



WILLISTOWN TOWNSHIP PARKS AND RECREATION

MINUTES 12-13-2012 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.