



DOYLESTOWN TOWNSHIP PARK AND RECREATION BOARD

Meeting Notes: May 14, 2025

A meeting of the Doylestown Township Park and Recreation Board was called to order at 5:45 p.m. on Tuesday, May 14, 2025, at the Doylestown Township Administrative Building, Caucus Room.

- In attendance: Blythe Kelly, Paul DiNella, Joe Salvati, Kellie McGowan, Don Borden Kathy Brown, Karen Sweeney - Director of Parks and Recreation Department, Barbara Lyons, Board of Supervisors Liaison.
- Absent: Brent Ruge
- Guests: Stephanie Mason, Township Manager
- Visitors: Cortnie Jones - Program Manager; Christian Farrell - CRC/Court Manager - Melissa Flemming, Recreation Specialist

Meeting Notes.

- Motion made by Joe Salvati, with a second by Kathy Brown, to approve the meeting minutes for the April 8, 2025, 2025 meeting, with revision to the minutes as discussed. Motion passed unanimously 6-0.

Information and Correspondence.

- Concert Flyer 2025
- Sponsor Flyer 2025
- Concert Sign up Genius
- Doylestown Township USTA
- Doylestown Build it Forward
- Visit Bucks – County Map
- 25 04 10 – Skepton Update
- 25 04 24 – Skepton Update
- 925 Sandy Ridge Rd Binder (plan review)
- PRB Subcommittee Review (925 Sandy Ridge Road)

New Business. N/A

Review of Plans.

- **925 Sandy Ridge Road.** The board discussed a subcommittee of the P&R board to study and investigate recreation space in the west side of the Township, which will be an agenda item at the June board meeting. The board discussed the proposed concept plan at length, including the type of cluster development and the pond located at the rear of the property in the area where open space is proposed. The board also discussed the west side of the Township with some board members noting a need for additional recreation land in this area. The P&R board recommends that the Township continue the discussion on potential dedicated park space at this property in connection with a land development. Motion by Paul DiNella, second by Don Borden. All in favor motion passes 5-0. Kellie McGowan abstains from voting.
- **Barn Plaza Land Development.** Preliminary/final land development plans were filed for

the cinema portion of the Property, including tear down of the existing cinema building. Ms. Mason advised that the PC had an onsite visit and included discussion of additional sidewalk/trail along the Easton Road frontage that has been shown on the plans, which includes multiple restaurants and office buildings. The board discussed the pedestrian sidewalk and is in favor of the proposed pedestrian connectivity. Ms. Mason advised that the plan would go to the Planning Commission for review on May 27. The board considered a motion to advise the Planning Commission and Board of Supervisors of its support trails and sidewalk in connection with this development, made by Paul DiNella and second by Don Borden. All in favor motion passes 6-0.

Old Business.

- **Event Sign near C&N Amphitheatre.** Joe Salvati continued the discussion of placement of a sign that would be visible for concerts. We should have the ability to get a sign posted prior to the start of the concert series. Joe met with Chris, Karen and staff for the input on the sign and developed a proposal that would provide Township information relating to park amenities, programming from the program guide, including functional QR codes. Sign will be temporary for this season. The sign will be prepared professionally by DRS at a cost of less than \$400. Motion made by Kathy Brown with second by Paul DiNella to move forward with completion of the sign at a cost not to exceed \$450. Motion passed 6-0.
- **Park Improvement Project.** Discussion deferred to Karen's updates, below.

PRB Member Comments.

- Kathy Brown thanked the Park and Recreation staff for attending the meeting.
- Paul DiNella discussed interaction he had with the neighbors, regarding the 925 Shady Retreat Road plan noting also that he shared his relationship as a member on the Park and Recreation Board.
- Don Borden requested that the board discuss formation of a subcommittee to study potential park and recreation opportunities in the west side of the Township.

Subcommittee Updates.

- **Golf Outing.** Subcommittee had a meeting and are continuing with many details already confirmed. Outing is October 17th starting later with check-in starting at 10:30am, followed by buffet lunch and and 12:30pm shotgun. Fees have been finalized at \$255 per golfer and \$1020 per foursome. Subcommittee continues to work on sponsorships. The board recommends to the Board of Supervisors that proceeds from the golf outing will be applied to the park and recreation capital fund to benefit future park and recreation capital projects.
- **Wayfinding Sign Project.** Kathy advised that there are now three different concepts for the wayfinding signage. The board will review the concepts at the next available meeting. Kathy advised that "Mapme" software requires start-up funds and requires manual creation. Blythe thanked Kathy for her work.

Director Report (general P&R info, projects, inquiries, etc.)

- **Community Recreation Center.** Karen advised that CRC tentative completion is still on target to finish by end of May, with the flooring and full occupancy expected mid-summer. The soft opening is expected thereafter. September 7, 2025 is the proposed date for the ribbon cutting and grand opening. This will be followed by an open house hosted by the Park and Recreation Department. Karen requested participation by the Board at the board at the open house. Comfort Cottage is underway with completion

expected in July. Tennis courts have been modified for lighting, and USTA grants have been received.

- **Performing Arts.** Karen is still looking for sponsors and logistics for parking are generally same as last year. Karen will re-send the sign up genius and Karen requested participation on June 4th at the kick-off concert.
- Karen advised that the police department has been phenomenal with the park monitoring and responsiveness.
- Karen has been working with the Township Manager on development of an ordinance that would permit alcohol consumption and third party sales at the CRC for events not sponsored by Doylestown Township.

Program Manager Report (programs/event update):

- Cortnie advised that the department is currently working on Fall class programming
- The Touch a truck event is scheduled for Saturday May 17, 2025.
- The Department is preparing for summer programming and looking for youth participation in camp programs.
- Christian advised of his work with the continued rental inquiries for the CRC and efforts with local athletic associations for scheduling through the Fall and Winter planning.

Visitor Comments.

- Ms. Lyons advised that the Capital Campaign Committee and the TAB will be creating a video for the CRC ribbon cutting. The park and rec board will be handling the walkthrough of the community center.

***Adjournment:** Being no further business, the meeting was adjourned at 6:57pm on a motion by Kathy Brown with a second by Don Borden. All in Favor, motion passes 6-0.

Respectfully submitted by:
Kellie McGowan
Doylestown Park and Recreation Board

Approved: _____