



## WILLISTOWN TOWNSHIP PARKS AND RECREATION

MINUTES 10-17-2023 7:00 PM

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

Members present: Ken Lehr, Bill Unrath, Bernadette Downey, Erin Smith

Staff Liaison: Jenifer Jacobs, Assistant to the Township Manager

### Administration

#### New Business:

- May 16, 2023, Minutes for Approval: Bernadette tabled the minutes because a quorum was not present.
- Vacancies – Jennifer stated she will advertise the Board vacancies through email, social media, and memo boards around town. She also reached out to the Chairs and Vice Chairs of all the Boards and Commissions because the Parks & Rec Board isn't the only one with a vacancy. Bernadette will share the Facebook post with Malvern Moms or reach out to the person in charge if the post is not shareable.
- 2024 Parks and Rec Budget – Jennifer announced the 2024 Budget is the same, except for the event budget. An additional \$2000 was budgeted for another event.
- An 8' x 12' shed has been ordered for Greentree Park for event storage. Slated to be ordered are new memo boards, picnic tables, garbage cans, and Rita Reves Memorial Signs by the end of 2023. Plans for 2024 orders include a standing seam roof at Rita Reves and updated playground equipment. Bernadette recommended checking out East Whiteland's Bartram Hill playground to get ideas for a tot lot and accessible equipment for all ages. She also suggested resurfacing the Greentree basketball court for not just basketball players but also including markings for other games such as hopscotch and four square.
- Ken suggested thinking about applying for a grant for a Comprehensive Park Plan from Chester County in the next few years.

#### Old Business:

None

### Planning

#### New Business:

- Jennifer passed out sheets to the Board for park improvements and programming they'd like to see in the next 3-5 years.

#### Old Business:

None

### Program Management

#### New Business

- In 2023, we spent \$18,000 on 5 events and the GO *Wilma!* summer program. Slated for 2024 are the same events, hikes with CRC and Historic Sugartown, and one new event such as Trunk or Treat. In the past, Mary coordinated tree planting with the CRC and Boy Scouts. The Board did not assist with those events so Jennifer will reach out to the CRC to discuss.

Old Business:  
None

### **Park Management**

New Business:

- Jennifer and Bill Hagan will be touring the parks and preserves next week. If anyone has any items, they'd like Public Works to address in the parks and preserves, reach out to Jennifer.
- Greentree gazebo lighting – Window Genie of Malvern charged \$2800 to install the lights last year. While they looked lovely, it was a significant expense. Jennifer proposed Public Works could install the lights moving forward. The Board discussed adding a holiday event such as tree lighting, caroling, etc.

Old Business

- Signage – Erin and Bernadette suggested putting the “Dogs Must Be Leashed” signs up at the natural intersections but also being mindful of the vistas.

### **Communications**

New Business

- Crier article suggestions – Jennifer always appreciates article suggestions on education, programming, etc. The next issue will be out in April 2024. Ken suggested Jennifer write an article introducing herself and her goals and vision for the department. Bernadette and Ken suggested rotating an article on each Township Board and Commission introducing the members and their goals and educating the public on their role.

Old Business:

- Social Media – Jennifer is working on a social media calendar for 2024.

**Public Comment: None**

Adjournment: Ken motioned; Erin seconded; all in favor.

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