



WILLISTOWN TOWNSHIP PARKS AND RECREATION

AGENDA 3-24-2022 7 PM

MEETING LOCATION: COXE MEMORIAL CAMPUS, 688 SUGARTOWN ROAD, MALVERN, PA 19355

Members: Brad DeHart, Ken Lehr, Bernadette Downey, Denise VanValkenburgh, Bob Kacergis, Bill Unrath. Absent: Grace Frain. Staff Liaison: Mary Hundt, Parks & Recreation Director

Administration

Approval of January Minutes

January Meeting Minutes: Ken motioned to table, Brad seconded; all were in favor. February meeting was cancelled due to the Okehocking Dog Park group bowing out of the proposed project. Mary shared the correspondence with the Board. The leader of the group will be moving out of Willistown and the other two members expressed their willingness to join in the effort should another group come forward.

Approval of Annual Report

Mary reviewed the Parks & Recreation 2021 Year End Report with the Board. She explained her bulleted, at-a-glance-type presentation approach as one that will be user-friendly for Willistown residents. The Report includes the Director's Message followed by the Mission and Vision of the Department and a description of the Parks & Recreation Board. Accomplishment topics include: Kirkwood Preserve Addition, Planning, Communications, Permitting, Community Programs, and Events. A Year-End Summary completes the report. Mary will add photo collages to visually depict the year's activities, make editing changes as recommended by the Board, and load the document once completed. Ken motioned to approve the Report with photo additions and editing changes as discussed, and Brad seconded. All were in favor.

Planning

Old Business

Comprehensive Plan Update

Mary reported that she was working on Chapter 3 revisions and additions for submission to Gaadt Perspectives, the Township consultant. When she receives his final version, Mary will send Chapter 3 to the Parks and Recreation and Open Space Review Boards for comments. Mary's recommendation to release sections of the plan for public comment is being implemented by the Township. A postcard was sent to all property owners and Chapter 1 has been released on the Comprehensive Plan Update website page. Comments will be collected for a period of two weeks and again during the final comment period prior to adoption this fall.

Open Space Review Board (OSRB) Representative Update

Bob reported that the OSRB had walked a property that may add additional acres to an existing preserve located in the Township. Because the OSRB had not given formal consideration or recommendations regarding the property, no more information could be shared at this time.

Program Management

Old Business

2022 Calendar of Events

Mary will create a flier for publication in all outlets. Mary, as the Master of Ceremonies for the Park Parties, will incorporate the birthday song into the events to celebrate those community members present with birthdays that day and that week.

Summer Camp Enrollment Update

A couple of the weekly camps are full, but there are a handful of slots saved for full day full summer camp enrollment.

New Business

Fox Hollow Trail Team

The new FHHT held its inaugural clean up under the guidance of lead volunteer and Willistown resident, Kelly Tickner. Mary could not attend the event due to a family birthday celebration. She thanked Kelly for being the number one fan of Fox Hollow Trail and Daylesford Abbey for agreeing to volunteer work on their property. Future clean ups will occur after the leaves drop this fall.

Greentree Park Exhibit

Mary announced that she had twenty display cases for a permanent installation along the trail between the Rainbow Castle and the pavilion green. She has enrolled Malvern and Paoli Libraries to do seasonal story installations based on the *GO WilMa!* 10th Anniversary celebration and fall season. Mary will be brainstorming other exhibits along the walk including poetry, photography, and art for the year round enjoyment of park visitors and as an important component of creating a sense of place and community in the park.

GO WilMa! 2022: Board Assignments

Mary and the Board reviewed *GO WilMa!* clue and Inspiration Station installation assignments for Willistown's parks, preserves, and trails.

Park Ambassadors

Mary and the Board reviewed the Park Ambassador assignments. Willistown Parks & Recreation Park Ambassadors wear their blue shirts and represent the Parks and Recreation Board in their assigned recreational site(s). They get out to their sites frequently, interact with visitors, gain input, share event information, and report any issues or concerns from visitors or that they see to Mary.

Park Management

Old Business

Dog Management Okehocking

Mary reported about a complaint received by one of the supervisors about dog waste in the Preserve. She reported on the installation of additional dog waste stations, the Police Department posting of the highway message board stating "Dogs must be on leash. Pick up after your dogs. Thank you, Willistown Township" that will be in the Delchester Road parking lot for 10 days, and her site visit with a professional dog waste company who will be doing two separate clean ups in the next week. She has ordered two new waste stations and will coordinate with Public Works on installing a bag dispenser by the Hawk Watch Stand.

New Business

Public Works Buildings and Grounds Discussion

Mary informed the Board that she received confirmation from Sally Slook, Township Manager, the new hire for the Public Works Director would become responsible for the parks and recreation property buildings and ground management and maintenance. Neighboring and many other municipalities are structured in this way. Mary will continue to work on and be able to focus more on habitat and ecological improvement projects as well as the events, planning, and communications work she does. She mentioned the erosion along the Ridley Creek Main Stem in Okehocking Preserve as the top restoration priority.

Organized Sports Commence

Rita Reves Park Spring Field Use Permitting is complete and use has begun. The

largest organization comprising using the fields has relocated to their own facility.
Revenues will surely reflect this change.

Communications

Mary encouraged the Board to share event and program information with their neighbors and local organizations and reshare and like social media posts, etc.

Kiosk Updates: Denise will continue delivery of fliers to Board members.

Old Business

Mary reported that the parking lot expansion at Kirkwood Preserve is complete and Willistown Conservation Trust has had consultants out to address the stepping stone stream crossing of Crum Creek.

New Business

None

Public Comment

None

Adjournment

Brad motioned, Bill seconded. All were in favor.

Next Meeting: The third Tuesday of the month at 7PM at the Coxe Memorial Campus, 688 Sugartown Road, Malvern. Please enter through the back door. All meetings are open to the public.