

Lower Gwynedd Township

Parks & Recreation Board

June 16, 2026

Minutes

Members in Attendance: Kathy Morris, Natalie Cormier and Mike Brockway

Members on Zoom: Kelly Swope and Frances McKenzie

Morgan High, Program Director and Janine Martin, Board of Supervisors, in attendance

1. Call to Order

Chair Morris called the meeting to order at 6:00 p.m.

2. Public Comment

There was no public comment.

3. Consideration of May 20 ,2026 Meeting Minutes

The May 20,2026 meeting minutes were approved as presented.

4. Field Use and Facility Fee Schedule

Ms. High presented a revised Field Use and Facility Fee Schedule, noting that the existing schedule had not been updated since 2017 and had been applied inconsistently, with some users never having been charged at all. The goal of the revision was to establish a clear, uniform, and simplified fee structure.

The revised schedule is organized into two categories: Category 1 for residents and nonprofits, and Category 2 for nonresidents and businesses. Key components include:

- Fields and Courts (one-time use): \$75 (resident/nonprofit) and \$100 (nonresident/business)
- Picnic Pavilion (up to 4 hours): \$60 and \$95 respectively, with an additional hourly rate for use beyond 4 hours
- Community Building: Maintained at \$60/hour, with no increase, in part because the security deposit requirement was eliminated in favor of having a park attendant present

It was noted that investments had been made in facility upkeep, including new basketball nets, soccer nets, tennis nets, and pickleball nets, underscoring the need to recover

maintenance costs. Installation of grills at park facilities was briefly raised, but was largely deferred pending consultation with the township's insurance representative and the fire marshal regarding regulations.

The board discussed the importance of requiring a Certificate of Insurance (COI) for anyone using the community building or athletic fields, with the township listed as additionally insured.

Youth Sports were broken into full-season fees, individual one-time use fees, and a youth camp rental rate of \$400 per week (Monday through Friday). A partnership model was discussed in which third-party program providers may choose to partner with the township in which case the township retains 20% of registration fees and handles all advertising and park attendant duties rather than pay the flat rental fee.

Adult Sports were broken into full-season and individual one-time use categories. The board discussed the need to more clearly define what constitutes a "season," with consensus leaning toward a three-month period.

The board weighed whether the Wissahickon School District and its affiliated clubs should be treated as nonprofits (paying the standard resident/nonprofit rate) or waived entirely. Some members argued the township provides substantial support to the school district, including hosting community forums and equity conversations, and that charging them could be seen as inconsistent given the district charges the township for events like Fall Fest. Others, a lower or nominal rate such as \$25/hour for school-affiliated use to maintain some integrity in the fee structure while remaining accessible. The board ultimately agreed to treat the school district and its organizations as resident nonprofits for now, and revisit the matter in approximately six months to assess whether the arrangement is working.

Ms. High explained that a formal use agreement for Ingersoll Field is currently being finalized by the Township Manager. The board agreed that in exchange for priority scheduling and waived permit fees, Lower Gwynedd Little League should be expected to contribute to capital improvements not only at Ingersoll, but at other township fields as well. It was agreed that this arrangement should be formalized in writing through the upcoming contract. The board also discussed how the fee schedule's effective date should be January 2027, to allow time for a proper transition and advance notice to affected users.

A new registration and facility management platform called MyRecDesk was introduced. The platform will go live August 1st for all residents and will allow online program registration, payment processing, facility scheduling, permit management, and COI storage. It will eliminate double-booking, reduce paper-based recordkeeping, and enable targeted email and text communications to residents based on program interests. The

platform is planned to be fully operational for all township programming beginning in March.

5. The Rec Report

Ms. High presented a newly designed program catalog covering all township recreation programs from September through the following March. The catalog is intended to live on the township website in an interactive, page-flipping format with embedded registration links.

A notable discussion arose regarding the naming of one of the athletic fields, which carries a formal donor name that is lengthy and largely unknown to residents. The board discussed whether a shortened, more recognizable version of the name could be used in communications while still honoring the original naming agreement, and agreed to look into what the formal signage at the field reads before making a change.

Ms. High reported on an additional program not included in the catalog:

1. Blue Bell Library Storytime ("Baby Wiggles"): With Blue Bell Library under construction, Ms. High arranged for the library to host its weekly toddler program at the community building every Tuesday for nine months. The library agreed to make a donation to the township in lieu of a facility fee, and the partnership will be co-branded with Lower Gwynedd Township.

The program catalog will be made available in print form at township events, the community building, and other public locations. A QR code linking to the registration platform is being considered for inclusion in the Fall Newsletter, which Ms. High is coordinating with the township's communications staff.

7. Updates

The trail rating and improvement project remains in progress, and that staff had been somewhat overwhelmed with concurrent projects. Members were encouraged to continue documenting trail conditions with photographs.

An InBody body composition assessment event was announced for the following day in the township building vestibule from 10:00 AM to 3:00 PM, open to all staff and residents on a walk-in basis.

Adjournment

There being no further business, the meeting was adjourned at 7:51pm.