

East Fallowfield Park and Recreation Commission
Regularly Scheduled Meeting
January 5, 2012 Unapproved Meeting Minutes

Meeting called to order @ 6:40 pm.

Mission statement:

To facilitate the development, use and maintenance of safe and accessible passive and active, park and recreational facilities to meet the identified needs and interests of the residents of East Fallowfield Township, Pennsylvania.

Members present:

Jeanne Berlin (JBe), Brian Carling (BC), Jan Bowers (JBo), Dan Johns (DJ), Barb Lowe (BL), Peter Massaro (PM)

Other attendees:

Chris Amentas (CA) (BOS liaison), Michael Green

A. Priority Issues-Old Business

1. Announcements
 - a. CA informed the attendees that Joe Pomorski was designated at the BOS liaison to the P&R board at the 1/3/12 re-organization meeting; however Mr. Pomorski was unable to attend this evening's meeting so CA was attending as his backup. P&R members expressed their appreciation for CA's attendance.
 - b. It was pointed out that the January 3, 2012 BOS re-organization meeting agenda mistakenly did not include Mr. Mike McClintock's name among the Park & Rec Board members re-affirmed by the BOS. CA indicated he would correct the record, but because Mr. McClintock was formally appointed in 2011, it was not necessary for the BOS to re-affirm him specifically for 2012.
2. Minutes
 - a. December meeting minutes: DJ moved, Barb seconded and group unanimously approved minutes as presented.
3. BOS Meeting -
 - a. BC updated the group on outcomes from the December BOS meeting
4. Friends of the Park –
 - a. This will be the primary topic of the January 17 workshop.
 - b. General discussion indicated that approximately 12-15 members would be needed to be effective; a 501(c) 3 could be formed by the BOS simultaneous with work to re-establish the Friends organization; consideration should be given to re-naming the organization; a short summary will be needed to describe the purpose of the organization for use in promoting it to potential members.
5. Revised Park Use Ordinance/Permit package –
 - a. BC indicated he was informed today that this would be on the 1/10/12 BOS workshop agenda for P&R presentation to BOS; JBo and BC will provide latest draft of the ordinance, permit and permit application package to Denise as soon as possible for distribution to BOS in advance of their workshop, and will attend the workshop to present it to the BOS.
6. Meadow Trail/Bridge
 - a. Chris Delapenna will be asked to serve as overall project manager on behalf of the Township and P&R board; DJ will serve as P&R liaison to assist Chris. CA

acknowledged that BOS initially approved only 8 hours of Chris D. time with expectation that Chris D would request additional time approved as necessary.

- b. JBo provided update on status of PA-DCNR grant application process: applications will be available January 11, and due on April 4, thus BOS approval will be needed no later than the 3/28 BOS meeting; PA-DCNR is hosting pre-application workshops in early March – the Township should be represented; a site visit with PA-DCNR staff, Spott Stevens & McCoy and Township should be scheduled before the workshop to determine viability of project to compete for grant funding.
 - c. “Green” techniques should be emphasized in the grant application (ie, raingarden, infiltration of stormwater, etc.). Alternative materials and techniques should be considered to incorporate most environmentally benign total impacts (ie, recycled materials for trail bed, etc.)
 - d. Chris D will be asked to include complete connection of existing east-side trail to bridge, either from end of boardwalk or via trail extension around north and east sides of pond, or other approach as deemed best appropriate by Chris D. Consideration should be given to minimizing loss of mature trees and damage to tree roots.
7. 2012 P&R workshop topics –
- a. January – re-establishing Friends of the Park (or replacement organization)
 - b. February – continued discussion of re-establishing Friends of the Park organization; PA-DCNR grant for bridge/trail; newsletter; social media outlets for promoting new organization and use in general P&R outreach
 - c. March – PA-DCNR grant application
 - d. April – Memorial Day event planning
 - e. Future months – to be decided further into the year

B. Non-Priority Business

1. Friends Update
 - a. Discussed above.
2. Vegetation Update
 - a. No report – now to include a component to address rehabilitation of rain gardens
3. Future Projects
 - a. Projects planned for 2012:
 - trail/bridge grant applications (PA-DCNR and Chester County) and other fund-raising;
 - work with BOS to establish 501c(3) organization to facilitate fundraising and private donations;
 - re-establishing Friend of the Park as 501c(3) (perhaps renamed);
 - Memorial Day event;
 - identify volunteers for an organizing committee to plan/conduct fall Park Day;
 - work with BOS to establish avenues for improved public outreach (social media, newsletter, website improvements, etc.);
 - additional trash cans and signs;
 - Bill Harker gardens maintenance;
 - vegetation management plan (to include new component for rain garden rehabilitation);
 - revised Park Use Ordinance and permit/application package.

4. Park Maintenance
 - a. No discussion. (previously noted that approval for Park Maintenance will be requested at the January BOS meeting. These would be considered contracted services, not professional services. Discussion tabled.)
5. Future Meetings
 - b. Next meeting is scheduled for January 5, 2011
 - c. Next P&R Workshop is the Holiday Party on December 14

C. New Business

1. Approval of Expenses/staff support
 - a. BC asked CA for guidance on when to request BOS approval of expenses/staff support. CA indicated BC to go directly to Tag unless significant level of effort is involved, then request through BOS; use similar discretion regarding expenses.
2. Trails Map Update
 - a. JBo reported that Chester County Planning Commission had requested review and update of trails map for from the Township several months ago but had received no response. Group agreed to forward the request to Chris Delapenna for his review and updates on current County trails map for Township.

Motion moved by DJ, seconded by JB, passes unanimously to adjourn at 8:45pm.