

**WEST GOSHEN TOWNSHIP
PARKS AND RECREATION BOARD MEETING
November 17, 1999**

Attending: Les Bair, Bob Cifone, Dan Dixon, Kathy McDevitt, Michael Pillagalli, Jennifer Grey-Rice, Ed Smith and Joe Waters

Township Representatives: Sharon Lynn, Kathy Hahn, Ken Lehr, Al Roth and Kent Wise

Friends of the Park: Kelly Cifone

Public Representatives: Claudette Thorpe – Community Service Council of Chester County

Meeting called to Order: 7:08 PM by Chairman Joe Waters

After a review of the minutes submitted for the October 20, 1999 meeting, a motion was made by Kathy McDevitt to accept the minutes as submitted. The motion was second by Jennifer Grey-Rice and passed.

The Financial Report dated October 31, 1999 was reviewed. There were no questions of comments pertaining to the Financial Report.

Joe Waters welcomed Les Bair stating it was great to have her back. The Friends of the Park are planning to plant in a tree in Arnold Bair's memory at the Community Park.

Public Representatives: Claudette Thorpe representing the Community Service Council of Chester County gave the members of the Park Board an overview of the service this organization provides. The Community Service Council is a private, non-profit organization that supports needy families by providing basic necessities such as "*Dry Goods*" (Toothpaste, Paper Towels, Toilet Paper etc.). This service benefits many Clients that reside in West Goshen Township. The Federal Government establishes the criteria to determine who is eligible to receive assistance from the Community Service Council. Claudette Thorpe offered thanks to the members of the Park Board for their efforts in collecting "*Dry Goods*" for the Community Service Council during Harvest Day festivities. Claudette Thorpe reported that the Community Service Council would welcome continued support from the Township.

Parks: Kent Wise reported that the crews are busy cutting the grass and cleaning up leaves at the Township parks. Work on the new driveway for the maintenance shop at the Community Park is in process. The initial work to dig out the new driveway is complete with the paving scheduled for Friday, November 19th. Kent Wise informed that the block mason has completed work on the pillars for the new letter signs at the Community Park. Kent Wise reported that the new pillars do not exactly match the pillars for the original Community Park sign and indicated he is not pleased with the work. Kent Wise expects to have the new letter signs installed soon. Finally, Kent Wise indicated that he will need to bring in the Tree Service again for clean up at Coopersmith Park.

Recreation: Al Roth reported that confirmation letters will be going out to the returning Summer Camp Staff in the late December, early January time frame. Al Roth will work with Ken Lehr to complete this task by the end of January. Joe Waters asked Al Roth if he is planning on using the additional storage area located in the concession stand for the Summer Camp program. This is the storage area that was previously set aside for East Side Little League. Al Roth indicated that he planned to utilize the new storage area to support the 2000 Summer Camp program.

Friends of the Park: Kelly Cifone reported that the Friends are in the process of planning the following trips during the upcoming year:

April 1: Trip to New York to see "*Beauty and the Beast*".

June: Trip to Fenway Park in Boston to see the Red Sox play. (This trip will require an over- night stay in Boston).

September or October Trip to Ellis Island in New York.

December Trip to Radio City in New York

Additionally, the Friends are also looking into the possibility of offering a summer trip to Canada and an August trip to Longwood Gardens. Finally, Kelly Cifone reported that the Friends have had a good experience using the "*Travel Loft*" and plan on using this Travel Agency for future trips.

Old Business: Michael Pillagalli reporting on Harvest Day thanked Kent Wise and his crew, the Friends, members of the Park Board and Township representatives for their efforts in making this year's Harvest Day a success. Special thanks went out to Dave Woodward and Dorine Conant for driving the tractors for the Hay Ride. Over 500 people attend this year's event. Joe Waters commented that Harvest Day was *great* and that everyone attending had a good time. Ken Lehr informed that the Township purchased over 400 pumpkins for the event and that only 20 to 30 of the pumpkins were left over. Ken Lehr reported that we were able to accommodate everyone that wanted a ride on the Hay Wagon and still have the event end on time. Michael Pillagalli asked if anyone from the Township had sent a letter of thanks to Phil and Linda Hicks for allowing the Township to use their Hay Wagon at Harvest Day. Ken Lehr informed that at this time a letter had not been sent. Michael Pillagalli indicated that he would send a letter of thanks to Phil and Linda Hicks in behalf of the Township.

Ken Lehr reporting on the year 2000 budget informed that the budget would not be formally approved until Wednesday, November 24th. Ken Lehr advised that both Sharon Lynn and Corey Kemp had recommended approving the funding request for the Summer Recreation program. Jennifer Grey-Rice asked if there was any surplus from the 1999 budget. Ken Lehr informed that there is a budget surplus for 1999 and indicated that the Township had already purchased 4 thermal beverage dispensers and a box to store the letters for the new sign at the Township Building with these funds. Jennifer Grey-Rice stated that the members of the Park Board must decide how to utilize the remaining surplus funds tonight in order to retain the use of these funds. Joe Waters asked what it would cost the Township to purchase 4 new picnic tables for the Community Park. Dan Dixon asked if we should purchase the picnic tables with the attached benches or look into purchasing some picnic tables with separate benches. Joe Waters made a motion to use the excess budget funds to purchase 4 new picnic tables with umbrellas for the Community Park. Kent Wise informed that the new picnic tables might not be delivered until next summer. Finally, Michael Pillagalli asked if the Township should consider purchasing a larger pop-up tent (10' by 20') with any remaining 1999 funds.

Joe Waters began the discussion on pricing structures for picnics held at the Township parks by informing the members of the Park Board that there has not been a rate increase for residents in a long time. Township residents are currently charged \$35.00 per picnic. The rate structure for non-residents was revised 2 years ago to \$100.00 per picnic. Joe Waters advised that the Township is losing money on picnics and reported that the Board of Supervisors has asked the Park and Recreation Board to come up with a recommendation. Joe Waters asked if the fee/rate charged by the Township should be pro-rated based on the size of the picnic or just a flat rate. Dan Dixon suggested looking into the feasibility of an hourly charge (flat rate per hour). Kathy McDevitt stated that the clean-up effort is not always dependent on the duration (total hours) of the picnic. Les Bair asked what the other Townships in the area are charging for picnics. Kathy McDevitt suggested that the Township should pro-rate the fee/rate based on the size (number of people attending) the picnic. Michael Pillagalli asked Kent Wise for his opinion on this issue. Kent Wise stated that he believed it was fair for the Township to "*break even*" on the picnics held at the Township parks and indicated that he did not think that the number of picnics would be impacted by a change in the fee/rate. Kent Wise indicated that a fee/rate of \$75.00 to \$100.00 per picnic was

reasonable. Kathy Hahn stated that she believed the Township was willing to subsidize ½ of the cost of the picnics for Township residents. Ken Lehr reported that 10 % to 20 % of the picnics had 100 or more people. Kent Wise informed that 2 members of his crew are required to support the picnics that exceed 200 people. Jennifer Grey-Rice suggested having a separate meeting on this issue to identify options that can be reviewed at the January Park Board meeting. Sharon Lynn recommended reviewing the pricing structures every 3 years to make sure the fee/rate is sufficient based on increases in labor costs. Sharon Lynn indicated that she believes an increase is warranted based on increased park usage and the rising cost of labor. Les Bair, Dan Dixon, Kathy McDevitt and Ed Smith will serve on a sub-committee to review the pricing structure options and come up with a recommendation. Dan Dixon will schedule a meeting of the sub-committee prior to the January 19th Park Board meeting.

Joe Waters reviewed the letter from Township resident Janice Gothie asking the Township to consider providing portable toilet facilities during the winter months when the public restrooms at the Community Park are closed. The members of the Park Board expressed concern that the portable toilet facilities would take away from the appearance of the park. Joe Waters informed that the men's room located at the upper pavilion is already heated. Bob Cifone asked if it would be possible to install heat in the ladies room at the upper pavilion. Kent Wise indicated that installing heat to the ladies room would be a large and expensive project. All of the members of the Park Board were opposed to installing Portable Toilet facilities at the Community Park. Joe Waters made a motion that the Township should not install any winter restroom facilities with the possible exception of when Santa Claus arrives at the Community Park. The motion was second by Les Bair and approved.

Ken Lehr reported that the Township is planning to offer a "*sneak preview*" tour of the new Township building to residents age 50 and over on Friday, November 19th at 2:00 PM. Visitors will receive a tour of the new buildings and learn about the many services offered by the Township. A reception will follow in the new Community Room. Ken Lehr informed that at this time, 50 residents have signed up for the tour. Ken Lehr indicated that he would be looking to get feedback on what the residents would like to see the Township offer in the form of recreation.

Ken Lehr reported that the Township would offer a Holiday Gift Work- shop at the Township Building on Thursday, December 9th from 7:00 PM to 9:00 PM and on Friday, December 10th from 1:00 PM to 4:00 PM.

Ken Lehr reported that the Township has contracted the "Vagabond Group" to offer a performance of "The Christmas Carol" at the Township Building on December 12th at 1:00 PM. The performance will be held in the meeting room at the Township Building. Ken Lehr informed that the Township plans to use fliers to advertise for this event. The fliers will also state that a "*Dry Goods*" (Toothpaste, Paper Towels, Toilet Paper etc.) donation would be appreciated. All of the "*Dry Goods*" collected from this event will be donated to the Community Service Council. Kelly Cifone asked if information on the upcoming Bus Trips could also be included on the fliers.

New Business: Ken Lehr reporting on the year 2000 Summer Concert Series informed that the group "Black Thorn" is on board for next summer's program. Additionally, the "City Rhythm Orchestra" has been contracted to perform on "Swing Band Night". Ken Lehr asked if the Township should schedule 6 concerts (every other Sunday in June, July and August) or expand the program to 8 concerts. Kelly Cifone requested that she would like to be included in any meeting held by the Summer Music Series sub-committee. The members of the Summer Music Series sub-committee include Michael Pillagalli, Les Bair, Joe Waters and Dan Dixon.

Dan Dixon made a motion to include a standard advertising line for all Township events stating that a "*Dry Goods*" donation would be appreciated. Dan Dixon will work out the logistics to get the donated "*Dry Goods*" delivered to the Community Service Council of Chester Counter. The motion was second by Joe Waters and approved.

Ed Smith reported that the members of the Concession Stand sub-committee (Ed Smith, Dan Dixon and Jennifer Grey-Rice) had a meeting with Ken Lehr to discuss options for staffing the Concession Stand in the year 2000. The sub-committee would like to create competition for the job of operating the Concession Stand by advertising for the position in the area Newspapers and Trade publications. The goal of the sub-committee is to continue to outsource the daily operations of Concession Stand with a percentage of the operating profits going to the Friends while developing a long-range plan that would allow the Township to maximize their return on this investment.

Ken Lehr informed that he recently attended a Park and Recreation conference and handed out a flier for an upcoming symposium on "The Power of Parks and Recreation" scheduled for Sunday, March 26th. The symposium will be held at the Hershey Lodge and Convention Center and cost \$50.00 per person. Ken Lehr asked Sharon Lynn if the Township could cover the cost of sending representatives from the Park and Recreation Board to the symposium. Kathy McDevitt suggested that the Township should send one or more representatives to this event. Joe Waters made a motion to have 2 to 3 representatives from the Township attend the March 26th symposium. The 1999 budget surplus would be used to cover the cost. Ken Lehr informed that in order use the 1999 budget surplus to cover the cost of the symposium, the registration fees must be sent in by the end of the year. Anyone interested in attending the March 26th symposium should contact Ken Lehr.

Outgoing chairman Joe Waters thanked everyone for making the past 2 years very enjoyable and expressed confidence that the Dan Dixon, Kathy McDevitt and Ed Smith will continue to do an excellent job serving as officers for the year 2000.

The meeting was adjourned at 8:20 PM. The next meeting is scheduled for January 19th.

Respectfully Submitted,

Ed Smith