

Parks and Recreation Commission Meeting  
Westtown Township Building  
1039 Wilmington Pike  
13 July 2010

In attendance were Parks and Recreation Chair Kristine Lisi, Vice Chair Jennifer Shea-Schwacke, member Leonard Tehrani; Township Manager Bob Layman and Walter Pavelchek.

**I. Call to Order**

Chair Kristine Lisi called the meeting of the Parks and Recreation Commission ("Commission") to order at 7:40PM.

**II. Approval of Minutes (June 8, 2010)**

On the motion of Mr. Tehrani, second by Ms. Shea-Schwacke the Commission approved the minutes of June 8, 2010.

**III. Old Business**

**A. Programs 2010**

**1. Movies**

Ms. Lisi stated that the first movie night went well except the start time was later because it wasn't dark until close to 8:30. Ms. Lisi commented that doing the raffle from the email votes didn't work well; they pulled 6 names before getting a winner for the popcorn & drink. Mr. Tehrani suggested a way to avoid that is to have people register when they arrive and mark if they voted.

Ms. Lisi mentioned that the manager from First National Bank who sponsored the event was there with her son who did the drawing for the prize. Approximately 130 people were counted.

Ms. Shea-Schwacke mentioned that the pictures that were taken came out really good that some of them will be put in the Township newsletter. There was discussion of other publications in the area to contact to see if they would publish them and for advertising.

**a. Advance Work**

Ms. Lisi stated that the next movie is "Bedtime Stories" and is this coming Friday July 16<sup>th</sup>.

Mr. Tehrani stated that the concession stand worked out well. Ms. Lisi asked how much money was made at the last movie night. Mr. Tehrani responded that it was around 25 to 30 dollars. Ms. Lisi asked if he would let her know the amount at the next movie night as she is keeping track of the budget of all events. Mr. Tehrani mentioned that soda and popcorn will be needed for the next movie. Ms. Lisi and Ms. Shea-Schwacke will look into getting more drinks and snacks.

Mr. Tehrani suggested having information at the concession stand on Christmas in July, the third movie night, and registration forms for the dog show. Ms. Lisi and

Ms. Shea-Schwacke will work on updating the dog show registration and Ms. Lisi will print it out and bring it to the movie night.

Ms. Lisi mentioned that the third movie night is "Hotel for Dogs" and will be on August 13<sup>th</sup>.

**1. Sign**

Mr. Tehrani stated that the sign was ready to be put up for the movie. Mr. Layman mentioned that the road crew would be putting it up Wednesday.

**2. Communications**

Ms. Lisi said she would get an email blast ready to get sent to the Township email list.

**2. Christmas in July**

Ms. Lisi stated that Christmas in July will be the week after the second movie night on Saturday July 24<sup>th</sup>. She commented that having two events in the same month is a lot of work and recommends that if July 24<sup>th</sup> or 25<sup>th</sup> do not fall on a weekend in the future not having this event next year. The only thing that needs to be changed on the sign from last year is to change the 5 to a 4. Once that is done the sign will go up at Tyson Park.

Ms. Lisi reviewed what she had at last year's event. Ms. Lisi asked if Mr. Tehrani had speakers because last year they just had an iPod with small speakers playing Christmas music and it wasn't very loud. Mr. Tehrani responded that he did as well as other equipment that he can bring. Ms. Lisi asked if there was electric at Tyson Park. Mr. Layman responded there was not. Ms. Lisi stated that could be a problem for the music. Mr. Pavelchek stated that he had a generator that could be used if needed. Ms. Lisi thanked him and said that was good to know.

Ms. Shea-Schwacke mentioned that she has been in touch with the mom's clubs in West Chester and they will advertise the events. She will email the events to the clubs to be advertised. Ms. Lisi will forward the Christmas in July flyer to Ms. Shea-Schwacke to send onto the mom's clubs.

Ms. Lisi stated that the Chester County Library had said they would advertise the Township events but she had not been over there recently to leave the information. Mr. Tehrani stated his office is near there so he would drop off a flyer.

Ms. Lisi mentioned that the only event that hasn't been advertised yet is the Festival of Lights in December but wants to wait to see how things are financially before going forward with that.

**IV. New Business**

**1. Dog Show**

Ms. Lisi stated that the application for the Dog Show is now on the Township website but the Commission needs to talk about the categories. Last year there was at least one category that only had one entry.

Ms. Lisi asked if Ms. Shea-Schwacke had heard from Pet Craze. Ms. Shea-Schwacke stated that they did not want to sponsor but would still like to be involved.

Ms. Lisi mentioned that First National is going to sponsor the show for \$500.

Ms. Shea-Schwacke reviewed the registration form for the vendors. She stated that she has sent it to everyone that was at last year's event as well as some new vendors. She asked if anyone had other ideas of possible vendors to please let her know. She reviewed who she had already heard from.

Ms. Shea-Schwacke stated that for judges the winner from last year's event will be one and she spoke with officer Tim Hubbard from the police department who stated that between himself and two other officers, they will have one officer as a judge and one canine presence. He is also checking to see if there was any fund raisers going on to have at the event. Ms. Lisi stated that if the canine officer/handler is there she will have them come into the circle and introduce them. Ms. Shea-Schwacke mentioned she was still in touch with Carol Erickson from CBS news. Ms. Erickson still does not know what her schedule will be at that point but said if possible she will defiantly be there to be a judge!

The Commission discussed different local politicians or personalities to contact to be a judge for the dog show. Mr. Pavelchek mentioned he knew the former mayor of West Chester and can say something to him to see if he would be interested.

#### **V. Public Comment**

Mr. Tehrani mentioned that there is a large limb down by the entrance of Oakbourne Park. Mr. Layman stated that he believes that Mr. Gross is taking care of that.

Mr. Pavelchek asked what the Commission members think that Friends of Oakbourne ("FOO") does. Mr. Tehrani responded that FOO is a nonprofit that supports the betterment of the park and its beauty with the trees and educating the public about what is available at the park besides the playground and events. Ms. Lisi added that FOO takes care of the natural surroundings in the park. Mr. Tehrani added it is a community organization to grow & better the park and to make public aware of what is available to the community.

Mr. Pavelchek asked what the Commission members feel is the relationship between FOO and the Oakbourne Mansion Commission ("OMC"). Ms. Shea-Schwacke responded that she thinks they would need each other to maintain their area as best as possible. Mr. Tehrani added if there is something that FOO would like to see the OMC look into they should voice that and the OMC would take that into consideration and try to work with FOO to make that happen. Mr. Tehrani stated that he thinks it would be great if the three organizations could work together.

Mr. Pavelchek asked what the Commission members consider is the charge of the Parks and Recreation Commission. Ms. Lisi responded to provide community building events for the Township. Mr. Tehrani added to plan low cost family oriented events.

Mr. Pavelchek asked if any of the Commission members had read the Township Growth Management Plan especially the section on parks. The members all responded they had not. Mr. Pavelchek recommended that the Commission members read it since it will be time for it to be revised soon and the members will probably be asked for input.

Mr. Tehrani stated that the charter for the Commission changed when the name was changed to the Parks and Recreation Commission. He did skim through the Growth Management Plan about a year ago and what the Commission was doing at the time is much different from what is in the Plan.

Mr. Pavelchek stated that there were twenty one parcels owned by the Township and asked if the Commission had any plans to do anything with the other parks and open space areas. The Commission members reviewed on a map all of the different Township parcels. Mr. Pavelchek showed the Commission members pictures that he took of all of those parcels. Ms. Shea-Schwacke asked how many of them are accessible to be able to park. Mr. Layman stated that the Parks Advisory Group discussed a few years ago if they wanted to do something with these

parcels or focus on Oakbourne Park. At that time the Parks Advisory Group decided to focus on Oakbourne Park.

Mr. Pavelchek brought up the Pleasant Grove Development between Pleasant Grove and Route 926 there is a creek where the residents have cut the grass right up to the edge of the creek and as a result the creek is crumbling and there is flooding. There is supposed to be at least a 50 foot buffer that is kept natural so it doesn't flood. The Commission members discussed this and what could be done to protect it and how it could be handled to educate the residents.

Ms. Lisi invited the Mr. Pavelchek and FOO to come to any of the Commissions events and set up a table to advertise to get people to sign up. Mr. Pavelchek stated that it was hard to get volunteers for anything but that it was worth a try.

Mr. Tehrani asked if there was a table at the mansion that was accessible for someone to get and use for the concession stand for the movie nights. Mr. Layman stated that he had asked Mr. Pennington for the last movie but then someone mentioned they were going to bring one so he told him not to bother. Mr. Layman will check again and see if he can have one set up for the movies.

The action items for this month are the following:

1. Mr. Layman will check with Mr. Pennington about a table and chairs for the movie nights.
2. Mr. Tehrani will bring what snacks and drinks that are left and some ice to the movie night as well as count the money that was brought in at the last movie night.
3. Ms. Lisi and Ms. Shea-Schwacke will check prices and get more drinks and popcorn to sell at the movie nights.
4. Ms. Lisi will get an email ready to be sent to the email list.
5. Mr. Tehrani will make sure the sign for the movie gets put up.
6. Ms. Lisi will talk with Mrs. Greer at the Township office about getting a port a potty for Tyson Park the day of the Christmas in July.
7. Ms. Lisi will check with her husband about having no power at Tyson Park for the music and whether a generator will be needed.
8. Ms. Lisi will bring flyers for the next movie and Christmas in July as well as dog show applications to the movie on Friday night.
9. Ms. Lisi will email the other members all the different forms to be sent on to mom's clubs, etc.
10. Mr. Tehrani will take a flyer to the Chester County Library.
11. The Commission members will keep a look out for judge ribbons for the dog show.
12. Mr. Tehrani will check with the manager at First Niagara Bank to see if they would want to sponsor the third movie night.

## **VI. Adjournment**

With no other business to discuss and on the motion of Ms. Shea-Schwacke, second by Mr. Tehrani the meeting was adjourned at 9:00 PM.