



YORK TOWNSHIP 2015 COMPREHENSIVE PARKS, RECREATION & OPEN SPACE PLAN

Environmental Planning & Design, LLC

Johnson, Mirmiran and Thompson, Inc.

Recreation and Park Solutions

NOVEMBER 2015

YORK TOWNSHIP

RESOLUTION NO. 2015 - 12

A RESOLUTION OF THE TOWNSHIP OF YORK, IN THE COUNTY OF YORK, COMMONWEALTH OF PENNSYLVANIA, ADOPTING THE YORK TOWNSHIP COMPREHENSIVE PARKS, RECREATION, AND OPEN SPACE PLAN, DATED THIS 10TH DAY OF NOVEMBER 2015.

WHEREAS, York Township utilizes a comprehensive plan to guide the future development of land within the municipality (the “Comprehensive Plan”); and

WHEREAS, the York Township Comprehensive Parks, Recreation, and Open Space Plan (“Recreation Plan”) is a companion to the Comprehensive Plan and serves as a set of guidelines for understanding which recreational amenities York Township residents enjoy, the services needed to provide them, and potential enhancements to a wide range of recreation that is currently offered; and

WHEREAS, the Board of Commissioners of York Township engaged the services of Environmental Planning & Design, LLC to work with the York Township Staff and the York Township Recreation Board to develop the Recreation Plan; and

WHEREAS, the objectives of the Recreation Plan are to provide adequate parkland for present and future generations, establish balanced parks and recreation facilities with parks, trails, and greenways to serve a wide array of interests in the community year-round, afford a high level of protection for York Township’s natural resources, provide programs and services that enrich the lives of the citizens of York Township, manage the parks and recreation system in a professional manner that conveys the greatest possible benefit to the public, and to invest in parks, recreation, greenways, and trails at a level that sustains and enhances the quality of life in York Township; and

WHEREAS, the York Township Board of Commissioners, having heard the comments of the York Township Staff, the York Township Recreation Board, and the comments of York Township residents, desires to adopt the Recreation Plan to further the above-referenced objectives.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF YORK TOWNSHIP, PENNSYLVANIA, and it is hereby resolved and enacted by the authority of the same.

Section 1. The York Township Board of Commissioners by this resolution adopts the York Township Comprehensive Parks, Recreation, and Open Space Plan as attached hereto as Exhibit “A.” The York Township Comprehensive Parks, Recreation, and Open Space Plan includes the following:

Part 1: Over the Horizon

Mission Statement

Goals

Key Influences

Part 2: Looking Ahead

Overview

Recommendations

Programming

Park Maintenance

Park Development

Financing

Promotion/Public Awareness

Partnerships

Action Table

Part 3: Insights

Inventory of Recreation Programs and Providers

Program and Facility Partners

Program Promotion and Public Awareness

Programming Analysis

Recreation Board/Department Structure and Authority

Maintenance Inventory

Key Person Interview Summary April 2015

Appendices:

Park Site Drivers/Planning Observations

Survey Results


Other Background Information


All maps, charts, textual matter and other matters providing further explanation and support are attached and fully implemented herein as part of Exhibit "A".

ADOPTED, this 10th of November, 2015, by the Township Commissioners of York Township in a lawful session duly assembled.

ATTEST:

YORK TOWNSHIP BOARD OF COMMISSIONERS


Secretary

By: 
President

(SEAL)

ACKNOWLEDGEMENTS

BOARD OF COMMISSIONERS

Robert W. Kessler
George W.W. Jones Jr.
Robert D. Steele, P.E.
Albert Granholm
Paul D. Knepper

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Brenda Keller, York Township Resident
Katie McAllister, York Home School Association
Matt Sands, Dallastown Soccer Club
Stacey Seeling, Wildcat Lacrosse
Ashley Spector, Dallastown Area School District
Patrick Wolf, Dallastown Cougars
Paul D. Knepper, York Township Commissioner
Debra Hatley, York Township Recreation Director (former)

TOWNSHIP STAFF

Elizabeth Heathcote, Manager
Carly Mercadante, Recreation Director

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Park Site Drivers/Planning Observations
Survey Results
Other Background Information

WELCOME

YORK TOWNSHIP

York Township's Comprehensive Parks, Recreation, and Open Space Plan (CPROP) is a companion to the York Township Comprehensive Plan, updated in 2014, and serves as a set of guidelines for understanding which recreational amenities Township residents enjoy, the services needed to provide them and potential enhancements to a wide range of recreation that is currently offered.

The York Township Recreation Department, the Township's arm responsible for administering the CPROP, is dedicated to developing programs and facilities that will encourage healthy leisure lifestyles, strong family bonds, community pride and personal fulfillment for York Township citizens and the surrounding community.

The objectives of the Recreation Department are to provide adequate parkland for present and future generations; establish balanced parks and recreation facilities with parks, trails, and greenways to serve a wide array of interests in the community year-round; afford a high level of protection for the Township's natural resources; provide programs and services that enrich the lives of the citizens of the Township; manage the parks and recreation system in a professional manner that conveys the greatest possible benefit to the public; and invest in parks, recreation, greenways, and trails at a level that sustains and enhances the quality of life in the Township.

In updating its Comprehensive Parks, Recreation, and Open Space Plan, the Township works to ensure it is well-served to guide future investments in these amenities. The plan will establish a clear direction over the next ten years to guide Township staff, committees, boards and elected officials in their efforts to enhance the community's parks and recreation programs, services and facilities.

The CPROP serves to:

- Establish priorities for park development, recreation programs, and facilities;
- Enhance recreational facilities and programs that relate to the makeup of the community;
- Inventory the available assets, conditions, and availability of recreation to different neighborhoods in the Township;
- Conserve the open spaces and analyze the health of existing parks and green spaces in the Township to develop strategies that efficiently manage the resources; and
- Connect existing parks and recreational facilities with greenways and trails, where possible;
- Preserve the natural and environmentally sensitive areas within the Township; and
- Consider the efficiencies and effectiveness of management and operations of the Township's overall parks, recreation, and open space system.

In the process of updating its Comprehensive Plan in 2014, the Township administered a survey of over 400 community residents. Survey responses showed a strong focus in the area of parks, recreation, and open space. Two key themes that emerged included the importance of protecting community character and existing open spaces and an interest in enhancing recreational offerings found in the Township. 89% of survey respondents indicated that open space conservation should be a priority of the Township.

A separate Recreation, Parks, and Greenway Survey, which included the participation of over 160 residents, was administered in early 2015 specifically to help shape recommendations for the CPROP. That survey highlighted preferences for additional programming, facility alternatives and pedestrian connectivity.

Recreational amenities, parks, and open space are proven contributors to economic vitality by making York Township an attractive destination for businesses, sparking quality development, increasing property values, improving public safety, raising the visibility of the community, and generating dollars through tourism. The Township's agricultural resources are also an important segment of its identity, and 94% of respondents to the 2014 Comprehensive Plan survey expressed the desire to maintain agricultural and rural areas as an important part of the community.

Where opportunities exist, the community and its neighbors can extend its network of amenities into agricultural tourism, recreation, kid-friendly destinations and other local and/or regional-scale destinations. By balancing assets through a combination of public and private sector efforts, the Township's parks, recreational amenities, and open space can aim to be both economically and physically sustainable for residents.

PART 1: OVER THE HORIZON

MISSION STATEMENT

York Township will strive to meet the recreational needs of its citizens by providing well-maintained, safe and accessible park areas, trails and recreation facilities and a broad selection of recreation programs that provide opportunities for citizens to be active.

GOALS

Established as part of the Township's 2014 Comprehensive Plan efforts, the community aims to enhance and broaden its existing amenities. In doing so, many facets are important to consider including a range of significant goals.

- **Administration Goal:** Operate the parks and recreation system effectively and efficiently through volunteer and staff leadership.
- **Park Maintenance and Security Goal:** Ensure that park and trail areas and recreation facilities are attractive, well-maintained, and safe and secure for visitors.
- **Recreation Programming Goal:** Offer citizens a balanced schedule of quality, affordable recreation programs and special events for all ages, in cooperation with Township businesses, civic groups, sports associations, the Dallastown Area School District, neighboring municipalities and other partners.
- **Park and Recreation Facilities Goal:** Enhance existing park areas and recreation facilities by determining priorities for improvements and meeting accessibility requirements.
- **Finance Goal:** Secure adequate financing and partnerships to support and sustain the operation, maintenance, development and future acquisition of park areas, trails and recreation facilities, and the provision of recreation programs and services.
- **Public Awareness and Marketing Goal:** Build community awareness of the value of recreation opportunities as important factors in improving the health and quality of life of citizens, by increasing public knowledge and encouraging the public's use of park areas, trails, recreation facilities and recreation programs.
- **Greenways, Trails and Natural Resources Goal:** Protect significant cultural and historic resources and sensitive natural areas against encroachment from development

and establish a system of trails that link parks, greenways, schools, shopping areas, businesses and neighborhoods.

KEY INFLUENCES

The York Township Comprehensive Parks, Recreation, and Open Space Plan was developed based on several key influences, which included public input, demographic trends, desires for greater connectivity, and responsible resource spending (both time and finances). These influences guided preliminary recommendations for programming, park maintenance and development, financing, promotion and public awareness, and partnership opportunities.

PUBLIC INPUT

Two separate surveys were administered prior to updates to the York Township Comprehensive Plan and the companion York Township CPROP. The Comprehensive Plan Survey, taken by over 400 residents in 2014, found that enhancing recreational opportunities, maintaining community character, and protecting existing open spaces were key concerns for residents. 94% of survey respondents expressed the desire to maintain agricultural and rural areas as an important part of the community, while 89% indicated that open space conservation should be a priority of the Township, and 59% of respondents expressed desire for additional recreational venues. The CPROP-specific Recreation, Parks, and Greenway Survey, which included the participation of over 160 residents, was administered in 2015. That survey input highlighted the desire for more programming, indoor recreational facilities, and multi-purpose trails.

Interviews were also conducted with Township officials and staff, who identified key drivers of the planning process for Comprehensive Plans. In addition to considerations for more activities for residents of all ages, they also noted that park and recreation areas could benefit with better connectivity, and, thus, amplifying the overall open space system.

DEMOGRAPHIC TRENDS

York Township has experienced double-digit percentage population growth in recent decades, and that growth appears to be continuing. Almost 40% of housing units in the Township were built in the last 25 years, and well over half of residents providing input the Township's planning efforts had moved to the Township within the past 20 years. Household incomes in the Township have also increased considerably since the start of the new

millennium, from a mean of \$59,000 in 2000 to over \$78,000 in 2010. Higher-income households have a greater demand for out-of-home recreational and leisure opportunities (http://www.caee.utexas.edu/prof/bhat/abstracts/123-02_tr_final.pdf).

Almost a quarter of Township residents consist of children under the age of 20, the prime demographic for organized recreation opportunities. Though overall youth sports participation has dropped considerably in recent years (<http://www.sportsbusinessdaily.com/Journal/Issues/2015/08/10/In-Depth/Lead.aspx>), children are increasingly specializing in fewer sports—for instance, sand volleyball, ice hockey, and lacrosse, which have all experienced high growth rates. Over time, the growth of certain activities may drive considerations for repurposing opportunities of underutilized recreation spaces.

As part of the planning process, it was additionally noted that there were a limited amount of formal recreational opportunities geared toward older adults, who comprise almost 20% of Township residents.

LEVEL OF SERVICE

The Township provides approximately 150 acres of park, recreation and open space public land to its residents. Building upon previous Township planning initiatives, the Township set its target of providing 10 acres of parkland per 1,000 residents. With currently reaching approximately 55% of its goal, the community has the opportunity to evaluate its effectiveness of providing recreation opportunities in a variety of ways. As of the Township's year 2000 population, the community was providing approximately 4.57 acres of parkland per thousand citizens. With approximately 28,000 residents in 2010, Township-provided public space now totals approximately 5.35 acres of parkland per thousand citizens. The National Recreation and Parks Association highlights that among it's Gold Medal communities throughout the nation, for a community approximately the size of York Township, it provides an average neighborhood park level of service of 5.5 acres per 1,000 people and an average community park level of service of 6.3 acres per 1,000 people. When factoring in the nearly 1,000 acres of other (non-Township-owned/controlled) public, quasi-public and protected lands/parks within and adjacent to the Township, the level of service becomes significantly greater.

CONNECTIVITY

It was noted during the planning process that connectivity and associated wayfinding between parks could be improved, and that pedestrian facilities are generally only accessible by driving to them.

Through its potential Pedestrian/Bicycle Connectivity Plan, the Township sees an opportunity to better link the various parks, trails, and municipal facilities with one another through trail or sidewalk facilities. Connections between buildings within the Public Realm District (which includes the York Township Municipal Building and York Township Park) and the Heritage Rail Trail, future Ma & Pa Trail, William Kain County Park, Ore Valley Elementary School, and the existing trail network around Lake Williams provide opportunities for priority projects. As the Public Realm District is home to much of the Township's commercial activity, connectivity of dispersed parks and recreational amenities may also have economic development implications.

Additionally, many recreational facilities in the Township are administered by other entities, including the Dallastown Area School District, county governments, and private clubs. Improving integration between these facilities is an opportunity to better meet the needs of residents.

CAPACITY AND FINANCIAL CONSIDERATIONS

The Township's existing recreational-related organizational structure and financial considerations have also been a key influence in the development of the CPROP. At present, recreation-related administrative functions and public works/maintenance activities work hand-in-hand to ensure continued quality delivery of services and facilities. Partnerships with other program and facility providers are also key to recreation successes within the community.

The Township's General Fund is the source of monies to support the expense of maintaining parks and recreation facilities; capital improvement funds are used for individual projects. A separate dedicated fund for the York Township Recreation Department and its implementation of the CPROP may be worth exploring, particularly in light of the Township's sustained population growth and increased recreational demands.

PART 2: LOOKING AHEAD

OVERVIEW

As the Township sets forth its operations and offerings of increasing the efficiency and effectiveness of the Recreation Department, the Department should continue monitoring and updating the manner in which it develops the planning and support mechanisms needed to attain its proven efficiency and effectiveness of quality that the community desires.

RECOMMENDATIONS

As part of the planning process, the following recommendations have been identified as related to programming, maintenance, park development, financing, promotion/public awareness and partnerships.

PROGRAMMING

- Establish a more clearly-defined programming role for the Recreation Department.
- Take over the operation of the School District's adult education programs.
- Focus on improving and expanding the current family special events and adding new events in partnership with others. One or two special events should be added each year.
- Hold one Township-sponsored program at every Township park each year.
- Satisfy the need for indoor recreation programming space in the short term by maximizing the use of existing community locations through partnerships (i.e. Red Lion Senior Center, Kaltreider-Benfer Library, churches, School District facilities, etc.).
- Determine the appropriate uses of the Public Works training room for recreation programs.
- Build a stronger relationship between the Township and the School District for recreation programming and facility use by developing an agreement to allow the Township priority use of school facilities for recreation programs and a special rate schedule.
- Adopt a 100 percent satisfaction guaranteed policy for recreation programs and give refunds regardless of the reason. After a program begins, pro-rate the refund.

- Conduct program evaluations after programs end to get feedback from participants to improve and enhance the recreation programs.
- Include a program registration form in the Township Newsletter and on the website.
- Develop a system to allow residents to participate in Township recreation programs regardless of ability to pay.
- Develop a written inclusion statement for placement in the Township Newsletter and on the website that promotes and values the involvement of all persons – including those with disabilities – in recreation program offerings.

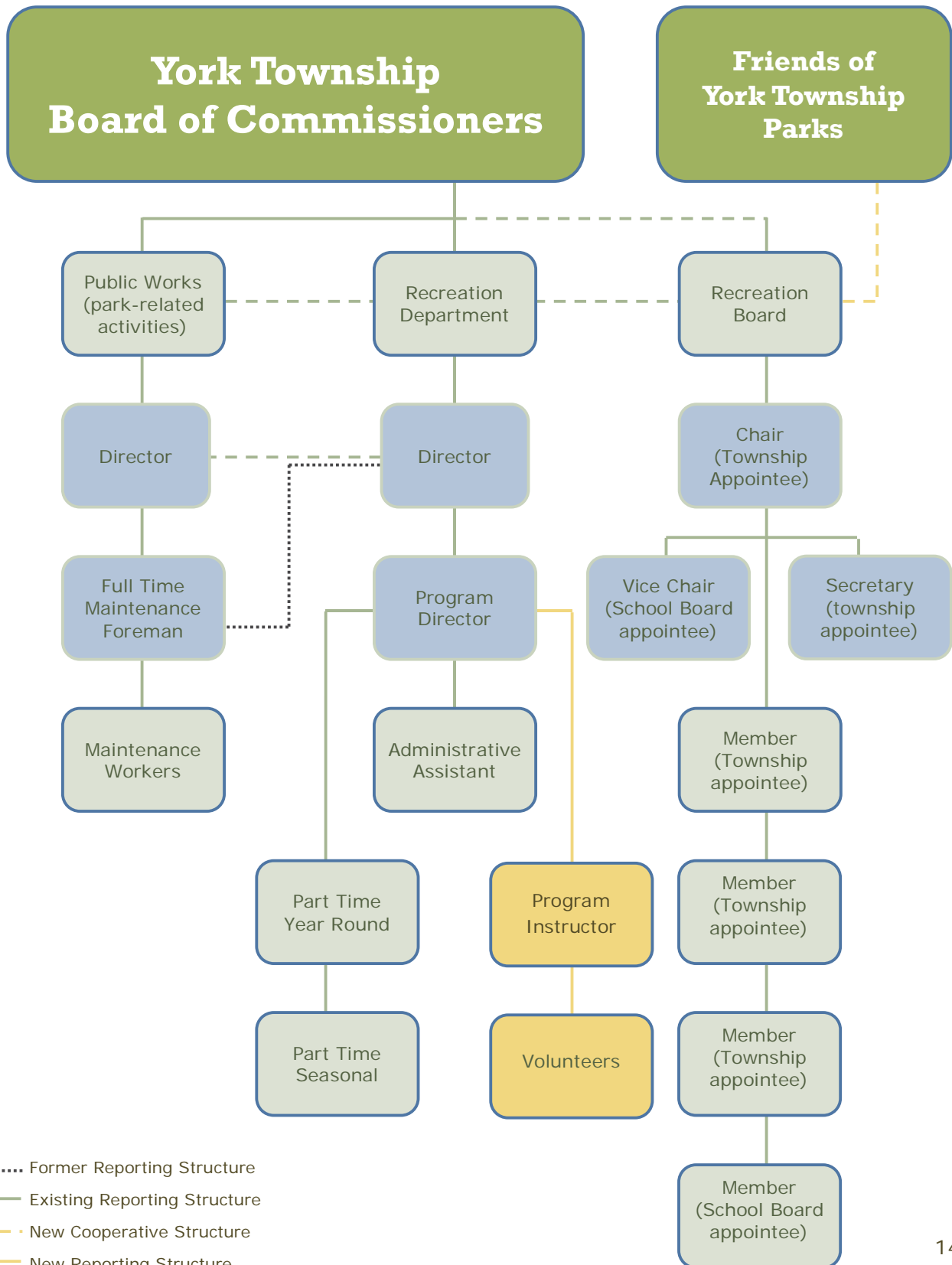
PARK MAINTENANCE

- Address the issue of a growing number of Canada geese frequenting turf areas including athletic fields.
- Expand the police presence at and patrolling of York Township Park.
- Develop a written maintenance plan that describes the annual routine work and preventative maintenance that is needed at the parks. The plan should contain an inventory of the facilities at each site, what time of year and the frequency with which maintenance tasks should occur, and the acceptable standard of care in each park and facility that describes what they should look like when maintenance is completed.
- Develop a computerized maintenance system to track where each employee worked each day, the tasks performed and amount of time worked, to help with maintenance planning and decision making.
- Determine the frequency of mowing each park area on an individual basis.
- Administration/Personnel
- Strengthen the Recreation Board by re-defining its roles and responsibilities, providing training and adopting job descriptions.
- Provide part-time park attendants at York Township Park to provide customer assistance, minor maintenance and security daily during late afternoons, evenings and on weekends from April through October.
- Provide help to the Parks Foreman during the first month of spring (late March to late April) when the park maintenance workload increases significantly and the last month of fall until regular mowing stops, when the two seasonal maintenance workers are not available.

- Eliminate having the Program Director serve as the instructor for the Department's fitness and aquatics programs. All programs should be conducted with contracted or paid part-time staff.
- Send the Recreation Director to training such as the NRPA Director's School. Encourage her involvement in PRPS, attendance at conferences and trainings, and involvement in YARD – the York Area Recreation Directors group.
- Streamline the process of registering for recreation programs by purchasing program registration software that allows on-line registration and payment.
- Allow on-line reservation and payment for park pavilions, building and recreation facility rentals.
- Accept credit cards for recreation program and facility rental payments.
- Purchase computer software to schedule and manage field reservations.
- Prepare an annual report detailing Recreation Department program statistics, partnerships and park facility rentals.

With these considerations, the Township has the opportunity to consider some enhancements to its organizational structure as illustrated on the following page.

FIGURE 1: POTENTIAL ORGANIZATIONAL STRUCTURE UPDATES



PARK DEVELOPMENT

A variety of scales of enhancement can be pursued as part of the Township's future capital improvements and maintenance activities. Key ideas for expanding park visitor experiences in the out-of-doors, include:

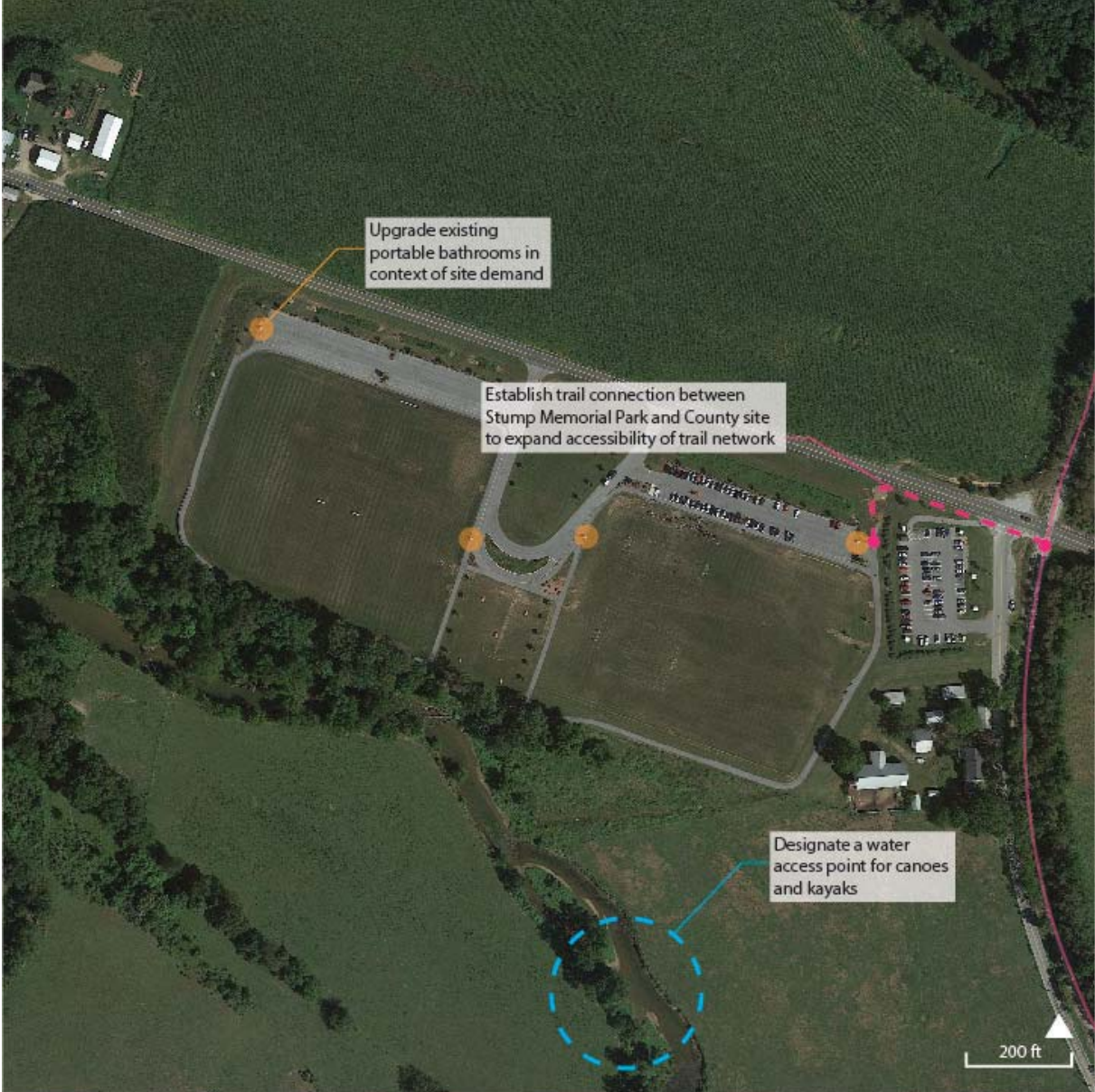
FITZ PARK

- Complete current improvements (underway)
- Create a mini-master plan for development of the six acres dedicated adjacent to Fitz Park
- Coordinate signage and pedestrian crossing improvements for street crossing



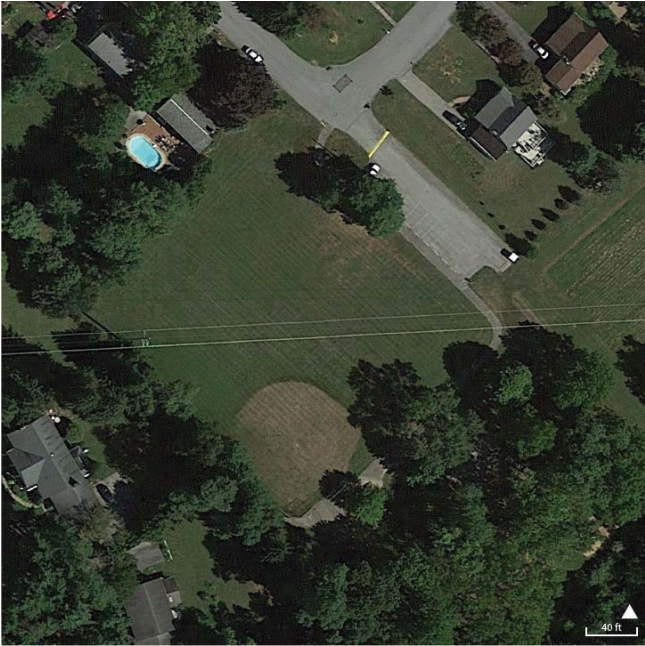
STUMP PARK

- Develop a water access point/develop entry point for canoe/kayak activities
- Establish trail connection between Stump Park and County site to expand accessibility of trail network
- Upgrade the quality and nature of temporary/portable bathrooms in context of site demands



SNYDER PARK

- Create a mini-master plan to assess and illustrate how site space can be further optimized in serving the immediate community and the site’s overall role within the Township’s parks and recreation system



HERITAGE HILLS PARK

- Designate and maintain 'no mow' areas; introduce area(s) for spontaneous play
- Replace pavement, where feasible, with porous paving installation demonstrating effectiveness of stormwater management strategies



MILL CREEK PRESERVE

- Maintain porous paving installation to ensure effectiveness of stormwater management strategies
- Complete on-going trail grooming
- Determine how the park can best be used in terms of offering programs
- Provide more shaded leisure areas for expanded program offerings



YORK TOWNSHIP PARK

- Update trail alignments/connections within and to the Park
- Enhance arrangements of food concessions/services



TYLER RUN PARK

- Create a mini-master plan to assess and illustrate how site space can be further optimized in serving the immediate community and the site’s overall role within the Township’s parks and recreation system
- Upgrade signage and wayfinding.
- Consider making portions of the park ‘no-mow’
- Address drainage issues the park is currently experiencing



SHRYOCK PARK

- Evaluate/designate alternative location(s) for maintenance storage currently existing at entry point



MARKEY PARK

- Create a mini-master plan to assess and illustrate how site space can be further optimized for passive open space
- Designate park visitor parking within the Township Municipal Building rear parking lot
- Construct the “Markey to Township Park Greenlink” within the former trolley line bed to connect York Township Park to Markey Park
- Add recreation facilities at parks that encourage on-your-own, self-directed uses, such as disc golf areas, exercise trails, splash pads, shuffleboard courts, bocce courts, tennis courts, horseshoe courts, nature trails, and walking paths
- Improve upon ADA features to ensure that all residents, regardless of capabilities, are able to enjoy the York Township parks and green spaces



FINANCING

- Have the Recreation Director and Public Works parks staff prepare the parks operating and capital improvement budget requests together, so that Public Works park maintenance needs and priorities are reflected in budget preparation. The Recreation Director and Public Works parks staff should do an annual walk-through of the parks prior to budget preparation.
- Re-evaluate the non-resident fees charged for recreation programs and facility rental. Consider charging non-residents a set percentage higher fee (i.e. 25 percent to 50 percent higher fee than residents).
- Re-evaluate the field use fee schedule.

PROMOTION/PUBLIC AWARENESS

- Expand promotion efforts to spread the word in cost-effective ways about Township parks, programs and recreation facilities.
- Develop a greater social media presence to promote recreation programs and special events.
- Eliminate the separate website for the Recreation Department (yorktownshiprec.com) and include all Recreation Department services on the main Township website.
- Promote the self-directed recreation opportunities available at the Township parks, such as picnic pavilions, walking trails and tennis courts, on the Township website and in the Township newsletter, with photos and facility rental information. Include a map showing the park locations.
- Prepare an annual report detailing Recreation Department program statistics, partnerships and park facility rentals.
- Develop a new logo for the Recreation Department. Develop a tagline to use in conjunction with the logo that promotes the Department's programming focus.

PARTNERSHIPS

- Strengthen the sports partnership program (the sports groups that utilize Township fields) to require volunteer support from the partners to help develop and maintain facilities.
- Require all groups using Township fields for practice and game play to submit full team schedules each season.

- Strengthen business financial support of Township programs through its Partners in Parks program by expanding the number of business partners.
- Form a 'Friends of York Township Parks' group as a 501(c)(3). This group should be comprised of seven board members and focus on fundraising and volunteer support for programs and special events. If additional acreage is added to the park system in the future, volunteers may also have a significant role in park and open space maintenance activities.
- Pursue partnerships for all recreation programs and special events sponsored by the Township to help with staffing, promoting programs, and sharing facilities. Actively promote existing partnerships and how partnering reduces the costs to provide public recreation programs.

ACTION TABLE SUMMARY

The following Action Plan summarizes the ideas for implementation. This Action Plan is the result of public input, collaboration with Township staff and input from community leaders. In understanding the recommendations in context of their goals, the community's action plan table reinforces each action. Potential timeframes for implementation key stakeholders are all factors unique to each recommendation.

While a municipal department, board or leadership will take the lead in implementing each recommendation, there are others in the Township who can contribute to the completion of the task or who will need to support the completion of the task. Additionally, outside agencies, neighboring municipalities, county and state governmental organizations, as well as others, could partner with York Township in the completion of the tasks. Volunteerism will be another important component in implementing this plan.

To implement complex projects, the cooperation and collaboration of many will most likely be needed. Each project, policy and action will require the commitment and cooperation of civic leaders, authorities, residents, institutions and businesses. Complex projects also will typically have a high level of direct involvement with elected leaders and the Township's staff. Smaller-scale projects may be initiated by community leaders but may be supported by volunteers. The manner in which the community's volunteers become engaged in and remain aware of opportunities will be critical to the success of implementing actions.

While making the case for the benefits of parks and recreation is always important, it is especially important during times when economic conditions may challenge municipal budgeting. Parks and recreation are important community assets that help to enhance quality of life, conserve the environment, build a sense of community, and enable residents to live long, active, happy lives. Realizing this, members of the York Township Staff, Recreation Board, and Project Steering Committee identified a series of priority key actions that are aimed to ensure that the Township's parks and recreation system remains state-of-the-art and sets the stage for many years of continued future growth and opportunities.

These include:

Streamline the process of registration and payment for recreation programs, reservations for park amenities and facilities, rental fees and scheduling by making them electronic and online.

These four actions are all considered short-term, relatively affordable improvements that greatly improve the efficiency and effectiveness of programs and facility rental registration. The Recreation Department can track reservations and payments through improvements in computer software, an online system for managing reservations/rentals, and accepting credit card transactions. Some computerized systems have the potential to produce extensive information and reports about recreation functions and the popularity of various programs and facilities. This information can assist management, staff, and municipal officials with the planning, management, and maintenance of the parks and recreation system.

Create mini-master plan to assess and illustrate how site space can be further optimized for passive open space; designate park visitor parking within the Township Municipal Building rear parking lot; construct the “Markey to Township Park Greenlink” within the former trolley line bed to connect York Township Park to Markey Park.

This priority long-term project provides opportunity to construct a “greenlink” trail and connect future facilities with the existing York Township Park. This combination creates a cohesive, enhanced network of greenspace in the heart of the Township, with the potential to also be expanded to other nearby green spaces if or when the Township may choose to secure additional lands for its park and recreation system.

Develop a written maintenance plan that describes the annual route work and preventative maintenance that is needed at the parks. The plan should contain an inventory of the facilities at each site, what time of year and the frequency with which maintenance tasks should occur, and the acceptable standard of care in each park and facility that describes what they should look like when the maintenance is complete.

Coordination is essential to the effective maintenance of municipal parks and recreation facilities. The Township parks and recreation maintenance team is involved in the effective planning, organization, supervision, and evaluation of maintenance programs, plans, services, staffing, and equipment, not to mention the myriad of recreation facilities owned by the Township. Streamlining maintenance tasks and the level of acceptable care at each park can help make these complex responsibilities easier. Additionally, keeping closer track of maintenance through standardization and written documentation will help the Township save money, avoid duplication of tasks, and maintain a consistent quality of care at all of its parks and facilities. The goal is to have park maintenance accomplished in an effective and efficient manner so that parks and recreation facilities are safe, clean, and ready to use.

Develop a water access point/develop entry point for canoe/kayak activities; establish trail connection between Stump Park and County site to expand accessibility of trail network; upgrade the quality and nature of temporary/portable bathrooms in context of site demands.

The Heritage Rail Trail County Park and its Brillhart Station parking area are adjacent to Township-owned Stump Park where there is opportunity to connect facilities and allow for cross-traffic between the two parks. Outdoor recreation opportunities would also be enhanced by the development of an access point for canoes and kayaks along popular Codorus Creek, which forms a portion of Stump Park's perimeter. With an ongoing increase in demand at the park sites, portable bathrooms upgrades should be considered.

Add recreation facilities at parks that encourage on-your-own, self-directed uses.

Non-programmed, on-your-own activities make recreation accessible to a wider audience that may not have the time, resources, or desire for formal programming. A variety of relaxing activities, including disc golf, exercise/nature trails, splash pads, bocce, horseshoes, shuffleboard, and tennis, may be facilitated for those who prefer engaging in recreation on their own time. Additional walking trails can help build up a Township-wide network of self-directed recreation. The goal of self-directed activities should be to get more people outside and using the parks and recreation facilities to enjoy nature, trails, and being active.

Eliminate the separate website for the Recreation Department (yorktownshiprec.com) and include all Recreation Department services on the main Township website.

The current Recreation Department website is powered by MyRec.com, a recreation and parks management software available to municipal recreation departments around the country. There is opportunity to transform the appearance and navigability of the website to be consistent with that of the main Township website. Folding the Recreation Department's web presence under the umbrella of the main Township website will make detailed information and programming easier to find, especially since basic information about the Recreation Department is already available on the main Township website.

Promote the self-directed recreation opportunities available at the Township parks, such as picnic pavilions, walking trails and tennis courts, on the Township website and in the Township newsletter, with photos and facility rental information. Include a map showing the park locations.

In combination with other Plan actions, promoting the availability and scope of non-programmed, on-your-own recreational activities will help make recreation more accessible to all Township residents. This can be done by outlining available activities and facilities on the Township website, newsletter, and maps—and perhaps through social media as well. It is recommended that the availability of recreational opportunities be fostered and promoted holistically and not just by listing organized programming. Recreation opportunities involve a mix of public and private providers, scheduled activities, self-directed activities, and special events.

Form a "Friends of York Township Parks" group as a 501(c)(3) to provide fundraising and volunteer support for parks, programs and special events.

Forming a nonprofit parks and recreation fundraising and advocacy group is a great way to complement the essential functions performed by the Township's Recreation Department and Recreation Board. This "Friends of the Park" group would not be a replacement for these entities but would instead serve an entirely different purpose: to secure private funds to enhance, develop, and maintain the parks and recreation system. Non-fundraising-related activities—such as volunteer coordination and recruitment; making recommendations for capital projects; implementing the Comprehensive Parks, Recreation &

Open Space Plan; and overseeing programming and maintenance of the park system— would continue to be the domain of the Recreation Board and Recreation Department rather than that of the "Friends" group. Special grant opportunities may be available to the "Friends" group, as a 501(c)(3) nonprofit, that may not be available to the Township government and Recreation Board, opening up new and quicker avenues for funding. There may also be some grants through which funding can be sourced from both the Township's General Fund and the "Friends" group—for instance, in an 80-20 split or a 60-40 split. Additionally, the "Friends" group can partner with private foundations, institutions (such as health providers), private recreation providers (e.g., outfitters, canoe clubs, etc.), and local employers to secure sponsorships and funding that would not normally be available directly to municipal governments. It is recommended that the "Friends" group be comprised of two standing committees (one for fundraising and the other for advocacy), with seven total board members. Two of these board members should be members of the Township Board of Commissioners, and there should be at least one board member from the Dallastown Area Board of School Directors, and at least one board member from the York Township Recreation Board. Township staff should attend meetings but abstain from being voting members of the group. Frequency of "Friends" meetings may change based on the level of project activity but may start at once every two months. Please see the Appendices for examples of existing "Friends" organizations for several communities in Pennsylvania and a sample charter.

ACTION TABLES

TABLE 1: KEY ACTIONS

	ACTION	TIMEFRAME	KEY STAKE-HOLDERS	RELATIVE COST
A	Streamline the process of registration and payment for recreation programs, reservations for park amenities and facilities, rental fees and scheduling by making them electronic and online.	short-term	RD, RB	\$-\$\$
B	Create mini-master plan to assess and illustrate how site space can be further optimized for passive open space; designate park visitor parking within the Township Municipal Building rear parking lot.	long-term	RB, RD	\$\$\$\$
C	Construct the “Markey to Township Park Greenlink” within the former trolley line bed to connect York Township Park to Markey Park.	long-term	RB, RD	\$\$\$\$
D	Develop a written maintenance plan that describes the annual route work and preventative maintenance that is needed at the parks. The plan should contain an inventory of the facilities at each site, what time of year and the frequency with which maintenance tasks should occur, and the acceptable standard of care in each park and facility that describes what they should look like when the maintenance is complete.	short-term	PW, RD	\$
E	Develop a water access point/develop entry point for canoe/kayak activities; establish trail connection between Stump Park and County site to expand accessibility of trail network; upgrade the quality and nature of temporary/portable bathrooms in context of site demands.	long-term	RB, RD	\$\$-\$\$\$
F	Add recreation facilities at parks that encourage on-your-own, self-directed uses.	ongoing	RB, RD	\$\$-\$\$\$\$
G	Eliminate the separate website for the Recreation Department (yorktownshiprec.com) and include all Recreation Department services on the main Township website.	immediate	RD, RB	\$\$
H	Promote the self-directed recreation opportunities available at the Township parks, such as picnic pavilions, walking trails and tennis courts, on the Township website and in the Township newsletter, with photos and facility rental information. Include a map showing the park locations.	long-term	RD, RB	\$\$
I	Form a “Friends of York Township Parks” group as a 501(c)(3) to provide fundraising and volunteer support for parks, programs and special events.	short-term	RB, RD, V	\$\$

STAKEHOLDER ABBREVIATIONS: RB – Recreation Board; RD – Recreation Department; DASD – Dallastown Area School District, PI – Program Instructors; PW – Public Works; RP – Recreation Partners; V – Volunteers; BC – Business Community

TABLE 2: OTHER ACTIONS

		ACTION	TIMEFRAME	KEY STAKE-HOLDERS	RELATIVE COST
Programming	1	Establish a more clearly-defined programming role for the Recreation Department.	immediate	RB, RD	\$
	2	Take over the operation of the School District’s adult education programs.	long-term	DASD, RD, PI	\$\$
	3	Focus on improving and expanding the current family special events and adding new events in partnership with others. One or two special events should be added each year.	ongoing	RB, RD, PW, RP, V	\$\$
	4	Hold one Township-sponsored program at every Township park each year.	ongoing	RB, RD, PW, V	\$\$-\$-\$-\$
	5	Satisfy the need for indoor recreation programming space in the short term by maximizing the use of existing community locations through partnerships (i.e. Red Lion Senior Center, Kaltreider-Benfer Library, churches, School District facilities, etc.).	short-term	RP, RD	\$\$-\$-\$
	6	Determine the appropriate uses of the Public Works' training room for recreation programs.	short-term	PW, RD	\$
	7	Build a stronger relationship between the Township and the School District for recreation programming and facility use by developing an agreement to allow the Township priority use of school facilities for recreation programs and a special rate schedule.	long-term	DASD, RD	\$\$
	8	Adopt a 100 percent satisfaction guaranteed policy for recreation programs and give refunds regardless of the reason. After a program begins, pro-rate the refund.	ongoing	RB, RD, PI	\$\$-\$-\$
	9	Conduct program evaluations after programs end to get feedback from participants to improve and enhance the recreation programs	ongoing	RB, RD, PI	\$
	10	Include a program registration form in the Township Newsletter and on the website.	immediate	RD	\$
	11	Develop a system to allow residents to participate in Township recreation programs regardless of ability to pay.	short-term	RB, RD, PI	\$\$-\$-\$
	12	Develop a written inclusion statement for placement in the Township Newsletter and on the website that promotes and values the involvement of all persons – including those with disabilities – in recreation program offerings.	immediate	RB, RD, PI	\$

STAKEHOLDER ABBREVIATIONS: RB – Recreation Board; RD – Recreation Department; DASD – Dallastown Area School District, PI – Program Instructors; PW – Public Works; RP – Recreation Partners; V – Volunteers; BC – Business Community

TABLE 2 CONTINUED

		ACTION	TIMEFRAME	KEY STAKE-HOLDERS	RELATIVE COST
Maintenance	13	Address the issue of a growing number of Canadian geese frequenting turf areas including athletic fields.	ongoing	PW, RD	\$\$
	14	Expand the police presence at and patrolling of York Township Park.	ongoing	YARPD, RD	\$\$
	15	Develop a computerized maintenance system to track where each employee worked each day, the tasks performed and amount of time worked, to help with maintenance planning and decision making.	short-term	PW, RD	\$\$-\$
	16	Determine the frequency of mowing each park area on an individual basis; develop an overall mowing plan accordingly.	short-term	PW, RD	\$
Administration/Personnel	17	Strengthen the Recreation Board by re-defining its roles and responsibilities, providing training and adopting job descriptions.	short-term	RB	\$
	18	Provide part-time park attendants at York Township Park to provide customer assistance, minor maintenance and security daily during late afternoons, evenings and on weekends from April through October.	ongoing	RD, PW	\$\$
	19	Provide help to the Parks Foreman during the first month of spring (late March to late April) when the park maintenance workload increases significantly and the last month of fall until regular mowing stops, when the two seasonal maintenance workers are not available.	ongoing	PW, V	\$\$-\$
	20	Eliminate having the Program Director serve as the instructor for the Department’s fitness and aquatics programs. All programs should be conducted with contracted or paid part-time staff.	short-term	RD, PI	\$\$-\$\$\$
	21	Send the Recreation Director to training such as the NRPA Director’s School. Encourage her involvement in PRPS, attendance at conferences and trainings, and involvement in YARD – the York Area Recreation Directors group.	ongoing	RD	\$\$-\$
Park Development	22	Fitz Park: Complete current improvements (underway); create a mini-master plan for development of the six acres purchased adjacent to Fitz Park; coordinate signage and pedestrian crossing improvements for street crossing.	short-term	RB, RD	\$\$\$-\$\$\$\$
	23	Snyder Park: Create a mini-master plan to assess and illustrate how site space can be further optimized in serving the immediate community and the site’s overall role within the Township’s parks and recreation system.	short-term	RB, RD	\$\$-\$\$\$

STAKEHOLDER ABBREVIATIONS: RB – Recreation Board; RD – Recreation Department; DASD – Dallastown Area School District, PI – Program Instructors; PW – Public Works; RP – Recreation Partners; V – Volunteers; BC – Business Community

TABLE 2 CONTINUED

		ACTION	TIMEFRAME	KEY STAKE-HOLDERS	RELATIVE COST
Park Development, CONTINUED	24	Heritage Hills Park: Designate and maintain ‘no mow’ areas; introduce area(s) for spontaneous play; replace pavement, where feasible, with porous paving installation demonstrating effectiveness of stormwater management strategies.	long-term	RB, RD, PW	\$\$-\$\$\$
	25	Mill Creek Preserve: Maintain porous paving installation to ensure effectiveness of stormwater management strategies; complete on-going trail grooming; determine how the park can best be used in terms of offering programs; provide more shaded leisure areas for expanded program offerings determine how the park can best be used in terms of offering programs.	ongoing	RB, RD, PW	\$\$-\$\$\$
	26	York Township Park: Update trail alignments/connections within and to the Park; enhance arrangements of food concessions/services.	short-term	RB, RD, PW	\$\$-\$\$\$\$
	27	Tyler Run Park: Create a mini-master plan to assess and illustrate how site space can be further optimized in serving the immediate community and the site’s overall role within the Township’s parks and recreation system; upgrade signage and wayfinding; consider making portions of the park ‘no-mow’; address drainage issues the park is currently experiencing.	short-term	RB, RD, PW	\$-\$\$
	28	Shryock Park: Evaluate/designate alternative location(s) for maintenance storage currently existing at entry point.	long-term	RB, RD, PW	\$\$\$\$
	29	System-wide: Improve upon ADA features to ensure that all residents, regardless of capabilities, are able to enjoy the York Township parks and green spaces.	ongoing	RB, RD	\$\$\$\$
Financing	30	Have the Recreation Director and Public Works parks staff prepare the parks operating and capital improvement budget requests together, so that Public Works park maintenance needs and priorities are reflected in budget preparation. The Recreation Director and Public Works parks staff should do an annual walk-through of the parks prior to budget preparation.	immediate, then ongoing	RD, PW, RB	\$
	31	Re-evaluate the non-resident fees charged for recreation programs and facility rental. Consider charging non-residents a set percentage higher fee (i.e. 25 percent to 50 percent higher fee than residents).	long-term	RB, RD	\$
	32	Re-evaluate the field use fee schedule.	short-term	RB, RD	\$

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TABLE 2 CONTINUED

		ACTION	TIMEFRAME	KEY STAKE-HOLDERS	RELATIVE COST
Financing	31	Heritage Hills Park: Designate and maintain ‘no mow’ areas; introduce area(s) for spontaneous play; replace pavement, where feasible, with porous paving demonstrating effectiveness of stormwater management strategies.	long-term	RB, RD, PW	\$\$-\$\$\$
	32	Mill Creek Preserve: Maintain porous paving installation to ensure effectiveness of stormwater management strategies; complete on-going trail grooming; determine how the park can best be used in terms of offering programs; provide more shaded leisure areas for expanded program offerings determine how the park can best be used in terms of offering programs.	ongoing	RB, RD, PW	\$\$-\$\$\$
Promo/Awareness	33	Expand promotion efforts to spread the word in cost-effective ways about Township parks, programs and recreation facilities.	ongoing	RD, RB	\$\$
	34	Develop a greater social media presence to promote recreation programs and special events.	ongoing	RD	\$
	35	Prepare an annual report detailing Recreation Department program statistics, partnerships and park facility rentals. Determine desired method(s) of outreach.	ongoing	RD, RB	\$-\$\$\$
	36	Develop a new logo for the Recreation Department. Develop a tagline to use in conjunction with the logo that promotes the Department’s programming focus.	short-term	RB, RD	\$\$
Partnerships	37	Strengthen the sports partnership program (the sports groups that utilize Township fields) to require volunteer support from the partners to help develop and maintain facilities.	long-term	RP, RD	\$
	38	Require all groups using Township fields for practice and game play to submit full team schedules each season.	ongoing	RP, RD, RB	\$
	39	Strengthen business financial support of Township programs through its Partners in Parks program by expanding the number of business partners.	ongoing	BC, RB, RD	\$
	40	Pursue partnerships for all recreation programs and special events sponsored by the Township to help with staffing, promoting programs, and sharing facilities. Actively promote existing partnerships and how partnering reduces the costs to provide public recreation programs.	ongoing	RP, RB, RD	\$

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PART 3: INSIGHTS

RECREATION AS A VALUABLE PUBLIC SERVICE IN YORK TOWNSHIP

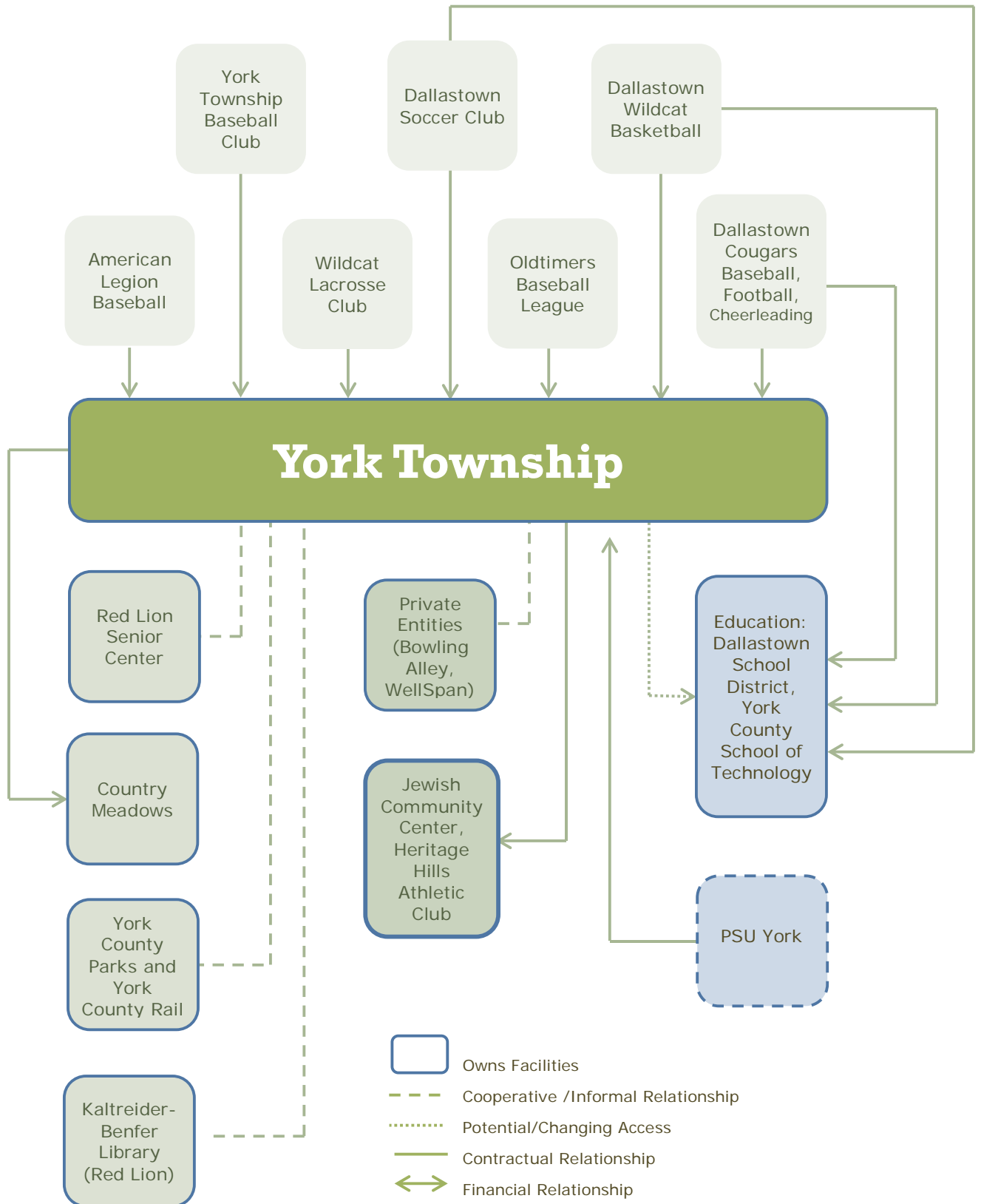
Providing services to the public is the basic function and responsibility of municipal government. Government's purpose is to provide, on a broad scale, those services that help to meet the significant needs of citizens but can't be performed as efficiently or economically by individual citizens acting for themselves. This includes providing public parks and offering public recreation programs. The goal is to ensure that the members of every segment of the population – regardless of age, physical or mental condition, or economic or social standing – have opportunities to enjoy broad, satisfying recreation experiences.

Recreation programs build community by providing positive activities that encourage a sense of unity, pride and appreciation for community traditions and heritage. Through recreation programs, citizens improve their health and fitness, enhance their creativity, build relationships, reduce stress and become happier and more involved in community life. Children develop self-confidence, stay physically active and make friends.

Providing park land and recreation facilities are important municipal functions. Equally as important are the recreation experiences residents have through involvement in recreation programs. Recreation programming is the process of creating opportunities for people to engage in recreation experiences – both organized and self-directed activities.

York Township provides its citizens with public recreation programming through its Recreation Department. The Township is not the sole provider of recreation services in the community, however. It is one among inter-related public, non-profit, private, commercial and other agencies that contribute to the recreation facility and program resources available to York Township residents. This chapter addresses the variety of organizations that help to meet the recreation program needs of York Township citizens.

FIGURE 2: TOWNSHIP WIDE RECREATION PROVIDER RELATIONSHIPS



INVENTORY OF RECREATION PROGRAMS AND PROVIDERS

YORK TOWNSHIP RECREATION DEPARTMENT

The York Township Recreation Department is dedicated to developing programs and facilities that encourage healthy lifestyles, strong family bonds, community pride and personal fulfillment for York Township citizens. York Township offers special events, social activities, athletics and leagues, and health and fitness programs for all ages.

Table details the programs offered by the Township in 2014.

TABLE 3: YORK TOWNSHIP RECREATION DEPARTMENT 2014 PROGRAMS

Program Type	Program Name	Program Location
Family Special Events (8)	York Township Cleanup Day	York Township Office
	Canine Egg Hunt	York Township Park
	Screen Free Week	York Township Office
	Friday Night Flicks	York Township Park
	Independence Day Fireworks & Film	York Township Park
	The Big Yard Sale	York Township Park
	Fall Fun Fest	York Township Office
	Tree Lighting, Cookies & Cocoa w/ Santa	York Township Office
Preschool Programs (16)	Little Hands Cooking	York Township Office
	Preschool Arts and Crafts	Tri-Hill Municipal Building
	Discover Dance Tots	York Township Park Building
	Barbie Ballerina	York Township Park Building
	Broadway Babies	York Township Park Building
	Hippity Hop	York Township Park Building
	Jazz and a Half	York Township Park Building
	Cupcake Decorating	York Township Park Building
	Princess and Pirate Party	Tri-Hill Park
	American Girl Fashion Camp	York Township Office
	Super Hero Camp	Tri-Hill Park
	Preschool Tea Party	Tri-Hill Municipal Building
	Indoor Pee-Wee Soccer	York Township Park Building
	Water Babies	Country Meadows Aquatic and Fitness Center
	Water Tots	
	Learn to Swim	

TABLE 3: CONTINUED

Program Type	Program Name	Program Location
Youth Programs (8)	Children’s Egg Hunt Kids’ Only Yard Sale Culinary Cooking Camp Cake Decorating Getting to Know the Kitchen Snack and Small Meals Art Classes at Prancing Pig Summer Playground Program	York Township Park York Township Office York Township Office York Township Park Building York Township Park Building York Township Park Building Queensgate Shopping Center York Township Park, Dallastown Community Park
Teen Programs (2)	Flashlight Egg Hunt Volunteens	York Township Park York Township Office
Adult Programs (6)	Boating Safety Course Safe Driver’s Course Two-Step & Country Waltz Learn the West Coast Swing Master Gardener Classes Paint the Town Series	York Township Park Building York Township Office York Township Park Building York Township Park Building York Township Park Building York Little Theatre
Adult Fitness (7)	Zumba Senior Strides Mat Pilates 30-Minute Toning Interval Step with Pilates Aqua Aerobics A Matter of Balance	York Township Park Building York Township Park Building York Township Park Building York Township Park Building York Township Park Building Dallastown MS Pool York Township Park Building
Adult Athletics (5)	Pickup Volleyball Pickup Basketball Bocce League Indoor Shuffleboard Golf Clinics	Ore Valley Elementary Gym Dallastown Elementary Gym, York County School of Tech York Township Park York Township Park Building Heritage Hills Golf Course

TABLE 3: CONTINUED

Program Type	Program Name	Program Location
Youth Athletics (7)	Barranca’s Baseball Camp UK Soccer Camps Junior Golf Clinic Junior Golf Camp Cheer Camp Kick-It Soccer Tournament York Township Girls’ Softball	York Township Park York Township Park Heritage Hills Golf Course Heritage Hills Golf Course Tri-Hill Park York Township Park York Township Park
Trips and Tours (5)	Resorts Casino New York City Shopping Radio City Christmas Show Nashville, Tennessee Longwood Gardens	N/A
Social Activities (2)	Bridge Club Card Club	York Township Park Building York Township Park Building
() = Number of programs Total number of programs = 66		

YOUTH SPORTS

A variety of youth sports organizations serve York Township residents. Nearly all of the sports programs offered are organized by separate volunteer groups; there is no umbrella athletic association. Groups include: Dallastown Youth Wrestling (grades 1 to 6); Dallastown Youth Basketball (grades 1 to 9); Wildcat Youth Lacrosse (grades 2 to 8); JLS Softball (ages 5 to 18); JLS T-Ball and Baseball (ages 4 to 16); Dallastown Cougar Baseball (ages 6 to 16); Dallastown Cougar Cheerleading (ages 4 to 14); Dallastown Cougar Football (ages 6 to 12); Dallastown Soccer Club (ages 5 to 18); Dallastown American Legion Baseball (ages 16 to 18); and Dallastown Team Tennis (grades Kindergarten to 8). Tennis for Kids, a free five-week summer tennis program for ages 7 to 16, runs at Dallastown High School and Penn State York. Wildcat Youth Lacrosse, Dallastown Soccer Club, Dallastown Cougar Baseball, and Dallastown American Legion Baseball are approved Sports Partners of the York Township Recreation Board. This program partners with local sports organizations to offer organized sports leagues on York Township athletic fields. Sports partners that meet

the requirement of at least 60 percent York Township resident participation pay a reduced fee for field rental.

ADULT SPORTS

The York County Oldtimers Baseball League (men ages 38 and older) plays a 10-game fall baseball season on Sunday afternoons on York Township ball fields. The York County Men's Soccer League (ages 14 and older) has high school, recreational and competitive divisions and plays a 12-game season plus play-offs at York Township Park. The York Township Baseball Club is a member of the Susquehanna League and plays its home games at York Township Park. These three programs are Sports Partners of the York Township Recreation Board.

DALLASTOWN AREA SCHOOL DISTRICT

The Dallastown Area School District offers after school intramural activities and clubs at its middle school. These include intramurals in basketball, cross country, field hockey, and volleyball; and club activities such as chess, color guard, walking, weight training, ping pong, sign language and skiing/snowboarding. A variety of club programs are available at the high school. They include archery, art, chess, book, step team, skiing, ultimate Frisbee, performing arts, video production, and handheld gamers.

School district parent-teacher organizations sponsor recreation programs such as dances, family fun nights, roller skating parties, and festivals for each school as well as district-wide events.

The School District offers instructional swim lessons for children and adults, family swims on weeknights and Sundays, aqua aerobics classes, lifeguarding courses, and swimming instruction for all third grade students at its indoor pool. It also offers a competitive swim team, the Wildcat Swim Club.

Until recently, the School District sponsored an extensive schedule of adult education programs. The York Township Recreation Department is presently negotiating with the School District to take over operation of these programs.

YORK JEWISH COMMUNITY CENTER

The York JCC is a non-profit membership-based community center open to everyone regardless of religion, financial or ethnic background. Included in membership is the use of the fitness center, over 75 group and water fitness classes each week, lap and family swims, open gym use, swim lessons, family art and gym activities, and discounts on sports, dance, wellness, and enrichment classes, camps and programs. All activities are available to non-members at a higher price. Preschool day care, before and after school care, and summer day camps are also offered.

HERITAGE HILLS RESORT AND ATHLETIC CLUB

The Heritage Hills Athletic Club is a membership-based fitness center that offers a full schedule of group fitness classes such as cycle, kickboxing, and yoga. Team sports indoor leagues are offered for adults in flag football, men's and women's soccer, and men's basketball; and for youth in boys' and girls' soccer, girls' field hockey, and boys' lacrosse. The club's Ballyhoo Sports Academy offers youth club sports for boys' basketball, girls' basketball, girls' field hockey, football, lacrosse, soccer, softball and volleyball. A full-day summer day camp is held during the summer months.

The Heritage Hills Resort offers snow tubing, ice skating, miniature golf and laser tag. The resort has two 18-hole golf courses, Heritage Hills and Springwood. Both are open to the public for daily play; season memberships are available as well. Heritage Hills Golf Course also features a driving range. The resort sponsors golf clinics, private lessons, tournaments, adult leagues, and junior golf camps and instructional leagues.

RED LION AREA SENIOR CENTER

The Red Lion Area Senior Center is located in York Township near its eastern boundary, just off Cape Horn Road. The Senior Center is part of the York County Area Agency on Aging and is supported by York Township through a yearly donation. The Senior Center is a multi-service facility for adults ages 60 and older. Its programs are designed to overcome loneliness, enhance self-esteem, encourage personal growth, and facilitate independence through involvement. It serves a free daily lunch Monday-Friday for members and participates in the Meals on Wheels program. Programs include bus trips, health and wellness workshops, cooking classes, holiday parties and special events, healthy steps

exercise classes, and bingo. The Center also operates a gift and craft shop at its facility Monday-Friday from 8 a.m. to 3 p.m.

KALTREIDER-BENFER LIBRARY

The Kaltreider-Benfer Library, part of the York County Library System, is a regional library supported by York Township through a yearly donation. Located in Red Lion, it is dedicated to providing area residents with library and information services. The Library maintains a selection of classic and current materials for all ages. In particular, its children's library and children's programming are designed to foster and maintain a love of books and reading in children. It also has access to thousands of other reference sources through county and state interlibrary loan services, the internet, and online databases. Programs include baby, toddler and preschool story times; knitting classes, book clubs, and special events such as a Lego Block Party and Dr. Seuss' Birthday Celebration.

WELLSPAN HEALTH

WellSpan Health offers year-round community health and wellness programs. These include fitness programs such as T'ai Chi and Yoga, cooking classes, first aid and CPR, baby sign language classes, Safe Sitter Babysitter courses, nutrition classes, and health-related educational programs.

COUNTRY MEADOWS RETIREMENT COMMUNITY

Membership in the Country Meadows Community Aquatics and Fitness Center is available to York Township residents. The facility includes an Arthritis Foundation-approved warm-water therapy pool and fitness center. An extensive schedule of group exercise classes is available, including Silver Sneakers fitness programs.

OUTDOOR RECREATION

A portion of the 1,637-acre William H. Kain County Park, part of York County's park system, is located in York Township. The park features the 220-acre Lake Williams and the 290-acre Lake Redman. Outdoor recreation opportunities include fishing; boating with rentals of rowboats, canoes, kayaks and paddle boats available at Lake Redman, plus boat launches at both lakes; picnic pavilion rentals; playgrounds, horseshoe pits and volleyball court; limited hunting with special permits; and over 12 miles of hiking, horseback riding and mountain

biking trails. Ice skating on Lake Redman, sledding and cross-country skiing are permitted depending on the weather.

York County's Heritage Rail-Trail County Park is a 21-mile-long trail that runs north from the Mason-Dixon Line just south of the Borough of New Freedom to the Colonial Courthouse in the City of York. The trail connects to Maryland's 20-mile long Torrey C. Brown Trail. The most popular activities on the trail are hiking, jogging, bicycle riding and horseback riding.

Shank's Mare Outdoor Education Center provides outdoor recreational opportunities for the Lower Susquehanna River area. It offers kayaking and paddle boarding instruction and rentals, guided hiking and paddling tours, fishing instruction and tournaments, concerts, an outdoor adventure camp for kids, and environmental and cultural programs.

COMMUNITY SPECIAL EVENTS

A variety of special events such as dances, bingo nights, and open houses are held by the five volunteer fire companies who serve the Township, York Township Goodwill Fire Company, Leo Fire Company, Rescue Fire Company #1, Yoe Fire Company #1, and Goodwill Fire Company Jacobus. Service clubs, school and community groups, and area churches also conduct special events.

OTHER RECREATION PROVIDERS

Gymnastics – Gymnastics of York offers boys', girls' and preschool gymnastics classes, cheerleading tumbling and parent-tot classes, plus competitive gymnastic team training. Tiny Tumblers provides introductory gymnastics and fitness classes for children ages 15 months to 8 years at its location in the South York Plaza.

Dance – B Dazzled Dance Studio in Dallastown teaches children's tap, ballet, jazz, hip hop, Irish and contemporary dance, as well as provides Zumba and Yoga classes for adults. The Performing Arts Academy of York offers lyrical, ballet, tap, jazz, and hip hop dance classes for preschoolers through teens.

Swimming – The Wisehaven Swimming Pool is a family-owned private outdoor swimming pool in Windsor Township. It offers season memberships for individuals and families.

Youth Groups – Boy Scouts, Girl Scouts, and church youth groups are very active in the region.

Fitness Centers – Adult fitness and gym providers include Evolution Power Yoga, Renaissance Yoga Studio, Curves, Anytime Fitness, Planet Fitness and Gold’s Gym.

Golf – Heritage Hills and Springwoods golf courses.

Bowling – Suburban Bowlerama provides after school bowling programs for Dallastown Area elementary and intermediate school students, with bus transportation provided. The bowling alley offers bowling leagues and lessons on Saturday mornings for children, a variety of bowling leagues for adults, and public open bowling hours.

Roller Skating – Roll ‘R’ Way Family Skating Center offers public roller skating sessions for all ages, plus special events and private parties.

Biking – Gung Ho Bikes sponsors free weekly group rides for beginner to experienced road and trail bicyclists. All rides emphasize safe group riding and respect for motorists and other bicyclists. Ride distances tend to be shorter during the early and late seasons and longer during the summer. Gung Ho Bikes also offers spin classes at its bike shop. The York Area Mountain Bike Association offers group mountain bike rides on the trails in William H. Kain County Park.

Figure 2 details the relationships between the Township Recreation Department and other recreation providers serving Township residents.

Table 4 on the next page list the other recreation program and facility providers in York Township, by activity.

TABLE 4: OTHER RECREATION PROGRAM AND FACILITY PROVIDERS

Recreation Program/Facility Provider	Special Activities	Walking/Hiking	Basketball	Volleyball	Soccer	Baseball/Softball	Playground Area	Snow Tubing /Ice Skating	Golf	Minature Golf	Senior Center Activities	Child Care	Swimming	Tennis	Gymnastics	Gym/Fitness	Football/Cheerleading	Summer Camp	Kayaking/Boating	Field Hockey	Picnic Areas/Pavilions	Biking	Dance	Lacrosse	Wrestling
Heritage Hills Athletic Club/Resort																									
Dallastown Area School District																									
Red Lion Area Senior Center																									
York Jewish Community Center																									
William H. Kain County Park																									
Shank's Mare Outdoor Education Center																									
Wisehaven Swimming Pool																									
Country Meadows Aquatics/Fitness Center																									
York County School of Technology																									
Tiny Tumblers																									
Gymnastics of York																									
Suburban Bowlerama																									
Renaissance Yoga Studio																									
Anytime Fitness																									
Evolution Power Yoga																									
Gold's Gym																									
WellSpan Health																									
Kaltreider-Benfer Library																									
Gung Ho Bikes/YAMBA																									
Boy Scouts/Girl Scouts																									
B Dazzled Dance Studio																									
Performing Arts Academy of York																									
Rolling Acres Par-3 Golf Course																									
Roll 'R' Way Family Skating Center																									
Dallastown Youth Wrestling																									
Dallastown Youth Basketball																									
Dallastown Soccer Club																									
Wildcat Youth Lacrosse																									
Dallastown Cougar Baseball																									
Dallastown Cougar Football																									
Dallastown Cougar Cheerleading																									
JLS T-Ball, Baseball and Softball																									
Dallastown American Legion Baseball																									
Tennis for Kids																									
York County Oldtimers Baseball League																									
York County Men's Soccer League																									
York Township Baseball Club																									

PROGRAM AND FACILITY PARTNERS

The Township has strong working relationships with its Sports Partners. Sports Partners must be approved by the York Township Recreation Board to run an organized league on York Township fields and courts. Sports Partners sign an agreement each year, pay for facility use according to a set fee schedule, and provide the Township with a signed maintenance agreement, a hold harmless agreement/waiver, a certificate of insurance naming York Township as an additional insured and showing general liability coverage of at least \$1 million, and a completed practice and game schedule for each season. Sports Partners must attend mandatory field allocation meetings. The Township currently has seven approved Sports Partners.

The Dallastown Area School District plays an active role in recreation. It allows public use of its facilities for youth sports programs and offers swimming programs at its indoor pool. In the past, the school district sponsored adult education programs. It is currently working with the Township to take over the operation of these programs. The Township uses two elementary schools for adult pickup basketball and volleyball, as well as the middle school swimming pool for aqua aerobics classes. The Township receives a discounted rate of \$20 per night to use indoor school facilities Monday through Friday. This is the same rate paid by youth sports and other community groups. On weekends the rate is \$20 per hour. The Township and School District are discussing an agreement which would allow the Township priority use and a special rate schedule.

A number of businesses financially support Township programs through its Partners for Parks program. There are five current partners who contribute a total of \$2,500 each year.

Penn State York pays a fee to the Township to use baseball fields at York Township Park, since it does not have a baseball field on campus.

The Recreation Department supports the Tennis for Kids program financially, at a cost of \$10 for every child registered. It also supports the York Township Baseball Club with a \$1,200 donation each year.

The Township's Big Yard Sale and Easter Egg Hunts are supported by the York Township Recreations Department. Program partners also include the Pennsylvania Fish and Boat Commission, AARP, York County Area Agency on Aging, and Spring Garden Township

Recreation Department. The York Township Recreation Department works with the Heritage Hills Golf Course to sponsor golf clinics and camps; the Recreation Department retains \$5 to \$10 per registration. Its preschool aquatics classes are held at the Country Meadows Aquatic and Fitness Center which the Township pays to use. The York County School of Technology allows use of its gymnasium for the Township's pickup basketball program; the Township pays custodial fees. The school's parking lot is used for the Township's Big Yard Sale, and for off-site parking for large events at York Township Park. In a partnership with Dallastown Borough, York Township holds a summer playground program at Dallastown Community Park.

PROGRAM PROMOTION AND PUBLIC AWARENESS

The York Township Newsletter is published three times each year. The Township's organized, scheduled recreation programs are promoted in this newsletter and through the Recreation Department's separate website, yorktownshiprec.com. Facebook and Twitter social media are also used to promote programs.

Those individuals who have set up a household account through myrec.com are sent email notices about upcoming programs.

The Township's park areas and recreation facilities are promoted on the main Township website, but not in the Township newsletter.

PROGRAMMING ANALYSIS

Because of the variety of recreation program and facility providers in place, York Township residents have many opportunities.

The York Township Recreation Department collaborates and cooperates with other recreation providers. It helps to give residents a clear understanding of the opportunities available to them, fill in the gaps in programming and minimize duplication of services. The Recreation Department does not duplicate programs that can be found elsewhere in the Township. Its focus is on strengthening and enhancing the community's recreation and parks system through Township-operated programs and facilities.

The Township offers a balanced recreation program schedule with activities for all age groups.

The Township has a strong number of program and facility partners. Joint sponsorship of recreation programs, including shared use of facilities, should continue to be pursued.

The separate website for the Recreation Department, yorktownshiprec.com, gives the perception that the Department is separate from other Township services. This separate website should be eliminated and all Recreation Department services should be included on the main Township website.

The process of registering for a recreation program is not user friendly, as residents must visit another website, myrec.com, print a registration form, fill it out, and mail or walk it into the Township Office. In addition, on-line registration and payment for recreation programs is not available; on-line permitting and payment is not available for park pavilions, building and recreation facility rentals; and credit cards are not accepted for program or facility payments.

Directions and a brief listing of the facilities at each Township park are listed under a Facilities tab on the separate Recreation Department website. The self-directed recreation opportunities available at the Township parks, such as picnic pavilions, walking trails and tennis courts, should be promoted with photos. Facility rental information should be included as well.

Information on the park areas and recreation facilities is not included in the Township Newsletter. These are significant Township-owned and financially-supported assets that should be actively promoted for resident use. The newsletter does include facility rental fees but has no description about where the facilities are located.

The Recreation Department has its own logo; the present logo does not denote activity. A tag line is needed for the Recreation Department, to use in conjunction with its logo.

The program refund policy is outdated and not customer friendly. Currently refunds are not granted after a program begins unless there is an illness or injury, and written documentation is required by a physician. The Township should adopt a 100 percent satisfaction guaranteed policy for its programs. This shows a commitment to quality programming and to customer satisfaction.

Program participants are not asked to evaluate programs. Getting feedback from participants would help to improve and enhance the recreation programs.

There is no program registration form in the Township Newsletter. There should be one generic program registration form that can be used to register for any program. It should be able to be downloaded from the home page of the Recreation Department website.

There is no written inclusion statement in the Township Newsletter or on the Recreation Department website that promotes and values the involvement of all persons – including those with disabilities – in recreation program offerings.

An annual report detailing Recreation Department programs and park facility use is not prepared.

Township-sponsored programs are not held at every Township park. The Recreation Department primarily uses York Township Park for its programs. The York Township Park Building is a busy place, with recreation programs held there daily.

Programs are reasonably priced. Non-resident fees are charged for recreation programs at \$5 more than resident fees. Non-resident fees are double the resident fee for park pavilion rental, and \$10 more per hour for building rental. No goal is set for the amount of revenue to be raised each year.

The Township needs to establish a more clearly-defined programming role for its Recreation Department. As a public recreation department:

- It should be offering programs for those who cannot afford the cost of programs provided by private and non-profit providers such as the Heritage Hills Athletic Center or York JCC. No system exists to allow residents to participate in Township recreation programs regardless of ability to pay.
- Taking over the School District's adult education programs is a tremendous opportunity for the Recreation Department. These programs will add to the programs already sponsored by the Township, and will give the Recreation Department an identity and important service niche.
- Family programming and special events are another significant service. The Township should focus on improving and expanding the current special events and adding new events in partnership with others. Building a stronger base of volunteers

will be important if the special event schedule is expanded. One or two special events could be added each year, such as an outdoor Arbor Day event, Daddy-Daughter Dance, Halloween Costume Swap, Howl-o-ween dog event, Family Camp out Nights in Township parks, Family Old-Fashioned Game Day, or Candy Cane Hunt.

- Expanding partnerships is another clear role. The Township Recreation Department is willing and able to partner with businesses, community groups, youth sports organizations, other recreation providers, etc. Partnering helps with staffing, promoting programs, sharing facilities, and keeping costs down. The Township should be actively promoting its many partnerships and how partnering reduces the costs to provide public recreation programs.
- The benefits of the Township’s recreation programs and special events should be clearly stated. The Recreation Department plays an important role in improving the quality of life in the Township.
- The Township Recreation Department could be promoting more self-directed use of the Township park areas by residents.
- Recreation programming is all about activity and giving people an opportunity to be more active. The link between being active and becoming healthier should be embraced when promoting programs.
- Other potential program areas to consider are: group bike rides that start and end at a Township park, in partnership with Gung Ho Bikes; a walking club that meets at Township parks; fitness and wellness activities in partnership with WellSpan; outdoor recreation programming such as hunter safety education, geocaching, astronomy, and bird watching; introduction to Pickleball for adults.

RECREATION BOARD/DEPARTMENT STRUCTURE AND AUTHORITY

The York Township Recreation Board was created as a seven-member advisory board by Township ordinance in 1959 to oversee the Township’s parks, recreation areas and facilities. The ordinance has been revised to change the number of board members to five. The Recreation Board currently has five members, two appointed by the Dallastown Area School District and three appointed by the York Township Board of Commissioners. Members must be residents of York Township and serve five-year terms. The Recreation Board Chair, Vice-Chair and Secretary are elected for terms of one year. The Recreation Board meets on the first Thursday of the month at the York Township Office. The Recreation Board is

responsible for oversight of the Township-sponsored recreation programs and the acquisition, development and maintenance of Township-owned park areas.

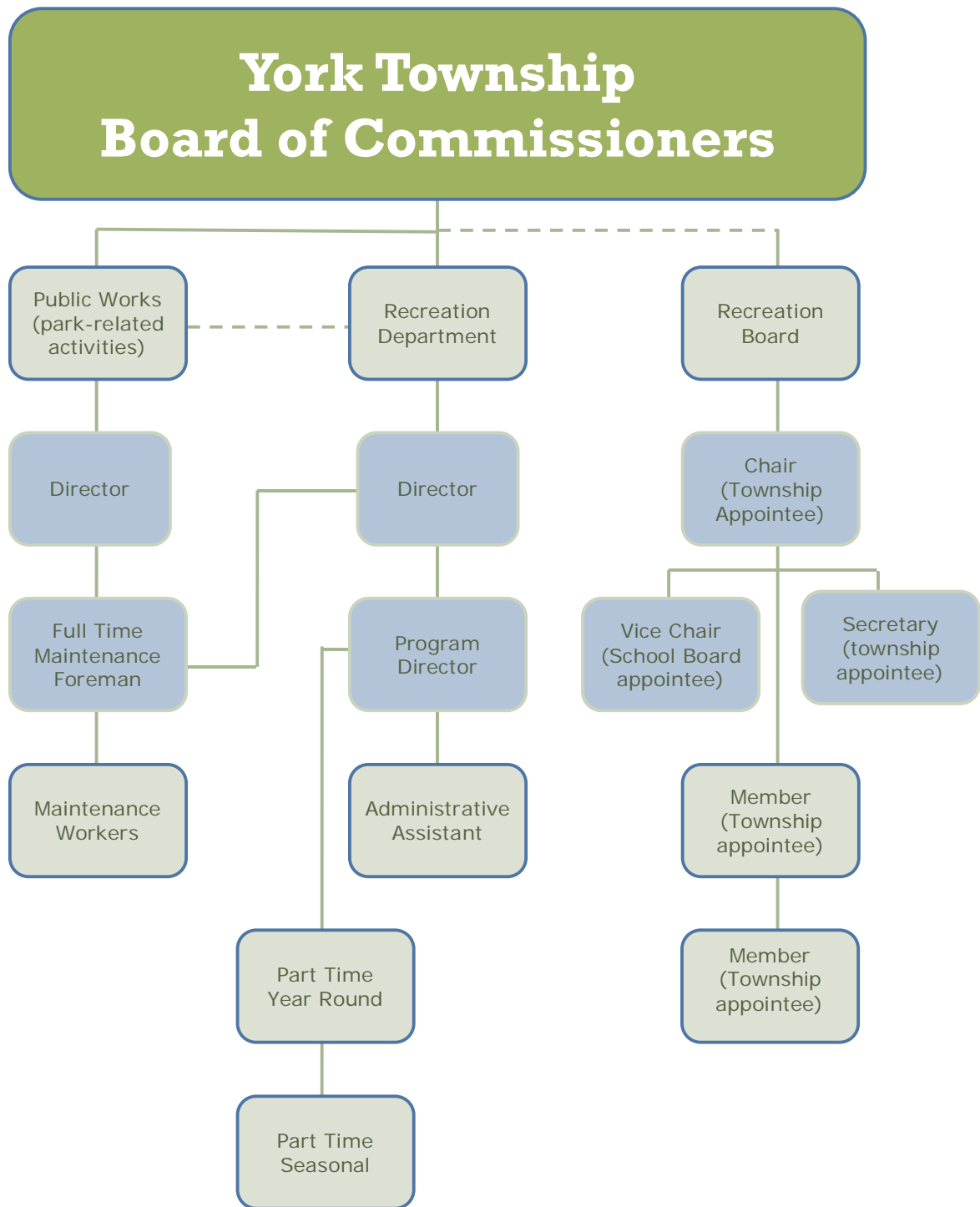
The York Township Recreation Department has three full-time staff. The Recreation Director reports to the Township Manager and is the staff liaison to the Recreation Board; the Program Director and Administrative Assistant report to the Recreation Director. A year-round maintenance custodian for the York Township Park Building reports to the Recreation Director as well. Job descriptions exist for all staff positions. Performance evaluations are conducted each year.

In addition to supervising programs, the Program Director serves as the instructor for the Department's fitness and aquatics programs. Seasonal part-time staff and independent contractors report to the Program Director. Summer playground counselors, a pickup basketball coordinator, a pickup volleyball coordinator, and a park building custodian are the only part-time staff. The majority of program instructors are independent contractors; at times summer counselors may conduct programs. The Recreation Department averages eight contracted instructors each year. Background clearances are required and independent contractors must sign a contract with the Township. Payment is made according to a set dollar amount per program participant. Part-time staff and independent contractors may be hired and terminated by the Program Director and Recreation Director.

The Public Works Department is responsible for park operations and maintenance. The Recreation Director works closely with the Public Works Assistant Director of Roads, Recreation and Property Maintenance and the Park Foreman on the acquisition, planning and design, construction and maintenance of park areas and recreation facilities.

The Township has a sufficient number of staff to plan, coordinate and conduct recreation programs. Special events are difficult to conduct with the current staff support. The Recreation Department averages six to 10 volunteers each year who assist with programs and special events.

FIGURE 3: ORGANIZATIONAL STRUCTURE OF THE RECREATION DEPARTMENT



MAINTENANCE INVENTORY

PARK MAINTENANCE

The goal of York Township's park maintenance program is to provide safe, clean, and useable park areas and recreation facilities to the public as efficiently and effectively as resources permit. While the initial expense to acquire park land and construct facilities is significant, the cost of maintenance during the lifetime of a park can easily amount to two to even three times the actual cost of construction.

York Township has a talented and dedicated staff working in the Public Works Department as evidenced by both the condition of the parks and also the pride for the system expressed by the Assistant Public Works Director and Parks Foreman in association with the developed park land and undeveloped park land being maintained.

STAFF

Routine park maintenance and minor construction projects are performed by full-time employees in the Public Works Department who are permanently assigned to this responsibility. The staff includes a Parks Foreman and two maintenance workers. None of the Township staff is unionized.

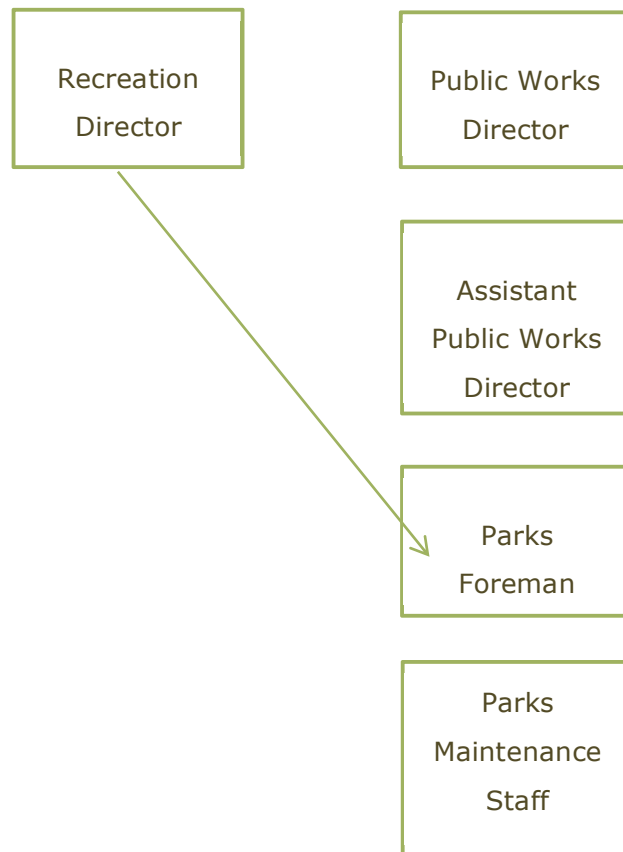
The Parks Foreman reports directly to an Assistant Public Works Director who is responsible for parks and to the Recreation Director. This responsibility to report to two different supervisors causes scheduling difficulty at times because the priorities of the Assistant Public Works Director and the Recreation Director are at times in conflict. The reporting structure for park maintenance staff is depicted in Figures 3 and 4.

The park maintenance staff receives help in the summer months with the addition of two seasonal high school/college age employees who begin work when school is finished in May or June and leave in August. The full-time staff is shorthanded when the seasonal workers are not available because the park maintenance workload increases significantly in late March to mid-April and regular mowing continues into the fall.

Minor maintenance assistance is provided during the summer months by teen volunteers enrolled in the Volunteer program and Boy Scouts working on Eagle projects. The Dallastown American Legion performs the majority of maintenance at Shyrock Field with

exception of mowing which is done by the Township maintenance staff. A few of the Recreation Department Sports Partners provide limited help (mainly field lining). They do not provide assistance to alleviate Public Works routine maintenance tasks in the parks.

FIGURE 4: REPORTING STRUCTURE



STAFF CERTIFICATIONS AND LICENSES

The Parks Foreman is a Certified Playground Safety Inspector (CPSI). The National Recreation and Park Association offers this nationally-recognized certification program in playground safety. It provides the most comprehensive and up-to-date training on playground safety issues including hazard identification, equipment specifications, surfacing requirements and risk management methods. The CPSI must be updated every three years.

The Parks Foreman also holds a Certified Public Pesticide Applicator license as do five (5) other Public Works staff who are not assigned to park maintenance. Certification as a Public Pesticide Applicator is very important for park maintenance because it is required if

pesticides are being applied to the parks, playgrounds and athletic fields. This certification must also be updated every three years.

MAINTENANCE SCHEDULING

The Parks Foreman is responsible for a wide variety of maintenance, service, repair, and minor construction functions. The Parks Foreman determines how and what tasks need to be performed on a daily, weekly and monthly basis using his experience, input from his supervisors and requests for service from park users and residents. Meetings are held by the Parks Foreman for all parks maintenance staff each morning to review the work assignments for the day. Due to the varied skills and resources in Public Works, the park maintenance program is performed by Department employees with only large capital projects being contracted out.

There currently is no written maintenance plan that describes the Township's expectations for maintenance. At the minimum such a plan would contain an inventory of each site, what time of year and the frequency with which maintenance tasks should occur, and the acceptable standard of care in each park and facility that describes what they should look like when maintenance is completed. This level of care could be different for each location depending on the type of facilities, the frequency and type of use, and the amount of manpower and budget resources available. Such a plan will benefit the Township with work scheduling, making sure that everyone's expectations for maintenance are on the same page, and assisting with planning and transitions that will occur with staff.

MAINTENANCE EQUIPMENT AND VEHICLES

All equipment and vehicles needed to maintain the park areas and recreation facilities belong to and are maintained by the Public Works Department. A five-year capital equipment purchase plan is in place. This plan is reviewed at least annually when it is time to request that vehicle and equipment replacement be included in the coming year's budget.

The responsibility and expense to purchase and maintain equipment rests solely with the Public Works Department. There is no expense charged to the Recreation Department budget for this purpose.

SAFETY AND SECURITY

The Public Works staff reported that:

- The entire inventory of playground equipment is less than 10 years of age and that the equipment is routinely replaced based on condition. Monthly inspections are performed and written records are maintained in the Public Works Department by the Parks Foreman who is a Certified Playground Safety Inspector. Records have been maintained since the Parks Foreman began this practice approximately eight (8) years ago.
- Vandalism in the parks is characterized as minor such as damaged locks and doors, driving in turf areas, damage to playground equipment, carving on tables and fences, and graffiti.
- Security lighting is provided only at York Township Park around the park building and parking lot.
- None of the parks are gated. There are security cameras in place at park locations.
- Rules and regulations are posted at all sites.
- The Regional Police Force that provides service to York Township has its office located in a building bordering York Township Park. There are no records that indicate how often the parks are patrolled.
- The Parks Foreman and his staff perform informal inspections of park areas when they visit a site to perform maintenance. Sites like York Township Park typically have staff working there three days each week while less used sites are visited once or twice weekly.
- There are no parks site inspections performed jointly between the Recreation Director and Public Works staff.

MISCELLANEOUS ISSUES AND COMMENTS

- The Township's General Fund is the source of all monies needed to support the expense of maintaining the parks and facilities.
- Parks maintenance tasks are focused on the duties needed to proactively as well as reactively care for the parks including a variety of recreation facilities and amenities. The percentage of time spent for scheduled tasks versus reacting to unforeseen needs cannot be easily determined because of the current lack of an electronic maintenance tracking system.

- The parks maintenance staff is also tasked with maintaining the grounds at the Municipal Building and Public Works facility.
- The lack of coordination and communication between Public Works and the Recreation Department has caused a variety of issues that have been problematic with important functions in areas such as work scheduling and budgeting. Because of the recent change in leadership of the Recreation Department there is an excellent opportunity to improve in this area.
- The Recreation Director prepares the parks operating and capital improvement requests annually that are submitted for the budget process. Due to the lack of communication between the Public Works and Recreation Departments, the Public Works maintenance needs and priorities are not always reflected in budget preparation.
- The Township has no on-site park staff available to provide customer assistance, minor maintenance or security daily during late afternoons or evenings and on weekends. This has resulted in overflowing trash containers especially at pavilions in York Township Park.
- There is currently no plan for the six acres recently acquired adjacent to Fitz Park. Even though there are no facilities or use of the property, it is mowed on a routine basis.
- The section of trail in York Township Park that is constructed of loose gravel erodes on a regular basis requiring restoration and cleanup after even moderate storms. The three sections of the trail that have been paved are not a maintenance issue.
- A growing number of Canadian geese are frequenting turf areas including athletic fields. As local flocks of these non-migratory birds grow, problems at affected parks will increase including over-grazed turf; health concerns because of an accumulation of droppings and feathers on play areas, pavilions and walkways; aggressive behavior by nesting birds; and safety hazards on access roads and parking lots.
- The summer playground program is no longer held at Snyder Park because of a hazardous erosion problem and also because the pavilion supporting the program was destroyed in a fire. A resolution to the erosion problem is being sought.
- The Public Works training room is used on occasion for recreation programs because of the lack of other suitable indoor facilities. Many times the Public Works staff must prepare and open the room without support or communication from the Recreation Department staff.

- The restrooms in York Township Park are opened and closed by a timer from 6 a.m. until 10 p.m. during the spring, summer and fall and from 6 a.m. to 6 p.m. November through March. No permanent restrooms exist in the other Township parks.
- The Department's daily work sheets provide basic information about where each employee has worked that day, the tasks performed and amount of time worked. Because the information collected is not computerized, easily manually compiled, or specific enough, it currently provides little help with maintenance planning or decision-making purposes.

KEY PERSON INTERVIEW SUMMARY APRIL 2015

The majority of respondents believe that most residents are familiar with the parks, trails, and recreation facilities in York Township. Thoughts include:

- Residents are familiar with the facilities that they use.
- They are familiar with the main York Township Park but not so much the other parks and trails.
- Families that have school age children visit many of the sports parks for organized baseball, softball, soccer and lacrosse activities but others may not visit them as much.
- Most residents at least know where they are located.
- It appears that most residents actively use the park facilities when they have children involved in sports activities.
- They are visited mostly by families with children.
- Usage varies significantly according to the season with weekly visits in milder months and monthly visits in colder weather.

It was generally felt that there are enough park areas, trails and recreation facilities in York Township. Smaller parks are spread throughout the Township, and York Township Park is well-located centrally. For the most part the parks and facilities are felt to be in the right places. Some are located in outlying areas so they may not be convenient for everyone but they serve those residents close to the facility. The need for an indoor facility was mentioned by numerous people. Indoor and outdoor recreation facilities to provide or expand include:

- Indoor recreation space like the facility the Township previously owned and sold would be ideal. There certainly is a demand in the community for indoor recreation space and there is little doubt that the facility would be well used. The facility should house courts, general purpose gymnasium, educational meeting space and possibly swimming facilities.
- Heritage Hills Athletic Club was cited as an example of the types of facilities that are desired as evidenced by their busy parking lot.
- The community could use an outdoor swimming pool and/or a splash pad facility.
- Would love to see more full-sized 90' base path baseball fields.
- There is always a need for more courts and sports fields of all types (there can never be enough fields).
- Would like to see more walking paths or nature trails. There are plenty of parks. The Township needs more trails.
- Self-directed on-your-own facilities such as an exercise trail and disc golf area.
- Add concessions at York Township Park fields.

Everyone agreed that the existing park areas, trails and recreation facilities are very well maintained. Comments include:

- The Parks Foreman and his staff do an excellent job keeping the parks useable and attractive.
- York Township does a fabulous job maintaining all of their fields and parks.
- The walking trail at York Township Park needs to be completely paved.

All respondents feel safe at the existing Township parks areas, trails and recreation facilities. York Township Park sharing the grounds with the headquarters of the regional police department is a plus. Some feel that additional lighting is needed at some parks.

Respondents feel the age groups best served with recreation programs are children ages 5-14 who play youth sports. The least served groups are teens, adults, and seniors.

Overall, respondents feel it is possible for neighboring municipalities to work together to improve parks and recreation services for the entire Dallastown area community. Specific comments include:

- It would help lessen the cost burden and lessen the need for repeat offerings.

- Cooperating opens up opportunities that would not otherwise be available, and may make continuing to provide those services and facilities more affordable for municipalities.
- Would love to see a more coordinated effort to work together, but don't know whether land ownership would allow a coordinated effort. For example, Dallastown Borough allowing York Township to control use of their Community Park.
- York Township's proximity to other municipalities allows for a cooperative planning process where programming can be expanded instead of being duplicated when services are available at a reasonable distance to residents.
- The other communities will participate as long as they don't have to pay anything for the service.
- At one time there was a Dallastown Recreation Commission and all of the municipalities helped to fund the programs. Many of the programs were held in the School District's facilities. Over time the partners (for unknown reasons) just dropped away.
- Today it seems that the municipalities are focused on things inside of their borders.
- It would be very beneficial to the recreation program if the Township could develop a better relationship with the School District. The District has most of the publicly-owned outdoor and all of the indoor athletic facilities in the community.
- It's possible but the other municipalities would likely expect York Township to foot the bill.
- It's possible but would be difficult because communities focus inward.
- It may be possible because of all the combined services, police, fire, etc. and it is important that we all work together to keep costs down.
- Pooling resources uses taxpayer money wisely and does not reinvent the wheel.
- All recreation providers should undertake a coordinated effort to assess the needs of the community for additional space or programs so that it doesn't fall on just one Township or Borough.

It is generally felt that most of the youth sports providers work together in some fashion.

Comments include:

- There is more competition for baseball fields than soccer, since there are different organizations serving different age groups and levels of competition for baseball. However, they always seem to work it out peacefully.
- There seems to be a group effort to coordinate scheduling of activities at various sites. Additional locations for practices should probably be made available to accommodate more teams.
- The only time they seem to interact has to do with the Recreation Department's field allocation process.
- The sports partnership program is not fully utilized to leverage the partners' volunteers. Cooperation is needed to develop and maintain facilities.

These are the top recreation needs stated by respondents:

- A major overhaul of the website. The current one is not user friendly and the information is scattered. Need to be able to pay online.
- Bike lanes on roads.
- Lights at certain Township facilities (like the fields at York Township Park).
- More fields (soccer and baseball) if financially doable.
- Indoor facilities.
- Trails and connections of neighborhoods.
- Self-directed, on-your-own facilities – exercise trail, disc golf course, tennis courts.
- A swimming pool.
- The parks need more areas for family picnics away from structured activities.
- Not sure what the residents want. Because programs are developed based on limited input, sometimes they are poorly attended or cancelled.

Recreation programs and special events suggested are:

- Keep the movie nights.
- Drop outside tournaments (3v3 soccer) unless needed for budget purposes.
- Fundraising events.
- Ski club.
- Summer sports programs for youth and adults.

- Tour groups.
- Zumba.
- Water aerobics.
- Indoor activities for seniors.

When asked to describe the status of volunteer involvement in parks and recreation services in York Township most respondents are unsure. Thoughts include:

- Our club lines our own fields.
- The volunteers that run the sports programs in York Township put forth an incredible amount of time and effort to make sure that their programs are top notch.
- Not aware of much solicitation for volunteer opportunities.
- Community members do not generally volunteer. Recreation programs are not developed to encourage volunteerism.
- Volunteer involvement in Department programs has been nominal at best. The Department has struggled to get enough volunteers for larger events even though they have recently offered small incentives in exchange for help.
- There is very little volunteer involvement. Things rely heavily on paid employees.
- Only familiar with the Volunteer Summer Program which is one of best programs around. These kids enjoy what they do; too bad it can only be 12-13 kids.

It is generally felt that there is community spirit in York Township. Thoughts include:

- There is a great mix of long-time residents and transplants from other places.
- As long as the Township provides all of the services it does as well as it does without increased taxes, community spirit will be maintained.
- There is a strong community pride in the Dallastown Area School District; it is not limited to York Township.
- The Township does not have a strong sense of identity unlike the Boroughs which have a town center or the School District. It's a difficult to imagine how the Township could create an identity when people associate their home with the school, their mailing address or the closest Borough or village.
- People feel positively about living in York Township. The community could use indoor spaces, with a feeling that spaces are 'community-owned, Township-managed' rather than Township-owned and heavy-handedly operated.

It is felt that residents are made aware of parks, trails, recreation facilities and recreation programs primarily through the Township newsletter and emails. The website, word of mouth and if their child participates in a sports activity at a park were also mentioned.

Thoughts include:

- Communication is very weak. The current recreation website is not sufficient and should be improved.
- The library's Go Outdoors program is a great resource.

The issues/problems mentioned that may limit or keep residents from participating in existing recreation programs or utilizing parks, trails and recreation facilities are:

- Lack of knowledge and awareness – mentioned by many respondents.
- Not being able to register online.
- Lack of parking.
- Lack of lighting for evening enjoyment.
- Little promotion of programs.
- Limited number of trails.
- Not enough bathroom facilities.
- The program or type of program (competitive vs. recreational) that is offered.
- Not enough to 'go do' on your own – hiking trails, tennis courts, horseshoe courts. If you aren't headed to a playground, what are you going to do at the park?

If one thing is done to improve parks and recreation in York Township, it should be:

- Develop a community center.
- Learn what the citizens want and get new ideas.
- Learn how to best get the word out in a cost-effective way about Department programs and facilities.
- Market, market, market.
- The website.
- Better promotion.
- Lighting.
- Expansion of programming.
- Greater social media presence to promote events.
- A swimming pool.

- Eliminate the program staff and utilize the funds for contracted instructors and leaders.
- More notification of activities – mailings.
- Publicly accessible and rentable large indoor meeting space, indoor gymnasium.
- Add do-it-yourself facilities like disc golf, exercise trail, shuffleboard courts, bocce courts, tennis courts that fill in this blank: Let's go to the park to _____.

Most respondents feel the municipal financial support for parks and recreation should remain the same. A number of respondents were unsure. Other answers are:

- It would be great to have the additional monies needed to increase the recreation opportunities for the community. Having said that, the Township cannot be criticized for the level of Recreation Department funding because the Commissioners have been very supportive.
- This is a fiscally conservative municipality, and most prefer to keep it that way. It should not increase to the point that tax increases would be required.
- The financial support is adequate currently but it could be better deployed.
- A fair amount is spent on fields but more sports fields could be added which would cost more money.
- The Township's financial support for recreation should increase. Recreation is so important.
- There is no need for financial support to increase. Many programs are being provided elsewhere. Get community donations and volunteers to help with park maintenance.
- Increase to spend money on a building and add 'extras' to the parks.
- Increase a little so that more recreation programs can be offered.

In priority order, with the highest priority listed first, the following is where the respondents believe York Township should focus its parks and recreation efforts and finances in the future:

- Expanding promotion of available parks, trails, recreation programs and special events.
- Developing walking/biking connections between schools, parks, trails and neighborhoods.
- Developing volunteer involvement with parks, trails, recreation programs and special events.

- Expanding cooperative efforts among the region's municipalities and school district for parks and recreation.
- Offering recreation programs and special events.
- Developing trails and greenways.
- Expanding the availability/sharing of school district facilities.
- Developing an indoor community center.

These items had more low priority/not necessary ratings than others, with the last item receiving the lowest rating:

- Building athletic fields.
- Improving existing parks and playgrounds.
- Protecting open space and natural resources.
- Developing an indoor swimming pool.
- Purchasing land and developing new parks.

Key persons: Ashley Spector, Matt Sands, Patrick Wolf, Beth Cunningham, Ken Loyer, Kate Marteny, Judy Albright, Dan Shelly, Joe Hackett, Joe Eberly, Jim O'Neill, Tim Poff, Mike Attig, Ronald Dyer, Elizabeth Heathcote, Katie McAllister, Brenda Keller

APPENDICES



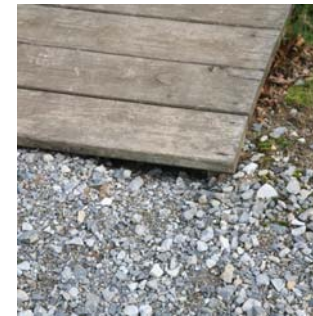
Initial Observations

- LEGEND**
- Mill Creek Preserve
 - Lot lines
 - Streams/Ponds
 - Existing 10' Contour
 - Existing 2' Contour

- Township's most naturalistic facility
- Sightings of blue heron and other notable wildlife occurred during reconnaissance
- Opportunities exist for additional interpretation and education both within site and along perimeter for passing vehicles.

MILL CREEK PRESERVE BASE MAP
YORK TOWNSHIP COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN

Prepared for: York Township
 Prepared by: Environmental Planning & Design, LLC
 October 30, 2014
 2139.14.03



Initial Observations

- Undeveloped site presents wide range of possibilities to explore .
- Site's configuration with creek crossing, utility lines and topography will be primary influences in future facility design.
- Future park entrance and stockpile area will need to be carefully designed to ensure welcoming "doorstep" and safety.
- Future creek crossing (if installed) will need to accommodate pedestrians and/or maintenance vehicles/equipment.
- The scale and extent buffering along shared perimeter of active agricultural operations and a range of residential scales and types will need to be considered in future design .
- Consideration for access to/from park site from adjoining public rights-of-way may or may not be desired (via easement or other).



LEGEND

- Markey Park
- Lot lines
- Streams/Ponds
- Existing 10' Contour
- Existing 2' Contour

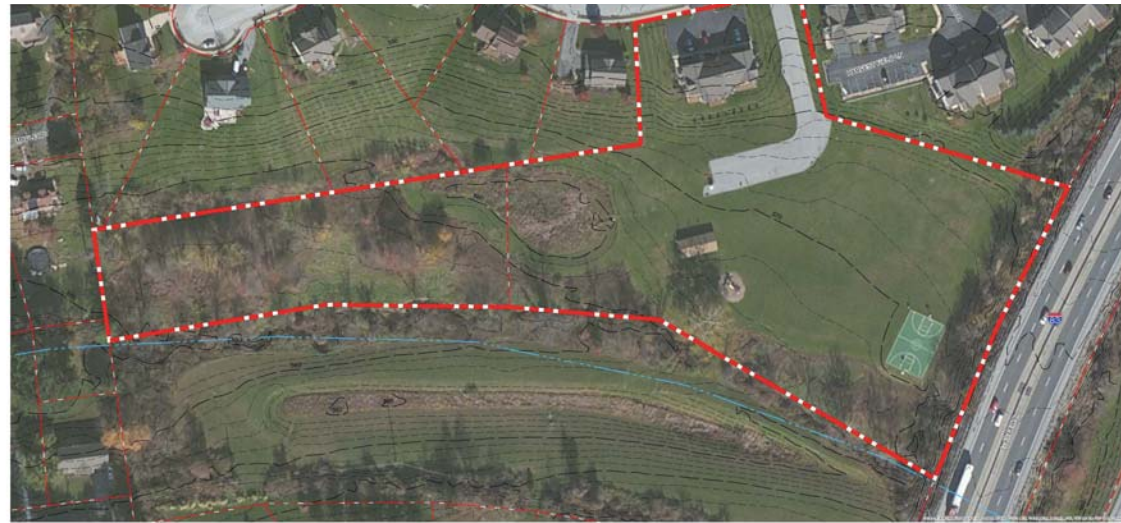
MARKEY PARK BASE MAP
YORK TOWNSHIP COMPREHENSIVE
PARK, RECREATION & OPEN SPACE PLAN

Prepared for: York Township
Prepared by: Environmental Planning & Design, LLC
October 30, 2014
2139.14.05



Initial Observations

- With scale/presentation of park entrance, site appears to be geared toward surrounding residents' use.
- Pavilion and nearby playground structure are similar to others within the Park system.
- To minimize conflict/disturbance, basketball court activity is distanced from residential activity and placed adjacent to high traffic zone—benefits neighbors; less than optimal location for on-court experience.
- Soccer/impromptu play/lawn area also functions to slow stormwater run-off prior to entering creek channel.
- Parking area/entrance provides opportunity to distinguish this facility from others in community.
- Pavement, without striping, presents extensive combined parking/circulation areas (uncertain of number of total provided spaces).
- Property boundary clarification possibly needed re: on-site structure west of entrance.
- Opportunity exists to improve accessible routes throughout park.



LEGEND

- Tyler Run Park
- Lot lines
- Streams/Ponds
- Existing 10' Contour
- Existing 2' Contour

TYLER RUN PARK BASE MAP
YORK TOWNSHIP COMPREHENSIVE
PARK, RECREATION & OPEN SPACE PLAN

Prepared for: York Township
 Prepared by: Environmental Planning & Design, LLC
 October 30, 2014
 2139.14.08



Initial Observations

- Soccer field complex geared for Township-wide use in season; functions of free play use observed beyond season activities.
- Utilitarian functions of stormwater management area/ structures presented at park entrance.
- Opportunities to secure different locations of port-a-potty may be warranted to ensure facilities do not hanging over curbs (as observed).
- Picnic table/lawn area provides central gathering space/meeting point away from active play areas.
- Lawns appear to be in healthy, well maintained state.
- Perimeter trail observed as high activity zone in and out of complex's peak seasons.
- Separated pedestrian path between Stump Park and adjacent Heritage Hills Trail presents both opportunity and challenge: opportunity - minimizes parking abuses between two facilities; challenge - similar Township and County recreation uses are unable to enhance one another/user's experience.



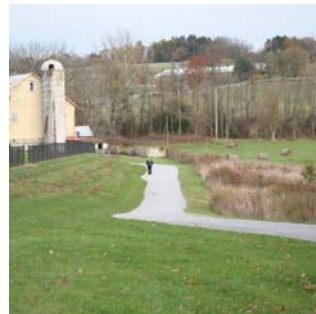
LEGEND

- Stump Park
- Lot lines
- Streams/Ponds
- Existing 10' Contour
- Existing 2' Contour

STUMP PARK BASE MAP
YORK TOWNSHIP COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN
 Prepared for: York Township
 Prepared by: Environmental Planning & Design, LLC
 October 30, 2014
 2139.14.09

0 50 100 Feet

NORTH





Initial Observations

- Broad range of organized and impromptu play facilities for neighborhood use.
- Parking across the street could benefit from designated crosswalk striping, if desired, to improve parking efficiencies
- Configuration/width of pavement on main portion of park site provides minimal space for site user parking
- Buffering between the park's eastern perimeter is minimal
- Courts and play spaces appear well maintained; fencing starting to show signs of aging
- Park entrance area includes direct/first views to port-a-potty and unenclosed utility area.
- Lawns appear to be in healthy, well maintained state.
- Opportunity exists to provide accessible routes throughout park

FITZ PARK BASE MAP
YORK TOWNSHIP COMPREHENSIVE
PARK, RECREATION & OPEN SPACE PLAN

Prepared for: York Township
 Prepared by: Environmental Planning & Design, LLC
 October 30, 2014
 2130.14.04

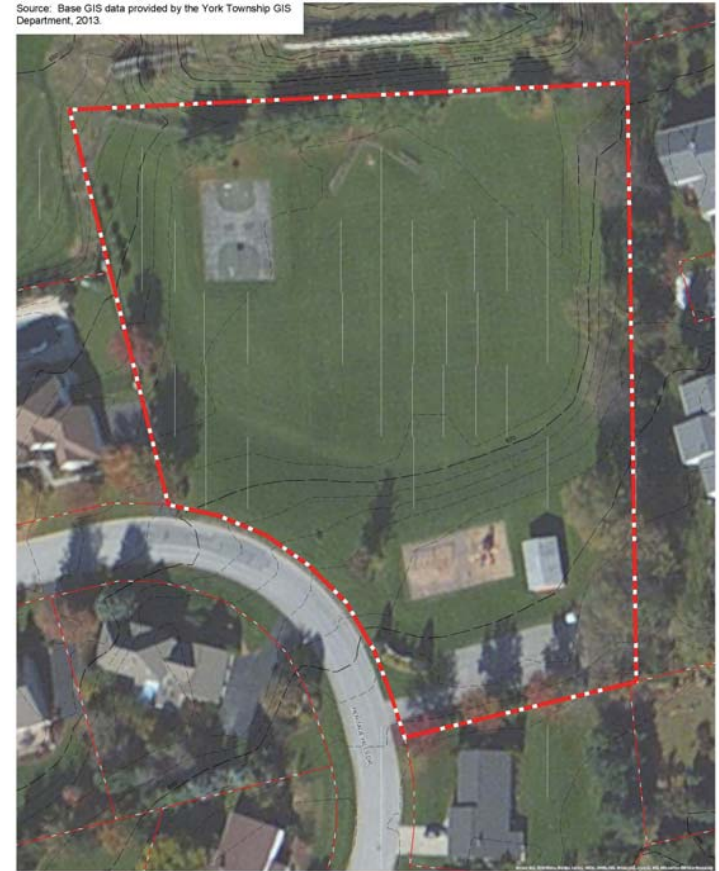


Initial Observations

- Scale and extent of improvements presents generally impromptu play facilities for neighborhood use.
- Parking could benefit from designated striping, if desired, to optimize parking efficiencies/designations of accessible routes.
- Buffering along perimeters of neighboring lots extensive.
- Pavilion and adjacent playground structure are similar to others within the Park system.
- Courts and play spaces appear well maintained.
- Park entrance area includes direct/first views to port-a-potty.
- Lawns appear to be in healthy, well maintained state; signs of pooling/poor draining areas not present .
- Entrance sign is one of the Township's most distinguished park entrances from others in community; plantings and signage have out-scaled one another based on growth through the years.
- Opportunity exists to provide accessible routes throughout park.



Source: Base GIS data provided by the York Township GIS Department, 2013.



- LEGEND
- Heritage Hills Park
 - Lot lines
 - Streams/Ponds
 - Existing 10' Contour
 - Existing 2' Contour

HERITAGE HILLS PARK BASE MAP
 YORK TOWNSHIP COMPREHENSIVE
 PARK, RECREATION & OPEN SPACE PLAN

Prepared for: York Township
 Prepared by: Environmental Planning & Design, LLC
 October 30, 2014
 2139.14.02





Initial Observations

- Broad range of organized and impromptu play facilities/natural spaces for neighborhood use.
- Newer playground installation adjacent to parking area .
- Park contains one of the few bicycle racks observed in neighborhood-scale facilities.
- Parking could benefit from designated striping, if desired, to improve parking efficiencies.
- Courts and play spaces appear maintained.
- Lawns appear to be in healthy, well maintained state.
- Park entrance area includes direct/first views to port-a-potty.
- Snyder Park is one of the few Township parks with a secondary pedestrian entrance increasing more direct access to various portions of the surrounding neighborhood .
- Opportunity exists to provide accessible routes throughout park.

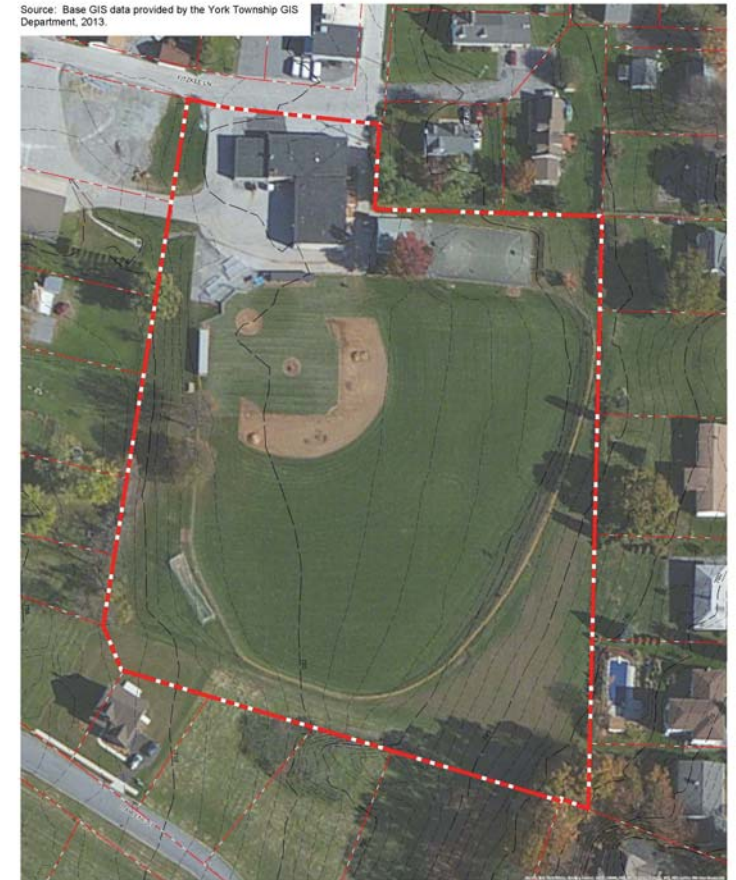
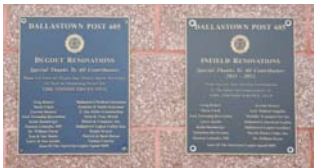


- LEGEND
- Snyder Park
 - Lot lines
 - Streams/Ponds
 - Existing 10' Contour
 - Existing 2' Contour

SNYDER PARK BASE MAP
YORK TOWNSHIP COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN
 Prepared for: York Township
 Prepared by: Environmental Planning & Design, LLC
 October 30, 2014
 2139.14.07

0 20 40 Feet

NORTH



Initial Observations

- Active formal play field with supporting on-site maintenance area.
- Site pavement/entrance could benefit from designated striping, if desired, to improve circulation efficiencies/designated safety areas.
- Recent field renovations contrast some court area exhibiting signs of aging.
- No surface-grade stormwater management facilities were observed on site, immediate/on-surface impacts of unwanted stormwater management were not evident on lower adjacent lots.
- Opportunity exists to provide accessible routes throughout park.

LEGEND

- Shryock Park
- Lot lines
- Streams/Ponds
- Existing 10' Contour
- Existing 2' Contour

SHRYOCK PARK BASE MAP
YORK TOWNSHIP COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN

Prepared for: York Township
 Prepared by: Environmental Planning & Design, LLC
 October 30, 2014
 2139.14.06



Initial Observations

- Township's largest park facility and predominate formal/regulation space field area.
- Alignment and sight distance of site entrance/intersection appears challenging for both low traffic and high traffic times.
- Parking is dispersed throughout site providing easy access to all field/court/activity areas.
- Renovated signature playground space attracts those of all ages.
- Centrally located concession/indoor restroom building is solidly built and attractive.
- No surface-grade stormwater management facilities were observed on site, immediate/on-surface impacts of unwanted stormwater management were not evident on surrounding lots.
- Buffering along western perimeters with neighboring lots is limited on-site.
- Special features (e.g. gazebo, small games' courts) are unique to this site.
- Opportunity exist for interpretation and education about facets of the Township and recreation throughout the site.
- Opportunity exists to improve designated accessible routes/field approaches/seating areas throughout park.





YORK TOWNSHIP RECREATION DEPARTMENT
190 Oak Road, Dallastown, PA 17313
Phone (717) 741-3861 • Fax (717) 741-5009
www.yorktownship.com
recreation1@yorktownship.com



PARTNERSHIP AGREEMENT

This agreement between the York Township Recreation Department, hereinafter referred to as the "TOWNSHIP" and the _____, hereinafter referred to as the "SPORT PARTNER", defines the functions that the SPORT PARTNER agrees to perform for the duration of their acceptance as a SPORT PARTNER with the TOWNSHIP.

As part of this agreement, the SPORT PARTNER accepts the following conditions:

The SPORT PARTNER has received and read the Sports Partnership Policy and agrees to abide by it for its duration as a SPORT PARTNER.

The SPORT PARTNER understands that the TOWNSHIP has the right to review the SPORT PARTNER'S organizational structure and stability to ensure that the SPORT PARTNER is continuing to provide a quality program to York Township residents. If it is found that the SPORT PARTNER is not conducting a safe and inclusive program, the TOWNSHIP may revoke the agreement between the TOWNSHIP and the SPORT PARTNER.

The SPORT PARTNER will provide the TOWNSHIP the following each year: a signed maintenance agreement, a hold harmless agreement/waiver, a certificate of insurance naming York Township as an additional insured and evidencing general liability coverage for the protection of persons and property with single limits of not less than \$1,000,000 dollars, and a completed practice/game schedule for each season as set on any TOWNSHIP recreational facility.

The SPORT PARTNER may not make any changes in its organizational structure that will affect requests for TOWNSHIP fields without first consulting with the TOWNSHIP regarding field availability.

The SPORT PARTNER will help promote TOWNSHIP recreation programs by handing out flyers, etc. to its members.

The SPORT PARTNER will not conduct a program on any TOWNSHIP recreation facility that is in direct competition to any recreation program offered by the TOWNSHIP.

The SPORT PARTNER recognizes that the TOWNSHIP has the authority over the scheduling for all TOWNSHIP recreational facilities and will not act as an agent to rent or sublease a facility to any party. The SPORT PARTNER will direct any such requests to the TOWNSHIP.

The TOWNSHIP retains all authority regarding the closing of fields due to inclement weather and/or unsafe playing conditions.

As part of this agreement, the TOWNSHIP accepts the following conditions:

The TOWNSHIP will give priority to the SPORT PARTNER during field allocation meetings.

The TOWNSHIP will provide limited equipment for the SPORT PARTNER to conduct its league. This equipment will be listed in the yearly Maintenance Agreement.

The TOWNSHIP will promote the SPORT PARTNER to any resident wishing to participate in that particular sport.

The TOWNSHIP will list registration periods for the SPORT PARTNER in its newsletter, provided the SPORT PARTNER provides the TOWNSHIP with the information in a timely manner.

The TOWNSHIP will provide safe recreational facilities for use by the SPORT PARTNER.

The TOWNSHIP will not partner with another organization that offers the same sport, except in special circumstances. However, the TOWNSHIP may allocate any space not reserved by a SPORT PARTNER as it deems appropriate.

The undersigned acknowledges receipt of and agreement with the Sport Partner Agreement.

Name of Organization:

Representative's Name:

Authorized Signature for ORGANIZATION

Date

Authorized Signature for TOWNSHIP

Date

FEE

YORK TOWNSHIP ORDINANCE

Chapter 165: PARKS AND RECREATION AREAS

[HISTORY: Adopted by the Board of Commissioners of the Township of York: Art. I, 12-31-1992 as Ch. 16, Part 1, of the 1992 Code of Ordinances. Amendments noted where applicable.]

ARTICLE I Rules and Regulations [Adopted 12-31-1992 as Ch. 16, Part 1, of the 1992 Code of Ordinances]

§ 165-1. Rules and regulations.

All recreation areas in the township which are owned by the township shall be subject to rules and regulations of the township as follows:

- A. Parks will be closed as posted and there shall be no trespassing on park property during said hours.
- B. There shall be no littering.
- C. Negligent or deliberate destruction or removal of natural or physical property is forbidden.
- D. Outdoor recreation activity shall be restricted to locations appropriate to said activity.
- E. Open fires or hot coals shall not be permitted except in fireplaces or grills. Fires shall not be left unattended and shall be thoroughly extinguished before they are abandoned.
- F. Solicitation of any kind is forbidden.
- G. No one shall use or be under the influence of alcoholic beverages or drugs in any park area.
- H. Use of explosives, fireworks, guns, rifles, airguns, bows, slingshots or any similar items is prohibited.
- I. Injuring or killing wild animals is prohibited.
- J. There shall be no boisterous, immoral or indecent conduct in any park area.
- K. No events shall be scheduled without completion of an application form and approval of the Recreation Director of York Township.
- L. Parks may be closed by the Township Manager or the President of the Board of Commissioners if hazardous conditions endanger life or property. In said event, there shall be no trespassing on park property during said times.
- M. Dogs shall be kept on a leash or otherwise tied and any waste there from shall be removed from park property.
- N. Motor vehicles shall be driven and parked only in designated areas.

§ 165-2. Violations and penalties.

Any person, firm or corporation who or which shall violate any of the provisions of this article or any appropriate order of township personnel pursuant to the rules and regulations ordained hereby shall, upon conviction thereof, be sentenced to pay a fine of not more than \$600 and, in default of payment thereof, to imprisonment for not more than 30 days.

Chapter 66: RECREATION BOARD

[HISTORY: Adopted by the Board of Commissioners of the Township of York 12-31-1992 as Ch. 1, Part 3, of the 1992 Code of Ordinances. Amendments noted where applicable.]

GENERAL REFERENCES

Parks and recreation areas — See Ch. 165.

§ 66-1. Creation of Board.

There is hereby created a York Township Recreation Board, consisting of seven members, residents of York Township, to be appointed in manner following: Two members shall be designated by the Dallastown Area School District and shall first be appointed one for a term of two years and one for a term of four years. Upon the expiration of said terms, the School Board shall designate a member for a term of five years and likewise upon the expiration thereafter of the terms of the designees of said School Board. Five members shall be appointed by the Board of Commissioners of York Township, two for terms of one year, two for three years and one for five years. Upon the expiration of these terms respectively, the Board of Commissioners shall appoint a member or members for a term of five years and likewise thereafter upon the expiration of the terms of these members. All initial terms aforesaid shall commence May 1, 1959.

§ 66-2. Powers and duties.

Said Recreation Board shall supervise, maintain and regulate parks, recreation areas and facilities and in furtherance thereof shall establish standards, qualifications and salary schedules of all recreation employees, subject to the approval of the Board of Commissioners. The Recreation Board shall select, employ and discharge all recreation employees.

§ 66-3. Election of Board officers.

Said Recreation Board shall elect its Chairman and Secretary and other necessary officers for terms of one year.

§ 66-4. Submission of annual report.

The Recreation Board shall submit an annual report to the Board of Commissioners of York Township, including an analysis of the community recreation areas, facilities and leadership, with particular reference to the extent and adequacy of the program and its effectiveness in view of the public expenditure involved and the public needs to be met, all in accordance with the provisions of §§ 3001 to 3016, inclusive, of the First Class Township Code, Act of May 27, 1949, P.L. 1955, as amended. Editor's Note: See 53 P.S. § 55101 et seq.

610.C. of this Ordinance. Such tests shall be conducted by a certified laboratory. The quality of the water tested shall meet the minimum public health drinking water standards as set forth in the National Safe Drinking Water Regulations of the Environmental Protection Agency as it presently exists or may hereafter be amended, or be capable of treatment to attain said standard of quality. No person shall divide or use land unless the water to be supplied by the proposed water system meets the minimum standards set forth herein.

E. Criteria For a Request of Exemption. A proposed land development or subdivision which intends to use a groundwater source to supply water to the property may be exempted from these requirements by the Township if one or more of the following criteria are satisfied:

1. The proposed project is located one quarter (1/4) mile or less, in the same geologic unit, from a previous aquifer test, within the past two (2) years, and the previous test showed transmissibility (T) values greater than one thousand (1,000).
2. The proposed project has had two (2) aquifer tests on different sides of the proposed project within one-half (1/2) mile in the same geologic unit within the past two (2) years, with "T" values greater than one thousand (1,000).
3. The proposed land development or subdivision is recommended for exemption by a qualified geologist based upon certified hydrogeological information.
4. If Section 610.D. applies to the proposed project and the documented water problem relates to quality and not quantity, then the aquifer test may be exempted. However, a water quality test must be conducted.

F. On-Lot Sewage Disposal. On-lot sewage disposal systems shall be provided in accordance with specifications and regulations of the Township and DER.

SECTION 611. Public Dedication of Park and Recreation Land. The Board of Commissioners has adopted a Recreation and Open Space Plan for York Township. To implement this Recreation and Open Space Plan, all residential subdivisions and land developments shall be provided with park and recreation land which shall be dedicated to the Township. The developer may request that the Township not require the dedication of land, and any such request shall be accompanied by an offer to pay a fee in lieu of dedication of the land, computed in accordance with the regulations provided herein, an offer to construct recreational facilities and /or an offer to privately reserve land for park or recreation purposes.

The land reserved for park, recreation and open space usage shall be a single lot which shall comply with applicable requirements of this ordinance, the Township Zoning Ordinance, and the following requirements:

1. The land reserved for park, recreation and open space shall conform to all standards of the Township Zoning Ordinance contained within the Open Space Recreation regulations.
 2. No storm water management facilities designed to retain or detain water from other portions of the development shall be permitted on such land reserved for park, recreation and open space. The Township will consider a waiver to this requirement when the detention facility is determined to be effectively usable as a recreation facility.
 3. In the event that the tract contains natural features which are worthy of preservation, the developer may request that the Board permit the provision of recreational land configured in such a manner as to best preserve natural features.
 4. The park, recreation and open space land shall be accessible to utilities such as sewer, water and power that are provided with the subdivision, and if so requested by the municipality that will accept dedication of the land, the developer shall extend such utilities to the park, recreation and open space land.
 5. If the adjoining property has previously been developed and recreational land has been provided at the boundary of that previously developed property, the Board shall require that the recreational land required of the development shall be located adjoining the previously provided recreational land.
 6. If the adjoining property is undeveloped land, the Board shall require that such land be provided at the property boundary of the development in order that it may be added to land provided for park and recreation purposes on the adjoining tract at such time that the adjoining property is developed.
- B. A minimum of five one-hundredths (0.05) acres of land shall be reserved as park or recreational land for each residential lot created in a subdivision or each dwelling unit created in a land development.

- C. The developer may request that the Board permit the provision of park and recreation land other than through public dedication of land as set forth above. The developer shall set forth, in writing, the means by which he will fulfill this requirement which may include the payment of a fee in lieu of dedication of all or a portion of the amount of land required to be dedicated, construction of recreational facilities, the private reservation of land, or any combination of dedication, fees, construction of recreational facilities, or private reservation.
1. If a fee in lieu of dedication is proposed by the developer, said fee shall be in accordance with the recommendations of the Township Recreation and Open Space Plan and the fee schedule adopted by the Board. All fees shall be held and used by the Township in accordance with the requirements of Part 5 of the Municipalities Planning Code.
 2. If the developer proposes to construct recreational facilities, the developer shall present a sketch plan of such facilities and an estimate of the cost of construction.
 3. If the developer proposes the private reservation of land, the developer shall provide for the maintenance of such land through either the inclusion of such land as common elements of a condominium or the creation of a home owners' association which shall meet the requirements for a unit owners' association contained in the Pennsylvania Uniform Condominium Act, 68 Pa. C.S. 3101 et seq. Such documentation shall be recorded, shall provide that the land cannot be further developed and shall give the Township the rights to maintain the land as set forth in Part 7 of the Municipalities Planning Code dealing with the maintenance of common open space in planned residential developments. Notwithstanding the foregoing, the developer may request that the Board approve transfer of the land to an organization dedicated to the conservation of natural resources with deed restrictions preventing further development acceptable to the Township Solicitor.
 4. The developer shall enter into an agreement with the Township setting forth the fees to be paid, the facilities to be constructed, or the land to be privately reserved and the method of its maintenance. All such agreements shall be in a form satisfactory to the Township Solicitor, and shall be provided prior to final plan approval.

YORK TOWNSHIP RECREATION DEPARTMENT ATHLETIC FACILITY ALLOCATION POLICY

PURPOSE

The York Township Recreation Board and the Recreation Department currently supervises six parks that have facilities available for use by athletic organizations for organized sport play. Athletic organizations requesting use of York Township athletic facilities must participate in the Athletic Facility Allocation Program. Facility allocation meetings will be held on the last Thursday in January for the Spring/Summer sports season and on the last Thursday in June for the Fall/Winter sports season. The meetings are held for athletic organizations requesting use of York Township athletic facilities for the purpose of practices, games, camps and league tournaments.

This Athletic Facility Allocation Policy does not address requests for Special Events, such as fairs, carnivals, yard sales, non-league athletic tournaments or camps, petting zoos and other activities deemed as Special Events by the Recreation Director. It also does not include the reservation of any Concession Stand, Pavilion/Building or the approval of Vendors. Please refer to the Special Event Policy, the Concession Stand Policy, the Pavilion/Building Policy and/or the Vendor Policy for further information.

AVAILABLE FACILITIES AND SEASONS FOR ALLOCATION

The number of facilities available may be less due to closings for repairs, resting, etc. The sports to be played on the multi-purpose fields will be determined by the Recreation Director prior to each sport season. The seasons are:

Seasons Deadline	Meeting	Submission
Spring/Summer—April 1-August 31	TBA	TBA
Fall/Winter—September 1-February 28	TBA	TBA

The start of the Spring/Summer season may be pushed back on any facility due to its condition. All baseball/softball/soccer fields are closed after the second week of November

until the start of the Spring/Summer season to allow the fields to rest. The basketball, tennis and sand volleyball courts are open year-round.

York Township Park—open 6 a.m.-10 p.m.

- 4 Soccer Fields (one is rested)
- McWilliams Field
- 2 Baseball/Softball Fields
- 2 Basketball Courts
- 2 Sand Volleyball Courts
- 2 Horseshoe Pits (available for rent)
- 2 Bocce Courts (available for rent)

Shryock Field—open 6 a.m.-10 p.m.

- 1 Baseball/Softball/Soccer Field
- 1 Basketball Court

Snyder Park—closed between dusk and dawn

- 1 Baseball/Softball/Soccer Field
- 1 Basketball Court

Stump Park—closed between dusk and dawn

- 4 Multi-purpose Fields (one is rested)

Fitz Park—closed between dusk and dawn

- 1 Baseball/Softball/Soccer Field
- 1 Basketball Court
- 2 Tennis Courts

Heritage Hills Park—closed between dusk and dawn

- 1 Baseball/Softball Field/Soccer Field
- 1 Basketball Court

Tyler Run Park—closed between dusk and dawn

- 1 Soccer Field
- 1 Basketball Court

PROCEDURES

1. The following is required to be completed and returned to the Recreation Office at the York Township Administration Building by the Submission Deadline of the appropriate season by any athletic organization interested in participating in the Athletic Facility Allocation program.

Documentation of most recently completed comparable season (last spring/summer for this spring/summer, etc.) showing the names, complete addresses (street, city and zip), total number of participants, program age range, and registration fees charged. **Participants residing in York Township must be highlighted, along with noting the percentage of participants who are York Township residents. This is the organization's responsibility.**

Complete an Athletic Facility Request Form for each facility requested, indicating times and dates of activities and dimensions of facilities needed.

2. The Recreation Director will allocate facilities prior to each season. Athletic Facilities will be allocated based on the following criteria:

Township-sponsored activities and approved Special Events will receive first priority in scheduling.

Those athletic organizations with a participation rate of at least 60% York Township residents will be considered next. This does not mean that the full need of that organization will be met as other organizations may also meet this criteria. All organizations should have alternate plans for facilities and not depend completely on York Township to fulfill all requests.

Requests from athletic organizations with a participation rate of less than 60% York Township residents will be allocated fields based on remaining availability.

A representative of the athletic organization must attend the appropriate Facility Allocation meeting to receive notice of allocated facilities.

3. At the Athletic Facility Allocation Meeting:

The athletic organizations will receive notice of the facilities that they have been allocated for that season.

Sign a form indicating that the organization's representative has received copy of the policy and use regulations and the organization agrees to follow them.

Sign a hold harmless/waiver agreement.

If organizations wish to negotiate between themselves for changes in the athletic facility allocations, they may do so. However, no organization can force another organization to swap dates if it does not desire to do so.

Any changes agreed upon by all parties involved must inform the Recreation Director at this meeting so changes can be made on the master schedule.

Organizations should discuss cooperative preparation of and maintenance for the facilities as all organizations will be required to do this.

4. Prior to Start of Reservation Dates:

For any athletic organization or other entity reserving York Township athletic facilities more than three (3) times during a calendar year, a certificate of insurance evidencing general liability coverage for the protection of persons and property with single limits of not less than \$1,000,000 dollars must be provided to the Township prior to the beginning of the organization's reservation period. The certificate of insurance must name York Township as additional insured. The Township reserves the right to require other groups to have general liability insurance regardless of the number of times that group will be using the facilities. Groups may petition the York Township Recreation Board for exoneration of the insurance requirement if there are extenuating circumstances.

Provide a practice and game schedule as soon as they are finalized.

The Recreation Department will prepare a final facility schedule, along with an invoice if necessary, and mail to each organization.

FEES FOR FACILITY RESERVATIONS

The Recreation Department will establish annually a Schedule of Fees for the use of the park facilities by athletic organizations. The fee categories are defined below:

Category I—Activities sponsored by York Township receive first priority use and shall be exempt from any fees.

Category II—No fee shall be charged for an athletic organization requesting use of a facility if that organization meets the following requirements:

at least sixty percent (60%) of participants must be either York Township residents or persons employed in York Township; OR

the group requesting use is an entity based in York Township (church, business, etc.).

Category III—Activities sponsored by other organizations that do not meet the criteria addressed in the previous two categories shall be charged a user fee according to the current York Township Recreation Department Schedule of Fees.

USE REGULATIONS

Any facility may be closed by the York Township Recreation Department, the York Township Recreation Board, the York Township Board of Commissioners, and/or the York Area Regional Police Department due to severe weather or emergency situations. The York Township Recreation Department reserves the right to close any facility due to damage, rotation, or other issues as they occur.

A facility must not be played on under conditions that would cause damage to the playing surface or jeopardize the safety of the user. If a facility has not been closed, then each organization must use the utmost discretion when determining whether conditions are appropriate for use. Any damage caused to the facility will be the financial responsibility of that organization and could cause that facility to be closed for an indefinite period of time for repair/rest.

If a facility is closed for any reason, it will be the responsibility of the identified party to contact those in his/her organization affected by the closing.

It is the responsibility of each organization to care for the facility according to the standards provided by the York Township Recreation Department. Attendance by an organization representative will be required at any workshop conducted to instruct users on proper facility maintenance. A separate maintenance agreement may be necessary, as determined by the Recreation Director. A letter will be sent as a notice to those groups who are not maintaining the facilities properly. Continued disregard for standards will result in a monetary fine and/or removal from facility for the remainder of the season.

Organizations will be allowed to use specified York Township equipment in the preparation of facilities. An organization representative will have to sign a waiver for the organization to use the equipment and/or obtain a key. It will be the organizations' responsibility to work together regarding cooperative preparation of and maintenance for the shared facilities.

If an organization needs to reschedule a game, it must notify the Recreation Department as soon as possible.

If an organization decides to cancel any reservation, it must notify the Recreation Department as soon as possible.

Organizations must leave a half-hour between games. This is to help alleviate traffic issues, especially in our smaller parks.

Organizations agree to notify their participants that they must adhere to posted parking regulations. Park only in designated spaces or in safe off-street parking. Do not block personal drives and do not park on the grass in any park.

Organizations using any facility will report dangerous conditions to the Recreation Department as soon as possible.

Organizations should be courteous regarding neighbor's properties when retrieving any out-of-bound balls. If any damage occurs, it is the financial responsibility of the organization.

No organization may display or put any type of sign, placard, flyer or advertisement within or on any facility in a township park without the prior written consent of the Township.

YORK TOWNSHIP ORDINANCE REGARDING PARK AND RECREATION AREAS

Any organization or individual that does not abide by Chapter 165: PARKS AND RECREATION AREAS, ARTICLE I Rules and Regulations [Adopted 12-31-1992 as Ch. 16, Part 1, of the 1992 Code of Ordinances of York Township governing Parks and Recreation Areas can have permission for use of a facility revoked at any time, be removed from the area by staff or area police, or be fined.

Adopted by Recreation Commission February 2006

YORK TOWNSHIP ORDINANCE

CHAPTER 165: PARKS AND RECREATION AREAS

[HISTORY: Adopted by the Board of Commissioners of the Township of York: Art. I, 12-31-1992 as Ch. 16, Part 1, of the 1992 Code of Ordinances. Amendments noted where applicable.]

ARTICLE I RULES AND REGULATIONS [ADOPTED 12-31-1992 AS CH. 16, PART 1, OF THE 1992 CODE OF ORDINANCES]

§ 165-1. RULES AND REGULATIONS.

All recreation areas in the township which are owned by the township shall be subject to rules and regulations of the township as follows:

- Parks will be closed as posted and there shall be no trespassing on park property during said hours.
- There shall be no littering.
- Negligent or deliberate destruction or removal of natural or physical property is forbidden.
- Outdoor recreation activity shall be restricted to locations appropriate to said activity.
- Open fires or hot coals shall not be permitted except in fireplaces or grills. Fires shall not be left unattended and shall be thoroughly extinguished before they are abandoned.
- Solicitation of any kind is forbidden.
- No one shall use or be under the influence of alcoholic beverages or drugs in any park area.
- Use of explosives, fireworks, guns, rifles, airguns, bows, slingshots or any similar items is prohibited.
- Injuring or killing wild animals is prohibited.
- There shall be no boisterous, immoral or indecent conduct in any park area.
- No events shall be scheduled without completion of an application form and approval of the Recreation Director of York Township.
- Parks may be closed by the Township Manager or the President of the Board of Commissioners if hazardous conditions endanger life or property. In said event, there shall be no trespassing on park property during said times.

- Dogs shall be kept on a leash or otherwise tied and any waste there from shall be removed from park property.
- Motor vehicles shall be driven and parked only in designated areas.

§ 165-2. VIOLATIONS AND PENALTIES.

Any person, firm or corporation who or which shall violate any of the provisions of this article or any appropriate order of township personnel pursuant to the rules and regulations ordained hereby shall, upon conviction thereof, be sentenced to pay a fine of not more than \$600 and, in default of payment thereof, to imprisonment for not more than 30 days.

YORK TOWNSHIP RECREATION DEPARTMENT 2015 FACILITY REQUEST FORM

Please complete all information and print only. Each facility requires a separate form.

1. Facility Requested and/or Dimensions Needed	
2. Date(s)* and Times for this Facility (attach additional sheet if necessary)	
3. Name of Organization	
4. Person in Charge	
5. Address	
6. Telephone Number	
7. Email	

8. Organization's Field Commissioner	
9. Contact Numbers and Email (list home, work and cell #s and email)	
10. Rental Fee (leave blank—determined by YTRD)	DEPARTMENT USE ONLY

* -If three or more dates are being requested, a copy of the group's general liability insurance must be submitted to the Recreation Department before start of reservation period.

In making this request, we agree that we will not discriminate against anyone in regards to race, religion, sex or disability. The rentee also acknowledges that he/she has received a copy of the Facility Allocation Policy and Use Regulations and agrees to follow them and all park rules and regulations.

APPLICANT'S SIGNATURE: _____

Date: _____

YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Recreation Director

DEPARTMENT: Recreation

REPORTS TO: Township Manager

JOB CLASSIFICATION: Exempt

PRIMARY FUNCTION:

The Recreation Director has the responsibility for planning, development, promotion, coordination, organization and administration of a comprehensive recreation program for the entire community.

PRINCIPAL DUTIES:

- Administers the total operation of the Recreation Department in accordance with the policies established by the Recreation Board.
- Supervise and direct the activities of Recreation Department staff.
- Establish, review and coordinate procedures to the end that maximum services may be provided at minimum cost.
- Develop and sustain a broad diversified program of recreation activities and services to meet the needs and interests of York Township residents.
- Develop and implement staff development programs, as needed, to implement departmental changes, improvements, and/or modifications.
- Recruit/aid in selection and employment of department personnel.
- Develop the annual Recreation Department budget based upon guidance from the Recreation Board.
- Supervise the organization and conduct of the community recreation programs, including those activities under direct leadership of others which primarily require provision of facilities, equipment and general administrative service.
- Establish, develop and maintain a meaningful program for ongoing inclusion of volunteers in the recreation program.
- Advise/supervise the acquisition, planning, design, construction and maintenance of recreation areas and facilities under the purview of the department.
- Prepare, compile and provide recommendations for adoption of immediate and strategic plans to meet community needs for adequate and meaningful recreation areas, facilities, service, personnel and finances.
- Study, analyze and report on the effectiveness of the department's services and trends within the area of community recreation.
- Establish and maintain cooperative planning and working relationships with other local community and county agencies and institutions, governmental, voluntary and private, and with state, regional and national agencies tasked with recreation and appropriate related fields.
- Serve ex-officio as consultant to community agencies concerned with city planning, housing, public welfare, education and other subjects closely related to

community recreation. Provide periodic reports to the Recreation Board concerning these relationships and consultation.

- Interpret the recreation program and its philosophy and objectives through all suitable means, including all appropriate publicity and public relations media.
- Develop, analyze and administer the Recreation Department budget and expenditures in accordance with established budget appropriation and expenditures procedures and under the guidance of the Recreation Board.
- Recommend the establishment and/or revision of necessary fees and charges for various department services, programs and facilities.
- Attend York Township Board of Commissioners meetings to represent the Parks and Recreation Department and assist in Recreation Board reporting.
- Other miscellaneous duties as assigned by the Township Manager or the Recreation Board.

QUALIFICATIONS:

Education:

- Bachelor's degree in Parks and Recreation administration or other related field of study.
- Five (5) years of progressive experience as a manager of a Parks and Recreation program.

Knowledge, Skills and Abilities:

- Knowledge of theories and philosophies of recreation and ability to interpret this knowledge to the community and Township leaders.
- Professional, administrative and management skills in the organization, development and maintenance of a comprehensive recreation service involving the operation of recreation areas, facilities, and departmental staff coordination.
- Executive capacity for investigation, analysis, planning, decision-making and implementation of policy.
- Acquisition, function, design, construction, and maintenance supervision of recreation areas, facilities and recreation programs.
- Basic computer operation.
- Applicable health and safety codes, laws and York Township rules and regulations.
- Ability to use independent discretion in creating, planning, implementing, and evaluating comprehensive recreation programs and activities for segments of the community population.
- Effectively manage employees, including recruitment, hiring, and firing.
- Participate in the budget preparation and monitoring process.
- Identify and meet recreation needs of segments of the community.
- Promote community interest through recreational community programs.
- Prioritize and schedule work and meet schedules and time-lines.
- Work independently with little direction.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative and effective working relationships with co-workers and the public.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

- Prepare and maintain a variety of records and reports.

CERTIFICATIONS / LICENSES:

- Valid driver's license.
- CPR and First Aid certification.
- Current Act 34 and child abuse clearances.

PHYSICAL REQUIREMENTS:

- Sitting in a normal seated position for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.
- Communication skills using the spoken word.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to move about in an office setting.
- Ability to work in an outdoor setting for township events.
- Ability to work during day/evening hours, including occasional weekends on an as-needed basis.
- Occasional lifting and carrying of objects weighing 35 pounds or less.

YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Program Director

DEPARTMENT: Recreation

REPORTS TO: Recreation Director

JOB CLASSIFICATION: Non-Exempt

PRIMARY FUNCTION:

The Program Director uses independent discretion to plan, organize, supervise, and evaluate activities necessary to provide an area-wide recreational program for individuals and groups of all ages. This employee supervises part-time and/or contracted recreation personnel throughout the year. In the absence of the director, the program director will oversee the operation of the department.

PRINCIPAL DUTIES:

- Hire, train, supervise, evaluate and/or fire assigned recreation personnel.
- Prepare and monitor assigned budget area.
- Create, plan, implement, and schedule programs, such as classes, clinics, workshops, and community special events, or direct part-time staff in doing so.
- Promote, organize, schedule, and supervise youth and adult sport leagues, or direct part-time staff in doing so.
- Purchase equipment and supplies for programs as needed.
- Negotiate agreements with contracted instructors and service providers.
- Prepare and maintain a variety of records and reports related to multiple recreational areas, including expense and revenue budgets, safety issues, and activity schedules.
- Attend recreational classes and events as required to ensure smooth operation.
- Respond to citizen questions and resolve complaints as needed.
- Represent the Recreation Department at community meetings and civic organizations as needed.
- Work closely with the Dallastown Area School District, a variety of public and private officials and organizations, representatives from community groups, and the general public in the development of a quality recreation program.
- Recommend policy development in the area of part-time personnel, programming, and recreation activities.
- Assist the Director in the long-range planning for department facilities.
- Other miscellaneous duties as assigned by the Recreation Director.

QUALIFICATIONS:

Education:

- Four-year degree in Parks and Recreation administration, early childhood development, physical education or closely related field.

- Minimum of two (2) years of professional-level experience in recreation programs, including supervision/administration of a multi-faceted recreation program. Experience can be substituted for educational qualifications.

Knowledge, Skills and Abilities:

- Principles, practices and techniques of planning and directing a comprehensive recreation program.
- Principles and practices of administration, supervision and training.
- Organization and development techniques for recreation programs.
- Scheduling and staffing of recreation facilities.
- Basic computer operation.
- Applicable health and safety codes, laws and York Township rules and regulations.
- Identify recreation needs of segments of the community.
- Use independent discretion in creating, planning, implementing, and evaluating comprehensive recreation programs and activities for segments of the community population.
- Effectively manage employees, including recruitment, hiring, and firing.
- Participate in the budget preparation and monitoring process.
- Promote community interest through recreational community programs.
- Prioritize and schedule work and meet schedules and time-lines.
- Work independently with little direction.
- Communicate effectively both verbally and in writing
- Establish and maintain cooperative and effective working relationships with co-workers and the public.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and maintain a variety of records and reports.

CERTIFICATIONS / LICENSES:

- Valid driver's license.
- CPR and First Aid certification.
- Current Act 34 and child abuse clearances.

PHYSICAL REQUIREMENTS:

- Sitting in a normal seated position for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.
- Communication skills using the spoken word.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to move about in an office setting.
- Ability to work in an outdoor setting for township events.
- Ability to work during day/evening hours, including occasional weekends on an as-needed basis.
- Occasional lifting and carrying of objects weighing 35 pounds or less.

YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

DEPARTMENT: Recreation

REPORTS TO: Recreation Director

JOB CLASSIFICATION: Non-Exempt

PRIMARY FUNCTION:

The Administrative Assistant supports the management of the Recreation Department by handling program registrations, maintaining the rental calendar for department facilities, coordinating designated programs, and performing routine administrative and clerical tasks.

PRINCIPAL DUTIES:

- Greet all department visitors, handle their inquiries, and/or direct them to the appropriate persons according to their needs.
- Answer telephone and give information to callers, take messages and/or transfer calls to appropriate individuals.
- Handle rental requests and maintain rental calendar for department facilities using designated software programs.
- Assist with set-up/breakdown for facility rentals.
- Rotate on-call weekends for facility rentals with department staff.
- Serve as contact for check-out/check-in of rental keys.
- Coordinate and serve as point-of-sale contact for the Discount Ticket Sales program.
- Upload program and event information onto the department's website.
- Assist in marketing efforts for programs and events, such as preparing and mailing of newsletters, preparing flyers for distribution, etc.
- Take program registration from walk-in customers and over the phone and collect payment for programs and events using designated software programs.
- Provide additional staff support for programs and events as assigned.
- Prepare department bills for payment and maintain filing system for bills.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Maintain in-house bulletin boards and provide updated information for any bulletin boards located off-premises.
- Open, read, route, and distribute incoming mail and other material.
- Order office supplies for the department and maintain all associated records.
- Assist in preparing materials for various board and/or committee meetings.
- Coordinate with other front desk staff to monitor front desk area and complete opening/closing procedures.
- Pick up and deliver materials as required.
- Other miscellaneous duties as assigned by the Recreation Director.

QUALIFICATIONS:

Education:

- High School Diploma or G.E.D. equivalent.
- Two (2) years of experience working in an office setting.

Knowledge, Skills and Abilities:

- Knowledge of scheduling methods.
- Operate personal computer to access e-mail, electronic calendars, and other basic office support software, including MS Word and Excel.
- Operate office equipment such as photocopier, fax machine, and calculator.
- Applicable health and safety codes, laws and York Township rules and regulations.
- Prioritize and schedule work and meet schedules and time-lines.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative and effective working relationships with co-workers and the public.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and maintain a variety of records and reports.
- Knowledge of proper English usage, spelling, grammar, and punctuation.

CERTIFICATIONS / LICENSES:

- Valid driver's license.

PHYSICAL REQUIREMENTS:

- Sitting in a normal seated position for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.
- Communication skills using the spoken word.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to move about in an office setting.
- Ability to work in an outdoor setting for township events.
- Ability to work during day/evening hours, including occasional weekends on an as-needed basis.
- Occasional lifting and carrying of objects weighing 35 pounds or less.

YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Assistant Director-Roads, Recreation, and Property Maintenance (AD-RRPM)

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

JOB CLASSIFICATION: Exempt

PRIMARY FUNCTION:

The Assistant Director (RRPM) is responsible for daily supervision of the activities in the roads, recreation and property maintenance areas. The individual works closely with the Assistant Director of Public Works – Sewer, Fleet & Facilities (AD – SFF) to assure that the daily goals and activities of the entire department are carried out in a proficient and professional manner.

PRINCIPAL DUTIES:

- Prepare a schedule of daily work activities for the roads, signs, parks, and exterior properties throughout the Township. Coordinate and implement this schedule with the working foremen.
- Road work shall consist of annual paving and re-surfacing, sign repair and replacement, guide rail maintenance, storm water drainage, including pipe, ditches, culverts, and structures.
- Assure that all aspects of bridge maintenance is undertaken.
- Work closely with the zoning and engineering departments to provide inspection services for work within the public right of way.
- Work closely with the Recreation Director to coordinate work activities due to special recreational events.
- Direct the maintenance of Township Parks and recreational equipment and structures.
- Initiate and respond to PA One calls.
- Assure that road side mowing and street sweeping is scheduled and completed on a timely basis.
- Schedule and assure that brush collection and subsequent chipping takes place.
- Schedule and coordinate the annual leaf collection program.
- Schedule and coordinate the annual Christmas tree collection program.
- Coordinate the mowing of parks and exterior properties including Township owned stormwater management facilities.
- Purchase materials and supplies in accordance with departmental policies.
- Review and inspect work of developers for the reduction of surety.
- Assist with the development of the department operating budget.
- Assist with the annual review and evaluations of assigned department personnel.
- Initiate disciplinary action as required for assigned departmental personnel.

- Provide the Director a report summarizing monthly activities.
- Attend and act as the department liaison at the York Township Emergency Management Agency meetings.
- Administer winter maintenance operations by assisting with the development of snow removal routes, procuring materials, and assuring equipment is available and prepared.
- Work with the Assistant Director of Sewer, Fleet, and Facilities to call out personnel during after hour emergencies.
- Respond to follow up on questions, suggestions, and complaints from Township residents.
- Other miscellaneous duties as assigned by the Public Works Director.

QUALIFICATIONS:

Education:

- High School Diploma or G.E.D. equivalent.
- Five years of experience in the maintenance of roads, drainage facilities, parks and exterior property maintenance of which two involved work at the administrative level (planning, scheduling, budgeting) and at least two of which involved directing the work of other employees.

Knowledge, Skills and Abilities:

- Thorough knowledge of Township, State, and Federal laws, rules and regulations applicable to public works operations.
- Thorough knowledge of the practices and procedures of road and street construction and maintenance.
- Thorough knowledge of the occupational hazards and required safety precautions of working on public roads and working around construction equipment.
- Thorough knowledge of all Township infrastructure, including streets, waterways, and physical properties.
- Thorough knowledge of the operational characteristics, capabilities, and maintenance requirements of road construction and equipment.
- Ability to plan, schedule and supervise the work of others.
- Ability to calculate and estimate project costs for budget comparison in terms of material, time and labor.
- Ability to establish and promote an effective working relationship among employees.
- Ability to deal courteously, tactfully and firmly with the public.
- Ability to detect, analyze and devise solutions to problems relating to public works questions.
- Ability to prepare clear reports, and keep accurate records.
- Ability to perform and make quick decisions under stressful and demanding situations.
- Ability to deal and cope with personnel issues on a daily basis.
- Basic computer skills.

- Possess the necessary skills to occasionally operate pumps, dump trucks with snow plows, backhoes, front end loaders, skid steer loaders, sewer flushing equipment, closed circuit television equipment, and tanker truck vehicles.
- Self-motivated and have the ability to work efficiently, effectively and independently at all times.
- Organized, professional and possess excellent communication skills, both oral and written.
- Able to schedule and supervise a large diverse staff.

CERTIFICATIONS / LICENSES:

- PA class B commercial driver's license with air brake endorsement.
- PA waste water system operator license. (Grandparented minimum)

PHYSICAL REQUIREMENTS:

- Capable of working at an office desk for extended periods of time.
- Capable of working in the field under extreme weather conditions.
- Capable of walking long distances.
- Capable of working long hours necessary during winter storms events, natural emergencies, etc.
- Capable of entering confined spaces.
- Sitting or standing for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to move about in an office setting.
- Ability to lift or move objects (on very limited occasions) weighing up to 50 pounds, for example opening a sanitary sewer manhole lid in an emergency.
- Ability to squat, stoop, and bend, for example accessing file drawers.

YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Crew Person

DEPARTMENT: Public Works

REPORTS TO: Public Works Working Foreman

JOB CLASSIFICATION: Non-Exempt

PRIMARY FUNCTION:

The Crew Person operates equipment and machinery and performs manual labor tasks associated with maintaining the infrastructure, facilities, property and equipment of the Township.

PRINCIPAL DUTIES:

- Operate heavy and highway equipment including, but not limited to, backhoes, road graders, front end loaders, skid steer loaders, lawn mowing equipment, dump trucks, pickup trucks, man lifts, street sweepers, bucket trucks, pavement rippers, backfill and compaction equipment, etc.
- Operate specialized sewer maintenance equipment such as vacuum trucks, closed circuit television equipment, high pressure jet rodders, flow meters, weirs, etc.
- Perform winter maintenance duties, such as snow plowing and the placement of anti skid (salt & stone).
- Perform duties associated with highway maintenance including, but not limited to bituminous material placement, flagging, cutting grass, trimming trees, chipping brush, raking leaves, shoveling snow, clearing debris from catch basins, roadside mowing, street sweeping, traffic signals, installing pavement markings, making of and installation of road signs, base repair and adjusting manholes and catch basins prior to pavement resurfacing.
- Enter confined spaces such as wet wells, drywells, manholes, valve vaults, stormwater pipes and catch basins.
- Respond to after hour emergencies related to the sanitary sewer system, winter maintenance, storm-related damage, power failures, vandalism and the like.
- Clearing brush and debris from storm sewer and sanitary sewer right of ways and easements.
- Respond to the PA One call utility locating system by marking all underground utilities owned and operated by the Township.
- Maintain the Township sanitary sewer pumping stations and force mains by keeping them clean and in efficient operating condition including interior and exterior facility maintenance as well as equipment repair and replacement.
- Maintain the Township gravity collection system including all manholes.
- Maintain the fire hydrants located within the Dallastown-Yoe Water Authority franchise territory that serves York Township customers.
- Perform basic mechanical work on vehicles and equipment (change oil, lube, rotate tires, etc.)

- Undertake repairs to Township buildings, facilities and subsystems.
- Perform janitorial duties at all Township buildings and facilities.
- Perform property maintenance at the Township Parks by cutting and trimming grass areas, repairing the walking paths, maintaining, repairing, and constructing new playground equipment, basketball courts, tennis courts, horseshoe pits, pavilions and the like.
- Operate turf equipment, including but not limited to, aerator, sod cutter, sprayers, turf vehicles, lawn mowers, tractors, athletic field equipment, line painter and chalker.
- Perform property maintenance on all other Township owned facilities including the Municipal Complex, stormwater management facilities and sidewalks.
- Operate hand and power tools.
- Other miscellaneous duties as assigned by a Working Foreman.

QUALIFICATIONS:

Education:

- High School Diploma or G.E.D. equivalent.

Knowledge, Skills and Abilities:

- Must be familiar with the methods, materials, and tools used in the maintenance of municipal infrastructure including but not limited to: a large municipal sanitary sewer collection system, fleet of vehicles, various types of construction equipment, facilities, parks, exterior properties, roads, bridges, culverts, stormwater systems, traffic signs and signals, etc.
- Must be familiar with York Township rules and regulations.
- Ability to operate, maintain and make repairs to the sanitary sewer collection system.
- Ability to enter confined spaces and interpret safe atmospheric conditions prior to entry.
- Read and interpret plans, specifications, schematics, and blueprints related to the collection system, roads, snow plow routes, leaf collection routes, etc.
- Perform basic mathematic computations necessary in estimating quantities of bituminous materials.
- Ability to work overtime (before and after normal shift, weekends and holidays).
- Ability to respond to an on call situation resulting from a natural or manmade emergency.
- Make repairs to vehicles, and equipment utilizing hand tools, power tools, welding equipment, etc.
- Make repairs to buildings and other physical properties.
- Prepare and maintain a daily records of activity performed utilizing effective communication skills.
- Ability to follow direction thru the supervisory chain of command.

CERTIFICATIONS / LICENSES:

- Valid CDL license (class B with air brake endorsements-mandatory; tanker endorsement-preferred but not mandatory.)

- Wastewater Collection system license (class E or grandparented –preferred but not mandatory.)
- PA State inspection license - preferred but not mandatory.
- Pesticide certification: core, category 10,14,16 and/or 23 - preferred but not mandatory.

PHYSICAL REQUIREMENTS:

- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s).
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to operate hand tools, power tools, and other equipment as described above.
- Ability to walk, lift, bend, stand, sit, climb, stoop, squat , shovel, rake and drive for extended periods of time.
- Ability to lift and move objects weighing up to 60 pounds.
- Ability to work outside for prolonged periods of time in hot or cold climates (including rain, wind, sleet, and snow).
- Ability to work during the day and/or at night.

YORK TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Working Foreman

DEPARTMENT: Public Works

REPORTS TO: Assistant Director

JOB CLASSIFICATION: Non-Exempt

PRIMARY FUNCTION:

The Working Foreman provides leadership to assigned crew persons while in a working capacity. The individual operates equipment and machinery and performs manual labor tasks associated with maintaining the infrastructure, facilities, property and equipment of the Township. In addition, the working foreman supplies field supervision and provides leadership in the absence of the Assistant Director.

PRINCIPAL DUTIES:

- Organize and direct the activities of assigned personnel.
- Provide leadership at the work site to assure conformity to standards and policies.
- Train assigned personnel in correct and safe operating procedures for equipment, tools, etc.
- Complete assignments in an efficient and safe manner.
- Purchase materials and supplies as needed for the daily activities according to established policies and procedures.
- Respond to citizen questions and resolve complaints in the field as necessary.
- Establish and maintain cooperative and effective working relationships with co-workers and the public.
- Effective communication skills, both oral and written.
- Operate heavy and highway equipment including, but not limited to, backhoes, road graders, front end loaders, skid steer loaders, lawn mowing equipment, dump trucks, pickup trucks, man lifts, street sweepers, bucket trucks, pavement rippers, backfill and compaction equipment, etc.
- Operate specialized sewer maintenance equipment such as vacuum trucks, closed circuit television equipment, high pressure jet rodders, flow meters, weirs, etc.
- Perform winter maintenance duties, such as snow plowing and the placement of anti skid (salt & stone).
- Perform duties associated with highway maintenance including, but not limited to bituminous material placement, flagging, cutting grass, trimming trees, chipping brush, raking leaves, shoveling snow, clearing debris from catch basins, roadside mowing, street sweeping, traffic signals, installing pavement markings, making of and installation of road signs, base repair and adjusting manholes and catch basins prior to pavement resurfacing.
- Enter confined spaces such as wet wells, drywells, manholes, valve vaults, stormwater pipes and catch basins.

- Respond to after hour emergencies related to the sanitary sewer system, winter maintenance, storm-related damage, power failures, vandalism and the like.
- Clearing brush and debris from storm sewer and sanitary sewer right of ways and easements.
- Respond to the PA One call utility locating system by marking all underground utilities owned and operated by the Township.
- Maintain the Township sanitary sewer pumping stations and force mains by keeping them clean and in efficient operating condition including interior and exterior facility maintenance as well as equipment repair and replacement.
- Maintain the Township gravity collection system including all manholes.
- Perform basic mechanical work on vehicles and equipment (change oil, lube, rotate tires, etc.)
- Undertake repairs to Township buildings, facilities and subsystems.
- Perform janitorial duties at all Township buildings and facilities.
- Perform property maintenance at the Township Parks by cutting and trimming grass areas, repairing the walking paths, maintaining, repairing, and constructing new playground equipment, basketball courts, tennis courts, horseshoe pits, pavilions and the like.
- Operate turf equipment, including but not limited to, aerator, sod cutter, sprayers, turf vehicles, lawn mowers, tractors, athletic field equipment, line painter and chalker.
- Perform property maintenance on all other Township owned facilities including the Municipal Complex, stormwater management facilities and sidewalks.
- Operate hand and power tools.
- Other miscellaneous duties as assigned by an Assistant Director.

SPECIFIC DUTIES AS MAY BE ASSIGNED:

- Oversee the state inspection and emission testing program. **(state inspection license required)**
- Inspect and certify vehicles for operation. **(state inspection license required)**
- Assure that the above ground fuel storage tanks are adequately equipped with product.
- Weld, fabricate and repair vehicles and equipment.
- Read and interpret preventative maintenance manuals, specifications, vehicle schematics and engineered drawings of the Township facilities and systems.
- Communicate with vendors and make purchases of tools and equipment relative to the fleet and facilities.
- Research, develop, implement and maintain a program of systematic athletic field and turf maintenance.
- Organize the construction, renovation, maintenance and repair of fields and turf areas.
- Maintain a complete system of records regarding field and turf maintenance and playground risk management.
- Collect soil samples for analysis and interpret results in order to treat soil.
- Decide appropriate type and quantity of fertilizer and herbicide to be applied to turf.
- Perform regular inspections of irrigation systems to ensure proper working order.
- Determine when athletic events should be cancelled due to inclement weather.

- Assist in preparation and implementation of the maintenance budget.
- Assist the Recreation Director in the long-range planning for department facilities.
- Represent the Recreation Department at community meetings as needed.
- Provide assistance to local clubs, boards, committees, organizations and other special-interest groups regarding recreational grounds and equipment.
- Apply pesticides to road right-of-ways and park properties.
- Inspect playground equipment to conform to CPSI standards.
- Initiate and respond to the PA One Call utility location system.
- Maintain the Township pump stations by keeping them clean and in efficient operating condition.
- Maintain the Township's gravity collection system and manholes including the pump station pressurized force mains.
- Maintain the fire hydrants located within the Dallastown-Yoe Water Authority franchise territory that serves York Township customers.
- Operate specialized sewer maintenance equipment such as Vaccons, closed circuit television equipment, high-pressure jet rodders, flow meters and weirs, etc.

QUALIFICATIONS:

Education:

- High School Diploma or G.E.D. equivalent.

Knowledge, Skills and Abilities:

- Must be familiar with the methods, materials, and tools used in the maintenance of municipal infrastructure including but not limited to: a large municipal sanitary sewer collection system, fleet of vehicles, various types of construction equipment, facilities, parks, exterior properties, roads, bridges, culverts, stormwater systems, traffic signs and signals, etc.
- Must be familiar with York Township rules and regulations.
- Ability to operate, maintain and make repairs to the sanitary sewer collection system.
- Ability to enter confined spaces and interpret safe atmospheric conditions prior to entry.
- Read and interpret plans, specifications, schematics, and blueprints related to the collection system, roads, snow plow routes, leaf collection routes, etc.
- Perform basic mathematic computations necessary in estimating quantities of bituminous materials.
- Ability to work overtime (before and after normal shift, weekends and holidays).
- Ability to respond to an on call situation resulting from a natural or manmade emergency.
- Make repairs to vehicles, and equipment utilizing hand tools, power tools, welding equipment, etc.
- Make repairs to buildings and other physical properties.
- Prepare and maintain a daily records of activity performed utilizing effective communication skills.
- Ability to follow direction thru the supervisory chain of command.

CERTIFICATIONS / LICENSES:

- Valid CDL license (class B with air brake-mandatory; tanker endorsement-preferred but not mandatory).
- Wastewater Collection system license (class E or grandparented – preferred but not mandatory).
- PA State inspection license (preferred but not mandatory).
- Pesticide certification: core, category 10,14,16, and / or 23 (preferred but not mandatory).
- Two (2) years of professional level experience in turf management or related field (preferred but not mandatory).
- CPSI certification (preferred but not mandatory).

PHYSICAL REQUIREMENTS:

- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s).
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to operate hand tools, power tools, and other equipment as described above.
- Ability to walk, lift, bend, stand, sit, climb, stoop, squat , shovel, rake and drive for extended periods of time.
- Ability to lift and move objects weighing up to 60 pounds.
- Ability to work outside for prolonged periods of time in hot or cold climates (including rain, wind, sleet, and snow).
- Ability to work during the day and/or at night.

YORK TOWNSHIP RECREATION DEPARTMENT

2014 Schedule of Fees

A. Concession Stand Rental

Category I	No charge
Category II	No charge
Category III	\$50 per event

B. Sports Partnership Rental (baseball/softball/soccer fields, basketball/tennis/sand volleyball courts)

Category I (Township Programs)	No charge
Category II (Meet 60%)	<p>Baseball/Softball Fields—per field used Season 1--\$400 Season 2--\$300</p> <p>Soccer Fields—per field used Season 1--\$300 Season 2--\$200</p> <p>Basketball Courts—per court used Season 1--\$100 Season 2--\$50</p> <p>Tennis Courts—per court used Season 1--\$100 Season 2--\$50</p>
Category III (Do Not Meet 60%)	<p>Baseball/Softball Fields—per field used Season 1--\$600 Season 2--\$450</p> <p>Soccer Fields—per field used Season 1--\$450 Season 2--\$300</p> <p>Basketball Courts—per court used Season 1--\$150 Season 2--\$75</p> <p>Tennis Courts—per court used Season 1--\$150 Season 2--\$75</p>

C. Special Event Rental (Day=5 hours or More)

<u>Facility</u>	<u>Day</u>	<u>< 5 Hours</u>
Athletic Field	\$100/day	\$20/hour
Basketball Court	\$50/day/court	\$10/hour
Sand Volleyball Court	\$50/day/court	\$10/hour
Bocce Courts	\$50/day	\$10/hour
Horseshoe Pits	\$50/day	\$10/hour
Entire Park	Varies	Varies

D. Park Building Rental (January-May 2012)* *Beginning June 1, 2012	\$25/hour Resident	\$35/hour Non-Resident
	\$30/hour Resident	\$40/hour Non-Resident

E. Pavilion/Gazebo Rental—4 Hour Blocks	\$20/block Resident	\$40/block Non-Resident
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Blocks are 8:30 a.m.-12:30 p.m.; 1-5 p.m.; 5:30-9:30 p.m.

F. Vendor Permits

Category I	No charge
Category II	No charge
Category III	<p>A. \$50 per Township-sponsored program/event for programs/events operating 3 days or less; \$100 per Township-sponsored program/event for programs/events operating 4 days or more</p> <p>B. \$200 per sport season</p> <p>C. \$25 per vendor per event for Special Events arranged by outside organization</p>

YORK TOWNSHIP RECREATION DEPARTMENT

SPORTS PARTNERSHIP POLICY

PURPOSE

The York Township Recreation Board and the Recreation Department, in an effort to provide and maintain quality recreational facilities for the purpose of organized sport, has created the Sports Partnership Program. This program partners the Board and the Recreation Department with approved local sports organizations to offer organized sports leagues on York Township athletic fields.

This Sports Partnership Policy does not address requests for Special Events, such as non-league athletic tournaments, sport camps, and other activities deemed as Special Events by the Recreation Director. It also does not include the reservation of any Concession Stand, Pavilion/Building or the approval of Vendors. Please refer to the Special Event Policy, the Concession Stand Policy, the Pavilion/Building Policy and/or the Vendor Policy for further information.

PROCEDURE FOR SPORTS PARTNERSHIP APPROVAL

Sports Partners must be approved by the York Township Recreation Board to run an organized league on York Township fields. Only Sports Partners will be allowed to use York Township fields in this manner. Approved Sports Partners must participate in field allocation meetings as set by the Recreation Director. Sports Partners will be allowed use of designated athletic fields for a specified season for the purposes of practices, games, and league tournaments.

To obtain approval from the York Township Recreation Board, the following procedures must be followed:

1. **Submit Request to Join Sports Partnership**—The local sports organization should obtain a Sports Partnerships packet from the York Township Recreation Department. This packet will contain the necessary paperwork that must be submitted for consideration as a Sports Partner. Complete paperwork and return to the Recreation Department.
2. **Attend a York Township Recreation Board Meeting**—Upon receipt of the request in the Recreation Department, the local sports organization will be placed on the agenda for the next regularly scheduled meeting of the York Township Recreation Board.
3. **Present Case for Joining Sports Partnership**—The local sports organization will present its petition to join as a Sports Partner.

The Recreation Board's consideration of the request will include, but is not limited to, the following criteria listed in no particular order:

1. Need for the sport in York Township
2. Availability of athletic fields in York Township
3. Percentage of York Township residents involved in the local sports organization
4. Ability of the local sports organization to coordinate an effective sports program for various levels and ages.

If a local sports organization is approved as a Sports Partner, it will be allowed to participate in the field allocation meeting for the next sport season.

FIELD ALLOCATION MEETINGS

At the Field Allocation Meetings:

- The Sports Partners will receive notice of the facilities that they have been allocated for that season.
- Sign a form indicating that the Sports Partner's representative has received copy of the policy and use regulations and the organization agrees to follow them.
- Sign a hold harmless/waiver agreement.
- If the Sports Partners wish to negotiate between themselves for changes in the athletic field allocations, they may do so.

- Any changes agreed upon by all parties involved must inform the Recreation Director at this meeting so changes can be made on the master schedule.
- Organizations should discuss cooperative preparation of and maintenance for the facilities as all organizations will be required to do this.

INSURANCE AND FINAL SCHEDULES/INVOICES

Prior to Start of Sport Season:

- For any Sports Partner using the York Township athletic fields more than three (3) times during a calendar year, a certificate of insurance evidencing general liability coverage for the protection of persons and property with single limits of not less than \$1,000,000 dollars must be provided to the Township prior to the beginning of the organization's sport season. The certificate of insurance must name York Township as additional insured. The Township reserves the right to require other groups to have general liability insurance regardless of the number of times that group will be using the facilities. Groups may petition the York Township Recreation Board for exoneration of the insurance requirement if there are extenuating circumstances.
- Provide a practice and game schedule as soon as they are finalized.
- The Recreation Department will prepare a final field schedule, along with an invoice, and mail to each organization.

AVAILABLE FACILITIES AND SEASONS FOR SPORTS PARTNERS' USE

The number of facilities available may be less due to closings for repairs, etc., as determined by the Recreation Director and the Public Works Department. The sports to be played on the multi-purpose fields will be determined by the Recreation Director prior to each sport season. The seasons are:

Seasons

Season 1 Spring/Summer—March 1-August 31
 Season 2 Fall/Winter—August 1-mid-November

The start of the Spring/Summer season may be pushed back on any facility due to its condition and weather. All baseball/softball/soccer fields are closed after the second week of November until the start of the Spring/Summer season to allow the fields to rest. The basketball and tennis courts are open year-round. All leagues will operate from dusk to dawn.

York Township Park

- 4 Soccer Fields
- McWilliams Baseball Field
- 2 Baseball/Softball Fields
- 2 Basketball Courts

Shryock Field

- 1 Baseball/Softball Field

Snyder Park

- 1 Baseball/Softball Field
- 1 Basketball Court

Fitz Park

- 1 Baseball/Softball/Soccer Field
- 1 Basketball Court
- 2 Tennis Courts

Heritage Hills Park

- 1 Baseball/Softball Field/Soccer Field
- 1 Basketball Court

Tyler Run Park

- 1 Soccer Field

FEES FOR SPORTS PARTNERSHIPS USE

The Recreation Department will establish annually a Schedule of Fees for the use of the park facilities by its Sports Partners. The fee categories are defined below:

- **Category I**—Activities sponsored by York Township receive first priority use and shall be exempt from any fees.

- **Category II**—Sports Partners that meet the requirement of at least sixty percent (60%) participation from York Township residents shall pay the fees outlined in the current Schedule of Fees.
- **Category III**—Sports Partners that do not meet the sixty percent (60%) York Township resident participation requirement shall pay the fees outlined in the current Schedule of Fees.

USE REGULATIONS

- Any facility may be closed by the York Township Recreation Department, the York Township Recreation Board, the York Township Board of Commissioners, and/or the York Area Regional Police Department due to severe weather or emergency situations. The York Township Recreation Department reserves the right to close any facility due to damage, rotation, or other issues as they occur.
- A facility must not be played on under conditions that would cause damage to the playing surface or jeopardize the safety of the user. If a facility has not been closed, then each organization must use the utmost discretion when determining whether conditions are appropriate for use. Any damage caused to the facility will be the financial responsibility of that organization and could cause that facility to be closed for an indefinite period of time for repair/rest.
- If a facility is closed for any reason, it will be the responsibility of the Field Commissioner to contact those in his/her organization affected by the closing.
- It is the responsibility of each organization to care for the facility according to the standards provided by the York Township Recreation Department. Attendance by an organization representative will be required at any workshop conducted to instruct users on proper facility maintenance. A separate maintenance agreement may be necessary, as determined by the Recreation Director. A letter will be sent as a notice to those groups who are not maintaining the facilities properly. Continued disregard for standards will result in a monetary fine and/or removal from facility for the remainder of the season.
- Organizations will be allowed to use specified York Township equipment in the preparation of facilities. An organization representative will have to sign a waiver for the organization to use the equipment and/or obtain a key. It will be the organizations' responsibility to work together regarding cooperative preparation of and maintenance for the shared facilities.
- If an organization needs to reschedule a game, it must notify the Recreation Department as soon as possible.
- If an organization decides to cancel any reservation, it must notify the Recreation Department as soon as possible.
- Organizations must leave a half-hour between games. This is to help alleviate traffic issues, especially in our smaller parks.
- Organizations agree to notify their participants that they must adhere to posted parking regulations. Park only in designated spaces or in safe off-street parking. Do not block personal drives and do not park on the grass in any park.
- Organizations using any facility will report dangerous conditions to the Recreation Department as soon as possible.
- Organizations should be courteous regarding neighbor's properties when retrieving any out-of-bound balls. If any damage occurs, it is the financial responsibility of the organization.
- No organization may display or put any type of sign, placard, flyer or advertisement within or on any facility in a township park without the prior written consent of the Township.

YORK TOWNSHIP ORDINANCE REGARDING PARK AND RECREATION AREAS

Any organization or individual that does not abide by Chapter 165: PARKS AND RECREATION AREAS, ARTICLE I Rules and Regulations [Adopted 12-31-1992 as Ch. 16, Part 1, of the 1992 Code of Ordinances of York Township governing Parks and Recreation Areas can have permission for use of a facility revoked at any time, be removed from the area by staff or area police, or be fined. A copy of the ordinance is attached.

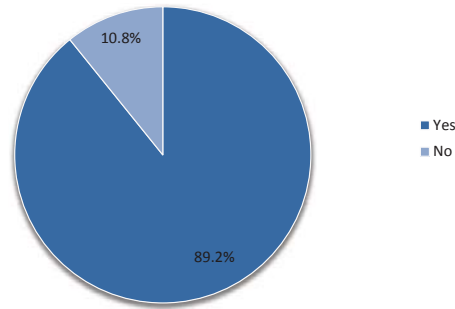
Adopted by Recreation Board—December 6, 2007

SURVEY RESULTS

COMMUNITY SURVEY RESULTS

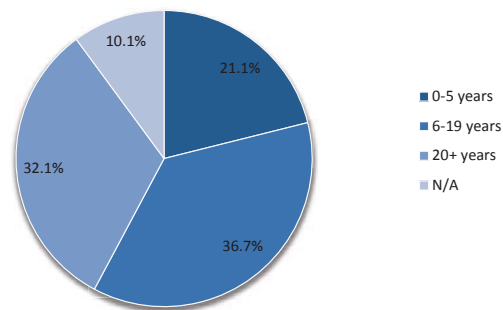
About 90% of the respondents of this survey were residents of York Township, however, some non-residents gave us their input as well.

Are you a resident of York Township?



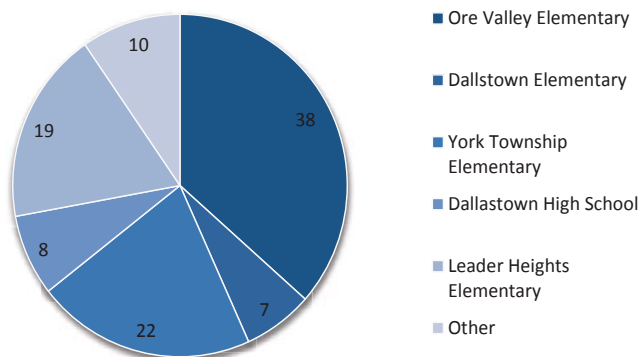
The majority of the survey respondents have lived in York Township for over five years, but less than twenty years. The second largest group of participants have lived here for more than twenty years.

How long have you lived in York Township?



COMMUNITY SURVEY RESULTS

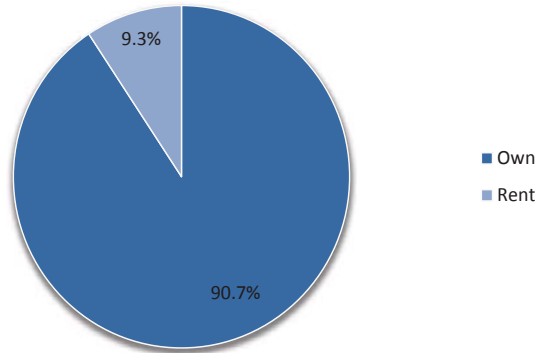
Which School is closest to your home?



A majority of the respondents who participated in the survey live closest to Ore Valley Elementary. York Township Elementary and Leader Heights Elementary are also ones which are the closest school to many of the surveyed respondents.

COMMUNITY SURVEY RESULTS

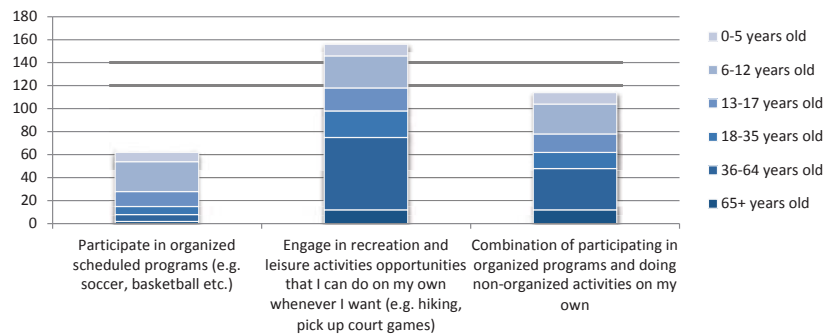
Do you rent or own your housing unit?



An overwhelming majority of survey respondents own their homes, though there were some renters that participated. This also reflects the general owner vs renter characteristics of the Township as a whole.

COMMUNITY SURVEY RESULTS

How do you or members of your household prefer to engage in recreation and leisure activities?

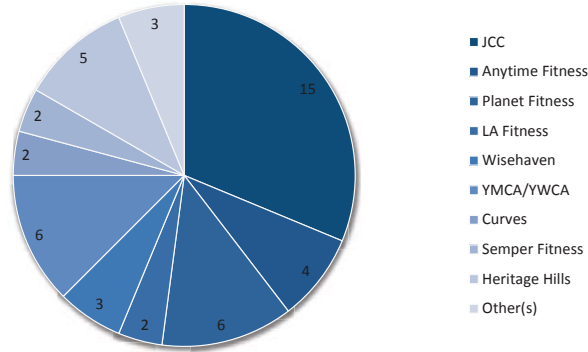


Based off the survey, most of the respondents prefer to engage in passive recreational park activities, such as hiking or unorganized court games. We can also see through the two most common answers, the majority of residents that use parks for recreational activities are between the ages of 6-12 and 34-64. Deductively, a majority of the residents using the parks for recreational activities are children or families.

COMMUNITY SURVEY RESULTS

Do you or anyone in your household have a paid membership to a privately owned health and/or fitness club or sporting club, and if so, where?

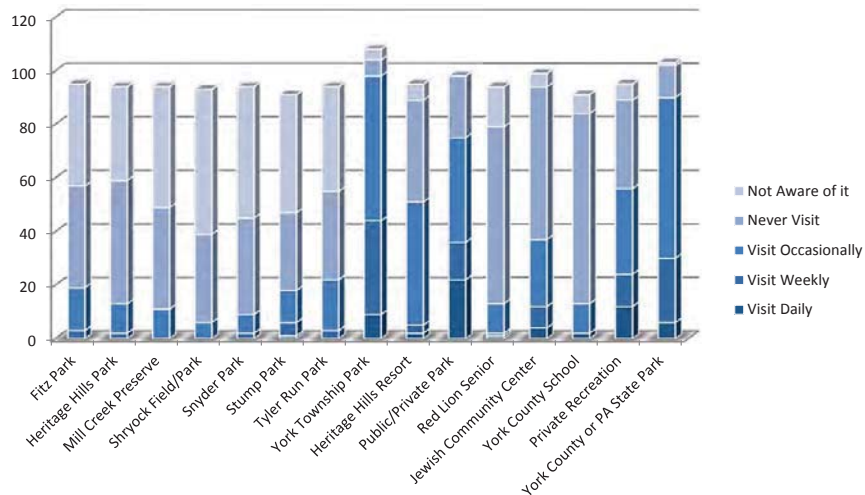
48 out of 104 answered yes to this question, however, many skipped the question so the answers may be skewed. Out of the 48 respondents who said yes, the majority of them use the Jewish Community Center as their health or fitness club. Other population health clubs include the YMCA/YWCA and Planet Fitness. A fair amount of respondents use facilities such as Wisehaven specifically for their pool or tennis courts.



“ We used to love the York Township Community Center until it was sold.” - Respondent

COMMUNITY SURVEY RESULTS

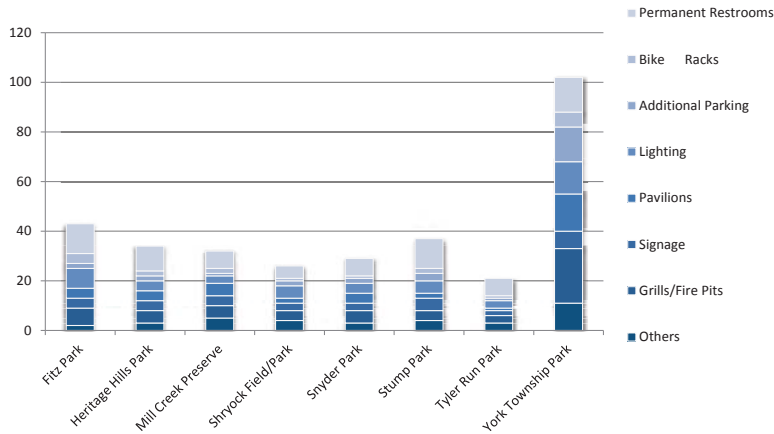
How often do you or members of your household use parks and recreation facilities? (participants were asked to give an answer for each)



The only park that is specifically indicated as being visited on a regular basis is York Township Park, while other common answers were vague, such as “Public/private park, State Park, etc. According to respondents, almost half of the parks in York Township go completely unused or their location is unknown.

COMMUNITY SURVEY RESULTS

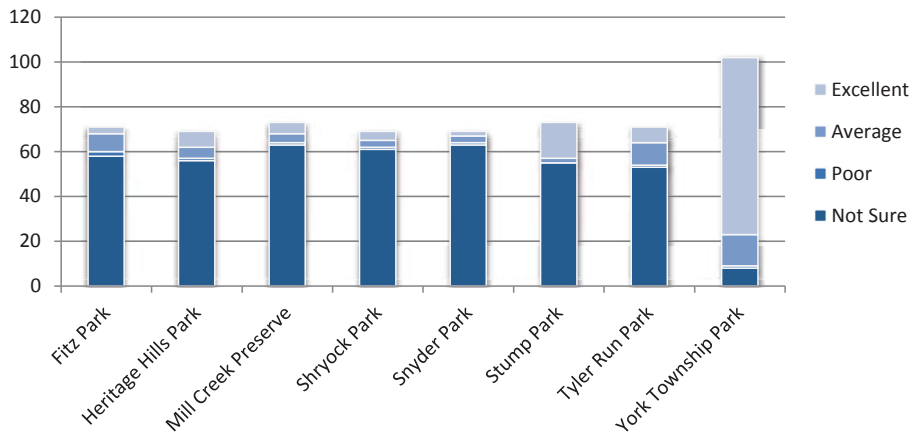
What additional recreation amenities would you like to see within the Township's various parks?



Many survey respondents conveyed that the most important amenities they would like to see incorporated into their parks are features like permanent restrooms, lighting, grills and fire-pits, and additional parking. York Township Park received the most responses to this question because as seen in the survey, it's one of the more well known parks.

COMMUNITY SURVEY RESULTS

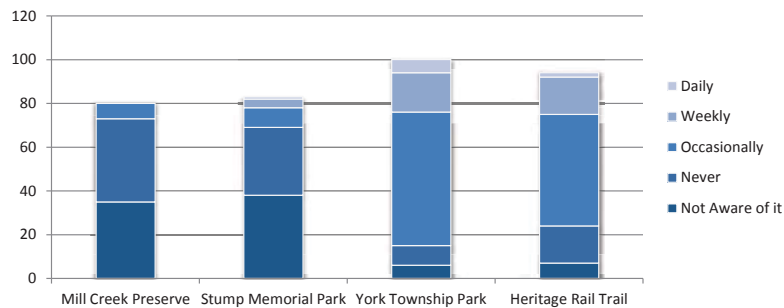
How would you rate the Township's park facilities maintenance and cleanliness?



Many of the parks received the answer that the respondents were not sure of cleanliness because they did not know the park existed, however, York Township Park, one which is very well known to respondents, received positive responses. Those aware of Stump Park also said the cleanliness and maintenance was excellent.

COMMUNITY SURVEY RESULTS

How often do you or members of your household use trails in York Township and the surrounding area?



Survey respondents have illustrated that both York Township Park trails and Heritage Rail Trail are used fairly often. Based off the chart, the trails are probably used mostly for recreation, however, it does seem that there may be some commuters who use the trails. Based off survey responses, Stump Memorial Park and Mill Creek Preserve's trails are not used nearly as often, if even at all.

COMMUNITY SURVEY RESULTS

ACTIVITIES	Very Interested	Somewhat Interested	Not Interested
Adult Classes for life-long learning or skill	28	43	19
Archery	10	21	54
Arts (music, arts, drama)	19	39	31
Boating/Canoeing/Kayaking	31	41	23
Bocce, Horseshoe, Shuffleboard	13	32	44
Bus Trips	27	46	22
Community Gardening	15	34	39
Dance (Ballroom/Swing)	15	27	45
Disc Golf	16	18	52
Environmental Education/Nature Programming (such as Picnicking)	26	37	25
Picnicking	28	44	19
Pickleball	10	18	59
Children/Youth Programming (camps, educational)	36	9	44
Pre-school Programming (non-daycare)	14	10	65
Library Programming	25	37	27
Senior Activities (e.g. bingo, fitness classes, etc.)	11	24	56
Organized Youth Sports (basketball, soccer, lacrosse)	29	14	42
Organized Adult Sports (basketball, soccer, lacrosse)	9	27	50
Extreme Sports (e.g. ski-diving, skate park/BMX, etc.)	9	11	65
Hunting/Fishing (Independent or Organized in groups)	13	26	47
FACILITIES			
Amphitheater of Outdoor Performances	41	35	15
Children's Playgrounds	40	26	26
Dog Park	30	21	40
Indoor Turf Fields (soccer, lacrosse, football fields)	21	23	43
Indoor Courts (tennis, volleyball, basketball)	28	26	34
Indoor Community Center (meeting space, teen/senior)	25	31	34
Indoor Track	44	21	24
Indoor Aquatic Center (swim lanes, lazy river, water)	64	16	16
Outdoor Pool	52	26	16
Outdoor Splash Park	50	19	24
Ice Sports (e.g. hockey, skating, cross skiing, etc.)	14	25	47
Outdoor Court Sports (tennis, basketball, volleyball)	26	26	34
Outdoor Field Sport (e.g. baseball, softball, soccer)	26	23	37
Paved Trails (e.g. Bicycling, Walking)	78	14	7
Unpaved/Bare Earth Trail Activities	54	24	17

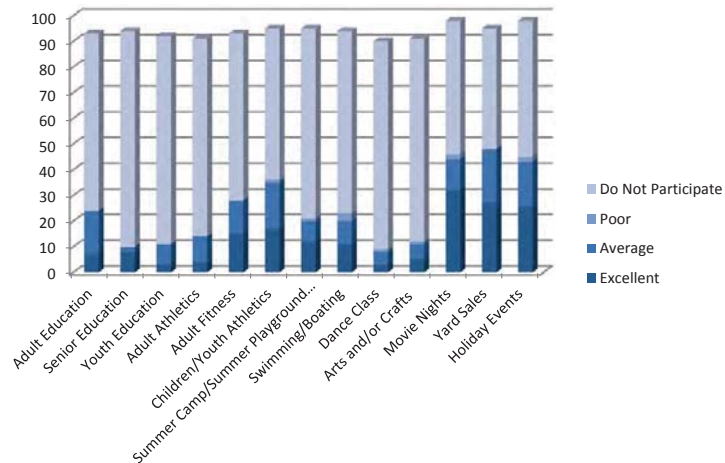
Provided is a list of common recreation activities and facilities provided in communities. Please indicate whether you are very interested, somewhat interested, or not interest in each activity or facility.

In terms of activities, Children/ Youth Programming received the most amount of interest from respondents, followed by boating/kayaking/canoeing, and then organized youth sports.

In terms of facilities, increased Paved Trails for bicycling and walking received the most interest, followed by an Indoor Aquatic Center and Unpaved/Bare Earth Trail Activities.

COMMUNITY SURVEY RESULTS

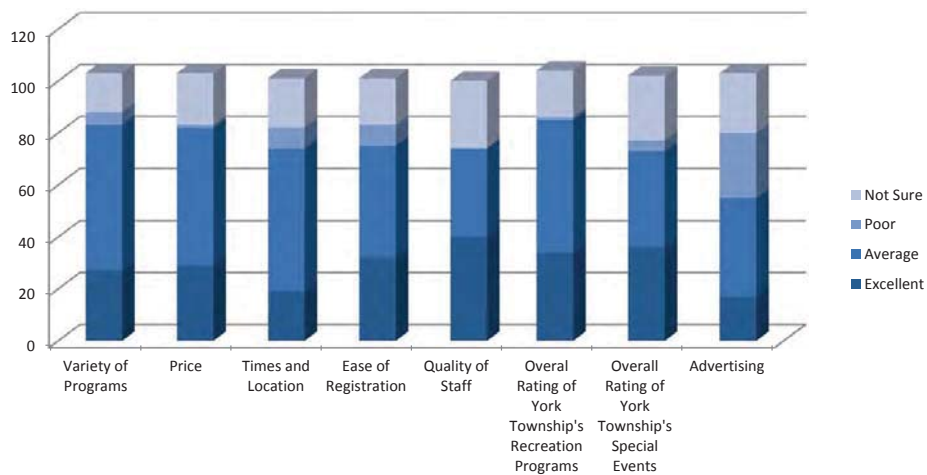
For the York Township-sponsored programs in which you have participated/attended, how would you rate them?



From what is conveyed through the survey, many respondents do not participate in York Township-sponsored programs. However, those that do have enjoyed programs like Senior Education and Movie Nights. Programs that could see improvement based on feedback are those like Adult Education and Children/Youth Athletics.

COMMUNITY SURVEY RESULTS

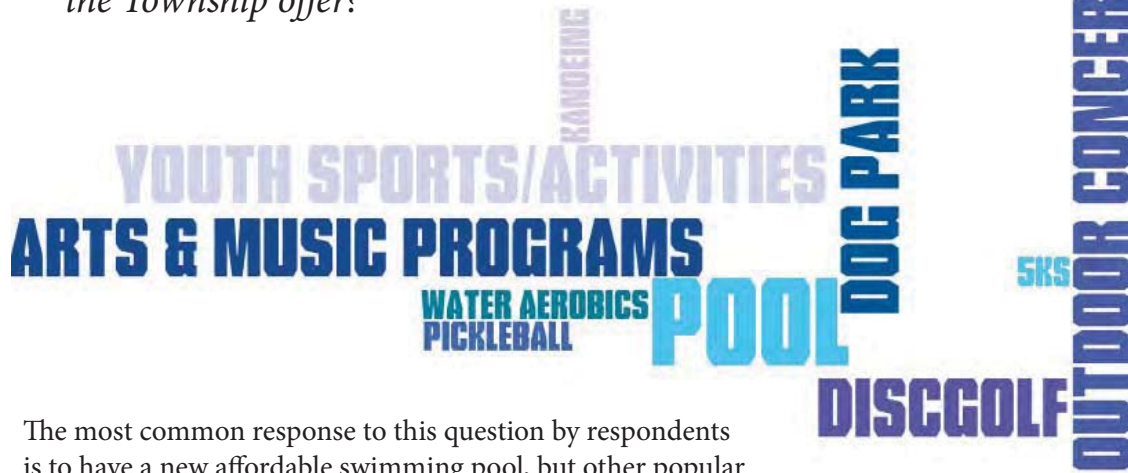
How would you rate the general Township-sponsored recreation services in the following aspects?



The majority of survey respondents have found that mostly all of the aspects of the Township-sponsored recreational services are average, though Quality of Staff is rated mostly excellent. The only category that had a significant amount of “poor” answers was advertising. Based on the results, respondents would like to see a wider variety of programs and more convenient times and locations.

COMMUNITY SURVEY RESULTS

What kinds of recreation and leisure programs and activities not currently provided in the Township would you like to see the Township offer?



The most common response to this question by respondents is to have a new affordable swimming pool, but other popular responses are a dog park, arts and music programs, venues for outdoor concerts, and overall more youth sports and activities.

COMMUNITY SURVEY RESULTS

Additional Comments from Respondents

I think the Township does a great job overall maintaining this area. I would like to see more areas of conservation (wildflower meadows, increased wildlife habitat, native tree plantings) And no chemical used on grassy areas.

Would like a map of parks, I don't know where most of these even are even though I have lived here 20 years.

I think they should advertise their parks a little more. I'm surprised how many there are listed and not even sure where they may be.

Additional parking would be good, overcrowded at York Township Park.

It would be great if the activities offered would have evening times. I can't make a 10:30am pilates class as someone who works full time. Not everyone who wants to participate in these activities has the luxury of being retired or not working.

Bike trails would be great! Right now I have to drive 15 minutes to ride my bike on a rail trail. I would love to be able to ride somewhere closer to home.

KEY PERSON INTERVIEWS

These are the top recreation needs stated by respondents:

- Making the website much more user friendly – currently difficult to navigate and information is very scattered. Allowing for online payments on site would also be a great improvement.
- Connections of neighborhoods through trails, greenways, bicycling infrastructure.
- Safety Improvements like lighting that mimic the ones at York Township Park.
- Expansion of facilities like indoor recreation center, more athletic fields, swimming pool.
- More passive park space.
- Self-directed facilities like exercise trails, disc golf course, tennis courts.
- Need to allow a way for more resident feedback to be given – will help recreation department to know what the residents want. This could be through a more user friendly website.

KEY PERSON INTERVIEWS

It is felt that residents are made aware of parks, trails, recreation facilities and recreation programs primarily through the Township newsletter and emails. The website, word of mouth and if their child participates in a sports activity at a park were also mentioned. Thoughts include:

- There is opportunity for significant improvement in the communication of events and recreation programs. Many feel the most significant contribution to improving communication would be major overhaul of the recreation website.
- The library's Go Outdoors program is a great resource.

KEY PERSON INTERVIEWS

The issues/problems mentioned that may limit or keep residents from participating in existing recreation programs or utilizing parks, trails and recreation facilities are:

- Lack of knowledge and awareness – mentioned by many respondents.
- Not being able to register online.
- Lack of parking.
- Lack of lighting for evening enjoyment.
- Little promotion of programs.
- Limited number of trails.
- Not enough bathroom facilities.
- The program or type of program (competitive vs. recreational) that is offered.
- Not enough to 'go do' on your own – hiking trails, tennis courts, horseshoe courts.

KEY PERSON INTERVIEWS

If one thing is done to improve parks and recreation in York Township, it should be:

- Develop a community center.
- Provide an indoor recreation space (like the one the Township previously owned then sold).
- Learn what the citizens want and get new ideas.
- Learn how to best get the word out in a cost-effective way about Department programs and facilities.
- Market, market, market.
- The website.
- Better promotion.
- Lighting.
- Expansion of programming.
- Greater social media presence to promote events.
- A swimming pool.
- Consider replacing the program staff with contracted instructors and leaders.
- More notification of activities – mailings.
- Publicly accessible and rentable large indoor meeting space, indoor gymnasium.
- Add do-it-yourself facilities like disc golf, exercise trail, shuffleboard courts, bocce courts, tennis courts that fill in this blank: Let's go to the park to _____.

OTHER BACKGROUND INFORMATION

EXAMPLES OF "FRIENDS OF THE PARK" ORGANIZATIONS

A "Friends of the Park" organization can take on different forms at different stages in its development. A new "Friends" organization, such as that in Northampton Township, Bucks County (see below), may serve as an outgrowth of the municipal government with the goal of promoting volunteerism among residents. A more established "Friends" organization will have transitioned away from being an arm of the municipal government with its own charter as a separate nonprofit organization. Some "Friends" organizations may skip the step of being an auxiliary of the municipal recreation department and form explicitly as a 501(c)(3) nonprofit fundraising organization, which is the recommended path for York Township. Below are three examples of "Friends" organizations from around the Commonwealth with various stages of experience:

BEGINNER: NORTHAMPTON TOWNSHIP (BUCKS COUNTY)

Northampton Township's Friends of the Park group is relatively new and as an auxiliary of the Township's Parks and Recreation Department, is still exclusively focused on volunteerism and maintenance rather than on fundraising. In its summer 2013 newsletter, the Parks and Recreation Department put out a paragraph with a bit of background information on participating in the new Friends of the Park group:

"Do you enjoy the Municipal Park? Think that some of the areas need to be tended to? The Parks and Recreation Department works hard at keeping our park system safe, clean and user friendly. However, there is lots more to do and additional help is needed. A group of interested people are banding together to form a 'Friends of the Park' group. This group is in its early stages of development but have already identified some small projects that could be undertaken by a group of volunteers. Interested in participating or gathering more information? Please call Nancy Opalka [Director of Parks and Recreation for the Township]."

The Friends of the Park organization holds volunteer days such as "Green and Clean," an afternoon to clean up Northampton Municipal Park before winter snow sets in, and "Free a Tree," an afternoon of removing invasive vines from mature trees.

Some park maintenance projects in Northampton Municipal Park are supported by, and implemented by, the Friends of the Park. However, the group is not yet a designated 501(c)(3) nonprofit organization, in contrast to more established auxiliaries, such as the Friends of the Park group in Zelienople (see below). It also only serves one of the parks in the Township, Northampton Municipal Park.

The 2014 Northampton Township Comprehensive Parks and Recreation Plan Update recommended that fundraising activities be built from the momentum of the volunteer-focused Friends of the Park group. The suggestion was made in the Plan Update that a "Friends of Northampton Parks organization" could be set up for accepting "tax-deductible donations on behalf of Parks and Recreation to help offset costs for park improvements." This organization would also assist with cleanup, maintenance, publicity, and other community activism surrounding bicycle routes running throughout the Township. The Plan recommended working with the current Friends of the Park group (which only serves Northampton Municipal Park) on the establishment of similar "Friends of" groups for volunteer coordination and park maintenance/projects at other Township parks.

INTERMEDIATE: ZELIENOPE BOROUGH (BUTLER COUNTY)

Zelienople's Friends of the Park Community Park Association started in 2009 after Alecia Flood, wife of Community Park Board member Mickey Flood, discovered through his work that the borough did not have the funds to replace a slide at the community pool that needed to be torn down or to hold the borough's annual Community Day fireworks celebration.

Flood then emailed some of her friends living in town and they helped her form Friends of the Park. In its first 6 months, the new 501(c)(3) nonprofit organization raised \$17,000 for the replacement pool slide and another \$6,000 for the fireworks celebration, which attracts thousands of people from both the community and its neighboring townships and boroughs.

Members of Friends of the Park continue to raise money each year for park and pool improvements and for community events, such as the Derby Duck Race, a community yard sale, 5Ks and mud runs, concerts, a cornhole tournament, a Halloween costume party, a golf outing, and a coin drive. Funds from these events have gone toward the fireworks celebration, improvements to the pool and its facilities, and new umbrellas for the picnic tables. The group has also fundraised to purchase new speakers and a public address

system for the pool area and to upgrade the pool to meet ADA requirements. Additionally, it has worked with the local cable company to make the pool area a WiFi hotspot during the summer months.

Friends of the Park also promotes the sale of pool memberships on behalf of the Borough of bronze, silver, and gold leaves that residents can affix to a "Tree of Life" on the wall of the pool house to honor their friends and relatives.

The organization provides outreach to the community on its events and opportunities through its website (www.myzeliepark.org), programming brochures, Facebook, and Twitter. It also has an Amazon.com Smile account that allows online shoppers to help raise funds for the organization through their purchases.

Community members have been involved in their own fundraising efforts for Friends of the Park. For instance, in 2015 a local Realtor started a program through which she donates 10% of her commission to Friends of the Park from those who buy or sell a home through her. Friends of the Park has returned the favor to community members, working with a family whose son passed away from a car accident to raise money for a skate park in his memory.

The organization holds meetings every third Monday of the month in the evening. Its fundraising committee has been holding additional meetings on the side to strategize reconstruction efforts for the community pool. Subcommittees have also been formed to delegate responsibility for various aspects of the fundraising effort.

Friends of the Park runs a pool pass discount program through which members of the community can purchase passes for a discount month in advance or volunteer for 2 hours on park, recreation, and event activities in exchange for a season pass. The organization also coordinates the registration of swim lessons.

Friends of the Park has the following mission statement:

"The Friends of the Park is a nonprofit group founded with the mission of preserving and enhancing the Zelianople Community Park. The focus of the group is to raise awareness of the benefits associated with our park. Individuals, the community, the economy and the environment gain value from the existence of local parks. In order to sustain these benefits this group will raise money through volunteering and

support from the community and local businesses."

Membership with Friends of the Park appears to be pretty active and energetic, based on the number of programs and events available. Local residents, such as the man who hosts Santa Claus for the community each year in his home, have made the community Park their cause. Several families in the community have also suggested through their loved ones' obituaries that contributions be made to Friends of the Park in lieu of flowers.

Flood, the original spearhead of the organization, has since become the Borough's Parks and Recreation Director but is still extremely active with Friends of the Park, which is now led by another individual. There are 9 directors on the Friends of the Park board.

ADVANCED: WEST WHITELAND TOWNSHIP (CHESTER COUNTY)

Since 1992, West Whiteland Township's 501(c)(3) Friends of the Parks organization has coordinated the summer concert series and fireworks shows in the Township, which together cost over \$30,000 a year to produce. With many years of experience in events and fundraising—and a long list of individual and business sponsors—the mission and focus of the organization have expanded over the years to include:

- Continuation of the 20 year tradition of providing high quality summer concerts and fireworks
- Supporting the continuation of the annual Make a Difference Day at Exton Park
- Supporting the restoration of the historic Pennypacker House as an additional asset to Exton Park
- Supporting the annual Egg Hunt, which features a unique "hunt" for citizens with special needs
- Supporting other worthwhile activities and projects in the Township's parks
- Enhancing the overall use and quality of West Whiteland Township's parks

With its hefty financial sponsorship, all of Friends of the Parks' programs are free of charge to residents. Financial support to the nonprofit comes from area businesses and organizations, such as Traffic Planning & Design, Inc., Fastsigns, TD Bank, the Greater Philadelphia Cultural Alliance, and the Chester County Library, as well as from individuals and grants.

Sponsorship levels range from \$50 to over \$5,000 and are ranked by financial contribution

as "Individual or Family," "Bronze," "Silver," "Gold," "Platinum," and "Diamond." Sponsors are eligible for a progressively scaling range of benefits, with Diamond sponsors receiving:

- their company name on the Friends of the Parks website
- their company name on the sponsor banner displayed at all events
- their company name on the Friends of the Park flyer and newsletter
- a microphone "thank you" at one event from the emcee
- a complementary display table at all concerts
- the opportunity to display their company banner on the fence at Miller Park
- a highlight in the advertisement for the concert series in the local newspaper
- an announcement on TV screens in hotels across southeastern Pennsylvania
- the opportunity to display their company banner on the main concert stage
- a highlight on the cover page of programs

Members of the Friends of the Parks are unpaid volunteers who provide hundreds of hours of service to the community each year. Both event volunteer help and financial contributions are welcomed. Events managed by Friends of the Parks include the Miller Park Summer Concert Series, West Whiteland Make a Difference Day (which includes a 5K, kids' games, a craft fair, food trucks, live music, and tree plantings), the holiday tree lighting and vendor/craft show, a paranormal night and dinner, and an egg hunt. There are 7 directors on the organization's board.

Similar to the Friends of the Park organization in Zelienople, West Whiteland Friends of the Parks has its own website: wwtfriendsoftheparks.org.

The municipal park system in West Whiteland consists of 110 acres, with an additional 727 acres at Exton Park, jointly owned by West Whiteland and Chester County. Friends of the Parks is just one of several "Friends" groups in Chester County, with others focused on specific aspects of the county park system. For instance:

- Friends of Exton Park, a 501(c)(3) registered nonprofit organization, supports conservation efforts throughout Exton Park, which is located on property in West Whiteland formerly owned by the Church Farm School. Membership levels range from \$10 to \$500, and volunteer activities include "Weed Warriors" (invasive plant removal and habitat restoration), outdoor education (bird watching, family activities, etc.), fund raising, event planning, and administration. The

organization welcomes outside partnerships and sharing of best practices. More information: www.friendsofextonpark.com.

- Friends of Chester Valley Trail, formed in 2010, is a group of volunteers that acts as a conduit for suggesting improvements to the trail, alerts the Chester County Parks Department to emerging conflicts or problems along the trail, provides assistance in reducing trail maintenance costs, coordinates volunteer projects, and works with the Parks Department and local businesses to make adjoining shops more trail-friendly. It is also working with the county government and other nonprofit groups to facilitate private funding for construction and trail enhancement projects.
- Friends of Hibernia and Friends of Springton Manor Farm are groups dedicated to the preservation of and activities related to the Hibernia Mansion in nearby West Brandywine and West Caln townships and the Springton Manor Farm in Wallace Township.
- Friends of Warwick County Park is a volunteer support group that participates in annual events, with duties ranging from food and beverage sales to providing funding to enhance park visitor safety, access and use of park grounds and facilities. The group has taken special interest in the new park office and visitor center that opened in November 2013, equipping the education room with new tables and chairs, as budgeted funds were not available at the time. Membership is \$5 for individuals and \$10 for a family.

SUMMARY:

	Northampton Township	Zelienople Borough	West Whiteland Township	Recommendation for York Twp.
Fundraising for facilities		✓		✓
Fundraising for events		✓	✓	✓
Volunteer coordination	✓		✓	
501(c)(3) organization			✓	✓

SAMPLE "FRIENDS OF THE PARK" CHARTER

The undersigned, acting as the incorporators of a corporation under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania, adopt the following Charter for such corporation:

1. The name of the corporation is Friends of York Township Parks, Inc.
2. The corporation is a public benefit corporation.
3. The corporation is not a religious corporation.
4. The street address of the initial registered office of the corporation is 123 Sample Street, York, PA 17402, The initial registered agent for the corporation at that office is John Doe.
5. The name and address of each incorporator is:

John Doe

Jane Roe
6. The street address of the principal office of the corporation is

123 Sample Street
York, PA 17402
7. The corporation is not for profit.
8. The corporation will have members.
9. To the extent allowed by the laws of the Commonwealth of Pennsylvania, no present or future director of the corporation, or his or her estate, heirs, and personal representatives shall be liable to the corporation for monetary damages for breach of fiduciary duty as a director of the corporation. Any liability of a director, or his or her estate, heirs and personal representatives shall be further eliminated or limited to the fullest extent allowed by the laws of the Commonwealth of Pennsylvania, as may be hereafter adopted or amended.

10. With respect to claims for liabilities arising out of service as a director or officer of the corporation, the corporation shall indemnify and advance expenses to each present and future director and officer and his or her estate, heirs and personal representatives to the fullest extent allowed by the laws of the Commonwealth of Pennsylvania, both as now in effect and as hereafter adopted or amended.
11. The corporation is organized and shall operate exclusively for the following purposes:
 - a. charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code.
 - b. as a citizen support organization of parks owned and operated by the Township of York within the meaning of such organization.
 - c. to foster conservation, developmental, and educational efforts in support of Friends of York Township Parks, Inc.; by providing support and assistance in the preservation and development of the many natural, cultural, and scenic features that exist within Haw Ridge Park; by assisting the governmental entities owning such parks to provide quality recreation experiences and programming to the general public; and generally to engage in any other lawful endeavor or activity in furtherance of any of the foregoing purposes.
12. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its directors, officers or other private individuals or persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for goods and services rendered and make payments in furtherance of the purposes set forth in the paragraph just above. Notwithstanding any other provision of this Charter, the corporation shall not carry on any endeavors or activities not permitted to be carried on the a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code.
13. Upon dissolution, after all creditors of the corporation have been paid, its assets shall be distributed to and deposited directly, into the account of one or more organizations

that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for exclusively public purposes.

Dated _____, 2015

Signed: John Doe

Jane Roe