



WILLISTOWN TOWNSHIP PARKS AND RECREATION
 MINUTES 2-21-2023 7 PM
 MEETING LOCATION: COXE MEMORIAL CAMPUS, 688 SUGARTOWN ROAD, MALVERN, PA 19355
 Members present: Brad DeHart, Erin Smith, Ken Lehr, Bob Kacergis, Bill Unrath, Bernadette Downey
 Absent: Denise VanValkenburgh
 Staff Liaison: Mary Hundt, Parks & Recreation Director

Administration

New Business

January 17, 2023 Minutes for Approval: Ken motioned; Bob seconded. All were in favor.

Old Business

Year End Report Approval: Brad motioned; Bill seconded. All were in favor.

Planning

Old Business

- Comp Plan Update: The Board has Chapter 6 for comments. Chapter 5 will be forthcoming with the maps. Then Chapter 7. The goal is to host a public meeting in May that will kick off the final public comment period.
- Open Space Review Board Update:
 The OSRB gave further consideration to the Dutton Mill Road property located south of Route 3 adjacent to the Township border that was presented by Ryan Heenan. They decided to commend to the Board of Supervisors that this parcel not be pursued as a potential project based on a number of criteria. The Parks and Recreation Board was not presented this project for review based on the OSRB recommendation to the Supervisors. The OSRB recommended that the Board of Supervisors make a contribution to the acquisition of 864 Grubbs Mill Road, presented by Willistown Conservation Trust.
- Parks Code Chapters 31 and 96: Documents Disbursed for Review

Chapter 31: Parks and Recreation Board

§ 31-2 Powers and duties.

[Amended 6-17-2013 by Ord. No. 4-2013]

The Park and Recreation Board shall have the duty and authority to advise the Director of Parks and Recreation regarding equipping, operating, supervising and maintaining parks, recreation areas and facilities and ~~to~~ conducting recreation programs, subject to the approval of the Board of Supervisors. For the purpose of carrying out this responsibility, the Park and Recreation Board may:

Insert:

F. Participate in the Open Space Review Board’s assessment process for the utilization of the Open Space Fund to acquire land and/or easements in an effort to add to the protection of parks, preserves, and trails within the Township.

G. Review and comment on Township Plans as assigned including the Comprehensive Plan and other pertinent plans on behalf of parks, open space, and recreation interests.

Chapter 96: Parks

§ 96-1 Use regulations; prohibitions.

[Amended 9-9-2002 by Ord. No. 2-2002; 2-27-2006 by Ord. No. 1-2006; 6-17-2013 by Ord. No. 4-2013; 11-24-2014 by Ord. No. 6-2014; 5-22-2017 by Ord. No. 3-2017]

C. No person shall enter or use a toilet in a Township park set apart for the use of the opposite sex unless they are a Township employee in the course of their work.

Formatted: Line spacing: single

Formatted: Left, Line spacing: single

Formatted: Line spacing: single

E. No gambling ~~or gambling device~~ *(note: a cell phone can be a gambling device)* is permitted in or on any Township park or trail.

Formatted: Font: Italic

Formatted: Line spacing: single

H. No horses, dogs, or other animals owned or possessed by people shall be permitted within the confines of Township parks or trails, except as permitted in the Okehocking Preserve, the Serpentine Preserve, the Sugartown Preserve, on the Duffryn Trail, and on the Fox Hollow Trail. Horses shall be permitted in the Okehocking, Sugartown, and Serpentine Preserves in designated areas shown on the ~~Okehocking Preserve and Serpentine Preserve~~ recreation maps, if attended and under control at all times. Properly licensed dogs shall be permitted in the Okehocking, Sugartown, and Serpentine Preserves and on the Duffryn and Fox Hollow Trails if they are on a leash not exceeding six feet in length and if attended and under control at all times. Dogs shall be permitted in Okehocking Preserve off of leashes only in designated areas as approved by resolution of the Board of Supervisors from time to time and shown on the Okehocking Preserve recreation map, if attended and under control at all times. For the purpose of this subsection, the term "dogs" does not include guide dogs or other dogs which are assisting handicapped persons and are controlled by the use of a harness or other restraint. Owners or handlers of a dog shall be responsible for the prompt and complete removal of their excrement by immediate disposal of pet waste bags in a trash receptacle (if provided) or removal from the premises.

S. Swimming or wading by any person or persons, horses, dogs, or other pets or animals in any body of water is strictly prohibited in any Township park.

§ 96-4 Permits. Include a list of permits
[Amended 2-27-2006 by Ord. No. 1-2006; 5-22-2017 by Ord. No. 3-2017]

Formatted: Font: Not Bold

Formatted: Line spacing: single

Permits for use of Township parks and fields shall be issued on behalf of the Township by the Township's Park and Recreation Board and/or designated Township park and recreation staff. The permit holder must have a copy of the permit approval on hand during permitted activities. The Township, upon recommendation from its Park and Recreation Board, may enact a fee schedule for such permits. All moneys received from these fees will be entered into the Township's Park and Recreation Fund and be designated for Township park maintenance and improvements, appropriate Township-sponsored recreation programs held within the confines of its parks and trails or at other sites and facilities approved by the Township.

New Business

Open Space Review Board (OSRB) Liaison: Proposed reassignment to Planning Department
Mary reported that, as part of the effort to better define the Parks and Recreation Department including redirecting Facility, Infrastructure, and Grounds Maintenance to Public Works, she suggested to the Township Manager that perhaps the Director of Planning would be a better fit for the Open Space Review Board Liaison than the Director of Parks and Recreation. The Board discussion noted that the Parks and Recreation Board is already a significant part of the Open Space Review Board project review process as: a) it is identified for comment on the OSRB Rating Review form, b) there is a Parks and Recreation Board member assigned to the OSRB, and c) the Parks and Recreation Board conducts its own site visits for the proposed projects. The Manager replied that the Township is hiring an assistant for the Director of Planning and this role may be a good fit for them.

Program Management

Old Business

Hike Willistown Feb 4, Rescheduled to Feb 11: Mary Hundt Guide: 60 people registered and 40 attended. Bob reiterated that he liked this program and believes it will build its own community.
Chester County Beekeeper Apiary @ Okehocking Preserve: Mary summarized the discussion of this project from the Board's previous meeting and reviewed paperwork that she distributed prior to this meeting. She explained that CRC Watersheds Association will be an educational partner and that a member of their board, Mark Wike, is also a member of the Chester County Beekeepers Association.

Mark will be the bee infrastructure and beekeeper volunteer manager for the project. Willistown Township will maintain the fence and own the shed and Chester County Beekeepers will own the bee infrastructure and will be the entity managing the bees. Mary requested the Board make a recommendation to the Supervisors to approve a grant application to Chester County Beekeepers in the amount of \$1,500. Bob motioned; Ken seconded. All were in favor.

Upcoming Event Discussions

- CRC Stream Cleanup March 25 Okehocking Preserve: Sign Up Now
- Willistown Country Fair: The steel drum/island vibe band will be playing the fair this year instead of adding a fourth Greentree In Tune and On Tap.
- Greentree In Tune & On Tap 4th Event Survey: Bluegrass band was highest ranking in the public survey.

New Business

Celebrating 20 Years of Willistown Parks & Recreation

Mary reported that the Township Manager is on board with this celebration. Call for photos turning the Greentree ArtLit Walk into a retrospective exhibit for the summer. There will be cake! Suggestions: logos over the years, mascot— do the police have a Fearless Fox mascot, or do we know someone with a fox costume?

Artlit Walk has a new story up, provided by Malvern Library. Named ArtLit to cover Art and Literature walk.

Park Management

Old Business

- Public Works Transition: Going well.
- Greentree Easement: Signed by the Board of Supervisors. Mary coordinated with the Township Solicitor on the review of the easement, and only legal ease changes were made by the Township solicitor, not anything of substance.
- Serpentine Preserve Equestrian Crossing
New materials staging area and storage location identification and access conducted with public works in response to the change from Natural Lands regarding using their property to access the site.
- Kirkwood Preserve Pedestrian Crossing: DEP Permitting package complete and WCT is submitting.
- Closing Overflow Parking Okehocking: Mary described the boulder placement at the entrance and public works will be installing no parking signage along Delchester. We may use more boulders in this area as well.
- Signage: Dog signage needed at Okehocking. Waiting to see what the no parking signage looks like and may use this vendor for dogs on leash. Brad reiterated to be sure to mention the code on the signs.

Communications

Social Media Project: Intern Discussion

Mary is hoping to engage a West Chester University Social Media student internship project to do a social media marketing plan, style sheet, and calendar for Parks and Recreation. The discussion included a question as to whether an intern would be able to generate this without a lot of guidance.

Old Business: Discussion about the terminology of “dog park” and “leash free field.”

New Business: None

Public Comment: None

Adjournment: Ken motioned; Erin seconded. All were in favor.

Next Meeting: Cancel the March meeting unless something actionable comes up.

Meetings: 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.