



DOYLESTOWN TOWNSHIP PARK AND RECREATION BOARD

Meeting Notes: October 10, 2023

A meeting of the Doylestown Township Park and Recreation Board was called to order at 5:30 p.m. on Tuesday, October 10, 2023 at the Doylestown Township Administrative Building, Caucus Room.

- In attendance: Blythe Kelly, Joe Salvati, Kathy Brown, Don Borden, Paul DiNella, Kellie McGowan, Brent Ruge, Karen Sweeney-Director of Parks and Recreation.
- Absent: Ryan Manion, BOS liaison
- Guests: Stephanie Mason, Township Manager
- Visitors: None.

Meeting Notes: Motion made by Kathy Brown and second by Joe Salvati to approve the meeting minutes for the September 13, 2023 meeting with revision to the approval of the meeting notes to reflect the corrected date of "August 8, 2023". Motion passed unanimously 5-0. Paul DiNella abstains.

Correspondence:

- Review of DCNR Letter dated October 5, 2023. The board confirmed that the DCNR grant in the amount of \$200,000 is specifically marked for the indoor rec center project.
- Review of BOS Presentation of October 3, 2023.
- Wayfinding Kiosk – Pilot Program. Joe provided an example of the wayfinding sign for the board's review. Joe reported that the capex form was completed with the assistance of Dave Tomko in the amount of \$30,000. Discussion relating to the timing of the capex and whether the request is for funding in 2024 versus 2025/2026. The form will go to the finance committee and the Board of Supervisors at the meeting on October 17, 2023. Further discussion of funding one sign with the park and recreation capital fund.
- Discussion of status of the park and recreation 2023 budget in initial amount of \$5,000. Kathy Brown made a motion to request to the Board of Supervisors that the 2023 budgeted end-of-year Park and Rec Board balance be carried forward and added to the 2024 budget allocation for purposes of the wayfinding project. Motion seconded by Paul DiNella. All in favor and Motion passed 6-0.

Review of Plans: None.

PRB Discussion:

- **P&R Improvement Update**
 - Karen advised that the department has moved forward with program planning and planning for the athletic fields. The department is also working to get a handle on timeline for programming. Expect action on the project in late October, or early November.
 - Karen advised the capital campaign is ongoing including a raffle (150 max tickets at \$100/ea.) featuring three possible prizes (6 day/5night accommodation at Emerald Island Resort, FL / Flyers Tickets / E-Bike). Several P&R board members agreed to take/sell a book of tickets (5).
 - Karen reminded the Board of the upcoming Holiday Jam with Mrs. Claus featuring crafts, stories, and photos with Mrs. Claus - Thank you Jan Sussenguth for playing the role of Mrs. Calus.
- **Member comment**

- Kathy thanked Joe for his work on the wayfinding kiosk project. The board further discussed moving the project forward and working with other committees, including the EAC, on this project.
- **Proposed CapEx Projects**
 - The board discussed the annual budget of the park and recreation board and the use of the annual funds. Agreed to revisit the discussion in 2024.
 - Karen advised of the following:
 - (1) pavilion at Sauerman was in the request in 2022 in amount of \$500,000. The final amount of the project sits at \$162,000 and is set as a 2025 expenditure.
 - (2) Sensory trail fund has a balance that is proposed to be used to acquire a new textured walkway with railings that has been moved to a 2026 expenditure.
 - (3) Additional items to be submitted through 2026 include: (a) kids castle staining and sealing; (b) ADA parking at the dog park; (c) parking lot maintenance at Turk II; (d) replacing boards at the sensory trail (Stephanie advised this was completed in 2023); (e) kids castle security cameras (also completed in 2023); (f) New Britain Road parking improvements in anticipation of the recreation center project as a 2024 expenditure; (g) stain and seal park pavilions; and (h) dog park entrance and gate repairs.
 - Also submitted request for replacement vehicle for the 2006 P&R Dept. Tahoe.
 - Discussion of acquiring a tramcar for the summer concert series. Karen investigated the electric tram car that would hold 27 individuals. The government service contract is for Federal only not yet available at municipal level. Cost anticipated to be approximately \$60,000. The Board agreed to hold off and Karen will continue to investigate options.

Subcommittee Reports:

- Wayfinding signs – Joe provided an update on progress.
- DecemberFest – Blythe reported on the subcommittee meeting. The event will be held on Saturday December 9th at 11am. Santa arrives at 1pm. The event will be from 1pm-4pm. The board discussed the location at the C&N Amphitheater given the construction anticipated at the pavilion. The subcommittee requested participation of all park and rec board members. Discussion of participation of food truck at the event.

Director's Report:

- **General Information**

- Karen provided an update on new/interesting programs currently being offered including Mah Jongg, Princess Party, Pottery programs. She noted new immersion, small event and pop-up programs are being investigated.

Visitor Comments: None.

***Adjournment:** Being no further business the meeting was adjourned at 6:30pm on a motion by Kathy Brown and a second by Kellie McGowan, with all in favor. Motion passed 6-0.

Respectfully submitted by:
Kellie McGowan
Doylestown Park and Recreation Board

Approved Unanimously, 11.14.23