

Parks and Recreation Commission Meeting
Westtown Township Building
1039 Wilmington Pike
13 February 2012

In attendance were Parks and Recreation chair Kristine Lisi, vice chair Jennifer Shea-Schwacke, members Leonard Tehrani, Rick Brown, and Bridget Brown; Township Manager Bob Layman; and Board of Supervisors Vice-Chair Thomas Haws and Carol DeWolf; and Kathy Stambolian of Friends of Oakbourne (“FOO”).

I. Call to Order

Chair Kristine Lisi called the meeting of the Parks and Recreation Commission (“Commission”) to order at 7:42 PM.

II. Approval of Minutes (January 10, 2012)

On the motion of Ms. Shea-Schwacke, second by Mr. Tehrani, the Commission approved the minutes of January 10, 2012.

III. Old Business

A. New Members

1 Rick and Bridget Brown

Ms. Lisi introduced new Commission members Rick and Bridget Brown who were appointed at the February 6th Board of Supervisors meeting.

B. Programs 2012

1. Schedule

Ms. Lisi reviewed the following dates for the 2012 schedule:

Yard Sale – April 28th rain date May 5th

First Movie night – June 22nd

Second Movie night – July 20th

Dog Show – September 22nd

Winter Festival – December 2nd

Ms. Lisi stated that she checked with Mrs. Greer in the Township office and all the dates were opened so they are officially on the calendar, and has sent the dates to Mrs. Adler and they are on the website. She has also done the ad for the next newsletter and reserved the two movie night dates with the cinema company.

Ms. Lisi mentioned that she had updated the flyer from 2011 with all the 2012 dates so they can be put up in stores.

C. Follow up from last meeting

Ms. Shea-Schwacke stated that she spoke with Laurie Scaggs and she was still interested in helping but could not attend tonight but hoped to be able to attend in March. Ms. Shea-Schwacke mentioned that Ms. Scaggs was interested in helping with public relations. She will contact her to get her information to give to the Board of Supervisors so she can be appointed to the Commission.

Ms. Lisi explained to Mr. and Mrs. Brown that advertising was the main thing that the Commission needed help with.

D. Park Improvements.

1. Basketball Backboards

Ms. Lisi mentioned that the backboards have been replaced at Oakbourne Park.

2. Tennis Nets

Ms. Lisi stated that she would remind Mr. Gross in March to put the new tennis nets up in April.

E. Park Use Policy

1. Changes

a. Oakbourne Mansion Commission

Ms. Lisi mentioned she met with the Board of Supervisors and discussed the Commission absorbing the Oakbourne Mansion Commission. Mr. Layman stated that this is not finalized as the Board has not taken any formal action. Mr. Haws stated that the Board was looking for comments back on the parks policy because it is outdated. Ms. Lisi said that she had not read through it all but will do so.

b. Friends of Oakbourne("FOO")

Ms. Lisi stated that there had also been talk of Friends of Oakbourne (FOO) joining with the Commission. Ms. Lisi mentioned that the only problem might be is that FOO are a 501C3. Mrs. Stambolian said that FOO had not met since October. After some discussion Ms. De Wolf stated that since there the 501C3 it should be determined if as a municipality the Commission can use that and FOO also needs to decide if they want to join with the Commission.

After more discussion it was suggested that maybe the FOO meeting could be combined with the Commission meetings and just would be listed as an agenda item and any members from FOO that wanted to would attend. That way they would not lose their 501C3 status.

F. Sign

Mr. Tehrani stated that he had been looking at prices for a permanent sign for the Commission events that would have changeable letters instead of spending the money each event on the vinyl signs. Mr. Tehrani reviewed how it can be added to the existing park sign and presented some pictures of a similar sign to show what it would look like. It was also suggested to have a garden underneath the sign. Mr. Tehrani stated he has gone to several sign companies and have quotes of between 4 and 5 thousand dollars. He is waiting on a quote back from one Sign Company that seemed willing to work with the Commission on price.

There was discussion regarding the new Monument Display sign on Route 202 if it is possible for the Commission to advertise on it. It was decided that the Board of Supervisors has to look into this.

Ms. De Wolf suggested for advertising in the future to check with some of the park groups of other nearby Townships/Boroughs to see if they would be willing to advertise Westtown's events, and if they want we could also advertise their events.

Mr. Tehrani stated that once there is a budget amount and he can take that back to the companies he has spoken with and tell them what can be spent so he can get the drafts from the companies and get them to Mr. Layman. At the next meeting the Commission can put together a proposal to be presented to the Board of Supervisors.

Ms. Shea-Schwacke suggested that maybe in the next newsletter asking for a carpenter volunteer to help build the sign.

Mr. Tehrani asked if the Commission was hoping for the new sign to be in place for the April yard sale. Ms. Shea-Schwacke responded that it would not and that she will just get new numbers to be placed over the time and date on the yard sale sign from last year.

Mr. Tehrani mentioned that he had been in touch with several news organizations about the yard sale and also Habitat for Humanity who is interested in taking left over items after the sale is over. They would have a truck at the yard sale and it would be advertised that if people wanted to donate items they could bring them that day for their store. He reviewed the radio and TV stations he has contacted to get advertising for the event. Mr. Tehrani than mentioned that he has checked with the Daily Local Newspaper about a discount rate for the Township for the advertising and mentioned the partnership with Habitat for Humanity for the yard sale. The person he spoke with was going to let editorial know to see if they would want to do a story about the event beforehand. Mr. Tehrani will also contact some of the Delaware County newspapers for advertising.

After some discussion Mr. Tehrani stated that Habitat for Humanity was sending him a list of items they will take as donations that he will send to Ms. Lisi to incorporate into the ad for the yard sale that is being done for the newsletter.

Mr. Tehrani stated that he had also been in touch with a moving company as a potential sponsor for the yard sale. He has set up a meeting with the owner for February 22nd at the Township office in case anyone else was interested in attending.

Ms. Lisi explained to Mr. & Mrs. Brown about the sponsorship program and stated that if they come across any businesses that they thought would be interested in sponsoring one of the events to feel free to ask them if they would be interested.

Mr. Tehrani suggested that anyone who sponsors an event to have something put on the website showing what businesses have supported the community.

V. New Business

A. Township Open Space Plan

Ms. De Wolf reviewed with the Commission that a Vision Partnership Grant is being applied for through the County for a new Open Space and Parks and Recreation Plan.

The action items for this month are the following:

1. Ms. Shea-Schwacke will contact Laurie Scaggs about getting her information to give to the Board of Supervisors so she can be appointed to the Commission.
2. Ms. Lisi will remind Mr. Gross in March to put the new tennis nets up in April.
3. Ms. Lisi will read through the park policy to see what needs to be updated.
4. Ms. Shea-Schwacke will get the new numbers to update the time and date on the Yard Sale sign.

5. Mr. Tehrani will get the information from Habitat for Humanity to Ms. Lisi to be included in the yard sale advertising.

VI. Public Comment

Tom Haws, 1609 W. Lynn Drive, suggested that in a coming year that the Commission could have a large arts and crafts festival at Oakbourne Park. He stated there is one every year at Josephine Gardens along the Brandywine River that many artists from Chester County go to and this could bring those artists back to this area.

Ms. De Wolf suggested hosting a seminar at the Oakbourne Mansion that is Conservation related to inform Township residents about some of the practices that could be done.

The Commission discussed the taking over of the rental of Oakbourne Mansion. Mr. Layman stated that he would like to have a meeting between himself, Commission members and Mrs. Greer to go over how the rental of the mansion is handled.

Mr. Brown stated that he spoke with the Brandee McGhee at the County Health Department and she told him that as long as the caterer has a Chester County Health License it is not required for someone in the Township to have a license. He asked her if a letter was sent from the Township if she would clarify that in writing. Mr. Layman stated that it would be good to have that in writing because he spoke with a gentleman there and he said it is required to have a management license. Mr. Brown said that Ms. McGhee had responded that she would confirm in writing that the Township did not need to have a license.

VII. Adjournment

The meeting was adjourned at 8:55 PM.

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