

Agenda  
Park and Recreation  
Thursday, February 3rd Workshop and Meeting  
**6:00 PM**

Note: The Park and Recreation Board will discuss Park Permit Rules and Regulations from 6 to 7pm.

1. Call to Order(ask about anyone taping the meeting) /Pledge of Allegiance
2. Approval of Minutes- December 2<sup>nd</sup> , 2010 and January 6<sup>th</sup> , 2011 meetings
3. Review Expenditures
4. Staff Reports:

Frank Vattilano, Director of Recreation  
Mark Miller, Director of Public Works

5. Items to be discussed:
  - a. Discussion of Recreation portion of TAG report
  - b. Discuss January 8 ABC meeting
  - c. Liaison appointments
  - d. Permit applicant meeting at 8pm
6. Correspondence & Reminder of Article Submission

<u>Article Due Date</u>	<u>Delivery date</u>
February 9, 2011 (Ann Marie Fletcher Moore)	April 1, 2011

7. Liaison Reports

Bob Huebner- Conservancy

Ruth Scadding- Historical

Phyllis Marron- BOS

8. Public Comment

9. Adjournment

February Dates of Importance:

February 1, 2011	Board of Supervisors	7:00 pm
February 2, 2011	Planning Commission	7:00 pm
February 3, 2011	Park & Recreation (Special Meeting)	6:00 pm
February 3, 2011	Park & Recreation	7:00 pm
February 8, 2011	Board of Supervisors	7:00 pm
February 9, 2011	Conservancy Board	7:00 pm
February 10, 2011	Historical Commission	7:00 pm
February 10, 2011	Zoning Hearing Board	7:30 pm
	Del Vacchio Holdings	
February 14, 2011	Municipal Authority	7:00 pm
February 15, 2011	Board of Supervisors	Meeting Canceled
February 21, 2011	President's Day – Office Closed	
February 22, 2011	Board of Supervisors	7:00 pm
February 28, 2011	Deer Committee	7:00 pm

**EAST GOSHEN TOWNSHIP  
Park & Recreation Board Meeting  
December 2, 2010**

The regular meeting of the East Goshen Township Park and Recreation Board was held on Thursday, December 2, 2010 at the Township Building. The meeting was called to order by Chairman Ann Marie Fletcher-Moore at 6:30 p.m. Other board members present were: Phyllis Marron, and Ruth Scadding.

Others present for the Executive Session: Frank Vattilano, Director of Recreation

**EXECUTIVE SESSION:**

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The Chairman called the meeting to order. The Chairman led the Pledge of Allegiance and a moment of silence to remember our Armed Forces.

The Board went into Executive Session from 6:30 pm to 7:00 pm

**REGULAR MEETING:**

Others present: Frank Vattilano, Director of Recreation

Ruth Kiefer, Recording Secretary

Mark Miller, Public Works Director

Thom Clapper, Township Supervisor

Eric Meyer, Resident

1. The Chairman asked if anyone was planning to record the meeting. No response.

**2. MINUTES**

Ruth moved to accept the minutes from the November 4, 2010 meeting. Phyllis seconded the motion. The motion passed unanimously.

**3. EXPENDITURES**

The Board reviewed the expenditures for November 2010. Frank explained that, although more trips were taken than originally scheduled this year, the Township will make a profit.

Frank will check with Deb to find out what is included in the General Expense item.

**4. STAFF REPORTS**

A. Before Frank started his report, Ruth Scadding provided the "Sound Off" Section of the 11/24/2010 Daily Local News. It was a thank you from Louise for all Frank did on the Neighborhood Day.

Frank reported that, in the next Newsletter, he is acknowledging all the sponsors of events this year.

The Amerikids will be celebrating their 20<sup>th</sup> anniversary so Frank made a certificate to present to them.

There were five special events this Fall and Frank thanked the Board members for their help.

The Board wants to have a shredding day again next year. Frank said 16,000 pounds of paper were shredded. Most of the people came from Hershey's Mill. Frank said the Goshen Fire Co. would like to sell doughnuts at next year's shredding day.

Ann Marie acknowledged the letter from Caroline Weisbecker who wanted to let everyone know how much she appreciates Frank and all the programs he oversees.

B. Mark reported that he ordered 2 gates. One for Line Road and the other at Millcreek.

Mark met with a boy scout who wants to do work at a ball field for a project. The scout will get funding for the project. He will make a presentation at the January 2011 meeting.

The sewer plant expansion is complete. Mark had a split rail fence left over from the project and suggested putting it on the berm at Line Rd. and Paoli Pike. The Board approved.

Mark would like to put in additional parking in the interior circle on the Soccer/Football field side of the East Goshen Park. This will create 50 more parking spaces. The new parking will mirror the existing

parking. The cost would be very minimal because he will take the gravel and stone from the sewer plant, where there was a temporary parking area, and use it in the park. He can have it done by the end of December. Ruth Scadding moved to approve Mark's request to use materials/millings from the sewer plant to make about 50 parking spaces in East Goshen Park as indicated on the map Mark provided. Phyllis seconded the motion. The motion passed unanimously.

Mark looked into the cost for non-skid material for use on the bridge in Applebrook. It was \$750 per roll. He will continue to look. He had the bridge in East Goshen Park pressure washed and it is in good shape.

5. **ITEMS TO BE DISCUSSED**

A. Field Fees for 2011 - The Board reviewed the fee increases they approved last month. The Board of Supervisors wants a comparison to surrounding townships. Frank provided a chart comparing fees and will give it to Rick Smith. Frank reported that he turns down about 30 requests for the pavilion from non-residents. About 10 groups per year have over 100 people. He is considering changing the number of weeks for the Summer Program from 6 to 5 in 2011. After discussion, Ruth Scadding moved to approve the revised Fee schedule for 2011 to the following:

1. Pavilion Fees (1-100 people) \$100; Deposit \$50 (was \$85)
2. Pavilion Fees for over 100 people, \$200; Deposit \$100  
this includes non-residents and any corporate permits  
(was \$150 and never issued permits for non-residents)
3. Satellite Parks per event \$50; \$25 Deposit (was \$40)
4. Tennis Court Key-residents \$30 (was \$15)
5. Tennis Court Key-non-residents \$50 (was \$30)
6. Tennis Court use by groups \$30 is for 3 courts / per unit of time (was \$15)
7. Field Use Fee per unit \$30 (was \$15)
8. Summer Youth Program/week resident \$70 (was \$60)
9. Summer Youth Program/week/non-resident \$90 (was \$70)
10. Summer Youth Program/week discount for a family with 3+ kids \$5 (was \$5)
11. Volleyball Sand Court/unit \$30 (was \$15)

Units of time 7am – noon  
12pm – 5pm  
5pm – dusk

Residents and Non-residents will submit a refundable deposit fee by separate check and will only have this returned if the area is left as they found it.

Phyllis seconded the motion. The motion passed unanimously. Ann Marie will send the new schedule to Rick Smith.

Topic for discussion at the January meeting is a \$500 refundable deposit for leagues using the fields.

B. Goals & Objectives – Discussion tabled to the January meeting.

6. **LIASION REPORTS**

A. Conservancy Board – Ann Marie reported for Bob who is on vacation. The Conservancy Board wants the Park Board to use the remaining funds in the Budget for Weeds Inc. They also want to be included in any grants the Park Board applies for.

B. Historical Commission – Ruth reported that they discussed the new sign for the Blacksmith Shop, their budget and goals for 2011, and plan to update the list of historic properties.

C. Board of Supervisors – Thom said they are continuing to work on the 2011 budget. Refuse fees should decrease. Liberty Tower will be back in January for their request to put up a cell tower in back of the Wawa on Paoli Pike. The BOS has appointed 4 new members to the 503 (c) 4 committee. They need a total of 10 and prefer people with a financial background.

7. **PUBLIC COMMENTS**

None

**8. CORRESPONDENCE/REMINDER OF NEWSLETTER SUBMISSION**  
None

**9. BOARD MEMBER CONCERNS**  
None

**10. ADJOURNMENT**  
There being no further business, Ruth moved to adjourn the meeting. Phyllis seconded the motion. The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Ruth Kiefer, Recording Secretary

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**Draft**  
**EAST GOSHEN TOWNSHIP**  
**Park & Recreation Board Meeting**  
**January 6, 2011**

The regular meeting of the East Goshen Township Park and Recreation Board was held on Thursday, January 6, 2011 at the Township Building. The meeting was called to order by Chairman Ann Marie Fletcher-Moore at 7:00 p.m. Other board members present were: Phyllis Marron, Bob Huebner and Vicki Wooters. Others present were:

Frank Vattilano, Director of Recreation  
Ben Rohrbeck, Historical Commission  
Sue Ciorletti, Historical Commission  
Thom Clapper, Township Supervisor  
Chris Burger, Boy Scout

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The Chairman called the meeting to order. The Chairman led the Pledge of Allegiance and a moment of silence to remember our Armed Forces.

**2. APPROVAL OF MINUTES**

Phyllis moved to approve the minutes of the December 2, 2010 meeting. Ann Marie seconded the motion. Bob and Vicki abstained. The motion passed.

**3. EXPENDITURES**

The Board reviewed the expenditures for December 2010. Phyllis asked why we were over budget for 2010 General Expense. Frank said that the money spent for General expense covers pretty much the same items as the Miscellaneous line in the budget. In the Miscellaneous category, we were way under budget. It depends what expense is allocated to what category. The items that money is expended for in these two categories include items for special events and some office supplies used for recreation programs. Phyllis wanted to know why we were slightly over budget on tennis keys and said that the line item incorrectly is called tennis tags. Frank said the cost of the keys went up very slightly and was not anticipated.

Vicki said that Frank's overtime must be included in the cost of an event. She suggested that he take comp time during the week of a special event that causes overtime. Frank said that he would have to neglect another duty to take comp time. He said that in 2010 he worked 80 hours that he could have taken as vacation time. He said that in 2010 there were 29 programs, trips and special events to take care of. Phyllis said we should have fewer activities.

**4. STAFF REPORTS**

Frank reported that the New York City trip went well. Next week Frank will be attending a workshop about grants and needs an idea to focus on.

Fireworks – Mr. Belber, Applebrook Golf Club, won't be making a donation for the 2011 fireworks. The total from other donors last year was \$4,000 – 5,000. The first year we had fireworks was the best attendance because we had a great band and did lots of advertising. Last year there were only about 400 people. Frank feels the decrease was because of a lack of advertising and no band.

Frank sent Holiday/Thank You cards to all the past donors. Without fundraising there can't be fireworks this year. Frank reminded everyone of the time he needs to make arrangements, and the Board of Supervisors are the ones who will make the final decision. Vicki moved to recommend to the Board of Supervisors that the township should not have fireworks in 2011. Phyllis seconded the motion. There was no further discussion. The motion passed unanimously.

Leadership Charter School – Several students from this school helped on the good neighbor day and discussed helping Frank with Twitter. Frank will contact the leader of the school to follow up on this idea.

Frank provided a report, for the Board members, that shows the number of participants in programs for 2010. There were 29 programs, trips and special events with a total of 3,700 East Goshen residents participating.

## **5. ITEMS TO BE DISCUSSED**

a. Election of Officers for 2011. Ruth Scadding was elected Chairman and Ann Marie Fletcher-Moore was elected Vice Chairman. The Board appointed Ruth Kiefer as secretary.

b. Boy Scout Camp – No Report

c. Goals and Objectives - Ann Marie will make the presentation at the annual ABC meeting, this Saturday, Jan. 8, 2011. Several items were discussed including a balanced budget by 2012, toilet for Applebrook Park, modify park rules and regulations, find grant opportunities, implement TAG suggestions, consider increasing number of Board members from 5 to 7, a management program for Applebrook Park, etc.

d. Eagle Scout Project - Chris Burger, who is seeking to satisfy his Eagle Scout project requirements, gave a presentation to the Board. He supplied a handout with details on it. He said he met with Mark and Frank about the project. Frank said he is impressed with Chris and his project and that Mark feels the same way. Chris has proposed a plan to upgrade the Mill Creek baseball field with the following improvements: kill weeds and repair the sunken floors in both dugouts, establish foul lines and install foul poles, create an "on-deck" area for batters to warm up, and create two coaches boxes. The P&R board approved the project unanimously.

e. Park Permits – Frank provided the permit applications that he has received for 2011. All are for either of the two pavilions. Frank wants to continue notifying the Board only about permits for large groups/events. The Board wants an updated calendar for all future permits of any size once per month. Frank explained how he runs the ball field permit scheduling meeting in February. Ann Marie and Vicki want to be involved in that meeting this year. Frank feels the rules and regulations and some other items on the current permit need to be reviewed and possibly changed. This has to be done soon since the Board of Supervisors has to approve any changes. The Board will have a workshop in January to discuss permits only, date to be determined. Vicki does not want to permit the area in the middle of the circle at East Goshen Park for football.

f. Email Policy – Ann Marie explained that the Township has a new email archiving system. The chairman of each ABC will be given a township email address which the ABC's should use for Township business.

## **6. OTHER ITEMS DISCUSSED**

a. Applebrook Park - The Board discussed getting a management plan for Applebrook Park. Bob explained what items need to be covered by a written plan. There is grant money available for this project. Vicki feels that the Township has been maintaining East Goshen Park well for years and doesn't see a need for this. Art Jones, resident, commented that the need is for a long term development plan for what the Township wants Applebrook to be in the future.

b. East Goshen Park Restrooms – Vicki asked why only one of the restrooms in East Goshen Park is open in the winter. It was explained that this decision was made a while ago to save money. She wants to know how much is saved. Also, she suggested that a sign be posted at the closed restrooms stating that the other is open.

## **7. LIAISON REPORTS**

a. Conservancy Board – No report since Bob was on vacation.

b. Historical Commission – Ben reported that there was no meeting in December. This year is the Civil War anniversary so events this year will follow that theme.

c. Board of Supervisors – Thom reminded everyone about the Annual Planning Meeting at 8:00 am this Saturday, Jan. 8, 2011. The BOS wants a progress report from each ABC about goals in the Comprehensive Plan – what is done and what needs to be done.  
Tuesday, February 8, 2011 the BOS will meet with the Park & Recreation Board to discuss items in the TAG report. This meeting was requested by the Park Board.  
Phyllis was appointed for another 5-year term on the Park Board.  
Carson Middleton, Township Auditor, has resigned. BOS is looking for a replacement.  
The BOS approved the new Park fees for 2011.  
A resident from Pin Oaks complained about the geese. Thom checked it out at the pond and it is awful.  
Mark Miller will turn off the aerator in the pond so ice can form which may deter the geese.  
Work has started to link the traffic lights along Paoli Pike and install ADA curbing at the intersections.  
“Save the Dam Committee” is planning some fundraisers in the Spring.

#### **8. NEWSLETTER SUBMISSION**

Ann Marie will submit an article by Feb. 9<sup>th</sup> for the April 1<sup>st</sup> newsletter.

#### **9. PUBLIC COMMENT**

None

#### **10. ADJOURNMENT**

There being no further business, Bob moved to adjourn the meeting. Phyllis seconded the motion. The motion passed unanimously. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Ruth Kiefer, Recording Secretary

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1/27/11

**To:** Park and Recreation Board  
**From:** Frank Vattilano  
**RE:** Director's Report  
February 3<sup>rd</sup>, 2011 Meeting

**Programs:** The weather has played havoc with our weekly activities. We make sure that when an activity is cancelled we call each participant and the instructor as well as put it on the website. Zumba class had its first session Monday evening. The class is filled to capacity with a waiting list. The Cherry Blossom trip is getting registrants. We got a better deal on the bus from Klein Bus Company.

**Progress:** Firming up our spring slate of activities. We are receiving permits for spring/summer use of fields and prepping for the meeting. Phyllis had asked about expenditure categories in our monthly report:

**General Expense** (1452.3000) – any expense that would apply to all Park & Recreation activities and not to a specific class or event. Ex. – Name tags, books such as "How to Be a Better Park & Recreation Director.", etc.

**Miscellaneous Events** (1452.3601) – any expense that would apply to a specific activity that does not have its own code. Ex. – Good Neighbor Day, Yard Sales, etc. Not – Soccer (1452.3503) or Trips (1452.3020).

**Personnel:** Did well

**Problems:** Minimal

**Permits:** 6pm discussion on Park Rules and Reg.

1580 Paoli Pike

East Goshen Township

West Chester, PA 19380

**Organization/Corporation or Non Resident  
Park Permit Application** (revised 2011)

Organization Information	Contact Person in Org/Corp or Nonresident applicant
Name _____	Name _____
Address _____ _____	Address _____ _____
Website _____	Phone _____ Cell _____
Phone _____	email address _____

**FACILITIES REQUESTED**

Park Requested (Township or Satellite) \_\_\_\_\_

Specific Facility Requested \_\_\_\_\_

Specific Dates Requested (attach a separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_

Specific Hours Requested \_\_\_\_\_

Purpose of Request \_\_\_\_\_

Will sound equipment be used? Yes \_\_\_ No \_\_\_

Number of people \_\_\_\_\_

Per Cent of Organization participants who are East Goshen Residents \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

Permittee agrees to indemnify and hold harmless the East Goshen Park and Recreation Board and East Goshen Township and its employees for any and all claims from bodily injury or property damage, including costs and expenses arising out of the use of the Park and its facilities. On behalf of the Organization, I have read the Rules and Regulations(attached or on back of application), understand them and agree to comply.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: FAILURE TO PARK IN DESIGNATED AREAS OR ORGANIZATIONAL USE OF FIELDS WHEN RED FLAG IS UP AT PARK ENTRANCE WILL CANCEL PARK PERMIT.**

\_\_\_ Your request for a Permit has been approved subject to the following conditions:

1. Receipt of a copy of your Organization's Liability Insurance naming East Goshen as an Additional Insured.
2. Receipt of a signed Participant Waiver Form from each participant. Minors must have their form signed by a parent or guardian.
3. Fees: A check made out to East Goshen Township in the amount of **\$200** and a separate Refundable Deposit check made out to East Goshen Township in the amount of **\$100**. Field Permit fees are **\$30** per morning, afternoon or evening.

\_\_\_ Your request for a Permit has been disapproved for the following reason: \_\_\_\_\_

**Individual Resident Application for Park Permit**

(revised 2011)

**RESIDENT INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE: WORK OR CELL \_\_\_\_\_ HOME \_\_\_\_\_

**FACILITIES REQUESTED**

Park Requested (Township or Satellite) \_\_\_\_\_

Specific Facility Requested \_\_\_\_\_

Specific Date Requested \_\_\_\_\_

Specific Hours Requested \_\_\_\_\_

Purpose of Request \_\_\_\_\_

Will sound equipment be used? Yes \_\_\_ No \_\_\_

Number of people \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

Permittee agrees to indemnify and hold harmless the East Goshen Park and Recreation Board and East Goshen Township and its employees for any and all claims from bodily injury or property damage, including costs and expenses arising out of the use of the Park and its facilities. On behalf of the Organization, I have read the Rules and Regulations (attached or on back of application), understand them and agree to comply.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Your request for a Permit has been approved subject to the following conditions:

1. Receipt of a signed Participant Recreation Form from each participant. Minors must have their form signed by a parent or guardian.
2. Receipt of a check for the ***Fee*** made out to East Goshen Township – see below
3. Receipt of a separate ***Refundable Deposit*** check made out to East Goshen Township – see below

\_\_\_ Your request for a Permit has been disapproved for the following reason: \_\_\_\_\_**Ira Hicks Pavilion or Veterans Pavilion:**

Fee: \$100 - For groups of up to 100 people, and a separate, refundable deposit check for \$50.

\$200 - Groups of 101 people or more, and a separate, refundable deposit check of \$100.

Fields: \$30 per unit (*a unit is a morning or an afternoon or an evening*)

'olleyball Court: \$30 per day

Satellite Parks: \$50 fee and a separate, refundable for \$25 per event

Township Use only:      Date Received \_\_\_\_\_      CON      ENT      SENT

## **PARK RULES AND REGULATIONS -Subject to revision by March 2011**

*Very Important: Red flags flying at the east Park entrance and adjacent to the fields at the west end mean that all Park fields have been closed for that day due to ground conditions. Green flags means that the fields may be used.*

*Violation of this rule can cancel your Permit.*

1. The park shall be open to Township residents and their accompanied guests between sunrise and sunset.
2. No one shall injure, deface, remove, cut or damage trees, shrubs, structures or fixtures in the park.
3. No one shall climb, stand upon, remove, or relocate any bench, seat or table from the Park without written permission for the Park and Recreation Board.
4. No person shall conduct himself within the park in a boisterous, immoral, indecent manner as to annoy any other person using the Park.
5. No meeting or gathering of more than 25 persons shall be held in the park without permission from the Park and Recreation Board one week in advance.
6. The sponsors of any gatherings requiring police security must assume the cost of such security.
7. The Township may require a deposit from a sponsoring organization or party not to exceed \$300.
8. Parking or driving on Park property is prohibited except in authorized areas.
9. No sound amplification equipment is permitted in the park without the consent of the Park and Recreation Board.
10. No one shall set up any booth, table, or structure within the park without consent of the Park and Recreation Board. There shall be no solicitation of any kind for profit with the parks.
11. No person other than an office of the law shall carry or discharge a harmful weapon within the limits of the park.
12. No one shall dispose of waste/garbage in the park except in proper containers.
13. No one shall injure, deface or destroy any notice, rule, or regulation posted within the park. Nor shall any person post any notices or placards in the park without permission of the Park and Recreation Board
14. Swimming or boating is prohibited in the parks.
15. The possession or use of fireworks in the park is prohibited other than by special permission of the Park and Recreation Board.
16. The possession or use of alcoholic beverages within the park is prohibited.
17. All pets must be leashed and all owners are required to clean up after their pets.
18. No one shall set or maintain any fire in the parks, except in authorized fireplaces and/or grills.
19. The foregoing rules and regulations are excerpted from Ordinance No. 70 of East Goshen Township and violation of any of them subjects the violator to a fine of \$300.00 for each and every offense. In addition, the police shall be authorized to issue citations for parking in undesignated areas.