

Parks and Recreation Commission Meeting  
Westtown Township Building  
1039 Wilmington Pike  
11 December, 2012

In attendance were Parks and Recreation Chair Kristine Lisi, Vice Chair Jennifer Shea-Schwacke, members Leonard Tehrani, Bridget Brown, Rick Brown; Township Manager Robert Layman, and two guests.

**I. Call to Order**

Chair Kristine Lisi called the meeting of the Parks and Recreation Commission ("Commission") to order at 7:45 PM.

**II. Approval of Minutes (November 13, 2012)**

On the motion of Mr. Tehrani, seconded by Mrs. Brown, the Commission approved the minutes of November 13, 2012.

**III. Old Business**

**A. Open Space Task Force**

**1. Meeting – December 4**

Mr. Tehrani reviewed the meeting of December 4<sup>th</sup> with the rest of the Commission members.

There was some discussion regarding a survey on which the Task Force will be working. Mr. Tehrani asked if there were any questions the Commission members thought should be on the survey. He can get those to rest of the Task Force members.

The Commission members reviewed existing trails and where they are. Mr. Layman showed the Commission members the trails plan from the Growth Management Plan book from 2001.

Mr. Tehrani stated that there was a vote for a Chairperson of the Task Force that was tabled. Ms. Lisi said she thought that National Lands Trust was running the whole thing. Mr. Layman stated that according to the Grant there is a stipulation that they need to elect a chairperson.

**2. Future Meetings**

Mr. Tehrani stated that the Task Force discussed when the Task Force would meet. That has not been decided yet. As soon as a date is scheduled Mr. Tehrani will let the rest of the Commission know.

**B. Follow up from November meeting**

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

Mr. Tehrani reviewed that he spoke with Tom Bare from Friends of Oakbourne. Their next meeting will be January 17<sup>th</sup>. Mr. Tehrani stated that they had discussed having a joint

meeting between the Parks and Recreation Commission and Friends of Oakbourne after their January 17<sup>th</sup> meeting.

The Commission members discussed the budget and the new Oakbourne Park sign and seeing if Friends of Oakbourne would help with the proposed landscaping around the sign. Walter Pavelchek (1050 S. New Street) suggested that the Commission members should speak with Road Master Mark Gross regarding the sign and landscaping.

After discussion it was decided that Mr. Tehrani would see if Tom Bare could attend the Commission January meeting and Mr. Layman will see if Mark Gross could also attend.

Mrs. Brown stated that the piano appraiser had looked at the piano at Oakbourne Mansion said it is not worth having fixed. After some discussion, Mr. Layman said he would talk with the Board of Supervisors about disposing of the piano.

### **C. Events**

#### **1. 2012**

##### **A. Winter Festival Wrap-up**

Ms. Lisi stated that there was a very good turnout. There were over 100 children in attendance. In absence of a Santa, Mrs. Brown dressed up as an elf. Ms. Lisi stated that it seemed like most of the people learned about the event from the email blasts that went out. Ms. Shea-Schwacke had a list for people to sign up for the email list and got quite a few new names.

The Commission members went over the activities and the fact that they ran out of cookies and icing so people went to the store to get more. Ms. Lisi mentioned that she had found a box of leftover crafts from Oriental Trading Company from prior years that she brought, and most of those were used as well.

#### **2. 2013**

##### **A. Yard Sale Meeting – January 16**

Ms. Lisi stated that this was advertised in the recent newsletter.

##### **B. Open House Meeting – January 8, 16**

Ms. Lisi stated that this was advertised in the recent newsletter.

##### **C. Promotion Avenues For Events**

The Commission discussed contacting Thaddeus Bartkowski of Chester County Outdoor Advertising to see if the 2013 Commission events could be put on the monument sign on Route 202. Mr. Layman said he will check with Mr. Bartkowski.

##### **D. Park/Mansion Renovations**

###### **1. Oakbourne Park – Main Entrance Sign – Quotes**

This was discussed during Old Business B – Follow up from the November meeting.

###### **2. Chairs and Tables – Mansion**

Mr. Brown stated that he had spoken with the mansion caretaker, Jon Pennington, about the chairs and tables that are at the mansion now. Mr. Brown suggested purchasing more chairs and tables and raising the rates for renting the mansion accordingly. Mrs. Brown stated that they have checked other venues that do weddings and most of them include the tables and chairs in the rental. After discussion Mr. Layman suggested the Commission come up with a budget for what they will be doing in 2013.

### **3. Other Suggestions**

Mr. Brown stated that there really needs to be more advertising for the mansion. Ms. Lisi suggested that the members review the mansion website, printout the different pages, and mark any suggested changes. These should then be forward to Mr. Lisi.

Mr. Brown mentioned that the photographer he has been working with, Jim Albert has taken pictures of the mansion and has them on his website. Mr. Brown stated he also has copies of the photographs; there was not any charge for the photographs. Mr. Albert only asked for credit for taking the pictures.

The Commission members further discussed doing some advertising on the mansion on the monument sign on Route 202.

## **E. Public Outreach**

### **1. Website Update**

Ms. Shea-Schwacke mentioned that she had been speaking to Eva Foster who told her she is still being contacted about Oakbourne Mansion. Mr. Brown stated that on the corporate page he found her information. Ms. Lisi said to send a link to that page to Mr. Lisi and he will have that changed.

### **2. Brochure of Oakbourne Mansion**

Mr. Brown mentioned he would like to see a brochure made up for the mansion. Ms. Shea-Schwacke stated she knows a graphic designer she can talk with to see if they could do a brochure. She will also see if they can do some camera ready ads for the monument sign.

Walt Pavelchek (1050 S. New Street) stated that the Friends of Oakbourne ("FOO") had Chester County Community Foundation develop the two brochures that they had done, so the Commission might want to contact FOO to see if they would be interested in helping.

Ms. Lisi requested that the graphic designer send samples of brochures they have done.

Mr. Tehrani mentioned that he had spoken with someone at "The Days Hotel" and suggested working with them as a partnership, giving discounted rates for the mansion to people booking rooms. Mr. Brown stated that there are a lot of companies out there that could partner with the Township for the mansion, but thinks that the first thing to do is really get the product name (Oakbourne Mansion) out there.

**F. Scouts Contract with Township**

Mr. Brown stated that he spoke with Tom Dintaman of the Chester County Boy Scouts who told him if the Commission would supply a calendar of events, then that would give the Scouts extra time to recruit help.

**G. Budget**

**1. Oakbourne Mansion Commission Budget**

Mr. Layman stated he has spoken to the Board of Supervisors about the Parks and Recreation Commission absorbing the Oakbourne Mansion Commission Budget and that it will definitely be decided in January.

The action items for this month are the following:

1. Ms. Shea-Schwacke will update the Commission's Parks Improvements list and email it to the rest of the members.
2. Ms. Lisi will check with Mrs. Grube to see what is left in the Commission's budget and email the rest of the members.
3. Mr. & Mrs. Brown will get curtains for the Oakbourne mansion and bring the bill to Township office so it can be paid.
4. Mr. Tehrani will get at least three quotes for the sign at Oakbourne Park and bring them to the January meeting.
5. Mr. Tehrani will contact Tom Bare of Friends of Oakbourne to see if he can attend the January Parks and Recreation meeting.
6. Mr. Layman will ask Mark Gross to attend the January Parks and Recreation meeting.
7. Mr. Layman will look into getting a new fire occupancy quote for the mansion.
8. Mr. Layman will contact Thaddeus Bartkowski to see if the 2013 Commission events could be put on the monument sign on Route 202.
9. Ms. Shea-Schwacke will contact the graphic designer she knows to see if they could do a brochure for Oakbourne Mansion, camera ready ads for the monument sign, and a flyer for Mansion tours.

**IV. Public Comment**

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Maria Klang (1036 Goodwin Lane) was in attendance as a resident interested in being on the Parks and Recreation Commission. Ms. Lisi requested that Ms. Klang send her information about why she is interested that could be presented to the Board of Supervisors for their first meeting in January.

The Commission members discussed the carpenter who had contacted the Commission regarding doing the sandwich board type signs. The Commission will get a quote from him, so it can be approved for this year, and pay him once the signs are done.

**V. Adjournment**

Ms. Lisi adjourned the meeting at 9:15 PM.