CREEKSIDE PARK BOARD

Factoryville Borough & Clinton Township Joint Municipal Board

MEETING MINUTES

September 14, 2026 | 6:30 PM

Board Members

Colin Fricke
Therese Chamberlin
Kimberly Gallagher
Christina Ng
Ashley Brzoska
Janine Fortney
Bridget Staffaroni
Charles Truitt

Present:

- Colin Fricke
- Therese Chamberlin
- Charles Truitt
- Ashley Brzoska
- Kim Gallagher
- Bridget Staffaroni

1. Call to Order

- Motion to open the meeting made by Christine; seconded by Chuck. All in favor. Motion carried.

2. Treasurer's Report / Financial Report

- Checking account balance: approximately $6,800.
- Savings account balance: approximately $114,500.

3. Old Business

3.1 Shed Project

- The Board discussed foundation options for the new shed, including treated wood versus a concrete pad.
- Concrete was recognized as the more expensive option but the more durable long-term choice, particularly because of ground moisture concerns.
- The shed shipment is expected to weigh approximately 600-700 lbs. A work crew will be needed, and the site will need to be leveled, potentially using a skid steer.
- The previously approved project funding is expected to cover the concrete work if volunteer labor is used.
- Motion by Chuck to use a concrete pad for the shed; seconded by Colin. All in favor. Motion carried.

3.2 Picnic Table Staining Project

- The Board discussed coordinating the picnic-table staining project with the concrete-pad work so volunteers can assist with both projects on the same date if possible.

- Kim will check with the soccer and/or field hockey teams regarding volunteer help with staining the tables.
- Chuck will review what supplies are still needed. Rollers may need to be purchased; stain/treatment has already been obtained.

3.3 Park Entrance Sign

- A proposal was discussed for a new aluminum park entrance sign to be paid for by a realty sponsor in exchange for sponsor recognition on the sign.
- The Board was receptive to the concept, subject to confirming that sponsor recognition is permitted and clearly identifies sponsorship of the sign rather than the park itself.
- Ashley will check with Paul regarding the sponsorship arrangement and will continue working on the possibility of having the sign donated.
- Final sign placement will need to be coordinated with the planned parking-lot improvements so the sign is not installed in an area that will later be disturbed.

3.4 PTO Foam Event Request

- The foam event request was removed from consideration because the available time slot had passed and no further action was needed.

3.5 American Flag

- The new American flag had already been approved. No additional action was required at this meeting.

3.6 Old Bleachers

- The Board discussed the unused bleachers located near the dog park/wooded area and a request for them to be used at the revived local League field.
- Motion by Teresa to donate/allow removal of the old bleachers for local League use; seconded by Kim. All in favor. Motion carried.

4. Trail Project

4.1 Engineering Costs and Park Board Contribution

- The Board reviewed the continuing engineering expenses associated with the Trail Project and discussed the Park Board's role in contributing toward a capital improvement that benefits Creekside Park.
- The proposed contribution is limited to engineering costs. Construction costs are expected to be covered through grant funding.
- Motion by Colin to authorize up to $20,000 in Creekside Park Board funds toward Trail Project engineering costs; seconded by Ashley. All in favor. Motion carried.
- The current Atlas Engineering invoice of approximately $4,600 will count toward the approved $20,000 maximum.

5. Approval of Bills

- Bills reviewed included regular utilities/park expenses, Creek Day reimbursement, weed treatment, water testing/lab fees, and the approximately $4,600 Atlas Engineering invoice.
- Motion by Teresa to approve payment of the bills; seconded by Chuck. All in favor. Motion carried.

6. Follow-Up / Action Items

- Chuck: coordinate shed concrete-pad work and review supplies needed for picnic-table staining.
- Kim: contact soccer and/or field hockey groups regarding volunteers for the staining project.
- Ashley: confirm sign sponsorship requirements with Paul, continue discussion regarding donation of the aluminum sign, and coordinate future sign placement with the parking-lot plan.
- Board: coordinate a work date for the concrete pad and picnic-table staining when schedules allow.

7. Next Meeting

- The next meeting will remain scheduled for October 5, 2026, at 6:30 PM.

8. Adjournment

- Motion to adjourn made by Chuck; seconded by Teresa. Motion carried.