

Park and Recreation Commission  
January 8, 2008 Approved Meeting Minutes

Peter Massaro made a motion to call meeting to order @ 6:35 PM. Motion was seconded by BC. Vote was unanimous.

Mission statement: To facilitate the development 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.

Attendees: Chris Makely (CM), Peter Massaro (PM), Joe Dietrich (JD), Bill Harker (BH), Jeanne Berlin (JBe), Brian Carling (BC)

A. Old Business

1. P&RC meeting minutes

- a. PM made a motion to accept the P&RC meeting minutes from December 4, 2007. Motion was seconded by BC. Vote was unanimous.
- b. PM made a motion to accept the P&RC workshop meeting minutes from December 18, 2007. BC seconded the motion. Vote was unanimous.

2. Park Design

- a. Plan review – it was decided that this meeting was not the most productive way to review the bid documents. Copies were available for each member for review as long as they were returned by Friday, January 11, 2008.
- b. Playground equipment – reports to be provided by various members regarding visits to local parks to determine quality of Playworld Structures. Only a few members had the opportunity to visit any of the parks on the previously provided list. The reports from those that visited the other parks were positive. The group decided to not pursue any other distributors or vendors of playground equipment at this time.
- c. Update status report on bidding of park construction project. PM announced the bid milestone dates:
  - i. Bid documents will be available on January 11, 2008
  - ii. Meeting/site walk is scheduled for Monday, February 4<sup>th</sup>, 2008 @ 10:00 am
  - iii. Bids are due by February 20, 2008.
  - iv. P&RC is to make a contractor recommendation to the BOS during the February 26<sup>th</sup> meeting.

3. Discussion on BOS meeting of December 19, 2007 – to be provided by PAM and JBe

- a. The BOS have approved our recommendation to bid the park construction project while the plans are in final review.
- b. Mr. Espy verbal Treasurer's Report did not include the P&RC balance
- c. Invoice number 7678 from SC was not approved for payment.

4. Workshop locations

- a. January 22<sup>nd</sup> meeting to be held at the Township Bldg @ 6:30 pm.

5. Peco Grant – Brian Carling updated the group on the site walk held on December 8<sup>th</sup>, 2007. In attendance at the site walk was BC, PM, BH and Scott Beegle. The proposed location for the boardwalk was evaluated and photographs taken. The group then drove to Hockessin, DE to investigate a park where a boardwalk has already been constructed. The group left that park very excited about the prospects of copying the design to minimize the wetlands disturbance. Scott Beegle will plot on one of the existing drawings the location of the boardwalk.
6. Charity golf event to benefit the park – update to be provided by Brian Carling. No update to provide.
7. Park and Recreation Commission website – update to be provided by Joe Bradley. In Joe's absence, PM spoke to CM about the current design of the website. It is the goal of the Commission to be able to respond in a timely manner to e-mail messages received at the Township. Currently there is no automatic mechanism to alert the commission that a message has been received until someone at the Township opens and reads the messages. CM indicated he would speak with the IT company and begin working on this.
8. Open discussion – agenda for January 22, 2008 workshop
  - a. Brainstorming – generate a list of the next goals or milestones the Commission needs to be working on.

#### B. New Business

1. Next BOS meeting is scheduled for February 27<sup>th</sup>.
2. Next P&RC workshop is scheduled for January 22, 2008 @ 6:30 pm in the Township Bldg.
3. Next P&RC meeting is scheduled for February 5<sup>th</sup>.

PM made a motion at 8:00 pm to adjourn the meeting. BC seconded the motion. Vote was unanimous.