

Parks and Recreation Commission Meeting
Westtown Township Building
1039 Wilmington Pike
13 March 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 two guests.

I. Call to Order

Chair Kristine Lisi called the meeting of the Parks and Recreation Commission ("Commission") to order at 7:50 PM.

II. Approval of Minutes (February 13, 2012)

On the motion of Mr. Tehrani, second by Ms. Shea-Schwacke, the Commission approved the minutes of February 13, 2012.

III. Old Business

A. Programs 2012

1. Schedule

Ms. Lisi stated that the scheduled events are listed in the February 13, 2012 minutes and there were not any changes to the dates. The only changes from last year are the time of the Yard sale, from last year's time of 10:00 a.m.-2:00 p.m. to 10:00 a.m.-1:00 p.m., and on the recommendation of Big Air Cinema the movies will both start at 8:15 p.m.

2. Yard Sale

Ms. Shea-Schwacke stated that she had the "How to do a community yard sale" together and will get it to Mr. Layman for future reference.

The Commission members discussed the possibility of having the portable bathrooms moved for the day of the Yard Sale so they are closer to the area of the event.

Ms. Shea-Schwacke stated that she had she had been in touch with all of the vendors from last year with the information. She will start sending out the confirmations to those that have already. The Commission members discussed having a map of the layout of the spaces. It was decided to hold off on that and possibly having one to give the vendors as they arrive.

a. Sign

Mr. Tehrani stated that the sign had been done and was ready to be put up. Mr. Layman stated that he will contact the road crew to get it installed.

b. Habitat for Humanity

Mr. Tehrani stated that he has been in touch with Habitat for Humanity who and they will have two trucks at the event. The event will be posted on their website. Mr. Tehrani was going to ask them if they also wanted to bring some items from their store to sell. The Commission members discussed where the Habitat trucks could be set up. Mr. Tehrani mentioned that if the truck gets full, they will leave with the full truck and once they have emptied it will come back.

c. Sponsorship Update

Mr. Tehrani mentioned that he has a sponsor which he will collect payment from this week. They will also supply a sign to be placed at the park. The company name is "College Hunks Hauling Junk".

d. Event Marketing/Promotion

Mr. Tehrani stated he has posted the event on Craigslist and on various yard sale websites. He mentioned that he had checked with Daily Local News and a press release can be put in prior to or the day off the event but to advertise space would have to be purchased. He reviewed the prices for both online and print.

Mr. Tehrani also looked into getting yard signs to be put throughout the Township. He received a quote of \$6.00 per sign and they would be locally made. The Commission would have to supply the image with the date, where it is & website that would go onto the signs. The day of the sale they could be moved closer to the park. Ms. Shea-Schwacke stated the signs are a great idea but she was concerned that the signs would get knocked over, damaged or taken. Mr. Haws suggested not putting the date on the signs and use tape to add the date so the signs could be reused for future years.

After discussion it was decided that the Commission could not do all three paid advertising promotions. It was decided that the online Daily Local News advertising and the signs would be the best ways to get the word out.

Mr. Haws mentioned that since Habitat for Humanity will be there he suggested giving a copy of the press release to them to pass onto the Daily Local News who might do a story based on Habitat for Humanity's involvement.

Ms. Lisi mentioned the Community Courier who did an article on a Chester County Family Services fund raiser and suggested contacting them to see if they would do an article based on the Habitat for Humanity involvement.

e. Press Release

Mr. Tehrani stated he was working on the press release but wanted to firm up all the details first. He reviewed who he had contacted that he will send the press release to. Ms. Lisi asked if Mr. Tehrani would send her the updated press release to review.

f. Registration

Ms. Lisi stated that quite a few registrations have come into the Township office already.

The Commission members discussed getting more help for the day. Mr. Tehrani stated he had reached out to WC Fire Company who called their fire police to see if the traffic police unit could be there to assist with directing traffic. It was also mentioned checking with the Police for traffic control and the Boy Scouts to help.

Mr. Tehrani stated that it would be good to send a letter to the Fire Company with the request for help.

The Commission members discussed the possibility of having a food vendor and splitting the proceeds with them. It was decided to do the same thing that was done last year and just sell soda, water bottles, & snacks.

Ms. Lisi stated that she will email the Commission members a flyer for just the Yard Sale that has the registration and rules on it.

B. Follow up from meeting with Helen Greer

Ms. Shea-Schwacke reviewed with the Commission members the meeting with Mrs. Greer and stated that the minimum that Mrs. Greer needs is help with showing the mansion. After discussion Mr. Layman stated that before going any further the Commission needs to decide if they are willing to take this on.

Mr. Tehrani made a motion that the Parks and Recreation Commission take upon the charter of the Oakbourne Mansion Commission as is to be included under the charter of the Parks and Recreation Commission.

Mr. Tehrani withdrew his motion.

Ms. Lisi stated that she will email the Parks policy to the rest of the Commission members and asked for them to review it before the next meeting.

Mr. Brown stated that he will get in touch with Mrs. Greer and offer her some support now.

C. Follow up from February meeting

Ms. Lisi reviewed the action items from the February meeting.

D. Park Improvements

1. Tennis Nets

Ms. Lisi asked Mr. Layman if he could have someone put up the nets now since the weather has been so nice. Mr. Layman will ask Assistant Road Master Mr. Doan to do that.

2. Sign

Mr. Tehrani reported he had a quote for the sign that he circulated to the members.

3. Review of Park Improvements List

Mr. Tehrani stated that he wanted the opportunity to review the list.

4. Entrance/Driveway Lighting and Landscaping Improvements

Mr. Tehrani stated that the company he received the quote for the sign from also does lighting so he could check with them on prices. He mentioned remembering that FOO had money that might be available for lighting.

5. Additional Playing Fields

This item was tabled for a future meeting.

6. Park Safety Improvements to all Parks (AED, Fire Suppression, First Aid Station, Emergency Blue Phone Stations.)

Mr. Tehrani stated that he had reached out to a few companies for the blue light phone stations and AED system. He mentioned that there are grants available for these items.

The Commission discussed the fire suppression and decided there was water available at Oakbourne Park.

Mr. Tehrani mentioned an incident at a movie night where a first aid kit would have come in handy. He stated that all of these items could go under one grant.

E. Park Use Policy

The Commission members discussed having a workshop meeting to discuss the parks use policy. It was decided to have this at 7:00 pm on April 2nd before the Board of Supervisors meeting.

Mr. Layman mentioned to the Commission members that Friends of Oakbourne ("FOO") are meeting on March 15th at 7:00 pm to discuss their future. After discussion it was decided that Ms. Shea-Schwacke would email the members of FOO to let them know the Commission is behind whatever they decide to do.

1. Changes

a. Oakbourne Mansion Commission

This will be discussed at a future meeting.

b. Overall Policy

This will be discussed at a future meeting.

c. Events-Craft Shows

The Commission discussed bringing back the craft shows that used to have their shows at the mansion. Ms. Shea-Schwacke mentioned that Mrs. Greer had all of their contact information. Mr. Haws suggested not only having the shows in the mansion but to have it in the whole park like is done in other areas. The Commission discussed other arts event ideas that could be done at the mansion and park.

V. New Business

A. 2012-2013 Programs (Park Activities)

Mr. Tehrani asked if the Commission could do a flyer to start promoting events into 2013 at least through the 2013 yard sale. Ms. Lisi responded that there is already a flyer done for this year's events and also mentioned that after the yard sale Ms. Shea-Schwacke usually sends a follow up email to the participants. In that email she could mention when next year's date will be and to save the date.

Ms. Shea-Schwacke reported that she spoke to her daughter's class about what she does with the Commission. She passed out copies of the flyer of events to the class.

B. Event Sponsorship

The Commission members discussed going to different businesses with the event flyer and sponsorship list to ask if they would be interested in sponsoring one of the events. Ms. Lisi will update the sponsorship list and email it to the Commission members.

C. Township Comprehensive Plan

1. Recommendations

This is discussed under the Public Comment Section.

2. SAVE (Safety, Agriculture, Villages & Environment, Inc.)

Mr. Tehrani mentioned this is an organization has been involved with preserving open space in other parts of the County and he thought that they may be useful to the Township with working on the Comprehensive Plan.

The action items for this month are the following:

1. The Commission will check with Mrs. Greer to see if the portable bathrooms can be relocated for the Yard Sale.
2. Mr. Layman will contact the road crew to get the sign installed for the yard sale.
3. Mr. Layman will ask Mr. Doan to get the tennis nets up early since the weather has been so nice.
4. Mr. Tehrani will send Ms. Lisi the updated Yard Sale press release to review.
5. Mr. Tehrani will check with the West Chester Fire Company about using flares on S. Concord Road during the start of the Yard Sale and also having the flashing blue light on his car to indicate that there is something ahead at the park entrance.
6. Ms. Shea-Schwacke and Mr. Brown will meet with Road master Mark Gross about the need for more man power during the set up of the Yard Sale from 9-10.
7. Ms. Lisi will email to the Commission members a flyer for just the Yard Sale that combines the registration and rules.
8. The Commission will contact Mrs. Adler to see if they can join the April 4th Planning Commission meeting to talk about open space & the Comprehensive Plan.
9. Ms. Lisi will email the Parks policy to the rest of the Commission members so it can be reviewed before the next meeting.
10. Ms. Shea-Schwacke will send an email to the Friends of Oakbourne members to let them know the Commission is behind whatever they decide to do.
11. 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.
12. The Commission would like on the agenda for the April meeting under Park Improvements Sign, Review of Park Improvements List, Entrance/Driveway Lighting and Landscaping Improvements, & Park Safety Improvements.

VI. Public Comment

Greg Zink of 1109 Woodstock Lane mentioned that his wife had a group that might be able to help with the Yard Sale. Ms. Shea-Schwacke gave him her email address for his wife to get in touch with her so details could be worked out.

Russ Hatton of 940 Kilduff Circle mentioned that Rustin High School has events in the spring that in the future the Commission might want to coordinate with the school. They hold a flower sale which this year is the 21st of April and in May they also have a Yard Sale.

Mr. Hatton mentioned that he was also in attendance to get more information as a Planning Commission member regarding the playing fields and the parks part of the Comprehensive Plan.

After some discussion Mr. Haws stated that it probably would not be until next year or the year after that there would be work done on the Comprehensive Plan and reviewed with the Commission information on a Open Space Grant that had been applied for to help with identifying the needs of the community. Mr. Layman stated that there would be an

announcement in April about rewarding the grant and after that the Township would have to decide who the consultant would be and the study would take the rest of the year and possibly into next year. If the Township does not receive the grant the Board of Supervisors will need to decide if they want to go ahead with the study or not.

Mr. Layman reviewed information on another grant that was applied through PECO/National Lands Trust that the Township has not heard back on yet.

Mr. Tehrani reported that he was researching other Land Trust organizations to see if there were other resources that the Township could use. Mr. Tehrani also mentioned that he had looked at the Thornbury Township, Chester County Comprehensive Plan on their website which included a survey that they used to poll their residents.

There was discussion on open space and how the Parks and Recreation Commission and Planning Commission could coordinate and get suggestions to the Board of Supervisors.

Ms. Lisi suggested getting in touch with Mrs. Adler to see if the Commission members could come to the next Planning Commission meeting and be on the agenda to talk about open space and the Comprehensive Plan.

VII. Adjournment

On the motion of Ms. Lisi, second by Mr. Brown the meeting was adjourned at 9:36 PM.

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