

**WEST GOSHEN TOWNSHIP  
PARKS AND RECREATION BOARD MEETING  
January 15, 2003**

**Attending:** Les Bair, Bob Cifone, Dan Dixon, Mary Lou Enoches, Jerry Napiecek, Michael Pillagalli, Jennifer Grey-Rice and Ed Smith

**Township Representatives:** Ken Lehr, Nick Palso, Al Roth and Kent Wise

**Meeting called to Order:** 7:06 PM by Chairman Bob Cifone

Bob Cifone began the January 15<sup>th</sup> meeting by leading the members of the Park and Recreation Board in reciting the pledge of allegiance to the American flag.

Ken Lehr formally introduced Mary Lou Enoches as the new alternate member for the Park and Recreation Board. The members of the Park and Recreation Board welcomed Mary Lou Enoches aboard and indicated that they looked forward to working with her on upcoming Township events.

The review and approval of the minutes submitted for the October 16, 2002 meeting was deferred until the January 15, 2003 Park and Recreation Board meeting since the minimum number of members (quorum) required for approval were not present at the November 20, 2002 meeting. After a review of the minutes submitted for the October 16, 2002 meeting, a motion was made by Bob Cifone to accept the minutes as submitted. The motion was seconded by Jerry Napiecek and passed. Additionally, Ken Lehr informed that the information for the November 20, 2002 meeting had to be submitted as "Meeting Notes" since a quorum was not present for that meeting and stated that the November meeting notes would not have to be approved by the members of the Park and Recreation Board.

The Financial Report dated December 31, 2002 was reviewed. There were no questions or comments pertaining to the Financial Report.

**Parks:** Kent Wise reported that the crews completed their fall leaf clean-up efforts in early December. Additionally, Kent Wise informed that the crews have also been assisting the road crew with their snow removal efforts. Kent Wise reported that the crews are gearing up to begin their regular winter maintenance program that includes cleaning and painting the grills and trash barrels at the Township Parks. Kent Wise indicated that all of the wood signs at Coopersmith and Barker Parks have been removed and stated that the crews are in the process of restoring the signs. Kent Wise reported that the crews are working on the inlet and outlet catch basin pipes at several Township Parks. At Barker Park, the crews are back-filling the area around the catch-basin inlet pipe and installing brick in the areas surrounding the catch-basin outlet pipe to correct an erosion problem. At Stoney Brook, the crews installed a reducer fitting on the existing catch-basin inlet pipe and completed digging out the area in front of the pipe. Finally, Kent Wise informed that the crews would be spending time over the next 6 weeks performing maintenance that includes replacing belts, sharpening belts and changing the oil and filters on the Township's mowing equipment.

**Recreation:** Al Roth reported that he is starting to prepare for this year's Summer Camp program. Al Roth informed that confirmation letters have been sent out to 25 returning summer camp program counselors and indicated that applications will be accepted until March 1<sup>st</sup>. Al Roth indicated that at this time, 4 of the recipients have accepted a job position for this year. Al Roth noted that advertising for 2003 Summer Camp positions would also be included in the Township Newsletter this year. Al Roth stated that the interview process for summer camp positions would run through the month of March and possibly into the first week of April. Al Roth indicated that he along with Ken Lehr conducted 5 interview sessions to fill to the summer camp positions for last year's program. Key dates for the 2003 Summer Camp program are:

- Parent Orientation: April 30<sup>th</sup> at 7:00 PM.
- Registration: May 10<sup>th</sup> from 8:00 AM to 11:00 AM  
May 17<sup>th</sup> from 9:00 AM to 11:00 AM
- Staff Orientation: June 7<sup>th</sup>
- Summer Camp: June 16<sup>th</sup> through August 8<sup>th</sup>

Al Roth informed that it would be acceptable to start the Summer Camp program on June 16<sup>th</sup> as long as there were no additional snow days encountered during the school year. In the event that additional snow days are encountered, the entire Summer Camp program would need to be pushed back to a later starting and ending date in order to not impact the duration of the program. Al Roth asked the members of the Park and Recreation Board if there was a need to review the pricing structure for the Summer Camp program indicating that any review would need to take place ASAP to be in effect for 2003. Al Roth informed that Barker Park and the Community Park were both filled for the 2002 Summer Camp program and indicated that registrations for Coopersmith Park continue to grow. Dan Dixon asked Ken Lehr to provide the notes/minutes from the last Summer Camp pricing structure review sessions for review. Ken Lehr informed that at the last review, the members of the Park and Recreation Board recommended that pricing for the Summer Camp program should be structured to allow the registration fees cover 50% of the costs for the program.

**Friends of the Park:** Ken Lehr reporting for the Friends informed they did not have the minimum number of members (quorum) required at their quarterly board meeting in January. Ken Lehr indicated that the Friends are looking at the possibility of amending their bylaws replacing the requirement for an annual budget audit with an internal review by the Friends Board members. Additionally, the Friends have to nominate new Board members for the upcoming year. The next quarterly meeting for the Friends will be held at the Township Building on February 5<sup>th</sup> at 7:00 PM.

**Old Business:** Ken Lehr reported that the December 7<sup>th</sup> Bus Trip to New York City was very popular and indicated that the Township easily could have filled a 2<sup>nd</sup> bus if one were available. Ken Lehr informed that the Township would like to offer a repeat of this trip in 2003.

Ken Lehr reporting on the 2001 Holiday Event informed that the event had to be moved inside to the Township Building due to weather conditions. Ken Lehr indicated that the weather conditions contributed to the light attendance for the event. Additionally, Ken Lehr informed that the Uptown String Band did not perform since only 4 of the 8 band members made it to the Township Building. Ken Lehr reported that Ryan Kelly stepped up and provided entertainment by leading the kids attending the event in the singing of popular Holiday songs. Ken Lehr informed that the Township presented Ryan Kelly with a gift certificate in appreciation of her efforts. Ken Lehr stated that overall, the 2002 Holiday Event was not a success.

Ken Lehr reporting on the Holiday Decorations Workshop informed that Kelly Cifone helped provide instructions for the people attending the workshop. Ken Lehr indicated that about a half dozen people participated in this year's event. Ken Lehr informed that the Township was able to utilize excess supplies from previous year's to support the 2002 Holiday Decorations Workshop. Jennifer Grey-Rice asked if it was worth it for the Township to continue supporting the Holiday Decorations Workshop if only 6 people participate in the event. Ken Lehr indicated that realistically, the Township would be able to support a maximum of about 15 participants at the Holiday Decorations Workshop. Jennifer Grey-Rice suggested that the Township should look at the cost of materials for the Holiday Decorations Workshop and determine if the Township should continue to offer the workshop and/or determine if it would be feasible to incorporate/consolidate the workshop with the annual Holiday Event. Michael Pillagalli stated that he believed the Holiday Decorations Workshop could be done in conjunction with the annual Holiday Event. Ken Lehr stated that there is a line item in the 2002 Budget for the Holiday Decorations Workshop and informed that he did not need to utilize these funds for this year's event. Ken Lehr informed that the cost of the workshop is \$10 per wreath or centerpiece and \$5 per ornament.

**New Business:** Ken Lehr began the discussion on the year 2003 officers informing that elections to fill officer positions (Chair, Vice Chair and Secretary) are held on an annual basis. Additionally, Ken Lehr reported that the Park and Recreation Board has a practice of rotating officers every 2 years. Jennifer Grey-Rice asked if the Park and Recreation Board should change their policy to nominate and elect officers for 2-year terms. Ken Lehr informed that West Goshen Township is designated with a 2<sup>nd</sup> Class Township code that requires an election to fill officer positions (Chair, Vice Chair and Secretary) on an annual basis. Michael Pillagalli made a motion that for the year 2003; Bob Cifone, Jerry Napiecek and Ed Smith should continue to serve as Chair, Vice Chair and Secretary respectively. The motion was second by Les Bair and passed.

Ken Lehr informed that a member of the Park and Recreation Board would need to be appointed to fill Joe Waters position as the Park and Recreation Board representative on the Board of the Friends of the Park. The representative would need to attend the quarterly Board of Director meetings as well as the general membership meeting(s). Ken Lehr informed that Joe Waters would continue to remain on the Board of the Friends of the Park. Jennifer Grey-Rice volunteered to be the Park and Recreation Board representative on the Board of the Friends of the Park. Ken Lehr informed that the next Board of Directors meeting for the Friends of the Park is scheduled for Wednesday, February 5<sup>th</sup> at 7:00 PM. Dan Dixon also volunteered to attend the February 5<sup>th</sup> Friends Board of Directors meeting. Ken Lehr indicated that the Friends would hold elections to fill officer positions at their May membership meeting.

Ken Lehr reported that the Township is planning a Bus trip to the Philadelphia Flower Show on Monday, March 3<sup>rd</sup>. The cost of the trip is \$39 per person. The bus will depart from the Township Building at 9:00 AM, and arrive at the Pennsylvania Convention Center at 10:00 AM. The bus will depart from the Pennsylvania Convention Center at 4:00 PM returning to the Township Building at 5:00 PM.

Ken Lehr reported that he has been in contact with Jim Murphy representing VFW Post 106 and indicated that the VFW Bicycle Safety Program has been schedule for Saturday, May 17<sup>th</sup> from 1:00 PM to 3:00 PM with a rain date of Saturday May 24<sup>th</sup>. The event will utilize a bicycle safety challenge course to demonstrate various aspects of bicycle safety including turning, braking, straight-line riding and hand signaling.

Ken Lehr reporting on the 2003 Summer Concert Series informed that the Township has contracted the Chester County Concert Band to perform at one of this year's concerts. Ken Lehr informed that he reviewed the Summer Concert Series funding requirements with Kelly Cifone and indicated that Kelly would be in touch with representatives from local businesses to line-up sponsors to support this year's program. Ken Lehr reported that the themes for the 2003 Summer Concert Series include "Children's Concert", "Night in the Hawaiian Islands", "Motown", "Chester County Concert", "Folk Night" and "Accapello Night". The tentative dates for the 2003 Summer Concert Series are June 22<sup>nd</sup>, June 29<sup>th</sup>, July 13<sup>th</sup>, July 27<sup>th</sup>, August 10<sup>th</sup> and August 24<sup>th</sup>.

Ken Lehr reporting on the 2003 Community Day informed that the Township is planning to have the The Chatterband perform as the featured act at this year's event. Ken Lehr informed that the agent for The Chatterband indicated the band would be available to perform on both the September 14<sup>th</sup> date as well as the September 28<sup>th</sup> rain date. Ken Lehr stated that at the time this decision was made, the Greaseband was not available to perform on the tentative date (September 14<sup>th</sup>) for the 2003 Community Day. Ken Lehr reported that he contacted the Stadium Grille to determine if they would be able to provide food options for the 2003 Community Day and stated that representatives from the Stadium Grille indicated that they would be able to provide a diverse menu of options for less than \$5.00. Ken Lehr informed that he always tries to utilize local businesses at Township sponsored events.

Ken Lehr reported that the Township has contacted Krapp Coaches to line up buses for a trip to the Super Bowl victory parade in Philadelphia should the Eagles win the Super Bowl. Ken Lehr informed that the cost of the trip would be \$20 per person. The price includes bus transportation to and from Philadelphia and hoagies for everyone on the ride back. Ken Lehr indicated that the trip would be advertised as a Township Sponsored "Family" event specifically emphasizing that alcoholic consumption and/or unruly

behavior would be prohibited. Dan Dixon stated that the representatives from the Township must be prepared to handle unruly/intoxicated patrons and suggested that the Township should specifically state the consequences in the advertisement for the trip. Ken Lehr reported that the Township would start advertising for the bus trip on Monday, January 20<sup>th</sup> if the Eagles win on January 19<sup>th</sup> to advance to the Super Bowl. Finally, Ken Lehr informed that the Township would not have to provide a deposit for the buses and indicated that payment would only be required if the Eagles win the Super Bowl and the bus trip takes place.

Ken Lehr reported that Nick Palso is currently gathering information on additional Township sponsored Bus Trips for 2003. Ken Lehr informed that the Township has already lined up a return to Baltimore for a Phillies/Orioles game on June 28<sup>th</sup>. Additionally, Ken Lehr indicated that the Township might consider an over-night trip (Boston) for this year. Michael Pillagalli suggested that the Township should also consider offering a Bus Trip to New York City around the Easter timeframe.

Ken Lehr reporting on the Easter Egg Hunt informed that he planned to distribute bags containing Easter Eggs along with assorted candy to each Park and Recreation Board member at the next (February) meeting with instructions to fill the Easter Eggs with the candy and return the stuffed Easter Eggs at the March Park and Recreation Board meeting. Ken Lehr asked if Dan Dixon would contact the Goshen Fire Company to see if the Township would be able to use their fire truck to transport the Easter Bunny to Coopersmith Park. The Easter Egg Hunt is scheduled for Saturday, April 12<sup>th</sup> with a rain date on Saturday, April 19<sup>th</sup>.

The meeting was adjourned at 7:55 PM. The next meeting is scheduled for February 19<sup>th</sup>.

Respectfully Submitted,

Ed Smith