

EAST WHITELAND TOWNSHIP PARKS & RECREATION
September 22, 2020 (virtual)
MEETING MINUTES

1. Call to Order & Housekeeping – 7:00pm: (5 minutes)
 - a. **Board in Attendance:** Barbara-Ann Thav, Carol Rapp, Tom O’Neill, Chuck Barbera, Gail Keyes, Tim Phelps
Staff in Attendance: Steve Brown, Donna Wikert
Supervisors in Attendance: Scott Lambert
 - b. **Board Unable to Attend:** Kristin Thomas
 - c. **Approval of the August 25, 2020 meeting minutes** (March 2020 - May 2020 meetings cancelled due to Covid-19) – Minutes approved
2. Business to Discuss: (45 minutes)
 - a. **Bacton Hill Park**
 - i. **Update from August 30 & September 8, 2020 sub-committee and September 9, 2020 Board of Supervisors’ meetings:**
 - Sub-committee met 8/30 and started to discuss next steps for the park
 - Asked if Monique Williams would be able to come to one of the Parks & Rec meetings
 - Outlined conversations Steve had with Rick Trailes about playground and costs
 - Sub-committee met again 9/8 – Scott Lambert asked for high level summary which was read at the BOS meeting
 - Steve had conversations with John Neild from Public Works
 - Kompan & Steve had conversation with Arro to update costs
 - Mom’s club has started fundraising – \$1K so far; can easily write a check to the township
 - Scott Lambert asked Steve Brown to send info over to the other Supervisors (Rich Orlow & Sue Drummond) to review
 - Our permit had been sitting on a desk for weeks due to Covid-19
 - Limited costs for phase 0 – mostly township expense (labor, etc.)
 - Chuck asked about when phase 0 can be done and open to public – thought it could be done fairly quickly but delayed due to Public Works items (large bins) stored on the park grounds
 - Plan to mow a path
 - No stone laid for parking
 - Locked gate is problematic for Parks & Rec as none of our other parks are locked Steve to speak with John Neild, Public Works again; try to make it available by winter
 - b. **Next Steps for Parks & Rec to Review PROS plan recommendations -**
 - i. PROS plan – Barbara-Ann Thav mentioned that she thought the original plan was for Parks & Rec and Open Space to have a joint meeting, perhaps in December 2020, to review recommendations. As the Open Space PROS group is done meeting now, this joint meeting will not occur.

- ii. Tim Phelps shared – the team had final meeting; finalized committee’s view of final draft but need to make content changes; in next 2 weeks (by Oct 1) Parks & Rec board and the Planning Commission will receive for review and comment; Planning Commission has to adopt the document before it can go to the BOS which will occur at the November 2020 BOS meeting.
- iii. Steve Brown shared – when adopted this means people from the Planning Commission/Parks & Rec/Open Space can make sure people are doing their jobs to implement the plan; create an oversight/umbrella committee – made up of members from other boards to represent the boards; there is a proposal to have an open space committee; has to reside in the land planning side (legal reasons) – main purpose is to oversee implementation of the plan; open space, parks, trails
- iv. Feedback from the group
 - o Barbara-Ann Thav– feels role of P&R is uncertain at this time and has from the beginning stated a clear outline of responsibilities by advisory board is warranted; Is the desire to disband Parks & Rec? She wants to coordinate a response from Parks & Rec on the plan – Steve/Tim/BA/Chuck to get on a call together to discuss the process.
 - o Scott Lambert– stated he would also like to see an outline of responsibilities/clarification of duties.
 - o Gail Keyes– needs clarification of duties. Where does Parks & Rec fit in?
 - o Steve Brown – thinks the plan will answer some of the questions being raised during this meeting. Steve will coordinate a call with me, him, Tim and Chuck on how to efficiently gather Parks & Rec’s responses to the plan.

c. 2021 Budget Planning -

- Steve – Budget planning is an annual process; exercise in numbers and setting community priorities; boards and commissions and staff start working in August; potential projects for next year are discussed; John Nagle and the Finance dept. compile the budget; adopted twice by the Board of Supervisors (Nov & Dec)
- o Staff wants to get the general fund done first – summer camp, summer concerts
 - o Review the PROS plan to see if we want to include anything in the budget
 - i. Chuck Barbera– Feels we focus on parks and not enough on programming and recreation.
 - o Initiate a survey initiative to see what community is looking for – not park related but services, programming and recreation.
 - o Get a communication plan together to link us to the community better.
 - o Opportunity for public to give feedback on programs
 - o Prioritize based on demand
 - ii. Barbara-Ann – suggested a shared resource with Malvern borough for P&R director as had been proposed a few years ago. Parks & Rec has not meeting the new ETW communications coordinator and not sure of how this person can assist us.
 - iii. Gail Keyes– survey is a good idea; would need a person to implement programs;
 - o Chuck Barbera – we have a person to handle summer camp and someone to handle summer concerts
 - iv. Tim Phelps– not everything is physical improvements; could put on events/educational programs (East Goshen did educational program on lanternflies for example). Tim suggested we do one educational program a year for 5-12 year old’s such as a science event. Could be around Earth Day. Could engage St. Gobain.
 - o Barbara-Ann Thav – asked if Tim is proposing staff would do the work? Tim Phelps indicated it would be committee driven.
 - o Chuck Barbera – some low hanging fruit we could do inexpensively.

- v. Barbara-Ann Thav– several years ago, had proposed 4 quadrants of activities (Children, Seniors, Families, Adults No Children with topics around Recreational/Physical, Cultural/Educational, and Social) years ago but not much enthusiasm at the time;
- vi. Chuck Barbera – need the communications person to conduct the survey
 - o Steve to talk to John Nagle about using Monique, communications assistant to assist – proposed a committee member/Monique/Steve to provide info for the website – someone to outline the article, someone to write the article, someone to review article
- vii. Donna Wikert– reported Monique came in as a temp and is also receptionist; role has morphed into a dual position
- viii. Steve Brown to ask John Nagel again about having her attend P&R meetings.
 - o Chuck Barbera– we need to communicate what we do (e.g. summer stage, Exton Community Day, People’s Light)

Steve Brown – For the Budget document focus on the General fund; request additional \$\$ for programs; capital items don’t need to be decided tonight; John N. is looking for General fund items

- i. Barbara-Ann Thav – mentioned the following
 - o Cost for summer camp next year during Covid-19 – not enough money budgeted for camp
 - o Battle of the Clouds bathroom project – Steve Brown says this is getting done now
 - o Install blue emergency lights in all of the parks
 - o Portable sunscreen stations in parks
 - o Battle of the Clouds baseball field adjustments seems more expensive (\$11K) than previously discussed – Steve Brown could reach back out to the group who wanted it (travel baseball team – some were residents)
 - o Sidewalks along King Rd to Malvern borough
 - o Kristin Thomas (not at meeting) had suggested to prioritize trail connections
 - o Line item to join professional association/P&R group/society (PRPS); continuing education & training; Steve Brown to add \$1 - 3K
- ii. Steve Brown – asked for recommendations for what to budget for programming; team agreed to add \$8K for programming.
- iii. Tim Phelps – need to add a safer pedestrian connection between playground area and parking in Valley Creek
- iv. Scott Lambert – don’t forget to add an entertainment budget for grand opening in Bacton Hill

Other Items:

Barbara-Ann Thav– stated she is frustrated and disappointed to learn that recommendations Parks & Rec have made and approved by the BOS were not implemented; she and the team spend countless hours spent on minutes and other meeting minutia which leaves no time for follow up; suggests the Township be responsible for agenda items, meeting minutes and posting of both as they do for other boards with the Parks & Rec board to focus on bringing projects to fruition and manage open items that hold the Township accountable.

3. Public Comment: (10 minutes)

Melissa Kiely – member of a mountain bikes teams; joined for first time because someone had forwarded the meeting information to her. She did not have any comments.

4. Meeting Adjournment - Next meeting planned for Tuesday, October 27, 2020 –7pm start time

Meeting minutes approved at the 10/27/20 Parks & Recreation Board Meeting