

**WEST GOSHEN TOWNSHIP
PARKS AND RECREATION BOARD MEETING
October 18, 2000**

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

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

Friends of the Park: Bob Cifone

Meeting called to Order: 7:04 PM by Chairman Dan Dixon

After a review of the minutes submitted for the September 20, 2000 meeting, Joe Waters asked to revise the minutes on page 2 within the Friends of the Park section to state to following:

"Kelly Cifone informed that the 59 + volunteers helped Community Day patrons complete 1,300 projects that included 600 sand art crafts". A motion was made by Joe Waters to accept the minutes with the revision. The motion was second by Kathy McDevitt and passed.

The Financial Report dated September 30, 2000 was reviewed. There were no questions of comments pertaining to the Financial Report.

Parks: Kent Wise reported that the crews are still being kept busy cutting the grass at the Township Parks. Kent Wise indicated that he plans to continue the "grass management" work that includes:

- Top-dress and seed the soccer fields, the softball field and selected areas around the Amphitheater at the Community Park.
- Top-dress the little league field and Flagg field at the Community Park.
- Seed Hollowell field and selected areas around the Township Building.
- Spay weed control on selected areas around the Township Building as well as selected areas around the Amphitheater at the Community Park.

Kent Wise informed that a new 220-ft. post and rail fence had been installed at Richard C. Cloud Park and the work to rake and re-seed the new playground area has been completed. Kent Wise reported that the installation of the final 300-ft section of post and rail fence at Richard C. Cloud Park would not be completed in time for the formal dedication of the Park scheduled for Monday, October 23rd at 5:00 PM. At the South Concord Road Park, work on a new 9 space parking area is underway. The new parking area has been dug out and the stone base has been applied. The paving of the new parking area is scheduled to be complete by the end of October. Kent Wise informed that there are plans to install a new post and rail fence at the park along South Concord road and indicated that the new playground equipment still needs to be installed. Dan Dixon asked if Ken Wise was still looking to fill an opening on his staff. Kent Wise informed that the Township had advertised in the Daily Local News and that at this time, 2 candidates for the open position have been interviewed. Finally, Kent Wise informed that he is planning to get the pumpkins for Harvest Day on October 19th.

Recreation: Al Roth distributed copies of the 2000 Summer Camp end of year report to the members of the Park and Recreation Board for review. Al Roth reported that there were 16 new councilors and 20 new junior councilors that helped support this year's program and indicated that he expected many of them to return next year. Al Roth informed that any issues were addressed immediately and that overall, he felt the staff did a good job. There was only 1 day that Summer Camp was closed due to the weather. Additionally, there were 2 new field trips offered this season including a trip to Marsh Creek and combination Police Station Tour and Art reception at the West Goshen Township Building. There was a

decline in attendance for the Tee-Ball and Lacrosse clinics, however; overall attendance for the clinics was up from the previous year. Al Roth offered thanks to Ken Lehr for his efforts to ensure that this year's Summer Camp program was successful. Al Roth also thanked the members of the Park and Recreation Board and the Township for the support they provide for the Summer Camp program. Al Roth reported that his efforts to improve the Summer Camp program include putting together an instruction manual for the councilors and junior councilors. Additionally, Al Roth indicated that he would like to expand the Summer Camp orientation to include a "*craft person*" as well as adding an additional orientation session for the returning junior councilors. On the topic of the budget, Al Roth informed that the increase in the actual expenditures for councilors was due to 5 new councilors being added after the budget was finalized. Additionally, the \$40,442 in registration fees is up from last year and expenses came in under budget at \$16,100. Al Roth stated that he is always careful to keep the Summer Camp expenditures within budget. Dan Dixon discussed the idea of taking 2 or 3 incremental steps to increase the registration fees in order to keep them in line with expenses. Ken Lehr stated that he believed that the Park and Recreation Board had recommended pricing structure options for picnics held at the Township parks but at this time, nothing has been recommended or approved for Summer Camp fees. Jennifer Grey-Rice indicated that she believed that the Park and Recreation Board had discussed raising Summer Camp fees in small increments over a 3 year period and stated that we need to go back through the Park and Recreation Board meeting minutes in order to determine what was discussed. Ken Lehr indicated that he would review the meeting minutes to see if there is anything pertaining to Summer Camp fees. Al Roth informed that only 1 parent questioned the increase in fees for the 2000 Summer Camp program. Michael Pillagalli asked if there were people on the waiting list for this year's Summer Camp program. Dan Dixon asked Ken Lehr to check into the possibility of working with Kathy McBratney to line up the group "Trout Fishing in America" to perform as part of a music workshop for next year's Summer Camp program. Finally, Dan Dixon stated that the Park and Recreation board was extremely pleased with this year's Summer Camp program and offered thanks Al Roth and everyone else involved in the program for a job well done.

Friends of the Park: Bob Cifone reporting for the Friends informed that at this time, there is nothing new to discuss. Joe Waters informed that the Friends would receive \$1,000 from the Outback Steakhouse for Community Day. This figure represents the balance of their budget for Community Events. Ken Lehr indicated that the Outback Steakhouse would like to participate again next year under the condition that the Township limits the number of free meal tickets in addition to giving the Outback Steakhouse and John Leary exclusive rights as the only food vendors for Community Day. Michael Pillagalli stated that the Township should have a line item in the Community Day budget to cover the cost of the meals for the volunteers. Ken Lehr reported that requests for ticket are coming in for the Thursday, December 14th bus trip to Radio City Music to see the "Rockettes". Ken Lehr reported that at this time, there have not been any tickets sold for the Saturday, December 2nd bus trip to Madison Square Garden to see "A Christmas Carol". Michael Pillagalli asked if the Township should consider allowing patrons the option to buy tickets for the event on the bus.

Old Business: Ken Lehr reporting on Harvest Day informed that at this time 32 adults and 33 children have registered for this year's event. Ken Lehr stated that half of the registrations were sent in via the WEB. Kent Wise reported that he planned to pick up the pumpkins for the event tomorrow (October 19th). Dan Dixon informed that he had contacted Sonny Hicks to line up the second Hay Wagon and order the 50 to 60 bails of straw required for this year's event. Michael Pillagalli stated that he would re-confirm the arrangements he made with Phil and Linda Hicks for the other Hay Wagon required for Harvest Day. Ken Lehr reported that he had lined up a face painter for this year's event. The band "Makin Music" is also scheduled to perform at Harvest Day. Kent Wise informed that he was able to secure a second tractor from Bob Gilbert. Kent Wise stated that Dorine Conant will drive one of the tractors and indicated that he would need to find a driver for the second tractor. Anyone available to help moving the pumpkins and decorating the park should be at Coopersmith Park at 12:30 PM. Harvest Day activities will again be held at Coopersmith Park on Sunday, October 29th from 2:00 PM to 4:00 PM.

Jennifer Grey-Rice reporting on the "Holiday Event" informed that this year's program has been scheduled for Friday, December 8th from 6:00 PM to 8:00 PM at the Community Park with a rain date of

Friday, December 15th. Ken Lehr indicated that he has contacted the West Chester University Gospel Choir, the West Chester Christmas Singers and the Cord Busters to determine if any of these groups would be available to perform at the "Holiday Event". Ken Lehr indicated that he had also contacted the Holly Trinity hand bell choir and a representative for the group indicated that they would not be able to perform outdoors. Jennifer Grey-Rice informed that the Township planned to have displays representing the 3 December Holiday themes at the Community Park. There are also plans to place luminaries around the Community Park and light up the pavilion and the gazebo. The Township also plans to offer hot beverages to the patrons. Joe Waters asked if the Friends could do a mass mailing to the local business to encourage them to sponsor the luminaries.

Ken Lehr reported that the Summer Concert sub-committee had a meeting to discuss the options for the 2001 season. Ken Lehr reviewed the preliminary schedule for the 2001 season and informed that the Township will not schedule a concert on the same day as the July 22nd Turks Head festival. The preliminary schedule for the 2001 Summer Concert series is listed below:

Date	Theme	Featured Performers	Cost
June 17 th	Children's Concert	Kristen Lems	\$1,500
July 1 st	Military Band	To be determined	N/A
July 15 th	Motown	Special Blendz	\$1,500
July 29 th	Irish Rock	Blackthorn	\$3,100
August 12 th	Swing with Me	City Rhythm	\$2,000
August 26 th	Country-Western	To be determined	N/A

Ken Lehr informed that he has been in contact with the "Navy Band" to see if they would be interested in performing at the "Military Band Concert". The representative from the "Navy Band" advised that the band would not be accepting any booking until after the presidential inauguration. Joe Waters asked for a ballpark figure on the entertainment cost for the proposed 2001 Summer Concert Series. Ken Lehr indicated that the estimated cost would be around \$9,600 and could be close to \$11,000 once the entertainment is finalized. Dan Dixon asked if it was feasible for the Township to spend between \$9,600 to \$11,000 in entertainment costs for the Summer Concert series. Joe Waters stated that the Friends struggled last year to raise \$10,000 in funding and informed that the Township budget has increased for the 2001 Summer Concert series. Joe Waters indicated that it should be easier to raise the funds this year since the process has started earlier. Ken Lehr informed that attendance was very good for the events that were held outside in the amphitheater. Ken Lehr reported that if the Township were able to book a military band, the Township would be able to advertise for donations to help cover the cost of the concert. Michael Pillagalli asked if anyone had looked into having the Lukens Steel Band perform as part of the planned military band concert. Kathy McDevitt informed that there were issues from when the Lukens Steel Band had previously performed for the Township that could prevent the band from performing at future Township events. Bob Cifone expressed concern that all of the bands booked to date charge at least \$1,500 per performance and asked if it would be possible to get quality entertainment for less than \$1,500. Dan Dixon stated that the cost of the entertainment would be a discussion item for the next Summer Concert Series sub-committee meeting and informed that the bands contacted are holding the dates but at this time, no contracts have been signed. Ken Lehr discussed having the middle school select strings perform on June 3rd during the school year as a "sneak preview" for the Summer Concert Series. Finally, Jennifer Grey-Rice stated that the Township should consider using local bands for one of the planned Summer Concert Series events indicating the local talent would produce a good turnout.

Ken Lehr reporting on "Movie Nights" informed both of the movies presented to date had to be moved indoors due to the weather. Information on "Movie Nights" is listed below:

Date	Movie	Location	Attendance
September 24 th	"Antz"	Township Building	120
October 7 th	"Babe"	Township Building	40
October 21 st	"The Nightmare Before Christmas"	Community Park	150

Ken Lehr indicated that he hoped the October 21st presentation of "The Nightmare before Christmas" could be held outside at the Community Park amphitheater. Dan Dixon stated that Ken Lehr has done an excellent job to ensure that the initial presentation of "Movie Nights" was a success.

New Business: Dan Dixon reviewed the tentative year 2001 budget with the members of the Park and Recreation Board and indicated that he planned to meet with Sharon Lynn and Joe Waters to review the 2001 budget next week. Ken Lehr informed that the "actuals" reported on the budget proposal are year-to-date totals that do not represent year-ending values. Jennifer Grey-Rice asked if there are going to be any surplus from the 2000 budget and stated that the Park and Recreation Board will need to discuss options for the budget surplus. Ken Lehr informed that there could be as much as a \$6,000 budgeting surplus for the year 2000. Ken Lehr reported that Sharon Lynn suggested options for utilizing the surplus that include purchasing a digital camera for the Township, purchasing a high quality video camera and developing a Township video for new residents. Kathy McDevitt informed that Vince McVeigh took extensive videos at Township events and asked Ken Lehr to follow up to see if any of these videos could be utilized. Dan Dixon stated that he would contact Vince McVeigh on this issue. Ken Lehr suggested that the Township consider using some of the budget surplus to purchase a movie projector to support events like "Movie Nights". The Township currently has to rent projectors for this event. Additionally, Ken Lehr indicated that he would like to look into using any budget surplus to purchase a portable (wire-less) sound system and 1 or 2 additional pop-up tents. Joe Waters stated that the Township should hold off on purchasing a movie projector until we get a better idea on how well events such as "Movie Nights" are attended. Michael Pillagalli suggested calling the school district to determine if the Township would be able to obtain a movie projector from one of the schools. Al Roth stated he would be willing to donate his movie projector that has only been used 5 times to the Township. Dan Dixon informed that the Township could purchase a used movie projector from eBay for about \$100. Ken Lehr informed that Sharon Lynn has indicated that if a movie projector is required, the Township should purchase a new movie projector. Dan Dixon asked Ken Lehr to get prices for a new movie projector and report his findings to Park and Recreation Board at the November meeting. Kent Wise expressed concern over where the Township would be able to store the new items that are being planned for purchase and indicated that the Township may need to build another storage structure at the Community Park. Bob Cifone suggested that the Township should consider building a new storage facility at the Community Park and open up the storage areas in the concession stand to create a service opening that will face the amphitheater.

Ken Lehr informed that he had looked into the cost of leasing a Risograph machine and indicated that a 1 year lease including supplies and maintenance would run about \$2500. This cost is comparable with what the Township currently spends creating advertising for upcoming events. Additionally, the Risograph could be set up to have a direct interface with the Township computer and could be made available to other departments. Ken Lehr indicated that he had discussed the possibility of entering into an agreement with the Borough of West Chester and West Whiteland Township to share the cost of leasing the machine. Ken Lehr informed that if the Borough of West Chester enters into this agreement, the Risograph machine would be located in West Chester.

Jennifer Grey-Rice asked if the Township could pursue alternatives that would provide "free" advertising and utilize the savings to offer more activities for teens. Michael Pillagalli agreed that he believed the Township needs to provide more for teenagers stating that a sizable portion of the Park and Recreation budget is already being spent on children's activities like the Easter Egg Hunt and Harvest Day. Kathy McDevitt stated that the Park and Recreation Board needs to come up with ideas for activities that teenagers would want to participate in. Dan Dixon informed that he planned to create a new sub-committee to plan activities that would target teenagers. Michael Pillagalli reported that the Fugett middle school offers a "*Fright Night*" during the Halloween time frame that is well attended by the 11 to 14 year old age group. Jennifer Grey-Rice suggested that the Township should look into planning a concert at the Community Park for teenagers. Dan Dixon stated that a teen concert featuring local teen bands would be well attended. Additionally, Dan Dixon recommended that the Township should look into presenting a teen movie night at the Community Park.

Michael Pillagalli began discussion on the proposed Holiday Decorating Workshop by asking what the Township charged per person last year. Ken Lehr informed that the Township charged \$10 per person and that between 15 to 20 people attended last season's Holiday Decorating Workshop. Michael Pillagalli stated he believed that the fees charged for participating in the workshop should be structured to cover at least ½ of the cost of the workshop. Ken Lehr informed that approximated \$700 in supplies were purchased for the Holiday Decorating Workshop in bulk last year and indicated that there were a lot of left over supplies that could be utilized this year. Ken Lehr stated that based on this information, he would be able to lower the budget request for this year's Holiday Decorating Workshop.

Ken Lehr informed that the formal dedication for the Richard C. Cloud field is scheduled for Monday, October 23rd at 5:00 PM. Members of the Board of Supervisors and several elected officials plan to be in attendance.

The meeting was adjourned at 8:20 PM. The next meeting is scheduled for November 15th.

Respectfully Submitted,

Ed Smith