



WILLISTOWN TOWNSHIP PARKS AND RECREATION BOARD
MINUTES 1-19-2012 7:30 PM

Present: Dick McDonnell, Ken Lehr, Cole Walsh, Tracey Ramondo

Staff: Mary McLoughlin

Absent: Judy Young, Bob Kacergis, George McHugh

I. Administration

A. Reorganization

1. Cole Walsh nominate Dick McDonnell Chairman; Ken Lehr second; all in favor
2. Cole Walsh nominated Ken Lehr Vice Chairman; Tracey Ramondo second; all in favor
3. Secretary – No nominations. Mary McLoughlin agreed to being interim recording secretary

B. Board structure – Dick McDonnell

1. Alternates

- i. Dick proposed the concept of alternates to the Supervisors; they left it that Dick McDonnell would gather info as to how it works in another township and to present it to the Supervisors
- ii. Ken Lehr reported that West Goshen Township (WGT) has regular board members and 2 alternates;
- iii. Alternates are encouraged to attend board meetings, however historically they do not come unless called in order to fill a quorum; they have a vote if they are filling a quorum
- iv. Alternates are appointed by supervisors
- v. Dick McDonnell motion: Dick McDonnell will write a proposal to supervisors including other township model paperwork recommending the addition of 2 additional people as alternates. Second – Cole Walsh
- vi. Ken Lehr will provide WGT P&R Code

2. Board Guidelines

- i. Ken Lehr reported that WGT Parks and Rec Board (P&R) came up with their cover and manual 4 years ago;
- ii. Board member participation expectations are outlined; however the expectations are not firm and there are members who don't participate as much as others
- iii. approved by P&R and not supervisors

C. Minutes for Approval – none

D. New interim township manager – Dave Burman

II. Park Management

A. Release and liability waiver updating – Mary McLoughlin working with Dave Burman

B. Field Use application process – starting soon

C. Okehocking

1. Dog signage. Coordinate with Willistown public works and police department.
2. Ken will go to dogs in parks session at State Parks and Rec conference given by Lower Merion and will report

D. Greentree Park play set installation bid details: no later than end of March start date; 3 bids in

III. Recreation Program Management

A. T3@GT beginning bookings:

1. May magic and puppets/Greentree ribbon cutting
2. June School's Out band etc.

3. August Country Fair
 - B. *Go WilMa!* Program
 1. Mary McLoughlin memo in to Dave Burman re: project concept; range of cost; fundraising and P&R budget
 2. Possible funding source – Touch a Truck
 3. Mary McLoughlin conduct volunteer cultivation
 - C. Sugartown Community Garden
 1. Mary McLoughlin working with 2011 gardeners, conducting outreach, guiding 2012 season organizational meetings
 2. Gardeners will have a booth at Historic Sugartown Day April 21
 - D. Okehocking Nature Center
 1. Co-hosting Okehocking Family Fall Fest with Willistown Parks & Recreation
 2. Organizing programming
- IV. Communications
Mary McLoughlin updating website
- V. Planning
- A. Trails
 1. Okehocking to Turtle Rock – chaperoned only!
 2. Malvern/Willistown Greenway
 3. Patriot's Path Task Force; Malvern borough to Valley Forge; add Willistown Township connection
 4. TMAAC application endorsement
 - i. Master Plan trail connection from Paoli train station through Willistown into Great Valley
 - ii. Dick McDonnell motion to support TMAAC application; Cole Walsh seconded; all in favor
- VI. New Business - none
- VII. Next meeting scheduled for March 15
- VIII. Executive session discussing possible open space/park land/trail projects

Respectfully submitted, Mary H. McLoughlin, Recording Secretary



Willistown Township Parks and Recreation
Minutes of July 19, 2012

Members present: Dick McDonnell, Chairman; Ken Lehr, Vice Chairman; Judy Young; Bob Kacergis; George McHugh

Absent: Tracey Ramondo; Cole Walsh

Staff present: Dave Burman, Township Manager; Mary McLoughlin, Parks and Recreation Director

1. Administration

- a. Minutes for approval – Mr. Lehr motion to approve; Mr. McDonnell second.
- b. Mr. Burman led a Parks and Recreation Ordinance discussion:
Noted inconsistencies in Chapter 31 and Chapter 96
Permitting: Consider specific language to address organized sports which constitute a lesser amount of people in addition to the ordinance definition of groups of 25 or more
31-2 Powers and Duties: adjust to reflect the Board of Supervisors hire and release staff; regarding inter-municipal plans add: *Parks and Recreation Board recommends inter-municipal agreement to the Board of Supervisors who, upon approval, enter into the agreement.*
31-7 Funds for Expenses Incurred: add *all expenditures in accordance with second class township code*
96-1 J States: No person, other than Township active duty police officers employed in the execution of their duties, shall carry or possess or use firearms in a Township park. Mr. Lehr pointed out that licensed guns have been permitted on all public lands per the 2nd Amendment. He will provide documentation.
Mr. Burman stated that once the recommended changes to the ordinances were prepared, they would go to the township solicitor for review prior to going to the Board of Supervisors for approval.
- c. Director of Parks and Recreation to prepare budget and review with Parks and Recreation Board.
- d. Mr. Burman announced that the Township was in the process of interviewing for a Public Works Director.
- e. Mrs. Young had previously informed the Board that she was moving to central Pennsylvania and would no longer be able to serve on the board. Mr. McDonnell presented Mrs. Young with a personal thank you gift and Ms. McLoughlin provided her with a bouquet of flowers from her garden.
- f. Mr. Burman reported that the Supervisors gave no direction to Mr. McDonnell's inquiry about adding alternates to the Parks and Recreation Board. The Parks and Recreation Board is in transition with current members moving out of town, so the alternates inquiry has been tabled.

2. Programming

- a. Ms. McLoughlin summarized the 2012 programming. She reported that *GO WilMa!* garnered record sign up for the summer reading programs at Paoli and Malvern Libraries. She reported the positive attributes of the program as of this date:
 - i. Serving 550 children
 - ii. Families can go out on their own schedule throughout the summer
 - iii. Program is not dependent upon weather conditions
 - iv. People learn more about their community by visiting its special places

- v. Based upon the great success of the *GO WilMa!* program and low attendance due to heat and summer vacations of two of the Thrilling Third Thursdays (T3@GT), Ms. McLoughlin recommended discontinuing the repeat T3@GT series of events at Greentree Park and holding one or two events in 2013 along with the *GO WilMa!* program.
 - vi. The Board agreed with this programming recommendation agreeing that programming is dynamic and “things run their course”; that the recommendation “makes sense.” The Board noted the *GO WilMa!* program addresses an issue revealed by the 2009 Parks and Recreation Survey which identified a significant resident unawareness of a number of Township parks.
 - b. Ms. McLoughlin gave a Sugartown Community Garden update. Currently 18 families are participating, and the leadership including a project manager, site manager and secretary are made up of the participants.
3. New business
- a. Board vacancies were discussed. The Board will conduct outreach in the community to interested parties/groups whom have been involved in programming and events with the intention of finding active and enthusiastic Board candidates for recommendation to the Board of Supervisors.
4. Mrs. Young moved to adjourn; Mr. Lehr seconded; all in favor.

Respectfully submitted by Mary H. McLoughlin, recording secretary.



WILLISTOWN TOWNSHIP PARKS AND RECREATION
MINUTES 9-20-2012 7:30PM

Present: Dick McDonnell, Ken Lehr, Bob Kacergis, George McHugh, Tracey Ramondo
Staff: Mary McLoughlin

1. Administration

- a. Minutes for Approval: July 19th, 2012: Mr. Lehr moved; Mr. McHugh second; unanimously approved.
- b. Park Board Vacancies Discussion: The Board discussed outreach to potential candidates having shown interest in Willistown Parks and Recreation.
- c. Park Ordinance Amendment: Sub-committee meeting date set for October 19th at 9am to finalize changes for approval recommendation to the Board at their October 25th meeting and subsequent request for approval of the Board of Supervisors.
- d. Open Space Review Board (OSRB) Vacancy: Traditionally one seat is allotted to a representative of the Parks and Recreation Board. Cole Walsh, having retired from this board, has left an open seat on the OSRB. Mr. Lehr moved to recommend Bob Kacergis to the Board of Supervisors for appointment to the position, Mrs. Ramondo second; unanimously approved.
- e. The Parks and Recreation Board thanks Cole Walsh for his years of service and wishes him well.
- f. Budget Discussion: Ms. McLoughlin gave an overview of the 2012 budget and what would change in 2013. She will provide the draft 2013 Parks and Recreation Budget to the Board via email for comment.
- g. Safety Committee: Ms. McLoughlin told the Board about the Safety Committee, a committee of staff that reviews safety and safety related policies and staff accidents which, as mandated by law, provides the Township with a 5% discount on its insurance premiums. The Safety Committee performs annual checks of the Township's parks.

2. Park Management

- a. Proposal for grills at Greentree Park: After discussion of pros and cons, the Board decided not to install grills at Greentree Park at this time.
- b. Okehocking Preserve Event Policy: After discussion the Board established the following policy: No private special events may occur at Okehocking Preserve due to a lack of infrastructure.
- c. Public Works Director Coordination: Ms. McLoughlin reported that she was working with the new director on the installation of park signage, park street number identification and park safety and maintenance issues.

3. Recreation Program Management

- a. *GO WilMa!* Discussion of possible 2013 expansion into neighboring townships based upon the service area of the Malvern and Paoli Libraries. The Board is in favor of such an expansion. The topic of cross-promoting activities and events with neighboring townships arose out of this discussion, and the Board will further discuss at a future meeting.
- b. Ms. McLoughlin proposed that Willistown Parks and Recreation no longer fund the Okehocking Fall Fest for a number of reasons including:
 - i. An effort to tighten the budget,
 - ii. The cost of the event was high (the need for a valet service to park cars because of lack of infrastructure adds approximately \$600 to the event cost) versus the amount of people who attended; approximately \$2500 for 300 people, and

- iii. Willistown Parks has fully funded and co-hosted the event with the Okehocking Nature Center (ONC) for two years, and ONC provided event volunteer assistance the prior year; it seemed time that ONC host it on their own.

The Board agreed with this recommendation.

4. Planning – Trails Update

Ms. McLoughlin gave an update on the Malvern-Willistown Trail master planning process and the Paoli train station to Great Valley trail plan grant.

5. New Business

- a. Ms. McLoughlin informed the Board of the October 24th stop-in public input session from 4-9pm for the Paoli Plan, gave the paolionthemove.org website for further information, and mentioned that there will be further information in the Parks and Recreation e-news.

- b. Ms. McLoughlin reported that she spoke with Rita Reves, Planning Commission Chair, regarding the Malvern Borough development and seeing if bicycle and pedestrian access could be established along King Street in Willistown as part of the Willistown portion of the redevelopment. Mrs. Reves advised that it was too soon in the process to address these issues, but that she would keep Ms. McLoughlin in the loop as the development process progressed.

6. Next meeting October 25th, 7:30pm

7. Mr. McDonnell motioned to adjourn, Mr. McHugh second; all in favor.

Respectfully submitted, Mary H. McLoughlin, Recording Secretary



WILLISTOWN TOWNSHIP PARKS AND RECREATION

MINUTES 11-15-2012

Present: Dick McDonnell, Ken Lehr, Bob Kacergis, Tracey Ramondo, Steve Eill, Andrew Vaskas

Staff: Mary McLoughlin, Director of Parks and Recreation

Absent: George McHugh

1. Administration

- a. Park Board Appointments – Dick McDonnell welcomed Andrew Vaskas and Steven Eill who were approved by Board of Supervisors as new Parks and Recreation Board members.
- b. Minutes for Approval: October 25, 2012 – Mr. Lehr motion; Mr. Kacergis second; all in favor.
- c. Park Ordinance Amendments have been submitted to the township manager for presentation to the Board of Supervisors.
- d. Budget Report line items will be changed in the Township system to the Department of Community and Economic Development format. Ms. McLoughlin reviewed the new format with the Board.

2. Communications

- a. November 2012 Towne Crier newsletter arriving in resident mailboxes.
- b. Constant Contact – Ms. McLoughlin informed the new board members about the Parks and Recreation e-news and announcement sign up at willistownparks.org and asked the Board to let their neighbors and friends know about the service.
Mr. Kacergis recommended the sign up info be submitted to Great Valley School District's electronic newsletter and that it be posted at the libraries and advertised through the *GO WilMa!* program.

The topic of Township Administration communications to residents was raised. Mr. Lehr administers a communication sign up menu for West Goshen Township which gives residents the opportunity to choose which modes of communication they would like from the township: paper, email (Constant Contact), or auto call. Ms. McLoughlin has been discussing new modes of Township communications with Mr. Burman, Township Manager.

3. Park Management

Garrett Mill

- a. Football – Ms. McLoughlin reported that the trial football at Garrett Mill will not be extended into 2012 as the field does not fit in the baseball outfields as was originally agreed but goes into the skins; the soccer field turf can not handle more use; the Township does not mow the grass as low as the football team desires; and, the Township can not accommodate the team trailer on the field.
- b. Field maintenance – the soccer field is in poor year end shape; usage starts earlier and ends later each year; spring and fall management includes fertilization, aeration, seeding; general consensus is that there isn't anything further that can be done aside from resting it during the peak use times which means not accommodating the teams and is therefore not an option.

Mill Park

- a. Dick McDonnell reported that the Veterans of Foreign Wars Post (VFW), which is now a Church, used to let Chester Valley Little League (CVLL) use their fields. Subsequently, when the VFW subdivided their property for sale, they gave Willistown Township a portion of the property that included the fields with the stipulation that CVLL be able to continue to use the fields.
- b. Ms. McLoughlin reported that there was a suspected water leak at the property and that the water bills escalated to \$350+ per month in the spring and summer. She asked if Chester Valley Little League (CVLL) watered the field. Mr. Eill and Mr. McDonnell reported that the fields were not

watered, that they were wet even in the dry summer months and that CVLL had Hunt Engineering of Malvern out there to do a study to see why there is so much water. Mr. Eill reported on the new leadership at CVLL: John Long, Pesident; Dan Little, Vice President; Dale Vandergrift, Grounds.

- c. Recreation Program Management Discussion – Cross Municipal Promotion – tabled due to time limitation.

4. Planning

a. Malvern-Willistown Greenway Plan

- i. Public Meeting Nov 14, 7pm Sugartown Elementary Recap from Mrs. Romando and Mr. Vaskas who attended:

Overall, very positive feedback; data was provided by the planner to back up positive nature of trails; biggest concern of the public was safety, particularly at the intersection of Paoli Pike and Grubb Roads; Rick Collier, the trail project planner, said the trail needed to cross Paoli Pike and they really wanted that crossing at a traffic light.

Rick Collier was very good with the concerned citizens and assured them they would work out their concerns. There was a mixture of Willistown and Malvern borough residents.

- ii. Ms. McLoughlin mentioned the two Township Parks and Recreation Surveys of 2004 and 2009 ranked trails and walking/hiking as number one amenity/activity and that the positive feedback from this meeting reflected that desire.
- iii. Ms. McLoughlin reviewed the next steps: a project narrative and final plan, which the Parks and Recreation Board and Planning Commission will both review, and send comments back to the Malvern-Willistown Trail Steering Committee. The Committee will respond to those comments and submit a final narrative and plan to the Board of Supervisors for adoption. The Parks and Recreation Board and Planning Commission will send final recommendation(s) and/or comments to the Board of Supervisors for their consideration in the adoption process.

b. Open Space Review Board

- i. Bob Kacergis Report in executive session to discuss potential acquisition.
- ii. Ms. McLoughlin reviewed the Official Map and the reasoning behind its alteration to include trails from Comprehensive Plan.
- iii. Consideration was given and a recommendation was made to include the mini park areas on the Official Map.
- iv. Recommend changing color coding – so Proposed Open Space doesn't look the same as Protected Open Space.
- v. An inquiry was made about the area identified on the map as Crum Creek Open Space. Ms. McLoughlin responded that the Willistown Conservation Trust wrote a successful grant to Chester County to acquire 2+ acres of land along Crum Creek on behalf of Willistown Township that was contiguous to a few other acres owned by the Township. Commentary included that it didn't seem like a park because there was no designated parking area or signage. Further discussion was tabled due to time limitation.

5. New Business

a. Looking ahead to tasks 2013:

- i. Comp Plan Review of Parks & Recreation Sections
- ii. Establish Board Priorities
- iii. 2013 Events and Program Review & Board Participation

6. Next meeting December 13 7:30PM. Ms. McLoughlin will be sure the date is publically advertised.

7. Mr. McDonnell motioned to adjourn; Mr. Lehr second; all in favor.

Respectfully submitted by Mary McLoughlin, Recording Secretary.



WILLISTOWN TOWNSHIP PARKS AND RECREATION

MINUTES 11-15-2012 7:30PM

Present: Dick McDonnell, Ken Lehr, Bob Kacergis, George McHugh, Andrew Vaskas, Steve Eill, Tracey Ramondo Staff: Mary McLoughlin, Director of Parks and Recreation

Note: "Board" refers to the Parks and Recreation Board

1. Administration

- a. Minutes for Approval: Nov 15, 2012 Mr. Kacergis motion; Mr. Lehr second; all in favor.
- b. Park Ordinance Amendments Update: The ordinances are with Chief of Police Narcise for review of the firearm language prior to going to the Board of Supervisors for approval and public advertising for comments.
- c. Budget Report
 - i. The Department of Community and Economic Development nomenclature and numeration as previously reviewed with the Board will be put in the Township budgeting system in the first quarter of 2013.
 - ii. Malvern Borough will provide funding assistance for the *GO WilMa!* in the amount of \$1,500+/-.

2. Communications

- a. Facebook Policy: Ms. McLoughlin is researching social media policies to write a policy for Willistown Township Administration. The following suggestions were made: 1. Require that Facebook filters are engaged to enforce a no advertising policy; Require that all posts that constitute ads or the selling of goods and services are deleted.
- b. Website: Ms. McLoughlin reported that she has been working with the Township Manager researching web hosting and design companies in order to consolidate the Township Administration, Parks and Police Department websites. They are interviewing two companies that provide these services to governments.
- c. Newsletter: The newsletter will land in resident mail boxes February 22nd – 29th. Ms. McLoughlin reported that the Township Manager has asked her to edit and layout the newsletter. This will save the township about \$14,000 per year. She is also gathering printing quotes in an effort to save on that expenditure of about \$12,000 per year.

3. Park Management

- a. Mill Road Excess Water Issue: Mr. McDonnell reported that Ray Steen Plumbing was the contractor the Township hired to do the plumbing and electric on site. Ms. McLoughlin is working with Bill Hagan, Director of Public Works, on the issue.
- b. Okehocking Complaints – Horses in Leash Free Field: Discussion included concern over safety for dogs, people and horses with this mixed use, horses damaging turf, and horse owners violating the posted authorized vehicles only access by pulling their trailers into the Preserve and either parking inside the Preserve or turning their rigs around inside the Preserve. Mr. Lehr motioned to designate the leash free dog field as horse free and post appropriate signage. Mr. Vaskas seconded. All in favor. The Board suggested installing a realtor's lock box on the gate to dissuade equestrians from driving their trailers into the Preserve.
- c. Crum Creek Open Space: Ms. McLoughlin reported that designating the Crum Creek Open Space as parkland was suggested to her. She gave a brief description of the area. Board members familiar with the area questioned the designation because of the wet nature of the site and, the lack of public access, parking, trails and signage. Ms. McLoughlin confirmed that no Township money had been spent acquiring the land. The Board agreed to schedule a site visit in 2013.

- d. Ms. McLoughlin reported that the Township was in communication with a park neighbor regarding property line encroachment. She asked, should a Board member receive a call regarding this issue, that the Board member refer the caller to Mr. Burman, Township Manager.
 - e. Boy Scout Cabin Portion of Mill Park: Ms. McLoughlin reported that the Board of Supervisors has approved in concept an Eagle Scout project to make the area where the Boy Scout Cabin was into a simple pocket park with benches. The Board was in support of this concept.
4. Recreation Program Management
- a. Cross Municipal Promotion: The Board is in favor of Willistown Parks and Recreation coordinating with neighboring parks departments to cross promote parks and programming in the area. Comments included: *GO WilMa!* is an example of an existing cross municipal and organizational collaboration and promotion; the Malvern-Willistown Greenway trail system would need Willistown's neighbors involved; proposed trail links as represented in the Township comprehensive plan to neighboring municipalities encourage establishing a cross promotional relationship now. We know that numerous Willistown residents frequent East Goshen Park for example. Neighboring parks and programs benefit our residents and vice versa. Chester County parks and recreation should be included in the cross promotion.
Ms. McLoughlin would like to propose creating a joint online activities and event calendar to the local parks and recreation director's consortium. She will request Mr. Burman discuss this with the Supervisors based upon an objection made by one of the members to a cross promotion that occurred this year.
 - b. *Go WilMa!*: Ms. McLoughlin reviewed opportunities for Board involvement in the *GO WilMa!* program such as assisting with establishing rubbing station locations and creating/writing the directional clues to the locations. She explained that Willistown Parks is in charge of the rubbing stations and promotion, and she asked the Board to discuss the program with their friends and neighbors in an effort to help get the word out. The Malvern and Paoli libraries are in charge of content organization and log layout with Willistown Parks, reading suggestions, and program participant administration. Paoli Library manages the Facebook page. Paoli Hospital provides safety and nutrition tips and recipes and their medical library is a station.
5. Planning
- a. Malvern-Willistown Greenway Trail: The planning firm projected a final trail plan and narrative by year end 2013. Ms. McLoughlin reported that it did not appear this target date was going to be met.
 - b. Mrs. Ramondo reported that the potential dog park project at Okehocking Preserve was made public in recent Board of Supervisors minutes. She stated that she has spoken with a Preserve neighbor and they discussed presenting a petition to the Board of Supervisors requesting the dog park not be located at the Powwow Field because of traffic concerns on Garrett Mill Road.
 - c. The Board went into executive session to discuss a possible land acquisition.
6. New Business: None
7. Next meeting: Organizational 1-17-13 7:30PM
8. Adjournment: Mr. McDonnell motion; Mrs. Ramondo second; all in favor.

Respectfully submitted by Mary McLoughlin, Recording Secretary.