

**West Vincent Township
Park and Recreation Commission**

September 7, 2016 7:30 PM

Attendance: Chairman Brad Dyer, William Holderness, Chip Farnham, Maria Jacobs, Kristina Casey, Steve Merroth, Township Manager Erica Batdorf and Township Secretary Tammy Swavely.

Dr. Dyer called the meeting to order at 7:36 PM.

The minutes from August were unanimously approved as submitted on a motion by Mr. Farnham and a second from Mr. Holderness.

4th of July Parade: Harriet Stone came to the Park and Recreation Commission to discuss having a 4th of July Parade somewhere in the Township. Mrs. Stone began by informing the commission about the Birchrunville Parade. It started in 1976 by Ben James with a few bicycles. It grew from that every year adding animals, music and fire engines. It was a great time for the community to get together. In 2007 it had to be stopped since it got out of hand. It was not sponsored by the Township. Mrs. Stone says that it may be a good thing for the Park and Recreation Commission to sponsor if they can find a place to have it. She suggested the Horse Show Grounds or possibly Weatherstone. At the end they had a reading of the Declaration of Independence. She would be willing to help organize it. Ben James was present to show pictures of past parades. It did not take any planning or organization, people just showed up. Dr. Dyer stated that the parade was a victim of its own success. If the Township would take over the event, it would not be able to be spontaneous, but it would have to be a planned event. Dr. Dyer stated that the commission would be happy to take a look at the feasibility of it. Mrs. Jacobs stated it would be great to get a sponsorship for the fireworks at the Horse Show Grounds again. Kristina Casey and Maria Jacobs volunteered to help Mrs. Stone determine what can be done.

Old Business:

Events:

1. Yoga in the Park: Mrs. Casey stated that it the Yoga was a wonderful experience despite the weather and poor attendance. The first night had to be cancelled due to weather. She feels the next one should be held next to the gazebo. Different days and times can be considered.
2. Movie Night: Guardians of the Galaxies was shown on August 27th and was well attended. The set up went smoothly and it was a good choice for a movie. It brought a broad spectrum of people, young and old. Popcorn may be considered for next year.
3. Craft Fair: Mrs. Jacobs stated that she and Ms. Jaeger discussed changing the event to a weekday with advertisements on Election Day. Save the Date cards can be handed out. There will be a charge of \$20. The possibility of having it on Black Friday was discussed.

Since the crafters who already have applications were told it was to be on December 3rd with a sign up date of October 1st, this will be decided at the next meeting to see if a lot sign up for the December date.

4. Turkey Trot: This event will go as before. Dr. Dyer reported that not much has been done at this time except for the Police Department has started the process to close the roads. This event was started independent of the commission but has been included in the last few years. A firm is hired to do the timing and the elementary school does the advertising for the children.

Fields: Dr. Dyer prepared the recommendations from Penn State Ag Extension into specifications for each field. This is ready to be sent to the vendors and eventually to the Board for the 2017 Budget. Mrs. Casey made the motion to approve the following specifications to be sent to the Board of Supervisors for field maintenance:

Soccer Field: Aerating and dragging twice a year
Seeding/overseeding/slit seeding twice a year with blend of perennial ryegrass
Fertilizing twice a year as directed by soil sample testing, done annually
One broadleaf herbicide spray mid-summer
Placement of landscaping fabric to protect areas in front of both goals

Baseball Field: Aerating and dragging once a year
Seeding/overseeding/slit seeding once a year
Fertilizing twice a year as directed by soil sample testing, done annually
One broadleaf herbicide spray mid-summer
Edging and broad spectrum herbicide application around diamond as needed
General maintenance as required to keep pitcher's mound and infield (including dirt surfaces) in playing condition

Mr. Merroth seconded the motion. There was a discussion on the recommendations of the EAC and not to spray and fertilize. They are opposed to using fertilizer and crabgrass control. Dr. Dyer stated that these are Penn State's recommendations. This is to be put on just the fields, not the other areas of the park. Mr. Farnham stated that he would like to consider the top dressing on the soccer field. That should be a separate bid. Liming the fields can also be done on a separate bid since this will not need to be done every year. The motion carried with Mrs. Jacobs abstaining.

Landscape Blankets: Mrs. Casey will get prices on purchasing these, but she needs a size to get an accurate price. The cost to purchase these is most likely around \$2,000. To have someone put them on the field was \$250.00 per blanket. The size was 30' x 60'. After a discussion, it was felt that it is not cost efficient to purchase them. Mrs. Casey will call for pricing anyway.

Top Dressing: Mr. Farnham made the motion to get bids on top dressing the soccer fields. Mr. Merroth seconded the motion which carried unanimously.

Price for Rental of Fields: Mrs. Jacobs stated that she is willing to call some Townships for pricing if she knows what Townships have fields. Mrs. Swavely will forward her the information for the OJR School District. Mrs. Swavely has contacts with Chester County Township Secretaries whom she will email for pricing also. The pricing of the fields has not changed since 2010.

Fellowship Trail: Ms. Batdorf updated the commission on the engineer's plans for this trail. Bryan Kulakowsky has been working with Upper Uwchlan and will come to the meeting next month to discuss it. The site distance has been approved and he has a design proposal and bid scope that is ready. She knows that the 2016 Budget included the installation of the trail, and she assured the commission that if it is not complete, numbers would remain in the 2017 Budget. Dr. Dyer stated that the Park and Recreation Commission members do not need to see the plan before it goes to the Board for approvals and said that he can come, but to move the project forward. All agreed to move this forward unless it was radically different. This is a two phase project and this proposal will be for the connection to Weatherstone.

Township Trail Map & Public Assets: Mr. Holderness is currently getting together a list of Township trail assets. Mr. Farnham is starting the process of mapping the clear and undisputed trails in the Township. There are problems with creating a comprehensive map, but one with just a few trails to start will be fine. There was a discussion on the eased trails versus Township owned ones. The map will have Township owned recreational assets but not privately owned land, which is the distinction.

New Business:

2017 Budget: Ms. Batdorf discussed the 2017 Budget with the commission. A discussion was on the collection of funds for the field use and the capital fund. Staff has maintained a spreadsheet of funds collected for the Capital Fund. It was suggested that this be placed in the budget for 2017 instead of a spreadsheet. It is difficult to know what should come out of the Capital Fund and what regular field maintenance is. Dr. Dyer stated that the commission cannot determine what the Township should budget for mowing. This is not for the commission to decide. The Capital Funds should be used for facility upgrades. The revenue should go towards on-going maintenance. The field maintenance specs that were just proposed can go into a budget line item. There was a consensus not to collect a Capital Fund. The fee could change to a User Fee but remain the same total, \$45 per two hour session or one evening. This will be revisited at the next meeting.

Meeting Adjourned 9:30 PM.