



## DOYLESTOWN TOWNSHIP PARK AND RECREATION BOARD

Meeting Notes: May 9, 2023

---

A meeting of the Doylestown Township Park and Recreation Board was called to order at 5:30 p.m. on Tuesday, May 9, 2023 at the Doylestown Township Administrative Building, Caucus Room.

- In attendance: Paul DiNella, Kathy Brown, Kellie McGowan, Blythe Kelly, Brent Ruge, Joe Salvati, Don Borden, Karen Sweeney-Director of Parks and Recreation
- Absent: None.
- Guests: Stephanie Mason-Township Manager
- Visitors:
  1. Jason Showmaker, 9 Bittersweet Drive
  2. Rob Caroselli, 10 Squirrel Road
  3. Patricia Murphy, 107 Windsong Drive

### Meeting Minutes approval of minutes from April 11, 2023:

- Joe notes revisions to the meeting minutes: community rec center; in correspondence, Blythe requested the “new” MKSD synopsis; “community center Owners Representative interview to begin soon”.
- Paul notes revision to the meeting minutes to add discussion of the dog park Decemberfest that was deferred to send communication to the other boards regarding the event.

Motion to approve with revisions by Kathy Brown and second by Don Borden, unanimously approved; Kellie McGowan abstains.

### Correspondence:

- MKSD synopsis: No update.
- 1796 Plan Review Memo. No amendments or questions.
- Quarterly Finance Report. No comments or questions.

### Plan update:

- Sketch plan review – 1796 Easton Road. No update.

### PRB Discussion:

- PRB Member comment.
  - Blythe Kelly – condition of Niemann Park. Ash trees have fallen or been taken down, and the condition of the woodland is questioned. P&R Board discussion of pros and cons of the tree removal, and options for cleanup. Further discussion of a forest management plan and collective discussion/joint project of the P&R Board, EAC and Township public works. Subcommittee of Blythe, Kathy and Don was established to move the discussion forward.
  - Blythe Kelly - Touch a Truck Day is Saturday, May 13, 2023 and Board attendance encouraged.
  - Kathy Brown – request for updates on the improvements at the Township parks,

- especially when done by other Township boards.
  - Paul DiNella – recommendation of renewal of the annual meeting of the P&R Board and EAC in September 2023. To be discussed with EAC.
  - Brent Ruge – wanted to thank BOS member Ryan Manion for commending the P&R Board at the April Board meeting, which was appreciated by the Board.
- Unfinished business.
  - DecemberFest 2023 – correspondence will be sent to the chairs of the other Township committees regarding coordination of DecemberFest as an umbrella event for the month of December. Subcommittee formed for DecemberFest of Kellie McGowan, Blythe Kelly, and Kathy Brown. Subcommittee meetings to start in September 2023. Date held for December 9, 2023 for the Santa Event. Jen Herring suggests exploring if the “Holly Jolly Express” can make a stop or participate in December Fest.
  - Frosty 5K – Kathy reports that the Frosty 5K will be removed from the DecemberFest list of events.
- Subcommittee Update.
  - Wayfinding Signs – Joe Salvati reported progress on the development of physical wayfinding maps for all parks to help direct people within parks, and to other parks. Also provide directions to the Township parks website. Map was shown depicting an example of “wayfinding sign map”. Digital wayfinding development also, that could be developed to include events, etc. with links. Aerial maps are also being developed using CAD program on GIS data to outline park amenities, measurements, etc. Focus on interactive. Maps will also provide decision points for information. Subcommittee to continue working on the details, and progress to branding. Importance of consistency in the signage with existing and proposed signage. Don commented on the naming of trails and coordination of the information at the Township. Paul suggested developing a project plan and timeline, with discussion of phases of the project.
- New Business.
  - Karen advises that the capital campaign organizer would like to join the June meeting or meet after the meeting to discuss the campaign. The PRB expressed concern about giving up time from their regular meeting but would consider extending limited time following the meeting. Karen noted the PRB would need to move to the meeting room as EAC starts at 7pm. Karen will discuss availability with the capital campaign coordinator.
  - Golf Outing to be discussed, including baskets.

### **Director’s Report:**

- P&R Project Update:
  - Karen advised that the project is presently in the planning stage with the engineers and professionals; permits are out and all in process.
- Performing Arts. Karen provided the following report:
  - Sign Up Genius circulated for review for concert volunteers!
  - Concert series has grown over the years; Doylestown Township selected as the Bucks Happening List Winner for Live Music Venue for C&N Amphitheater. Thompson concert series also selected for First Finalist in other categories.

- Sponsorships are coming in. PECO sponsored at the \$3,000 level. And C&N Bank sponsored the Amphitheater for \$50,000 for 3 years. Thompson organization at \$30,000 for 3 years. Pennoni, St Rocco's treats, Doylestown Commerce Center, and Edison Quarry also sponsors confirmed.
- Golf Outing update. Will be implementing the fast pass again this year. New sponsorship added this year for a \$1,000. All park board members are encouraged to participate.
- Food trucks – park and rec board members encouraged to attend.
- Arbor Day
  - Karen reported that this was a good event notwithstanding the rain, with a lot of work done.
  - Colombia Bank reached out to Karen and donated a pink dogwood tree to the Township, with bank members in attendance to plant the tree.
- Work at the dog park with new equipment continues thanks to an anonymous donor.

**Visitor comments:**

- Jason Showmaker. 9 Bittersweet Drive, Doylestown Township.
  - Recently appointed to the Finance Committee. Thanked the P&R Board for volunteering time. Asked whether the Township has considered installation of lights at Kids' Castle. Karen noted that there used to be motion detector lighting. Paul noted camera installation to be completed at kids' castle and the C&N amphitheater. Karen will follow up with Dave Tomko on lighting.
  - Questioned whether we will be updating the feasibility study for the Community Recreation Building. Karen advised of prior work on the project over the years. Stephanie advised that the Township continues moving project along.

**Other Business:**

- **None.**

**\*Adjournment:** Being no further business the meeting was adjourned at 6:53pm on a motion by Kellie McGowan and a second by Kathy Brown with all in favor.

Respectfully submitted by:  
 Kellie McGowan  
 Doylestown Park and Recreation Board

Approved: \_\_\_\_\_