



WILLISTOWN TOWNSHIP PARKS AND RECREATION

Attendance: Members: Andrew Vaskas, Chairman; Nick Boccella, Vice Chairman; Denise Van Valkenburgh; Ken Lehr; Bill Unrath, Bernadette Downey Absent: Brad Dehart

Staff: Mary Hundt, Director of Parks and Recreation

MINUTES 11-19-19 7 PM

Administration

Approval of Meeting Minutes 10-15-19

Andrew motioned; Denise seconded. All were in favor.

Parks & Recreation Office Relocation

Mary reported that the Parks & Recreation Office was being relocated to the second floor of the Garrett Farmhouse at Okehocking Preserve.

New Business:

Park Programming Permit Fee Structure Discussion & Recommendation

Mary shared model photography permits and reviewed fees and discussed the Willistown Park Programming Permit and proposal to charge for these permits as all other Parks and Recreation permits are fee based. After lengthy discussion, Bernadette motioned to recommend to the Board of Supervisors a fee structure for the Park Programming Permits that is the same as the existing Pavilion Rental Permit fee structure for residents and non-residents and no fee for non-profit organizations. Denise seconded. Andrew abstained stating that he did not agree with charging any fees. The remainder of the Board were in favor. Mary will discuss the increase with the Township Manager and forward the recommendation to her for distribution to the Supervisors.

Parkland Neighbor Notification Letters: No Dumping, etc.

Mary discussed the need for notification to Township parkland neighbors regarding their encroachment with materials, yard debris, and structures. She will discuss the issue with the Township Manger.

Chester County Planning Commission Town Tours and Village Walks Program Historic Willistown Bus Tour

Mary described the proposed free bus tour and request of partnership on the event from the Willistown Historical Commission. The Town Tours and Village Walks program is in its 25th year, and the Historical Commission would like to apply to be a part of it with the help of Willistown Parks & Recreation. Participation would include Bill and Ken as tour guides (schedules permitting), Parks & Recreation Board members attending and helping to set up tents, welcome attendees, host a Parks & Recreation tent, and breakdown. Mary would guide and assist the Commission in the event planning and marketing, insurance coordination, etc. Andrew motioned to recommend the event to the Board of Supervisors for approval, Denise seconded, and all were in favor. Mary will discuss with the Township Manager and write a recommendation memo to the Supervisors on behalf of the Parks and Recreation Board and Historical Commission.

Old Business:

Administration

Township Code Chapter 96: Parks Recommendation

Mary will check with the Township Manager on the status.

Park Management

Mary reported on the following topics:

Mill Park Playset Replacement Completed

Spotted Lanternfly Management Ongoing

Okehocking Preserve Maintenance & New Trails

Serpentine Preserve Stream Crossing Phase I Planning Pending Budget Approval

Greentree Park

PECO Green Grant SOW Adjustment Approved

Parking Greentree Office Plaza Memo

Planning

Survey

Mary reviewed the marketing of the 2020 Parks & Recreation Survey and a potential timeline based on a March delivery of the survey to homes.

Nike Site Discussion

Mary reported on the current status of the Nike Site and her intention of including it in the Comprehensive Plan.

Comprehensive Plan

Mary Reported that the Comprehensive Plan update was discussed at the last Planning Commission meeting that she attended and the group discussed the Parks and Recreation components of the Plan. Mary will be coordinating with John Gaadt, the Township planning consultant, on updating the Parks & Recreation section of the Plan. A discussion of trail planning ensued, and Mary reviewed her proposed trail planning concept which includes three planning areas. Area 1 would be northern Willistown approximately from the Paoli Pike corridor north, Area 2 would be the mid-section of the Township including the open space, and Area 3 would be the communities along the Route 3 corridor. Her trail planning concept is based upon the residential density and land use of each area and the major roadways that run through the Township. For public engagement and planning purposes, Mary's proposal included forming a trail planning committee for each of the north and south areas, and that the Willistown Conservation Trust Trails team could serve as the committee for the Township's mid-section.

Programming

Mary gave updates on the following programs and encouraged the Board to follow Willistown Parks & Recreation on social media.

Spotted Lanternfly Smash-A-Thon

Thanksgiving Recipe Contest

Thankful People and their Pets #WillistownPets

Eagle Scout Projects

Public Comment

Ken spoke about next year's leadership and proposed Nick as the Chairman for 2020. All were very enthusiastic. Nick thanked everyone and said he would give it consideration and talk with Kait, as there may be some changes coming in their future.

Adjournment

Andrew motioned; Ken seconded. All were in favor.

Next meeting: Cancel for Christmas/Holiday Dinner Party: Mary will contact Brad about hosting this year, and if he is unable, Mary will host.

All meetings are open to the public.

Respectfully Submitted,

Mary Hundt, Recording Secretary