

Park Commission  
Agenda  
Thursday, July 5<sup>th</sup>, 2012  
7:00 PM

- A. Call to Order
- B. Pledge of Allegiance
- C. Election of Officers
- D. Ask if anyone is recording the meeting
- E. Approval of Minutes from June 7<sup>th</sup>, 2012
- F. Chairman's Report
- G. Public Hearing
- H. Director's Report
- I. Old Business – Community Day-
  - 1. Comments
  - 2. Changes for next year
- J. New Business
  - 1. Liaison assignments to other Boards
  - 2. Decide on date to tour parks – coordinate with Mark Miller
- K. Any Other Matter – topic not on the official agenda
- L. Public Opinion
- M. Adjournment

6/27/12

**Report**

**To:** Park Commission

**RE:** July 5<sup>th</sup>, 2012 Commission Meeting

**From:** Frank Vattilano, Director of Recreation

Once again: A big Thank You to each and every one of you for your work on Community Day.

Summer programs in aerobics, yoga, Pilates, zumba and clinics in soccer and volleyball are ongoing. The Hudson Valley weekend trip in October is filled. We teamed with West Goshen and West Chester Borough on this trip. East Goshen normally fills half the available spots but this time we only had 4 residents sign up- I attribute this to the lack of a newsletter which has also hurt us for all of our weekly programs, trips and clinics.

I am still receiving calls, questions, and/or permit applications for East Goshen Park pavilions and ball fields on a daily basis.

Move in Day and Staff training for the Youth Camp is on June 28<sup>th</sup>. I have had 4 volunteer orientation meetings thus far and have about 60 volunteers of middle, high school and college age. I am excited about summer camp- but our registrations are still slightly down- no newsletter, but we normally get registrations for additional weeks once camp starts.

Frank Vattilano

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draft  
EAST GOSHEN TOWNSHIP  
Park & Recreation Board Meeting  
June 7, 2012

The first regular meeting of the newly formed East Goshen Township Park and Recreation Commission was held on Thursday, June 7, 2012 at the Township Building. The meeting was called to order by Township Supervisor, Thom Clapper at 7:00 p.m.

Commission members present were:

Ann Marie Fletcher-Moore  
Heidi Karpa  
John Jamgochian  
Erich Meyer  
PJ Viloski  
Betsy Williams  
Joseph Zulli

Others present were:

Jon Altshul, Director of Finance  
Frank Vattilano, Director of Recreation  
Mark Miller, Director of Public Works  
Ben Rohrbeck, Historical Commission  
Kathryn Yahraes, Historical Commission

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

Thom lead the Pledge of Allegiance.

Thom asked for a moment of silence to remember our Armed Forces.

Thom asked if anyone would be recording the meeting. There was no response.

**B. ELECTION OF OFFICERS**

Thom asked for nominations for President. Ann Marie nominated Heidi. Erich nominated Ann Marie who declined the nomination. PJ nominated John. John nominated PJ. Joe made a motion to close nominations. Ann Marie seconded the motion. The motion passed unanimously. A secret ballot was taken. Heidi Karpa was elected President.

Thom asked for nominations for Vice President. Heidi nominated John. Ann Marie nominated PJ. Ann Marie made a motion to close the nominations. Erich seconded the motion. The motion passed unanimously. A secret ballot was taken. PJ Viloski was elected Vice President.

Thom asked for nominations for Secretary. Ann Marie nominated John. Heidi made a motion to close nominations. Ann Marie seconded the motion. The motion passed unanimously. John Jamgochian will service as Secretary.

At this point, Thom turned the meeting over to Heidi.

**C. CHAIRMAN'S REPORT/ANNOUNCEMENTS**

None

**D. STAFF REPORTS**

1. Jon Altshul, Director of Finance, introduced himself and explained what the Finance Department does. The monthly report for the Park Commission will show revenues and expenses and all costs for the parks. Barb Phillips, Staff Accountant, will email the report each month. He suggested that the Commission review the reports and let him know what they want to see. Next month he will be sending a budget request for 2013. Jon reviewed the reason there are separate pages for revenue and expenses. Heidi asked what role the Commission plays in these reports. Thom replied that the Commission is responsible for keeping within the approved budget. Mark Miller said he would provide items for park maintenance for next year's budget. Thom suggested that the Commission meet with the 501c3 committee to see what funds they can provide for certain activities. Jon mentioned that a cost of service model to show overhead

1 costs will be done as a year-end report. Recreation is on one report and park maintenance is on a separate  
2 report.

3 2. Mark Miller, Director of Public Works, explained that the Public Works department has 10 full  
4 time employees and told the Commission what they do every day, seven days a week in the park. Some  
5 members of his staff are certified to do the quarterly safety inspections. The East Goshen Park is the  
6 "crown jewel" of the township and people come from all over to use it. He offered to take the Commission  
7 on a tour of the township parks and open spaces. The Commission decided to meet at 6:00 pm to take a  
8 tour before the August 2, 2012 meeting.

9 3. Frank Vattilano, Director of Recreation, reviewed the details of Community Day activities. He  
10 mentioned how much work has been done by him and Thom Clapper and thanked the new members for  
11 their help. Advertising for the event follows:

- 12 a. Public Works Department made several "Sandwich" signs which will be put at major  
13 intersections tomorrow.
- 14 b. The Goshen Fire Co. will feature the event on their signs.
- 15 c. John Jamgochian provided a sample of the sign he had made to put up around the  
16 township. There will be 12 signs.
- 17 d. Heidi identified organizations connected to East Goshen on Facebook and will send the  
18 information to them. She verified with Thom to send the information to local political  
19 parties but emphasize that this is a "Family" event.
- 20 e. Frank will have the information put on local websites.
- 21 f. PJ took flyers around to all the local businesses. As an example, the Ford dealer  
22 volunteered to put the flyer in their employees' paychecks.
- 23 g. Thom got shirts donated for the volunteers by Ventures in Advertising.

24 Volunteers:

25 Frank needs at least 52 volunteers. Some Commission members had more volunteers than needed and  
26 would give those names to others who are short volunteers. Frank said there will be a Volunteer Tent.  
27 Heidi volunteered to be the Captain. She will be responsible for making sure the volunteers are at their  
28 designated locations. June 18<sup>th</sup> & 19<sup>th</sup> will be volunteer meetings at 7:00 p.m. at the Hicks Pavilion in the  
29 park. PJ feels that since he and Erich are getting the volunteers for the booths, they should cover that area  
30 to help the Captain. Frank asked everyone to emphasize to their volunteers how important it is to be there.  
31 If something comes up and they can't be there, they should try to provide a replacement.  
32 Summer Recreation Program – The other big project that Frank is working on is the Summer Rec Program.  
33 Registrations are coming in, the field trips are all set, and the staff is ready.

#### 34 **E. OLD BUSINESS**

35 None

#### 36 **F. NEW BUSINESS**

- 37 1. Meetings – The Commission decided to have their monthly meeting on the 1<sup>st</sup> Thursday of the  
38 month. The next meeting will be Thursday, July 5, 2012. Workshops will be held at night as needed.  
39 Thom mentioned that, in the past, the Park Board did not meet in July. He feels the Commission can  
40 consider this next year.
- 41 2. Goals – Tabled until the July 2012 meeting.
- 42 3. Assignment of Liaisons – This was tabled until the July 2012 meeting.

#### 43 **G. ANY OTHER MATTER**

- 44 1. Ann Marie commented that the new members should get shirts. Thom said this may be done at the  
45 ABC training in the Fall.
- 46 2. Ann Marie voiced concern that the Fishing Clinic, which had 30 participants last year, had to be  
47 cancelled this year. She asked if the Park Commission could mail their own flyers to the residents. Thom  
48 answered – if you have the money.
- 49 3. In answer to Betsy's question, the quorum for making decisions and passing motions is 4 people.  
50 Also Thom explained that the term year starts in January, so their first term year is 2012.

