested "for a schedule of township meetings or to sign  
146 up for our listservice" visit the township website. Ms. Hugh suggested "for a  
147 schedule of township meetings, sign up for our listservice."
- 148 ♦ Ms. Knapp suggested simply putting all township meetings and hearings on the  
149 township website instead. She noted that none of the OTCPB special meetings are  
150 indicated on the website either. Ms. Messmer said that calendar is very difficult to  
151 work with, and when there is time to get it functioning well that will be done. Ms.  
152 Knapp suggested deleting it, and she noted that even the special trustee meetings  
153 aren't included on the website. Ms. Messmer said that is one reason she is trying to  
154 push the electronic mailing list so hard because the notices of meetings are sent out  
155 that way.
- 156 ♦ Ms. Knapp agreed but said that the average citizen may just visit once in a while. She  
157 has received many comments from others, including township board members, that  
158 they can't tell what is going on with the township because the calendar is not  
159 complete.
- 160 ♦ Mr. Katz said that to highlight the electronic mailing list more, perhaps a separate  
161 entry could be included on the pamphlet itself. Ms. Knapp said she wouldn't mention  
162 the meeting calendar at all in the pamphlet because they are not on the website. Mr.  
163 Overturf suggested indicating that for regular meeting schedules, one can visit the  
164 website, and for special meetings one can sign up for the electronic mailing list.
- 165 ♦ Mr. Katz liked the concept of listing the electronic mailing list signup separately in  
166 the pamphlet. Ms. Knapp said the electronic mailing list signup button is extremely  
167 difficult to find on the website. Mr. Katz asked what information is sent out via the  
168 electronic mailing list, which he just signed up for today. Ms. Christian said she  
169 received information from the electronic mailing list about the neighborhood cleanup,

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- 170 the North Orange Aquatic Center groundbreaking, as well as meeting information.  
171 Ms. Messmer noted that notices are also sent out when the pool is shut down for the  
172 day. Ms. Knapp suggested referencing "Orange Township News." It was agreed to  
173 use the following phrase: "for notification of current activities, events, and special  
174 meetings"
- 175 ◆ Ms. Messmer said the signup button indicates "listserve" and that should be  
176 referenced. Ms. Knapp stated that the button actually indicates "sign up for e-news  
177 by e-mail." Ms. Christian said the actual name should be used in the pamphlet. Mr.  
178 Katz asked if the color of the button had been changed from gray to orange, which  
179 Ms. Knapp had suggested recently to increase its visibility on the web page. Ms.  
180 Knapp said it had not been changed yet and it still blends in with the gray  
181 background. Mr. Masciola said the gray button is very hard to see. Ms. Knapp  
182 suggested that the pamphlet reference "sign up for Orange Township e-news."
  - 183 ◆ Ms. Knapp said that looking at the pamphlet as a resident, one should be aware of the  
184 contact person for the township parks, and she asked whether Mr. Barbosky was that  
185 person. If so, she suggested that his name be included in the pamphlet because he  
186 takes care of so much of the parks system and it seems like the pamphlet  
187 encompasses the entire parks system. Ms. Messmer said she did not agree with that,  
188 and if people need to get in touch with the township they can visit the township  
189 website or call the township hall. The fiscal officer and trustees' names are included  
190 because they are elected officials.
  - 191 ◆ Ms. Knapp said the OTCPB members were also included in the pamphlet. Ms.  
192 Messmer said that no staff names are mentioned in the pamphlet, and even  
193 Administrative Assistant Nancy Hensley requested that her name be removed from it.  
194 Mr. Katz said no contact information has been provided on the pamphlet. Ms. Knapp  
195 said that Mr. Barbosky is still the manager of the parks, which is an important  
196 position and residents should be aware of this. She feels he is very customer-service  
197 oriented and friendly, and is a great person to contact. Otherwise, residents will  
198 contact the trustees or OTCPB members individually when they have an issue, such  
199 as the restrooms at the park needing to be cleaned.
  - 200 ◆ Mr. Katz said that he could argue for Ms. Hugh and Ms. Messmer being on the  
201 pamphlet as well. Ms. Messmer said that listing the entire staff would be too much  
202 information. Ms. Knapp said that including Ms. Hugh as well would be appropriate  
203 in her opinion because they are key parks personnel. Mr. Katz said he would look  
204 into it.

205

#### REVIEW HOA LIST AND DIVIDE IT UP

- 206
- 207 ◆ Ms. Christian distributed a list of HOAs and said it would be reviewed and divided  
208 up. Because only 3 members were currently in attendance it was suggested that there  
209 be an off-line discussion. Ms. Christian said that then next OTCPB meeting won't be  
210 until July 22, 2009 and she asked how review and signup should be coordinated. Ms.  
211 Eckels asked that the discussions be had via email and each Board member could  
212 indicate which neighborhoods they would like to cover, and the rest could be  
213 assigned.
  - 214 ◆ Ms. Messmer asked that no HOAs be approached with a schedule until the pamphlet  
215 and PowerPoint items are reviewed by Mr. McCarthy.
  - 216 ◆ Ms. Christian said that when the strategic plan was put together, it was agreed to  
217 compile a list of homeowners associations to start the process. Mr. Fisher stated he  
218 would work on a list of other key community groups, because if the objective is to  
219 reach out and share information about the parks, as well as receive input from the  
220 residents, it could be argued that other key community groups may actually be more  
221 interested or involved than homeowners associations. She suggested discussing how  
222 many presentations the Board is comfortable with committing to so it can be  
223 determined whether the presentations should be expanded beyond the HOAs.
  - 224 ◆ Mr. Masciola suggested six meetings per year, and holding them on months when  
225 OTCPB members are not held. Ms. Eckels noted that Glen Oak was not included on  
226 the list. Ms. Hugh suggested keeping in mind the dates and times when the HOAs

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- 227 meet, and she suggested including information on the website which indicates the  
228 Board can provide a presentation when needed to entities other than HOAs.
- 229 ♦ Ms. Christian said that this process is also gearing up for future promotions, and if the  
230 township is effective in communicating what it is currently doing and its plans for the  
231 future, and in getting feedback, there will be more support for a community center  
232 and/or an operating levy.
  - 233 ♦ Ms. Christian said the HOAs should be contacted first with the presentations, then the  
234 presentations can be publicized on the township website and in the pamphlet. Ms.  
235 Messmer said that Glen Oak does not have a HOA at this time. Mr. Katz said that  
236 most HOAs have an annual or bi-annual general meeting of all their members;  
237 however, the presentations should not be made at these meetings due to scheduling  
238 difficulty. He said many HOA officers meet once per month or every other month.
  - 239 ♦ Ms. Christian said that it would be preferably to attend a group or general meeting  
240 because more people would be reached that way. It is not practical to presume that  
241 just 5 people from a HOA can spread the word to all residents in their subdivisions.  
242 She said the objective should be to attend as many general HOA meeting where the  
243 entire resident population is invited, although some are not well-attended. Mr.  
244 Masciola said the HOA trustees would be contacted to schedule this. Ms. Christian  
245 said that if it happens that a presentation is done the same month as an OTCPB  
246 meeting that should be fine. Also, Board members can cover for each other as  
247 necessary.  
248

249 “SHADES OF ORANGE”/WATER FEATURE COMMENTARY

- 250 ♦ Ms. Christian said that Mr. Fisher can speak on this topic at the July Board meeting.  
251

252 REVIEW COMMUNITY CENTER TIMELINE

- 253 ♦ Ms. Christian said that a few weeks ago she emailed a document with the 2009 goals  
254 which included the following. She provided a status update.  
255

256 Educate the Board

- 257 Conduct the Trail Building Seminar: completed
- 258 One-on-One sessions in May: completed
- 259 Creation of Information Sheets and Talking Points: the pamphlet and HOA  
260 presentation reviewed tonight were created.
- 261 Homeowners Association Training: this was reviewed tonight.  
262

263 HOA/Community Presentations

- 264 Compiling the list and creating the schedule: the Board is in the process of doing this.  
265

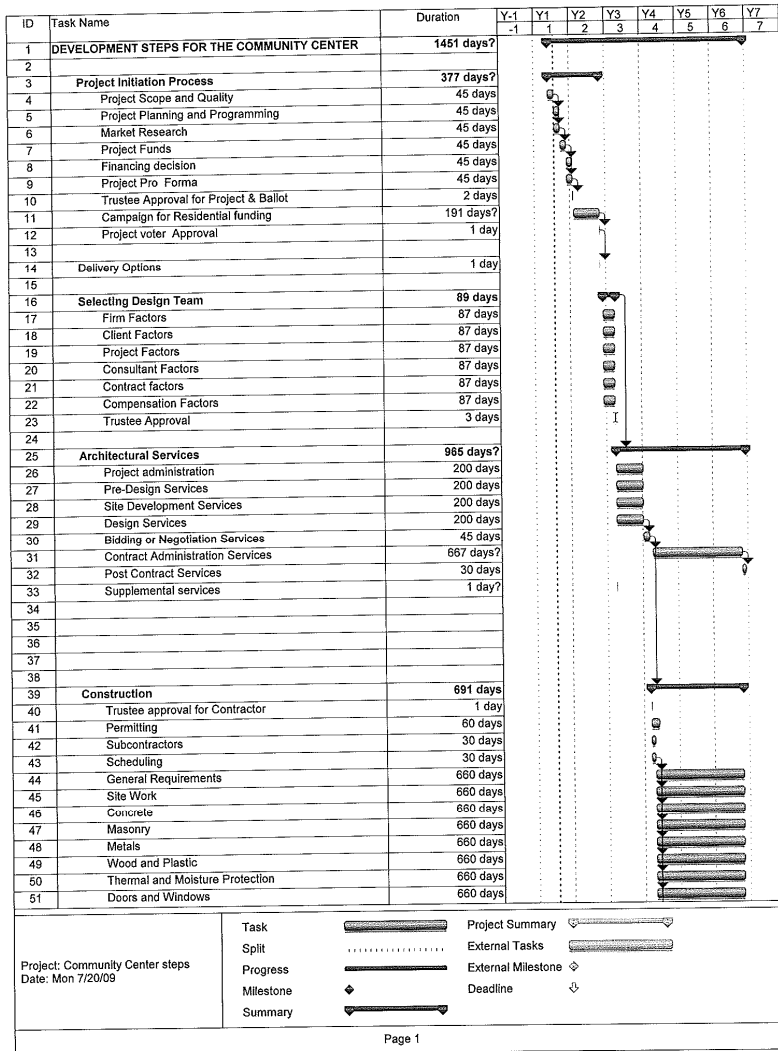
266 Community Center Timeline

- 267 The purpose of this is to keep track of what needs to be done and identifying what  
268 should be happening now and in the near future to move forward with the community  
269 center: Mr. Aumiller and Mr. Overturf met to create this timeline.  
270

- 271 ♦ Mr. Overturf said that steps were created which need to be done to move towards a  
272 community center. No complete date has been provided, but timeframes have,  
273 including 1451 days total. It is broken down into certain entities, including initiation  
274 process, options, etc. There are certain items which need to be approved in advance or  
275 the project cannot proceed.
- 276 ♦ Mr. Overturf said he could probably make this document much longer, but has  
277 simplified it for now. He suggested that the Board examine the information to obtain  
278 an idea of how long the process will be and the items which need to be considered  
279 and put together in advance. It will be a 5-6 year process from start to finish,  
280 depending upon the length of the construction schedule which could be 2.5 years or  
281 more, and also the architectural services. The campaign itself and its timetable needs  
282 to be discussed, including when an appropriate time to discuss it will be. He  
283 reviewed the document in detail.

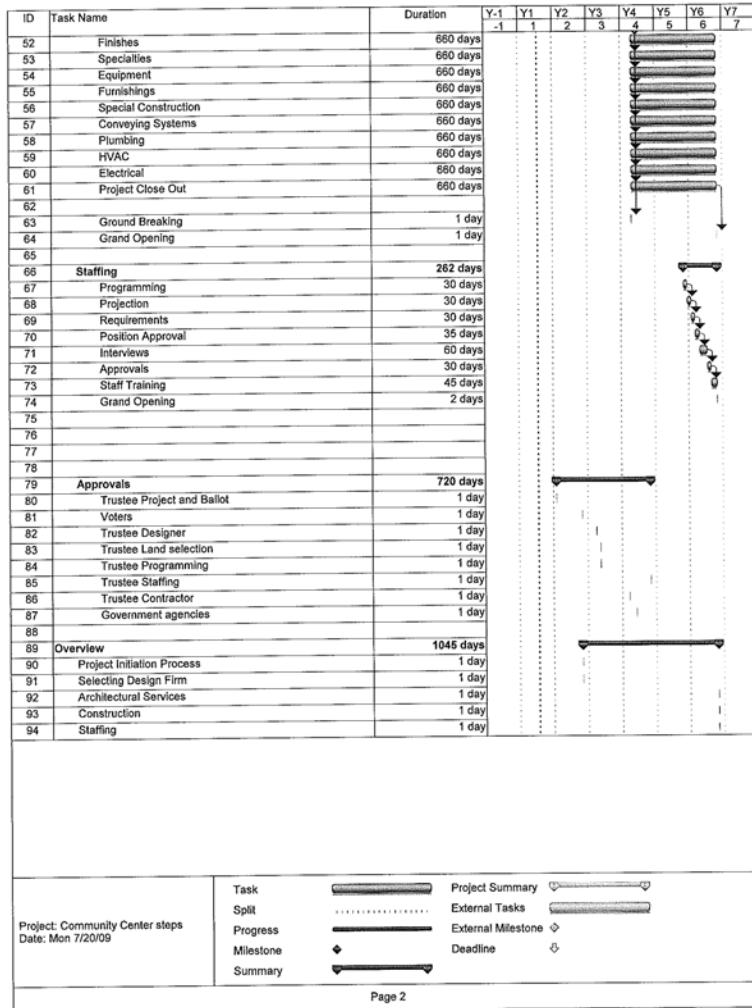
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- 285 ◆ Ms. Christian noted
- 286 that the Board had discussed the goal “create timeline of key milestones” and that is
- 287 what this document indicates.
- 288 ◆ Ms. Eckels said that construction it in phases has been discussed, and she asked if the
- 289 2-year construction timetable includes the site work for the soccer fields. Mr.
- 290 Overturf said that has nothing to do with that, and this information is just for the
- 291 community center. He noted that 691 work days, not calendar days, are referenced.
- 292 Mr. Katz explained that there are about 260 work days in a calendar year.
- 293 ◆ Mr. Overturf said there is no phase 1; a site has not been selected, and the community
- 294 center may not even be built on North Road. Ms. Christian said that the North Road
- 295 Property is a Board goal, and she asked whether now is an appropriate time to have a
- 296 conversation about North Road and the development of fields. She was unsure of the
- 297 timing of that conversation and when the decision will be made. Mr. Overturf said
- 298 that can determined as projects are listed for now and in the future, and North Road is
- 299 in the future. This coming October may be the time to discuss that. He said that
- 300 soccer fields can be worked on soon, which would not harm future goals, which may
- 301 include a community center. Ms. Christian said that the date determined from the
- 302 one-on-one meetings was 2010 as indicated: “Study North Road property as an active
- 303 sports park/location for a future community center – 2010.”
- 304 ◆ Mr. Katz said that many things can happen between now and the time the township
- 305 draws closer to having serious discussions about a community center, such as the
- 306 donation of a large parcel of land to the township. Care should be taken regarding
- 307 timing, as a park levy will be put on the ballot in the near future. Friends of the Parks
- 308 needs to get going.
- 309 ◆ Mr. Katz said that the 3 major takeaways from this document for him were that the
- 310 community center would take about 5.5 years to complete from its start. The actual
- 311 education, advocating and planning prior to a ballot being placed on the levy would
- 312 take about 1.5 years, and the physical construction of the facility itself will take 2.5-3
- 313 years.

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- 314 ♦ Mr. Overturf said that it needs to be determined whether the trustees support moving  
315 ahead on the project; this may be a more appropriate discussion after this fall's  
316 election, or even after next year's May ballot.
- 317 ♦ Ms. Christian said that the community center was included in the Master Park Plan,  
318 and this was something that was discussed at this Board's strategic planning meeting,  
319 by everybody at this meeting except Ms. Hugh. She asked meeting attendees if there  
320 are any additional questions for Mr. Overturf, and are there action items which should  
321 be taken at this time or be put on the calendar for future discussion.
- 322 ♦ Ms. Messmer said the timing is not right for any action. Ms. Christian said that she  
323 included it in the list of topics for the rest of the year, and she asked whether it needs  
324 to be discussed in 2009 by the Board, or next year. Mr. Katz suggested next year.  
325 Mr. Overturf said the Board's action item should be to get the Friends of the Parks  
326 group up and running.
- 327 ♦ Ms. Christian said the #4 goal is "Friends of Orange Township Parks," and she asked  
328 if there were any updates on that. Mr. Masciola said that about a week before the fall  
329 2007 park levy election it was discovered that the prior group had leftover money of a  
330 few thousand dollars, and he will be looking into this. It was determined that this  
331 subject would not be discussed at an OTCPB meeting.

332

#### 333 TRUSTEE LIASON REPORT

- 334 ♦ Mr. Katz said that progress is being made on the Del-Co Water easements, and it is  
335 expected to have a letter of agreement and license agreement for the fencing and gates  
336 outside the easement area. He provided more detail on this process.
- 337 ♦ Mr. Katz said that at the 5/18/09 trustee meeting the donation of the Glen Oak  
338 property was accepted from Dominion Homes, and a neighborhood park is being  
339 planned for that. He publicly thanked Dominion Homes for their very kind donation  
340 to the township.
- 341 ♦ Mr. Katz said that phase 1 of the construction of the pool expansion at North Orange  
342 Aquatic Center was completed prior to the main pool opening. This included the  
343 deck area connecting the main pool to the pool addition. A graphic indicating the  
344 percentage of completion at the new pool addition will be displayed soon, and this  
345 will serve to build excitement and anticipation as the process continues. On 4/11/09 a  
346 groundbreaking ceremony was held at the pool.
- 347 ♦ Mr. Katz said the township hall driveway has been expanded.
- 348 ♦ Mr. Katz said that at the 4/6/09 trustee meeting that board accepted the  
349 recommendations of the OTCPB regarding trail and hub names.
- 350 ♦ Mr. Katz said on 4/29/09 a special meeting was held by this Board to discuss Trail  
351 Building. This was intended to help answer the question "Why does it take so long to  
352 build a trail?"
- 353 ♦ Mr. Katz said that Dr. Alicia Eckhart has already written four grants for parks in 2009  
354 per the township's agreement with her, and she is currently working on applying for  
355 some federal stimulus money for the Orange Road widening project.
- 356 ♦ Mr. Katz said that township attorney Mike McCarthy has advised him that Maronda  
357 Homes has turned over control of some of their parcels around the Del-Co Water  
358 tower to the Northpoint Meadows Homeowners Association. Previously, the  
359 township had obtained easements from Maronda Homes in regards to the trail around  
360 the water tower. Unfortunately, those were never completed or recorded prior to the  
361 transfer of those areas to the homeowners association, so the Northpoint Meadows  
362 Homeowners Association will need to reaffirm those easements. He has contacted  
363 the management company which represents the HOA, and they will meet with Mr.  
364 Katz and Mr. McCarthy on 6/2/09, and he will ensure that this time the transaction is  
365 completed and recorded.
- 366 ♦ Mr. Katz said that Ms. Christian, Ms. Eckels, and he have been working hard on the  
367 PowerPoint presentation and the accompanying pamphlet. Lots of work and thought  
368 went into these items, and he wished to publicly thank Ms. Eckels and Ms. Christian

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369 for all their work on thought. He said it will all pay off and thanked them multiple  
370 times.

371

372 PARKS, FACILITIES AND GROUNDS MANAGER REPORT

373 ♦ Mr. Barbosky said the pool opened this past Saturday. The list of items which needed  
374 to be completed prior to opening has been completed, including the repair of some  
375 pool pumps. A lot of painting was done, and the two new diving boards were ordered  
376 and should be here soon. New pool grates were installed at the bottom of the pool in  
377 accordance with the Virginia Graeme Baker Act. The pool averaged about 700+  
378 people each day during the Memorial Day weekend. Ms. Christian asked how this  
379 compared with prior years. Mr. Barbosky said he wasn't certain but it seemed to be  
380 about the same. Last year may have been 850 due to extremely warm weather. He  
381 noted that typically there are a lot of people out of town that weekend. He said there  
382 is a concern about the loss of green space due to the pool expansion, especially on  
383 very busy days when 1500+ people are at the pool. He noted that additional deck  
384 space to the west of the diving boards has been built but it will not compare in size to  
385 what was available before. Hopefully this will not be an issue and the new pool will  
386 be kept on schedule.

387 ♦ Ms. Christian asked whether, in addition to the signage at the site, should a  
388 frequently-asked questions document, sign, or handout be created so that questions  
389 asked by pool patrons of Columbus Pool Management (CPM) staff can be answered  
390 correctly? Ms. Messmer said a timeline will posted. Ms. Christian said that CPM  
391 employees should be aware of answers which pool patrons may ask. Ms. Messmer  
392 asked which questions she was referring to. Ms. Christian said there may be  
393 questions such as "where can we sit?" "when will the pool be done?" "how much  
394 space will be available?" and other such questions. Ms. Messmer said that the staff  
395 can already handle such questions, and the company line is that the pool is expected  
396 to open sometime before the end of the season.

397 ♦ Mr. Overturf said that in addition to the timeline, progress pictures will be posted  
398 weekly on the boards for public information.

399 ♦ Mr. Barbosky said the township is considering purchasing additional pool furniture  
400 for the pool expansion and that will be on a future trustee agenda.

401 ♦ Mr. Katz informed meeting attendees that he has photos on his iPod Touch of the  
402 current construction process. Ms. Christian asked whether those photos can be  
403 updated on the township website. Mr. Overturf said that is being done.

404

405 OWNER'S REPRESENTATIVE REPORT

406 ♦ Mr. Overturf said that the two bridges at the nature trail at North Orange Park have  
407 been completed, and the three at the soccer fields there are also done. At the  
408 Township Hall Park pond area the punch list has been worked on, including  
409 additional drainage, new grass, etc. The colored medallions have been welded on and  
410 can be seen from the road.

411 ♦ Mr. Overturf said there is a grant being applied for trail work being done at the East  
412 Orange Road Improvement Project and Delaware County has been very helpful with  
413 this. The next two projects will be the trail along Owenfield Drive and may be done  
414 this summer, although the process is lengthy, as well as the trail where the Del-Co  
415 Water easements are being contained. Some work will be done at the Glen Oak site  
416 as well, and next year the structures will be built. He noted the driveway opening at  
417 the Township Hall Park will be wide at 24' by 57'.

418

419 OPEN DISCUSSION ITEMS

420

421 Update on Communication-Related Items

422 ♦ Ms. Christian said that at the last regular OTCPB meeting, the Board had discussed  
423 communication-related items, and she provided an update:

424 1) OTCPB mailbox: Mr. Aumiller is now checking this mailbox on a regular basis.

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- 425 2) Voicemail box: Office Assistant Glen Upton is now checking this voicemail box  
 426 and is forwarding calls to the appropriate people.  
 427 3) Parks email from township website: Email related to parks are being handled by  
 428 Administrative Assistant Nancy Hensley and forwarded to the appropriate parties.  
 429 4) Residents who responded to the township-wide survey indicating that they wanted  
 430 to be contacted and/or get involved but who were not contacted: Ms. Christian  
 431 followed up with Dr. Eckhart, who stated that there were 20-30 people who  
 432 responded in such a manner, and Ms. Messmer will be checking with POD  
 433 Design to see if they have that information. A township staff member or an  
 434 OTCPB member will then look at the information to determine what type of  
 435 follow-up is necessary. Ms. Messmer said she never saw the information due to  
 436 confidentiality issues. Ms. Christian said the Board can follow up with those who  
 437 expressed a desire to be contacted.  
 438

439 Complaint Regarding Shelter Rental Process

- 440 ♦ Mr. Masciola said that a few weeks ago he received a complaint from a resident about  
 441 the North Orange park shelter-reserving process, and he informed them he would get  
 442 an answer to them. He said this resident called the township hall and was informed  
 443 that she needed to come in to reserve it, so she came to the township hall, but nobody  
 444 was available who could help her with this. He asked what the process was to reserve  
 445 the shelter.  
 446 ♦ Ms. Messmer said one must come to the township hall, complete an application, and  
 447 leave a deposit. Mr. Overturf said it would be unusual that the person is not there,  
 448 because when that person isn't there, there is a second person in the zoning  
 449 department who could help, and a third person in the administrative department who  
 450 could do it, so he wasn't quite sure what the resident was saying. Perhaps the  
 451 employees weren't attentive to her because it wasn't the exact person, but they did  
 452 probably give her an application.  
 453 ♦ Mr. Masciola said that didn't happen and the resident was told to come back later. He  
 454 asked who the primary responsible person for this was. Mr. Overturf said it is Mr.  
 455 Upton, and that he is there most of the time. Mr. Masciola asked if all the resident  
 456 should have had to do was request an application and pay a deposit. Ms. Messmer  
 457 said the date would also need to be checked. Mr. Masciola said that she was told that  
 458 she needed to come in during business hours, so she came in the next day but nobody  
 459 was available to help her.  
 460 ♦ Ms. Christian said that sounds like that wasn't a very positive experience; the resident  
 461 made a phone call and was told to come into the office, but when she got here she  
 462 was told to come back another day. People don't have that kind of time.  
 463 ♦ Mr. Katz said that the township employee should have been able to tell the resident  
 464 over the phone the availability dates. Mr. Overturf said the resident should have been  
 465 able to be directed to somebody who could help her, or at the least have been able to  
 466 take an application with her. Mr. Masciola asked whether callers are told whether  
 467 their dates are available. Mr. Overturf said that was correct. Mr. Masciola said the  
 468 resident was not told that.  
 469 ♦ Ms. Hugh said it didn't make sense to assume what happened, and she asked that the  
 470 resident be asked to contact the township so Mr. Upton can be followed up with to  
 471 see whether there had been a miscommunication. She asked whether the form could  
 472 be faxed. Ms. Messmer said, "No," because the township has to have the money.  
 473 Ms. Hugh said the application could be faxed and the deposit paid when the resident  
 474 comes in to reserve the room.  
 475 ♦ Ms. Christian asked whether a resident could mail the application and check in. Ms.  
 476 Messmer said it is first-come, first-served, so the date could be taken in the meantime  
 477 by a walk-in. Ms. Christian asked if this was something that could be done, and Ms.  
 478 Messmer said it could. Ms. Christian said that for example, a senior citizen who  
 479 doesn't often drive could mail it in with the warning that the date could be taken in  
 480 the meantime by a walk-in.

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- 481 ♦ Ms. Knapp and Mr. Masciola asked whether the form could be put on the township  
482 website for convenience. Ms. Messmer said that Mr. McCarthy has advised against  
483 that, as people's printers print different fonts and he is very hesitant to accept any  
484 rental agreements in any different font sizes because of the legalities.
- 485 ♦ Mr. Masciola said the form could be on the website in a .pdf format, and Ms.  
486 Christian agreed, stating that this format cannot be altered. Ms. Messmer said the  
487 forms are 8.5" by 14" in size and people try to print them on 8.5" by 11" paper. Ms.  
488 Christian said it would be worth investigating this issue further if the township's  
489 objective is to make it easy for residents to rent township facilities.
- 490 ♦ Mr. Overturf said that Mr. Upton does hundreds of these, and just one complaint out  
491 of those hundreds still results in a good percentage. He said the township is not going  
492 to change the whole system just because of this complaint. This system has worked  
493 well for 5-6 years since the shelter was built.
- 494 ♦ Ms. Messmer said that even if people could print out the form on-line and then mail it  
495 in, it would still be on a first-come, first-serve basis. Mr. Masciola asked what forms  
496 were required. Ms. Messmer said it is an agreement and a deposit has to be made.  
497 She added that the shelter dates are being rented at a very fast pace right now.
- 498 ♦ Mr. Masciola said that it is good to see that the shelter is being used. Mr. Masciola  
499 said that however, it was not good for the people who experienced the problem. Mr.  
500 Masciola will speak to the resident to clarify the process, and said that he already  
501 apologized for the inconvenience.
- 502 ♦ Ms. Knapp said that the Orange Township website already has .pdf  
503 applications/forms for Administrative Review, Deck/Pool, Residential, Sign,  
504 Temporary Special Event, Temporary Tool and Supply Trailer, and  
505 Commercial/Industrial Change of Use, and she asked why the park rental forms were  
506 not able to be put on the website.
- 507 ♦ Ms. Messmer said there are different requirements, and she has already covered this  
508 with Mr. McCarthy. However, there is still a lag time and demand which the  
509 township is trying to meet, while trying to keep it above-board and according to what  
510 Mr. McCarthy requires for the agreements.
- 511 ♦ Mr. Katz asked whether it would be possible to put the park rental forms online. Ms.  
512 Messmer said Mr. McCarthy has said, "No," due to printing concerns. Mr. Overturf  
513 said that when it was approved by the trustees it was possible that the process was  
514 also specified. He said that Mr. McCarthy was very specific about the form being  
515 the township's sheet of paper, although he wasn't sure why this situation would be  
516 any different than the others.
- 517 ♦ Ms. Knapp said that the other applications are available conveniently on the township  
518 to be printed out and signed by residents. Mr. Katz asked her to review the  
519 applications which are available on line, which she did. He asked if the community  
520 room or shelter rental forms are available online. Ms. Messmer said they are not, and  
521 that Mr. McCarthy doesn't approve of putting those forms online where they could be  
522 printed on a different size of paper because of legal requirements. There are various  
523 clauses which must a certain font size, and people may print them on the wrong size  
524 of paper, and that is why Mr. McCarthy doesn't agree with that availability.
- 525 ♦ Ms. Knapp said that some of the forms currently on the township website are also  
526 legal-sized. Ms. Messmer said those are not legally-binding contracts.
- 527

#### Painting of Bike Trail Lanes

- 529 ♦ Mr. Overturf said that regarding the painting of bike trail lanes, there have been  
530 discussions regarding this for Owenfield Dr. and this should be further reviewed, both  
531 legally and by others including this Board probably prior to the next meeting on  
532 7/22/09. The issue has been discussed by Mr. Fisher and Mr. Aumiller who have  
533 experience with this. The City of Columbus stopped painting lines and decided to use  
534 only signage because of liability concerns.
- 535 ♦ Ms. Christian asked how the Board could help. Mr. Overturf wasn't sure but said the  
536 issue should be discussed; Mr. Fisher and Mr. Aumiller should be contacted. It was

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537 agreed that they would be contacted for discussions prior to the next meeting and it  
538 would be added as an agenda item on the 7/22/09 Regular Meeting of this Board. Ms.  
539 Eckels said that both ODOT and another agency whose name the Secretary could not  
540 understand have documents regarding line painting, including pros and cons for both  
541 scenarios. One con is that if the lines are painted and maintenance and resurfacing is  
542 done, they need to be repainted.

543 ♦ Mr. Katz asked what areas are being discussed. Mr. Overturf said it would to indicate  
544 a trail from Riverbend Avenue on Highmeadows Village Drive to Powell Road. Ms.  
545 Messmer said she thought that wouldn't be practical because of all the parking along  
546 Highmeadows Village Drive. Ms. Eckels asked if it is done there, would it need to be  
547 done everywhere?

548 ♦ Ms. Christian asked about township regulations relating to on-street parking. Ms.  
549 Messmer said the trustees have set no-parking regulations based on the widths of the  
550 roads.

551

#### 552 Complaint Regarding Pool Season Pass Procedure

553 ♦ Ms. Knapp said that during the 2008-2009 pool season, there was an issue with  
554 people attempting to purchase season passes being told that they were no longer  
555 residents of Orange Township because their property had been annexed. When she  
556 brought this matter to the attention of the township, she was told that the problem had  
557 been corrected. However, a friend of hers went to the pool this past Monday and was  
558 told by Pete Bluvol, pool manager, that her property had been annexed out of the  
559 township and she could not purchase a season pass.

560 ♦ Ms. Messmer said the township has a very specific database which Mr. Upton has  
561 researched for an entire year, and he has pulled all the information on all the  
562 addresses. There are streets where just part of the addresses are in the township and  
563 the others are not.

564 ♦ Ms. Knapp said that the auditor's website indicates that the property is located in the  
565 Orange Township/City of Columbus area, and the property owner pays township  
566 taxes, which includes township parks taxes, so she should be able to get a season  
567 pass. However, she was not able to get a season pass. Ms. Messmer said that if she  
568 has that kind of an issue Mr. Upton can investigate the address.

569 ♦ Ms. Knapp asked from where the list is obtained. Ms. Messmer said it was from the  
570 auditor's website, and if an address needs to be clarified Mr. Upton calls the auditor's  
571 office.

572 ♦ Mr. Katz asked if the criteria to purchase a season pass is that the property owner  
573 pays park levy taxes. Ms. Knapp said that was correct, and that the property owner  
574 doesn't need to be an actual "resident." She said that some of her friends, mothers  
575 looking forward to spending time with their families and friends at the pool, were  
576 very upset this year and last year when they received the news that their properties  
577 had been "annexed" and that they could no longer be season pass holders.

578 ♦ Mr. Barbosky said that he saw Mr. Bluvol give Mr. Upton's phone number to an  
579 individual, and that he also witnessed a person who was very upset about it. Mr.  
580 Barbosky said he could check on this. Ms. Messmer said the upset person never did  
581 contact Mr. Upton, so Mr. Bluvol's answer was probably correct.

582 ♦ Ms. Knapp objected to people being told that the reason they could no longer obtain a  
583 season pass is because their property has been "annexed," as nobody's property has  
584 been annexed recently out of the township. Ms. Messmer said that properties have  
585 been recently annexed recently, and that is why the information in the list is  
586 conflicting. For example, many properties on Old Powell Road have been annexed to  
587 Columbus. Ms. Knapp said there haven't been any such annexations in that area for  
588 years.

589 ♦ Mr. Katz said the CPM employees are just doing their job. Ms. Knapp agreed and  
590 said that her only concern about this issue is that the list provided by the township is  
591 not accurate and that people are being given incorrect information. She added that no  
592 property owner would be unaware if their property had been annexed; one doesn't  
593 own property which is suddenly annexed without the property owner's knowledge.

ORANGE TOWNSHIP COMMUNITY PARK BOARD

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PAMPHLET PRINTING COSTS

- ◆ Ms. Eckels said that she met with a printer to obtain quotes for the brochure’s original booklet format, and she asked whether she should obtain more quotes for that printing. Mr. Katz suggesting waiting. Ms. Christian asked whether this Board should make a resolution for Mr. Katz to take the PowerPoint and pamphlet to the trustees. Ms. Messmer said there are too many changes at this point and Mr. Katz agreed; after the changes have been made that can be done.

ADJOURNMENT

- ◆ There was no further business to come before the Board. Motion to adjourn. Meeting adjourned at 10:13 PM.

\_\_\_\_\_  
Jennifer Christian, Chairwoman

\_\_\_\_\_  
Steve Aumiller, Vice-Chairman

\_\_\_\_\_  
Len Fisher, Member

\_\_\_\_\_  
Chris Masciola, Member

\_\_\_\_\_  
Michelle Eckels, Member

Attest: \_\_\_\_\_  
Lisa F. Knapp, Secretary