

East Fallowfield Township Park and Recreation Board

Meeting Minutes

February 2, 2021

The February 2, 2021 meeting of the East Fallowfield Township Park and Recreation Board (PRB) was held via virtual on-line video conference call.

Board Members Present:

Al Wright (AW) Chair
Fred Weiss (FW) Vice Chair
Teri Dickenson (TD)
Sandra Stephens (SS)
Jennifer Wright (JW)
Joe Heffern (JH) Supervisor
Denise Verderosa (DV) Twp Admin.

Commission Members Absent:

Nick Marsico (NC)

Staff/Elected Officials/Professionals Present:

None

Others in Attendance:

None

- I. Call to Order: The meeting was called to order at 6:36 pm by the Chair AW.
- II. Agenda Items: PRB reviewed the agenda items and order thereof. All agreed to proceed as listed.
- III. Minutes of January 21, 2021 – Minutes were submitted by JW. Motion to approve as presented by TD, second by FW. Vote 6-0. Motion approved.
- IV. Communications
 - a. Google Drive -A G-Drive is available to PRB. This is main location for saving and sharing PRB related documents by all board members and staff.
 - b. Facebook Page – PRB has a FB page. AW to coordinate with Scott Swichar (Twp Manager) to get page access for use by PRB.
 - c. Township Newsletter – JW submitted an article to DV for publication in Spring Newsletter. Article introduces the newly reconstituted PRB.

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- d. The Township has ability to send out “e-mail blasts” to residents per DV. There is a Bulletin Board kiosk at the park near parking lot that can be used for posting information.
- V. Guiding Principles of PRB for 2021-The 5Ps
- a. The conclusion of the PRBs discussion and review of resident input and township staff and elected officials, the PRB determined there are five main areas that need focused attention and prioritization in 2021. Those five (5) areas are: Paths/Trails, Pavilions, Playground, Pond and Parking. These areas will guide the decision process of the PRB.
 - b. PRB will look at the condition and maintenance needs for the existing paths/trails, Pavilion, playground, pond and parking area.
- VI. New Restroom Building – The new restroom building is currently under construction. The utilities extending to the restroom building have been installed. The prefabricated building was ordered. The delivery date is to be determined and install dates decided. Weather conditions will also affect installation timing. There may be some storage available in the new building for PRB related items.
- VII. Pet EXPO at the Park
- a. The PRB discussed and agreed to hold a community event at the Park centered on pets. The when, what, and how, were discussed in detail. The PRB considered holding the event on May 1 but after further consideration it was agreed to hold event on Saturday MAY 8. The hours of the event are currently set for 10:00 am to 3:00 pm Here are some of the highlights.
 - b. What is needed:
 - i. Volunteers- Scouts, local township residents, committee, fire company (for parking), ambulance (stand by)
 1. Joe will talk to the Boy Scouts to help and probably Modena Fire Company to help out and have the ambulance on site.
 - ii. Donations for Charity – agreed to establish a donation of pet related food or products at event. PRB needs to establish the recipient(s) of the donations (e.g., LaMancha, pet recues, SPCA, other)
 1. Jenn will reach out the LaMancha, Chester County Pet Pantry- Animal House in Pottstown, Lucky Dawg in Coatesville, Brandywine SPCA, to see what type of donations they would like to have so we can put it in the advertisements.
 - iii. Raffle basket- Pet Smart indicated that they would donate. Contact one month in advance. Contact corporate as well for additional donations.
 1. Discussed about raffle baskets and getting more baskets. We should get one event under our belt before having a basket raffle.

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- iv. Decide on activities for dogs - needs to be decided on the events- we need to create a schedule of events. Need to set up a pre-registration and can set up a sign up genius for the event and communicate with the advertisements.
 - 1. Costume contest?
 - 2. Pet/owner look-alikes
 - 3. Fetching competition (frisbee, balls- need a supply of these)
 - 4. Most creative pet trick
 - 5. Best in show?
- v. Insurance question - AW will check with Scott Swichar.
- vi. Location - Section off an area for competitions
- vii. Food? Ask Triple Fresh to set up their stand (keep local)
 - 1. Look at other Food Trucks
 - 2. Boy Scouts can do hotdogs, chips and soda
- viii. Prizes: Rosettes? Ribbons? Trophies? Participation ribbons? Bandanas? Does Township has a source?
 - 1. How do we get people to stay to the end.
 - 2. Hodgesbadges.com- trophies with free engraving (for first and second place winners only), cost \$5.25 each
 - 3. Hodgesbadges.com- also has first, second, third place ribbons as low as 23 cents each.
 - 4. Crown Awards (Chadds Ford) Trophies cost 3.99 to 5.99 each
 - 5. Local? Online? American made bulk bandanas
- ix. Advertising- need to advertise the events so owners can prepare. Online registration preferred but a table at the event can be set up
- x. Local veterinarian judges: Brandywine Valley Veterinary Hospital (Dr. Daniel?), any others? Dr Kelly Altendorf (my daughter, raised in EF, conditional on whether she gets COVID-19 vaccine by then)
- xi. Paperwork needed: Judging sheets, entry forms, winner certificates?
 - 1. Additional needs: extra poo bags, tables, water bowls- set up in various places, dog treats, donation boxes, raffle table
 - 2. Open up to various vendors, should be animal related sales or services

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- xii. Vendors and providers that could/should be invited:
 - 1. SPCA adoption table
 - 2. LaMancha table
 - 3. Dog Groomers
 - 4. Veterinarian services
 - 5. Dog trainers: Samsonn Review advertises and is a member on the EF Community page
 - 6. Dog Walker or other dog services, other vets?
 - 7. Decide if we want to have outside vendors or should we limit it to only pet related vendors/providers.
- c. Managing/Oversight of Event
 - i. We agreed that a project management plan in writing is needed so we can accomplish the Pet Expo event as we are envisioning. This could then be shared and updated in the G-drive.

VIII. New Business

- a. Spring Clean Up:
 - i. Jenn (JW) would like to schedule a date for the Spring Clean Up Day – After brief discussion, the PRB agreed on April 17th to be close to Earth Day.
 - 1. Need to advertise on Facebook, Next Door and Flyers on local business bulletin boards.
 - 2. Sign up Genius to see how many volunteers we might have.
 - 3. PRB agreed to creating an EFT patch to give to volunteers. The EF Township logo could be worked into the patch design. Denise (DV) will get information on the logo.

IX. Announcements: None

X. Public comment – None

XI. Adjournment: There being no further business, a motion to adjourn the meeting was made at 7:41 PM by JH and seconded by SS. Motion passed unanimously. Next meeting is scheduled for 6:30 pm on February 16, 2021.