

**West Pikeland Township
Parks and Recreation Board
MEETING MINUTES
Thursday, JULY 3 rd, 2008**

- 1) **Call to order.** Chairman, Joe Carreiro called the meeting to order at 7:30 p.m.
- 2) **Roll call of members present.** The following members were in attendance: Nancy Bartley, Linda Glaum, Diana Urbanski, Donna Archambault, Sheila Brova and Joe Carriero.
- 3) **Approval of minutes from June 19th meeting.** Linda moved to accept June 19, 2008 minutes. Joe seconded. All in favor.
- 4) **Reports**
 - a) **West Pikeland Trails Committee-**
 - i) French & Pickering holds an “easement” on the property that the bridges will be built. F&P has enthusiastically approved the bridge project and have sent a letter of approval to the township manager.
 - ii) Jeri Diesinger, Township Manager, has the application for the DEP permit which she will have approved by the township engineer.
 - iii) Daniel Golus of BSA T83 to begin work on the bridge construction as his Eagle Project.
 - iv) Recent inspection of the trail revealed many fallen trees due to recent storms. It was also noted that there is also a large tree blocking a trail at PCP. Public works says that they have a long list of other projects and will get to it when they can.
 - v) Pine Creek Park Trail Mapping Project is underway. WPT has an electronic version of the map of Pine Creek Park provided by the township.
 - vi) A trail has been identified that links PCP to Horseshoe Trail. There is an easement on the property and the WPT Committee will investigate who owns this property to seek permission to connect the trail.
 - b) **Windolph Knoll Committee** - The soil samples are back and it is acceptable for septic. There is a meeting scheduled for 7:00 p.m., July 16, 2008. WKC will discuss appropriate locations for playing fields and options where the access road to the park can be located. WKC wants to find out from DEP if the access road can be from Rt. 401, which would involve moving the septic. The public consensus was against having an access on Lower Pine Creek Rd. The WKC is considering planning a meeting with the township manager and the township engineer assigned to this project, Dave Lenahan, as well as the landscape architect. Currently, the septic will be located on the lower edge of the slope near Rt. 401. **A diagram was presented showing the location of the septic. The committee is waiting to find out the answers to many questions from Yerkes by the 7/16/08 meeting.**
 - c) **Joe moved to Accept the Committee Reports. Linda seconded. All in favor.**

5) Old Business / Report on Previous Business.

- a) **Pine Creek Park** - Estimates are being obtained to grade field B and to cut field C. Jim Rohan said that he is concerned that if we build a field at PCP it will increase the cost of the project. He said that the first Issue is that we have a serious parking issue that has been expressed by LYA in the past. He said the second issue concerned the serious safety issue of the one lane bridge entering PCP. Linda Glaum said that it may not be a big deal to build another exit out of the park. Jim said that we should get this into the cost. Joe said that we have discussed these issues with LYA and they are fine with the parking and with the one lane bridge entrance into the park. Donna stressed that our committee as approved building the additional field in PCP to satisfy the immediate need for a field for LYA due to the current number of children participating in the program. P&R wanted to install this economically, and put all the funds and focus on developing Windolph Knoll. Our township needs fields and we need them now. Jim said that he wants to make sure that this is all in writing with LYA, explaining that there are no plans to make additional access into the park and we will not build additional permanent parking. Donna agreed that these are all good points to consider. We should find out estimates for all the different options so that we have a better understanding of these issues. **Wayne Freas, who is on the WP Township finance committee said that he would like additional information on the cost of building a field at PCP. The Finance Committee is meeting from 1:00-3:00 p.m. on July 14, 2008 and would like to have some additional information including a representative of P&R in attendance. Wayne is concerned that the cost of the fields will be much higher than we anticipate.**
- b) **Windolph Knoll Field Planning** - already covered above.
- c) **WP TWP Trail Strategy** - discussion tabled. Nancy Bartley noted that the **Federation of Northern Chester County Communities** is a Chester County Group that's goal is to have regional planning for townships and school districts. One of their goals is to create new partnerships between the townships and other regions to create interconnectivity, including funding. They want to have a regional parks and recreation plans. It should lead to better planning for P&R. She would like to see our township participate with this group.
- d) **PCP Kiosks Follow Up** - P&R would like to have a map placed in the current kiosks. Jeri should have the keys. Donna will obtain the keys. She will removed old flyers/signs that are outdated and irrelevant and put a trail map up as soon as available.
- e) **Screen Planting - PCP Follow Up.** Nancy will recommend to the BOS that this will be done in the fall. Nancy provided the tree types and a ball park estimate on prices. **P&R will recommend to the BOS that the plantings be done in mid to late September.** Linda made a motion to accept the old business. Joe seconds. All in favor.

6) New Business

- a) Action list items update. Sandy Heilman says that the old fence at the entrance, the white split rail is broken, falling down and has nails sticking out. **Bill Cracass has the missing fence pieces in his possession, according to Bill Loughran. They were removed because it hindered mowing the fields. Sandy Heilman said that stones were dumped and not rip/wrapped/encased stone. Stones along the creek have not been encased and are falling into the creek. Nancy said that a person from DEP needs to come out and supervise this. John from Public Works was to have DEP out to get permission. Nancy made a motion to contact Jeri and find out why this isn't fixed. Linda seconded. All in favor.**
- b) Action List in the report - at the end of these minutes.

- c) WP TWP Trail Strategy. Discussion tabled.
- d) Future Field Requirements - deferred the discussion. The public asked that the actual dates, timeframe on the schedule of the kid participation data should be disclosed.
- e) Land Management Procedure/Process- Discussion tabled._
Joe moved to Accept the Reports. Linda seconded. All in favor.

7) Public comments - N/A

8) Announcements - N/A

9) Adjournment - Joe moves to adjourn. Nancy seconded. All in favor. Meeting was adjourned at 9:11 p.m.

**West Pikeland Park and Recreation Board
 Action List as of 7/3/08**

No.	Date Requested by P&R Board	Date Reported to BOS	Location	Action Item	Responsible Party	ECD	Status	Status Detail
1	12/6/2007	NA	ALL	Contact all recreation groups and obtain participation data to determine needs.	D. Urbanski	2/15/2008	Complete	Letter is complete and was sent to six organization who service WPT residents.
2	12/6/2007	NA	PCP	Determine if Collegeville LAX team is playing on field without township approval.	S. Brova	12/14/2007	Complete	LYA did not give official permission for the use of the field. All field use is determined by WPT.
3	12/6/2007	12/7/07	Website	Update P&R webpage to reflect correct meeting date and time (1st Thursday, 7:30 pm)	D. Archambault, J. Diesinger	12/14/2007	Complete	Meeting dates and times will be updated after BOS approves 2008 meeting schedule.
4	12/6/2007	NA	ALL	Develop list of WP Township P&R projects that could be completed by DEHS students for their Senior Graduation Projects and for local Boy Scout Troop Eagle Candidates.	Brova/Urbanski	2/30/08	In Progress	Project list developed after Parks tour. DEHS and Boy Scouts contacted. Waiting for DEHS to add to website.
5	12/6/2007	NA	ALL	Add WP P&R to DEHS Senior Project website and Scout Troops	Brova/Urbanski	2/30/08	In Progress	As noted above.

6	12/6/2007	12/7/07	ALL	Confirm meeting schedule for all other twp boards that would be important for us to attend	J. Diesinger	12/15/2008	Complete	Complete.
7	1/3/2008	NA	ALL	Break out the comments from the minutes of 12-4-08 in regard to the park Tour and flush out the specific action items	D. Urbanski	1/6/2008	Complete	Complete.
8	1/3/2008	NA	ALL	Coordinate with WPT Land's Trust in regard to grant for forester input (1/31/08 is meeting) and ask about use of grant for bridge on Bridge to Bridge Trail.	D. Groff	1/30/2008	In Progress	Forester's report was requested but not forwarded.
9	1/3/2008	NA	ALL	Develop a calendar for attendance at other commission meetings once BOS approves 2008 meeting schedule	J. Carriero	1/30/2008	Complete	Complete. Will be reviewed throughout year to make sure that there is attendance.
10	1/3/2008	NA	PCP	Determine if bridge to PCP is safe and if noise can be reduced. Get information from township engineer in writing for review by board	N. Bartley/D. Archambault	1/20/2008	In Progress	Report received and to be reviewed by N. Bartley and noise reduction concerns to be addressed at march meeting with Township Engineer
11	1/3/2008	NA	PCP	\$8600 budgeted from FEMA for repair on bridge. Verify that this is the lower bridge at PCP.			Complete	Complete. Confirmed that FEMA repair is for lower bridge at PCP
12	2/7/2008	6/19/08	ALL	Submit P&R ordinances changes to BOS	N. Bartley	2/29/2008	In Progress	Corrections made by hand and submitted to Township offices to be copied. (6/08)
13	2/7/2008	NA	ALL	Establish Committee for Spring Festival and plan activities.	D. Archambault	2/29/2008	Complete	Postponed until Fall
14	2/7/2008	NA	ALL	Follow up with organizations that have not responded to recreation needs data letter	J. Carriero	2/29/2008	Complete	Second contact made. No further responses.
15	2/7/2008		ALL	Develop a maintenance schedule for general park maintenance	PRB			

16	2/7/2008	6/30/08	ALL	Investigate need for full/part time parks steward/manager	PRB	6/30/2008	Complete	Passed motion during 2/8/08 meeting. BOS requested ob description. Written, edited and submitted by 6/08.
17	2/7/2008	6/30/08	ALL	Develop/Design common signage for all parks and trails.	PRB	7/30/2008	In Progress	Diamond shaped signs designed in two colors. Specifications forwarded to BOS for purchase of 200 signs.
18	2/7/2008		HF	Identify parking area for trail.	PRB			
19	2/7/2008		HF	Create a map for Hallman's field indicating trail head parking and trail	Project			
20	2/7/2008		PCP	Complete construction/maintenance of lower bridge. Needs guard rails, engineering work to improve after flood damage.	PRB			
21			HF	Design and install a Kiosk with map of area.	Project			
22	2/7/2008		ALL	Remove vines and invasive species throughout meadows and surrounding buffer areas.	Project/Township Manager			
23	2/7/2008		PCP	Correct/Remove Do Not Enter sign which leads to handicapped parking	Township Manager			
24	2/7/2008	NA	PCP	Add trail signs with appropriate markers throughout park	Project/Trails Committee	8/30/2008	In Progress	Trails Committee formed to establish trails in PCP.
25	2/7/2008		PCP	Review/update master plan and implement phase 2	PRB			
26	2/7/2008	NA	PCP	Create a map for Pine Creek Park indicating all trails within park. Design and create a mechanism for storing trail maps for park at park bulletin board.	Project/Trails Committee	8/30/2008	In Progress	Trails Committee formed to establish trails in PCP.
27	2/7/2008		PCP	Investigate the need for guard rails on road overlooking the pond	PRB			
28	2/7/2008		PCP	Investigate/Improve/Rebuild dam in order to provide for trail completion	PRB			
29	2/7/2008		PCP	Design/Develop parking at alternate entrance for access to pond	PRB			

30	2/7/2008		PG	Replant to protect creek border from further erosion	Project			
31	2/7/2008		PG	Form committee with neighbors and Miss Betty's Camp input to develop master plan for park	PRB			
32	2/7/2008		PG	Reinvest rental income from Miss Betty's camp back into camp to provide for more uniform additions	PR			
33	2/7/2008		PG	Create a map for Pickering Grove indicating all trails within park. Design and create a mechanism for storing trail maps for park at park bulletin board.	Project			
34	2/7/2008	6/30/08	WK	Develop master plan for park with neighbor input	PRB	6/30/2009	In Progress	Windolph Knoll Master Plan Committee formed and working on master plan.
35	2/7/2008		ALL	Link trails as appropriate with Land's Trust	PRB			
36	2/7/2008		PCP	Paint white fence internal to park (adjacent to S. Heilman's property)	Project			
37	2/7/2008		PG	Buffer zone plan for neighbors in Pickering Grove to be incorporated into master plan	PRB			
38	2/7/2008		PCP	Continue and complete installation of white fence along Yellow Springs Road to woodland edge.	Project/Township Manager			
39	2/7/2008		ALL	Establish friend's of park group	PRB	6/30/2008	In Progress	Looking for a volunteer to head this group.
40	2/7/2008		PCP	Prevent washing of trucks in PCP due to salt destruction of surrounding pines	Township Manager			
41	2/7/2008		PCP	Improve/Paint/Fix buildings, replace windows	Township Manager			
42	2/7/2008		PCP	Move port-a-potty against barn	Township Manager			
42	4/3/2008		ALL	Research types of signs for existing trails	Urbanski	6/30/2008	Complete	Design Complete. Pricing Summarized and submitted to BOS for purchase.
43	4/3/2008		ALL	Plan the Fall Festival	Archambault and Urbanski	10/30/2008	In Progress	Date to be established. Find Spin Art machine and paints, etc.

44	4/3/2008		PCP	Aquire jpeg of PCP so that trail map can be created	Trail Subcommittee	8/8/2008	Complete	Files forwarded to Trails Committee
45	4/3/2008		PCP	Design PCP trifold for map inclusion	Trail Subcommittee	8/30/2008	In Progress	In Progress by Trails Committee