

**East Brandywine Parks & Recreation  
Minutes, July 1, 2019 – 7:00 PM**

**In Attendance - Don Lynn, Betsy Brown, Dave Summers, Sandy Lammey, Kirk Furhman, Luke Reven, Assistant Township Manager and Guests: Leslie Winters, 5K Race Director, Linda MacNeal & Don and Connor Bain**

Linda MacNeal was considering applying to the Parks and Rec board to be a closer part of the community. Leslie Winters, our 5K Race Director, was also interesting in joining the Parks and Rec board.

**Approval of June Minutes - Dave Summers motioned that they be approved, Betsy seconded, unanimous approval**

**Information Items – Sandy**

- Sale of History Book - \$10 - Sold by Jane's Flower Patch
- Karen Hiller Memorial Tree Plaque – complete, family will install - picked it up last week
- Joey Kokinda Eagle Court of Honor – certificate presented from Township and Parks and Rec. Board, certificate and letter to Joey thanks to Scott Piersol. Sandy attended and presented.
- Bluebird Houses – Concern that people are tampering with the bluebird houses. Asked Diane Springer to include a note about protecting and respecting our bluebird houses in the MileMarker. House was missing from the right field fence on Baseball Field A. Found and Marilyn is going to repair and maybe relocate.
- McMahon Associates – Community Involvement, Volunteer Opportunities – 10+ volunteers for about 4 hours; weekday afternoon. I submitted – Help with Community Day Carnival Games; Fall Harvest Festival; weeding gardens/trimming bushes at the Community Park.

**Financial Report – Luke**

Activity is primarily related to golf outing. Luke and township staff will work on IRS certificates for golf outing sponsors, which exceed the \$75 for reporting. Discussion regarding the same process.

**New Bathrooms Update – Luke**

Board of Supervisors gave approval for pursuit of bid - both trails improvements and bathroom. Next step - select low bidder and award contract. Expect main portion of bathroom project to occur in 2020. Discussion about bathroom sewer vs septic.

**Community Park Trails Improvement Update – Luke**

Trail work should occur this Fall.

**Batting Cages – EBYA – Luke, Mike**

Completed ahead of upcoming July baseball tournament. Discussion about Community Park clock annual service/maintenance - what triggers the maintenance? Requires follow-up.

**Tennis Courts – Sandy**

”Matthew Van Lew, Township Roadmaster noticed recently that the storm water from the parking lot adjacent to the tennis courts is draining onto the courts. It is flowing down the walkway leading to the courts and depositing sediment on the court. We are proposing, with the Park and Rec permission, to install a trench drain across the sidewalk. I have enclosed a photo of the grate. The grate would be slightly lower than the asphalt to capture the storm water. The drain would be directed to the south of the courts to daylight.”

Board did not have enough information to vote on approval. Dave motioned that we table the issue pending a walk-through. Mike seconded, unanimous vote in favor of tabling until the next Parks & Rec meeting.

**Approval of Policies and Procedures Updates – Sandy, Mike, Luke**

- Policies and Procedures
- Permit Forms
- Master Schedule

Discussion about changes in approved P&P versus submitted P&P - looking for explanation of the changes, as there was not discussion about changes in the Board of Supervisors meetings. Next step would be to receive explanation from the township solicitor.

Permit Forms - few minor changes on the forms, including listing fields at Spatola and Hopewell. These forms will be submitted to the township front office

Master Schedule - Mike recommended a master field schedule (electronic) system similar to systems used in nearby townships. Mike will bring a specific recommendation to a future meeting

### **2019 Concerts – Don**

Saturday, June 1 – 6:00 pm – DNR – Donation received - \$3.00

Saturday, June 15 – 6:00 pm – Downingtown School of Rock

Saturday, July 13 – 6:00 pm – Flatland Drive

Long discussion about updating park rules to prohibit both smoking and vaping.

### **2019 Movies – Sue**

Friday, June 7 – Hotel Transylvania 3 Summer Vacation – Donation received - \$33.38

Saturday, July 20 – The Grinch

Friday, Aug. 9 – Wonder Park

### **2019 Food Vendor Agreement – Sandy**

Zacs Burgers - Approved

Sabatinos – In Process

Maggie Moos - Approved

### **Golf Outing – Dave, Bob**

Very successful event - \$9,321.34 invoice for 86 participants. Gross was \$15,475.

### **Run for the Parks – Leslie**

General race organization updates - registration just went live. Run/Walk will be the same price @ \$25.

### **Community Day – Sandy, Dave**

#### **Events:**

Vendors and Crafters – Mike, in progress

Community Day space reservation form had instructions to make the check payable to East Brandywine Foundation, when booth fees actually are deposited into the General Fund.

Band – Kirk. confirmed - **unanimous approval to increase payment to \$700**

Car Show – Dave, in progress

Police - Dave

Pony Rides – Sandy, confirmed

Fire Company - Dave

Hay Rides – Sandy, probable

Food Vendors – Sandy, Betsy

Zacs Burgers – confirmed

Maggie Moos – confirmed

Sabatinos

Ritas

Bingo – Linda, confirmed

Clowns – Dave, confirmed

Civil War Cavalry – Sandy, probable

Face Painting – Bonnie, Kirk, confirmed

Silent Auction – Sue, Betsy, Leslie, confirmed

Kidz Fun Zone – Sandy, confirmed

Pickleball Idea - Sandy

### **Harvest Festival – Betsy, Sue**

Discussion about scarecrows - bamboo is confirmed. Emphasis this year - bring your own scarecrow clothes, though Parks & Rec will provide additional. Consider charging for pumpkins with decorating for free. Proposed “pumpkin patch” - ride on tractor to get pumpkins to improve pumpkin distribution.

### **Milemarker Article – Due July 15, out around Labor Day**

### **Other???**

Mike wanted to know if there is a practice of crack sealing on the trails at Community Park to reduce the occurrence of grass growing through cracks in the trail. Mike will follow-up with the township roadmaster. Mike inquired about the possibility that non-donated benches could be converted into a donated/memorial bench - the answer is no.

**Next Meeting – Monday, Aug 5, 2019 – 7:00 pm.**

**Movies**

**Run For the Parks**

**Community Day**

**Harvest Festival**