

Parks and Recreation Commission Meeting

Oakbourne Mansion
1014 S. Concord Road, Westtown, PA
14 January, 2014, 7:30pm

In attendance were: Parks & Recreation Commission members Jennifer Shea-Schwacke, Maria Klang, Deb Litman-Goch, Bridget and Rick Brown, and Township Manager, Bob Layman. Resident Walt Pavelchek was also present.

I. Call to Order

Jen called the meeting to order at 7:43.

II. Approval of Minutes (November 12, 2013)

Bridget made a motion to approve the minutes of November 12, 2013, seconded by Deb. There were no questions and the motion was approved.

III. Old Business

A. Upcoming Events

1. Planning Calendar for 2014

This was tabled until next meeting.

2. Halloween/Fall Fundraiser – Saturday, October 25, 2014

Jen has been talking it up in her neighborhood and people seemed interested. The Commission purchased some decorations at deep discount. Jen said she would put out an email dividing up responsibilities to start Fundraising and “friend-raising.”

The Commission decided to tentatively schedule a Trunk or Treat for the kids on Friday, October 24 from 6-8, followed by an adult event on Saturday. Rick plans to check out the Casino Night corporate event on Friday the 24th to see what the equipment they bring in is like and see if it might be good for the fundraiser.

B. Health & Fitness – Winter Session Dates

Maria reported that listserv emails have gone out. She wasn't sure if the ad got up on the billboard. [Note from Pam: yoga ad has been running, and so is an ad for the Feb 1 Open House.] The Westtown Gazette mailing was delayed, which is major blow to advertising. The session starts on Monday, January 20, 2014 and run until the third week in March, 2014. Spring session will start the week of March 31.

Jen said she would add it to the P&R Facebook page. Maria said she was also going to look into having a few yard signs made.

C. Adleta/Lowe Wedding Dec. 31, 2013

The Commission decided not to return the security deposit based on the use of the mansion beyond the contracted hours.

IV. New Business

A. Election of Officers

Tabled until next meeting.

B. Open House with Queen of Hearts

Rick reported on the Open House scheduled with Queen of Hearts Catering on Saturday, February 1 from noon to 3:00pm. Queen of Hearts is going to set up each room with a different theme (wedding, birthday, corporate, baby shower). The event is being advertised on the Queen of Hearts website, as well as the electronic billboard. Rick and Pam are also inviting anyone who inquires about mansion rental or who has inquired in the past month. Other vendors will also be present (photographer, florist, etc.) Pre-registered attendees will be given goodie bags by Queen of Hearts. Rick is also going to put together packages with hotel information to give out. The Open House is free. Rick also told Walt Pavelchek that Friends of Oakbourne was welcome to set up a table at the Open house.

C. Open Space Task Force Report Follow-Up

Walt Pavelchek stated that the final report of the OSTF is now before the Chester County Planning Commission for review. Then it would come back to the Township for review by the Board and the Township Planning Commission for implementation.

The group discussed exploring options for finding an intern or volunteer to work part time in the office.

V. Public Comment

VI. Action Items

The Commission decided to take down the Christmas decorations on Saturday, January 25th before the 16th birthday party later that day.

Pam – put the Spring fitness schedule on the website.

VII. Adjournment

Jen adjourned the meeting at 8:45.