



DOYLESTOWN TOWNSHIP PARK AND RECREATION BOARD

Meeting Notes: October 14, 2025

A meeting of the Doylestown Township Park and Recreation Board was called to order at 5:30 p.m. on Tuesday, October 14, 2025, at the Doylestown Township Administrative Building, Caucus Room.

- In attendance: Blythe Kelly, Joe Salvati, Kellie McGowan (via zoom), Brent Ruge, Paul DiNella, Kathy Brown, Cortnie Jones – Program Director Parks and Recreation Department, Barbara Lyons, Board of Supervisors Liaison.
- Absent: Karen Sweeney, Director of Parks and Recreation
- Guests: None.
- Visitors: None.

Meeting Notes.

- Motion made by Kathy Brown, with a second by Joe Salvati, to approve the meeting minutes for the September 9, 2025 meeting. Paul DiNella abstains. Motion passed unanimously.

Correspondence/Attachments.

- Park Report. No discussion.

Review of Plans.

- N/A

New Business.

- **E-Bikes.** Kathy Brown attended the bike and hike committee meeting in which a new ordinance was discussed that would regulate e-bike use. The Bike and Hike Committee will review a draft ordinance at their next meeting. The ordinance would regulate the use and provide the police with a way to enforce e-bike use on Township trails and within the parks. There was discussion of providing the information to bike shops to spread awareness. Cortnie advised of DCNR regulations.

Old Business.

- **Park Improvement Project.** The comfort cottage is open. Cortnie advised of the status of the courts considering the upcoming winter weather. Working through the punch list in the Community Recreation Center (CRC). The Township hosted multiple large rental events in the CRC already. Paul noted that the financial impact of the project should remain a topic of discussion in future meetings. Cortnie advised it has been 5 weeks since the soft opening. Technology (*wifi*) implementation is still in process, and the CRC is not yet open to the general public.
- **Park & Rec Board Budget.** The Board has funds available for use in 2025. Discussion of prioritizing spending, including apparel and DecemberFest.
- **EAC Birding Project.** The project is in process.

- **PRB Information Board (sign near bathroom).** Joe spoke with park staff and there does not seem to be a need or desire for the informational sign to continue beyond the concert series. Joe shared the concept for content that has been prepared to date with pertinent information for the parks and CRC. The Board discussed pulling the sign off for the winter and updating the sign prior to the 2026 concert series. The sign will be stored accordingly.

PRB Member Comments.

- Kathy Brown was very impressed with the police and the e-bikes work. Also commented that the corn holes improvements are a good accomplishment of the parks and recreation staff. Kathy noted that the Board should start thinking about action items for 2026, including assessments for projects and goals.
- Kellie thanked the parks and recreation department staff, volunteers and the board members for their work at the golf outing to make it a successful event.
- Joe said it was nice to see everyone at the golf outing event.
- Paul noted that the golf outing was well done and, another success. He noted that the goals for 2026 could include focusing on the parks department events and improving the annual events
- Blythe provided information on the Wreaths Across America event to be held on December 13, 2025 at the Doylestown Cemetery. Blythe asked for an update on Mrs. Claus event – It was reported that it will not be held this year as a result of limitation on attendance and the cost of the event.
- Brent advised that he did not re-up his term on the board to focus on his family but is committed to the board and the Township and will remain involved. Brent thanked the board for being welcoming and providing a great experience. Blythe thanked Brent for his work commitment to the Board.

Subcommittee Reports.

- **Golf Outing Committee.** Cortnie advised that the golf outing was a success. The highlights were \$40,000 in sponsorship and \$21,000 in foursomes. The final earnings are just over \$35,000 with all proceeds going to the parks and recreation department. The board noted the following: halfway house should be improved with offerings and signage.
- **Wayfinding Sign (PRB Project).** Brent provided responses to the board's questions from the prior meeting relating to the MapMe program offering or manual sign design. MapMe is a pre-generated graphic, and the team is excellent, hand-on and has good availability. The cost is \$1300 per year. The manual design is proposed to be prepared by City Graph, who is also responsive and willing to work with the board. The manual sign option is \$4400 for creation of one map. Changes to the map are an hourly cost (\$100). Kathy reached out to another designer, DRS Printing, to provide a third option for a manual sign design. The cost for this option would be approximately \$1150, for the design, printing and mounting of the sign. The Board discussed approval of the sign design, as well as locational options, including mounting the sign at the comfort cottage building. Joe suggested a request to the BOS for an "up to" spending limit that would accommodate a two-sided sign. There is also the option to import a sign design into MapMe in the future. Brent noted that MapMe requires the board to do the work, and the board rejected that option for the moment. The subcommittee recommended that the board move forward with the DRS proposal. Motion made by Kathy Brown, with a second by Joe Salvati, to move forward with the proposal of DRS with a request of the BOS for funding up to the amount of the cost of design and production of a double-sided sign up to \$2500. Motion passed unanimously. Blythe thanked the subcommittee for their work on the project.
- **Santa Event.** The subcommittee met to start preparations. Event is scheduled for December 13th. The event will occur on the CRC patio as well as within 2/3 of the multi-

purpose room for crafts, coloring and games. Joe has offered to prepare the Santa signs at an approximate cost of \$250. Blythe also noted that the P&R board will acquire and donate a tv cover for the flat screen tv are on the multi-purpose room at an approximate cost of \$50. The board discussed authorization for additional expenditures for decorations for this year's event up to an additional \$450. Motion made by Paul DiNella with second by Brent Ruge to authorize spending up to \$750 on the event. Motion passed unanimously.

Staff Reports:

- **Program Manager Updates.**

- Community Recreation Center (CRC):
The CRC remains in its soft-opening phase with a substantial punch list still in progress, including Wi-Fi, cameras, and automatic locks. Programs and rentals have been running for a full month. Staff have been on-site after admin building hours 4–5 days per week to cover these activities. Several full-building rentals have taken place, with maintenance staff assisting with setup and cleanup—many thanks to them for their continued support. We plan to post Recreation Attendant job openings in early November, with start dates in early January. Several sport rentals starting in December have come through.
- The Winter/Spring 2026 Program Guide draft has been submitted for layout and design and will then move to print. Planning has begun for Summer 2026 camps so they can launch in early January when families begin summer camp scheduling
- Virtual Golf Outing: Planning for the Virtual Golf Outing is underway.

Visitor Comments. None.

***Adjournment:** Being no further business the meeting was adjourned at 6:34pm on a motion by Kellie McGowan with a second by Joe Salvati. All in Favor, motion passed unanimously.

Respectfully submitted by:
Kellie McGowan
Doylestown Park and Recreation Board

Approved: _____