

Parks and Recreation Commission Meeting
Westtown Township Building
1039 Wilmington Pike
17 August 2010

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

I. Call to Order

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

Ms. Lisi introduced new member Lori Aaronson who was appointed to the Parks and Recreation Commission at the 7/16/10 Board of Supervisors meeting.

Mr. Pavelchek explained to Ms. Aaronson what the Friends of Oakbourne (FOO) does. He mentioned that FOO meets the third Thursday of January, March, April, July, and October.

II. Approval of Minutes (July 13, 2010)

On the motion of Ms. Shea-Schwacke, second by Mr. Layman the Commission approved the minutes of July 13, 2010.

III. Old Business

A. Programs 2010

1. Christmas in July

a. Final Report

Ms. Lisi reported that the event was very successful. Families came throughout the morning. It took place from 9 -11 but had hired the horse and carriage for an extra half hour. At the end because it was so hot the driver took the carriage off and just did pony rides. Ms. Lisi stated there was a new game this year of Pin the Nose on Rudolph. There were at least 100 families that came between 9 and 11 AM.

2. Dog Show

Ms. Lisi passed out copies of the last 2 years entry forms. She stated that the new one is on the Township website.

Ms. Lisi stated she would like to review the categories because there are some that were not successful last year that can be taken off. She will get the new logo for the sponsor; First National Bank of Chester County to add to the form. Once that is done she will leave copies at the Township office for the other members to pick up and distribute to the pet stores, etc.

Ms. Lisi reviewed the categories from the last two years forms. It was decided that best jumper would be removed and best owner/dog look alike will be added.

Ms. Lisi showed an advertisement to the Commission that was in the Community Courier that mentioned the Hotel for Dogs movie and the Dog Show.

a. Preparations

The Commission members discussed different newspapers in the area that could be contacted to see if they would advertise the Dog Show. Ms. Shea-Schwacke mentioned that she would get it to Carol Erickson for the pet page of the CBS 3 News website.

Ms. Shea-Schwacke stated that she was doing well with the vendors. She has several from last year already signed up and is waiting to hear back from three. She has contacted four dog treat vendors. She heard back from one who was not interested who is more of a wholesale type company. She hopes to get at least one of the other three. She mentioned that only one vendor has requested a table, they thought \$20 was worth it. Ms. Shea-Schwacke recommended that next year the charge for a table should be \$40.

Ms. Aaronson asked who the Commission went to for sponsorship. Ms. Lisi stated that she & Ms. Shea-Schwacke just went to all the local banks. She stated that it worked out because First National Bank of Chester County was being bought out in September and were looking for a large community event to get their new name out. That bank also sponsored the movie nights.

Ms. Lisi mentioned she had spoken with Mrs. Foster who told her she knew of two dog businesses who might be interested in being vendors for the dog show. Ms. Shea-Schwacke will contact Mrs. Foster to get their contact information.

Ms. Shea-Schwacke brought up the idea of a table for kids to do the Great American Bake Sale at the dog show; it would be baked goods the kids made, not pre-packaged. Mr. Layman stated the County was strict about that sort of thing and thinks it would be a good idea to check with the County Health Department.

Ms. Lisi stated that when she was talking with Mrs. Foster she mentioned that Mr. Foster thought he had read that 5013C's do not have to have a caterer and was going to check into that.

Ms. Lisi stated that she'd be concerned about having both a bake sale and the Commission selling snacks. Ms. Shea-Schwacke asked what of the snacks and sodas were left from the movie nights. Mr. Tehrani responded there was not a large variety of either left. Ms. Lisi asked Mr. Tehrani to drop off the remaining snacks and sodas as well as the money box at the Township office this week.

Ms. Lisi asked if the police department was doing a fund raiser like last year. Ms. Shea-Schwacke responded that they were not doing anything at the present time but if the Commission wanted to do something they have space to hold onto items until they have a place to send it but not massive amounts of items.

Ms. Shea-Schwacke mentioned that one of the animal rescue mentioned that they were really running short on money and asked if it was appropriate to put out a bin for collection. She told them it was fine but they should have information to explain what the collection was for.

Ms. Aaronson asked about the snacks that the Commission sells at the events and if they are donated or bought with money from the sponsors. Ms. Lisi responded that the Commission has a budget and Ms. Shea-Schwacke purchased the items to sell. Ms. Aaronson suggested going to local businesses and asking them to donate soda and snacks. The Commission discussed the idea and will look into trying that next year.

Ms. Shea-Schwacke stated she will send something out towards the end of the month to the vendors who have signed up just as a reminder and contact the vendors

she has not heard back from yet; she had asked them to let her know either way. Ms. Lisi mentioned that the caterer she uses for Westtown School events also on the side does dog treats. Ms. Shea-Schwacke will get their contact information from Ms. Lisi.

Ms. Lisi asked if Ms. Shea-Schwacke had numbers to change the dates on the Dog Show sign. Ms. Shea-Schwacke responded she had bought them and left them with the Township office staff. Mr. Layman stated he would check who had them and will put them on the sign so it could be put up at the park.

Ms. Shea-Schwacke mentioned that Carol Erickson from CBS news will not know until the last minute if she can make it to be a judge because they are very busy. She had asked if she could be kept informed of what is going on and will get it on their website. There is confirmation from last year's winner of best of show to be a judge. There will be three Police Officers (Hubbard, Rosato, & Ruggieri) that will be attending the show and at least one of them will be a judge. Ms. Lisi mentioned she had emailed Judge Ron Nagle's information to Ms. Shea-Schwacke as a potential judge as well. Ms. Shea-Schwacke will get in touch with him. If Judge Nagle is a judge and Ms. Erickson does end up coming there would be four judges.

Mr. Pavelchek asked if he could have a table for the Friends of Oakbourne. Ms. Lisi responded of course he could have a table.

3. Winter Event

Ms. Lisi stated that she was thinking of changing the name from Holiday Lighting Ceremony to a Winter Festival because she has been getting pushback about anything religious.

Ms. Lisi stated that she had talked with Mrs. Foster about having the cookies and hot chocolate inside the mansion and she has agreed to that. The mansion will be decorated for the holidays.

The event was to be Friday December 3rd. After discussion it was decided to the event would start at 7:30 PM.

There was a question of when West Chester was having their Old Fashioned Christmas. Mr. Layman checked online found it was also on December 3rd. The Commission members discussed when they might be able to change their date to. It was decided to change it to Sunday at December 5th from 3 to 5 PM, if it is alright with Mrs. Foster. Ms. Lisi asked for everyone to think of both indoor and outdoor activities that could be done.

The Commission discussed getting someone to play Christmas Carol's on the piano. Ms. Lisi will check with the music department at Westtown School to see if there are any students that could do that as a service project.

Ms. Lisi mentioned that Mrs. Adler had a deadline coming up for the next newsletter and she wanted to get the ad in to her for the Winter Festival. Ms. Shea-Schwacke asked what else would be needed for the newsletter. Ms. Lisi responded it would be nice to have some pictures from the movie nights and Christmas in July.

IV. New Business

A. Programs 2011

1. Initial Plans

Ms. Lisi stated that the Commission would discuss this at a future meeting.

2. Budget (Aug 15)

Ms. Lisi stated that she had the budget almost done but was waiting to finish it until she got the money from snack sales at the events from Mr. Tehrani.

B. Park Facilities

Ms. Lisi stated she had passed out copies of a proposal from East Side Little League to discuss at the next meeting. She asked if everyone would bring the copies at the next meeting. The Commission will also discuss the open space issue at the next meeting.

Ms. Lisi reported that she was at the Planning Commission meeting where Mr. Gross did a Power Point presentation on the Township open space and explained what the cost of maintaining all the open space is.

Ms. Lisi reviewed with the Commission members where the different open spaces were in the Township. The Board of Supervisors is looking to possibly sell some of the open space.

Mr. Layman stated that a couple of years ago the Board of Supervisors endeavored to define what all the groups in the Township that had involvement with the parks were and what their roles were. They developed a park policy which he passed out to the Commission members. One of the missions for the Parks group was "to make recommendations to the Board improving the use and operations of all Township Parks. He explained that there some parcels that the Township is maintaining that the Township has no use for the ground. Mr. Pavelchek stated there is a problem because those parcels were put in as part of the original development agreement agreed to by the Chester County Planning Commission and they would have to approve and he doesn't think that they would let that be sold.

Mr. Layman stated that there are two parcels that the County monitors that there is a covenant with the County on so they cannot be sold. The parcels are Oakbourne Park and the one adjacent to the Stratton farm on East Street Road. The County also has an interest in Larchbourne but there is not a covenant.

V. Public Comment

There was not any public comment.

The action items for this month are the following:

1. Ms. Lisi will get Ms. Aaronson's email address to the Ms. Preston at the Township office to be added to the email list.
2. Ms. Lisi will update the entry form with the bank logo and new categories.
3. The Commission members will contact the different newspapers in the area as well as CBS 3 news website to advertise the dog show.
4. Ms. Shea-Schwacke will contact Mrs. Foster to get the information on the dog businesses she mentioned to Ms. Lisi that are potential vendors for the dog show.
5. Ms. Shea-Schwacke will contact the County Health Department to see if it would be allowed to have a bake sale during the dog show.
6. Mr. Layman will get the replacement numbers from the Township office staff and change the Dog Show sign and will have Mr. Gross put it up at Oakbourne park.
7. Ms. Shea-Schwacke will email the Commission members pictures from the movie nights and Christmas in July so some can be picked out to go Mrs. Adler for the next newsletter.
8. Ms. Lisi will do an ad for the Winter Festival to go in the next newsletter.
9. Ms. Shea-Schwacke will check with Mrs. Foster about having the Winter Festival on December 5th from 3 to 5 PM.
10. Mr. Layman will get the cash box back from Mr. Tehrani.
11. Ms. Lisi will check with the music department at Westtown School for students to play at the Winter Festival.

VI. Adjournment

With no other business to discuss and on the motion of Ms. Shea-Schwacke, second by Ms. Aaronson the meeting was adjourned at 8:38 PM.