

**WESTTOWN TOWNSHIP**  
**PARKS & RECREATION COMMISSION MEETING**  
Oakbourne Mansion, 1014 S. Concord Road, Westtown Township, PA  
January 10, 2017

In attendance: Jennifer Masiko, Ida Fritsche, Phillip Garabedian, Donel Manke, and Pam Coleman (Township Secretary)  
Absent: Seamus Lavin

**I. Call to Order**

The meeting was called to order at 7:05 p.m.

**II. Approval of Minutes**

The minutes of November 15, 2016 were approved, with one change regarding the status of Oakbourne Park's Wildlife Habitat Certification with the National Wildlife Federation. (pg/if)

**III. New Business**

**A. Election of Officers**

Jennifer nominated herself as chair of the Commission. Phil seconded the nomination. Donel nominated herself as secretary of the Commission. Phil seconded the nomination. Phil nominated himself as vice-chair of the Commission. Jennifer seconded the nomination. The nominations were approved.

There are 3 vacancies on the Commission. A notice of these openings will be included in the next issue of the Westtown Gazette.

**B. 2017 Calendar of Events**

There was concern that there would not be sufficient manpower to hold the April Yard Sale with only 4 members on the Commission. If there is a yard sale, it was agreed that it should begin at 8:00 a.m. A final decision would be made by the end of the week and would be communicated to Pam for inclusion in the Westtown Gazette.

Summer Movie Nights - Commissioners were asked to bring suggestions for movies to the next meeting.

**C. 2017 Park Projects**

A list of potential park projects for 2017 was compiled. Some suggestions were repairing or replacing the basketball and/or tennis courts, adding a wall to the tennis courts for solitary play, paving some of the walkways, adding a light to the entrance to the park, repairing the circular fountain next to the Mansion, adding park benches at various spots. (See Action Items.)

Repairs to Oakbourne Mansion were discussed but they are not feasible for the Parks & Rec Commission.

**IV. Old Business**

**A. Winter Festival Recap**

The Winter Festival was a success. During the mansion undecorating on January 7, the

Commission determined that more storage bins are needed and would like to have the storage room on the third floor cleaned up.

**B. National Wildlife Federation**

An informational brochure and application for Wildlife Habitat Certification will be inserted in the next issue of the Westtown Gazette. Signs identifying NWF certified properties are available. It was agreed to purchase one for Oakbourne Park and one for Tyson Park. (See Action Items.)

**V. Non-Agenda Items**

There were none.

**VI. Action Items**

- A.** Jennifer will email a complete list of potential 2017 park projects to the Commissioners. Commissioners will review the list and prioritize them so they can be discussed at the next meeting.
- B.** Jennifer will contact Seamus Levin to determine his status on the Commission.
- C.** Phil will email pictures of the NWF certification sign options to the Commissioners.
- D.** Pam will contact Mark Gross about cutting another apron into the park drive before the April Yard Sale, and also see to cleaning up the P&R storage area.
- E.** Pam will let the Commissioners know which BOS meetings a representative from Parks & Rec should attend.

**VII. Next Meeting**

The next meeting of the Commission will be on Tuesday, February 14, 2017.

**VIII. Adjournment**

The meeting was adjourned at 9:05 p.m.