



WILLISTOWN TOWNSHIP PARKS AND RECREATION BOARD MEETING MINUTES, APRIL 28, 2009

This regularly scheduled meeting of the P&R Board held at the Township Offices was called to order by D. McDonnell at 7:10pm.

Present	Absent	Public
D. McDonnell, Chair	C. Walsh	None
K. Lehr, V. Chair	G. McHugh	
B. Kacergis, Secretary		
J. Young		
T. Ramando		
M. McLoughlin, P&R Director		

Sugartown Preserve Walking Tour

Prior to the meeting, D. McDonnell and K. Lehr joined M. McLoughlin for a walking tour of the Sugartown Preserve property. This tour is part of the ongoing effort to have each of the board members see and experience each of the key park assets of the township.

The Board agreed that we will not attempt additional group tours of the other properties, but that each member should find an opportunity to visit every property.

P&R Board Minutes

The following minutes were submitted for approval: October 9, 2008, February 24th 2008, March 24, 2008. A motion to approve was made by K. Lehr and seconded by Judy Young followed by unanimous approval.

B. Kacergis will send all approved minutes to Donna McGreevy (dmcgreevy@willistown.pa.us). M. McLoughlin will post approved minutes in the “About Us” tab on the P&R website as discussed during the March P&R Board meeting. M. McLoughlin will also add a link in township website to the P&R site to facilitate public access to the minutes. M. McLoughlin will place a notice in the township newsletter that minutes are available on the website. A notice of future meetings and a standing agenda will also be posted on the website.

Financial Report

M. McLoughlin has assembled a summary P&R financial report and will send to the members via email for review.

Corrections

M. McLoughlin will collect correct name, address, and contact information for all members and ensure that all township records and lists are up-to-date.

Governance & Communications

During the March meeting we discussed creating explicit responsibilities to keep informed about the activities of related governance groups in the township.

- J. Young went to the April 1 planning commission, but the meeting was cancelled.
- B. Kacergis did not attend the 4/15 planning commission due to travel commitments
- D. McDonnell attended the (date?) supervisor's meeting and provided a brief report (the conditional use agreement was not discussed, the fence on the Abbey project was mentioned, but not discussed)
- M. McLoughlin plans on attending some future planning commission meetings and will inform the Board of the dates
- K. Lehr to attend the May 11th supervisor's meeting.

D. McDonnell will draft a letter to the supervisors requesting that they appoint one member as a liaison to the P&R board. This liaison is expected to periodically attend the P&R meetings and serve as a focus point for key communications and issues that the P&R board needs to bring to the supervisors' attention.

D. McDonnell to draft and send letter to resident who expressed concern over including the Abbey as a "resource located in Willistown" during the recent survey.

Park Maintenance and Operations

Repairs to the backstop at Garrett Mill will be deferred for this year.

K. Lehr is going to obtain information from neighboring townships regarding fees for athletic field use.

A student group from Penn State University is doing research on dog issues at Okehocking.

There have been no recent dog-related issues/complaints at Okehocking. It appears that the signage encouraging courtesy and cooperation is helping.

Programming

Sugartown Preserve Camps – The 2 Fairy Gnome camps filled quickly. Demand for the Farming Fun camps was relatively low so these two groups have been consolidated into one session. A 3rd Fairy Gnome camp was added to satisfy the waiting list.

M. McLoughlin met with Greener Partners on 4/28/09 to discuss establishing a team of volunteers to explore future programming, outreach, fundraising, etc.

The activity camps at General Wayne (9am-12noon, 4 days/week, \$50) have had a relatively slow registration. These camps generally fill up shortly before starting.

There have been a large number of students looking to work at the camps.

All camp staff 18 yrs and over will need to go through a FBI background check. We will utilize the process provided by the Chester County Intermediate Unit which is administered by Cogent Systems. Staff <18 years will not need to go through this process. M. McLoughlin will

participate in the West Goshen Township's background check meeting to learn more about the process.

Ongoing Projects

Sugartown Preserve - M. McLoughlin informed the board that approval to proceed with the well and related support infrastructure (electrical and small shed to house equipment) for the property has been received. It is anticipated that the well and related infrastructure will be well below the \$10K budgeted for the project. An updated survey on the property was recently obtained in preparation for the well project. As a result of the survey, we learned that an adjacent homeowner's fence encroaches upon the township's access easement for the property.

Okehocking Design Grant – There will be a presentation on Thursday, May 28th at the Township offices by the design firm contracted to develop a plan for improved access, parking, and pavilion at the Okehocking Preserve. This will be an opportunity for the P&R Board and the public to comment and make suggestions on the design. There will be a presentation to the Supervisors on June 15th at 6pm. At this session we will essentially be asking for a go-ahead to pursue the project and explore options for funding. The P&R Board members are being encouraged to participate in the May 28th session.

28 Duffryn Avenue – The Open Space Review Board has an agreement of sale on this property in the northeast section of the township. Once the transaction closes (June 2009) we will establish a trail easement to provide access for our residents into the Randolph Woods preserve which is located in Malvern Borough. Several members of the P&R Board toured the property last Thursday evening. The P&R Board will take the lead on designing the trail easement per the conversation between M. McLoughlin and B. Shoemaker, Supervisor at the last Open Space Review Board meeting. Options for the easement include establishing the trail width and type, placing a bike rack and an informational kiosk, and landscaping. The P&R Board members want to ensure that adjacent and local neighbors' interests are kept in mind during the design process to ensure the creation of a useful and aesthetically pleasing result.

Planning

Official Map – M. McLoughlin projected the official planning map and reviewed it on the projector with the board members. Properties that are parks or under conservation easements are color coded on the map. In addition, there are potential future open space parcels and potential acquisition parcels on the map (e.g. adjacent to parks, for trailways, etc.). M. McLoughlin pointed out several parcels owned by the township on Jaffrey that contain heavily wooded wetlands. There is currently no usage plan for these parcels. B. Kacergis made a motion to approve the map for use, D. McDonnell seconded with unanimous support from the board.

Properties of Interest - B. Kacergis volunteered to explore enrolling in an alert service to identify when any of the properties of interest are listed in the MLS service. J. Young volunteered to administer the "property watch" on behalf of the township. An updated will be provided at the next board meeting.

Comprehensive Plan Development – M. McLoughlin will distribute a draft of the relevant portions of the plan via email to the P&R Board for comment

OSRB Acquisition – 28 Duffryn Ave. acquisition was approved and an agreement of sale has been obtained. The property would be sold via public auction once the trail easement has been established.

Daylesford Abbey Trail Project – The supervisors are planning on approving the changes to the conditional use agreement regarding modification to the entrance driveways, onsite parking, and improved storm water management. M. McLoughlin spoke to B. Shoemaker, Supervisor, at the OSRB meeting about the supervisors’ perspective on the Abbey trail that is included in the conditional use agreement. Per that conversation, the Supervisors are in support of the trail and are agreement with the P&R Board’s recommendation that there be no fencing on the township’s trail easement. M. McLoughlin also heard that the land development plan for the property was filed. M. McLoughlin was directed by B. Shoemaker to ensure that the P&B Board works with Lisa Thomas (the landscape architect) to represent the township’s interests in the trail design. M. McLoughlin will contact Lisa and schedule a meeting with the P&B Board and to discuss how we will work together to finalize the design. D. McDonnell will draft a note to the supervisor recommending that the status of the project (brief description and copy of conditional use language) be posted on the P&R Website as a “planned recreational resource”.

Chester County Trail Planning – The planned multi-agency trails planning meeting is in the process of being rescheduled. M. McLoughlin will attend and B. Kacergis will try to attend based on availability.

Willistown Resident P&R Survey – The survey was officially closed as of this evening. B. Kacergis will present findings to the P&R Board at next month’s board meeting. The Board thanked B. Kacergis for designing and administering the survey. Highlights include:

- approximately 225 completions
- nearly 70% provided email addresses and expressed a desire for email updates on activities
- Okehocking is the predominant resource used
- approximately 33 non-residents completed the survey, this group is mainly dog-walkers who use Okehocking.
- we have the ability to evaluate results cut by region of the township, age of the household members, time of residency (e.g. to evaluate the needs of new residents)

New Business

No new business was discussed.

Scheduling

The next P&R Board meeting will be held Weds May 27th 7pm at the township offices. M. McLoughlin will explore moving the June P&R to June 25th immediately following the Kirkwood event which is 5-7pm. This meeting will potentially be held at the pavilion at Garrett Mill Park. M. McLoughlin will ensure that these changes are on the official township calendar.

M. McLoughlin to ensure that public notice of these changes gets posted on the township and P&R Websites on a timely basis.

The meeting was adjourned at approximately 9:05pm.

These minutes are respectfully submitted by B. Kacergis, Secretary of the Willistown Township Parks & Recreation Board.