



DOYLESTOWN TOWNSHIP PARK AND RECREATION

BOARD Meeting Notes: January 14, 2025

A meeting of the Doylestown Township Park and Recreation Board was called to order at 5:35 p.m. on Tuesday, January 14, 2025, at the Doylestown Township Administrative Building, Caucus Room.

- In attendance: Blythe Kelly, Joe Salvati, Kellie McGowan, Brent Ruge, Paul DiNella, Don Borden Kathy Brown, Karen Sweeney - Director of Parks and Recreation, Barbara Lyons, Board of Supervisors Liaison.
- Absent: None
- Guests: Stephanie Mason, Township
- Visitors: None

Board Reorganization / Nominations.

- Nomination by Joe Salvati to re-appoint Blythe Kelly as Chairman of the Board. No further nominations. On Motion of Joe Salvati, with a second by Kathy Brown, Blythe Kelly re-appointed unanimously.
- Nomination by Joe Salvati to re-appoint Brent Ruge as Vice-Chairman of the Board. No further nominations. On Motion of Joe Salvati, with a second by Kathy Brown Brent Ruge re-appointed unanimously.
- Nomination by Kathy Brown to re-appoint Kellie McGowan as Secretary. No further nominations. On Motion of Kathy Brown, with a second by Blythe Kelly, Kellie McGowan re-appointed unanimously.

Meeting Notes.

- Motion made by Don Borden, with a second by Brent Ruge, to approve the meeting minutes for the November 12, 2024 meeting, with revision to the minutes as discussed. Motion passed unanimously 6-0; Paul DiNella abstained.

Information and Correspondence.

- CRC Executive Level Update Slides 12.13.24. Board discussed the schedule for completion set forth in the Executive Level Schedule, and the change order tracker sheet.
- 24 12 19 Skepton two-week look ahead #25. No discussion.
- Cornhole Indoor Layout. Board reviewed, noting there is a 12-foot height requirement for indoor and outdoor play.
- The Inside Open Flyer. Flyer has been completed by Kathy and Palmer Brown.
- Doylestown Dog Park Manual 2025 (revised).

Review of Plans.

- N/A

Old Business.

- **Park Improvement Project.** Karen advised that the commissioning of the building is on track for May 2025. The building is taking shape and the department is working on

programming within the space with regular visits to the building with P&R staff. Department is also working on policy and protocols and operational items. Ms. Lyons advised that the capital campaign committee has reached its goal! The focus will morph into amenities identified by the park department and the P&R board and continue with naming opportunities. The donations for wall opportunities will be closed on March 1, 2025.

- **Corn Hole Board (outdoors).** Karen advised that the site layout distributed shows a two-set configuration. Karen requested to PRB members to join in site selection for the outdoor layout at an appropriate site in Central Park. Joe and Kathy will participate. The cornhole board will be placed on concrete landing pads to avoid a mud condition. Karen asked Chris to provide recommendations. Karen noted that Rick Shea offered a recommendation at the grass area in front of Pavilion #1.
- **Future Events/Locations.** Standing agenda item. No discussion.

New Business. N/A

PRB Member Comments.

- Brent Ruge discussed the Township's proposed Lego event and the community excitement surrounding the event.
- Blyth thanked the Board for the success of Decemberfest 2024. The P&R Board discussed the successes of the event, including the attendance given the low temperatures.

Subcommittee Reports.

- **Golf Outing Update.** Karen advised that the final net proceeds from the golf outing was increased from the last report to approximately \$41,000, which remains in excess of the prior year events and the highest event total. Subcommittee had its first meeting on January 8, 2025. The outing date is confirmed for Monday, October 6, 2025. The increase in price per golfer from Commonwealth is \$227.00 to \$233.50 for the 2025 season and based on same arrangements/menu. Karen and the subcommittee is recommending some changes for the 2025 outing with food and beverages. Karen will arrange a follow up site meeting at Commonwealth Golf Club. The feedback is all positive from golfers and sponsors. The subcommittee plans to continue with the auction for 2025.
- **Wayfinding Sign Project.** No design update from the committee. Karen advised that two members of the community have reached out to the Township with a plan for measuring the trails at Central Park so the community would know the distances of the various trail segments, Kathy will meet with the individuals. Joe asked for the target date for the completion of the pilot sign. Timing is driven by availability of Central Park area and funding. The goal is prior to June 4th (initial concert).
- **DecemberFest (Santa) Recap.** No further discussion. The Santa Event is proposed to be held on Saturday December 13, 2025.
- **Inside Open Golf Outing (Main Swing).** Kathy explained the intent of the event to be wholly different from the annual golf outing. Ms. Lyons made recommendations with respect to the proposed flyer. Kathy described the idea of the simulated golf event. Discussion of the amount of information and needed information on the flyer for advertising, including tee-times of the event. Kathy explained that the event is focused on engaging smaller local businesses and exposing business owners to the Township.

P&R Director's Report:

- Karen advised that the EAC chair, Heidi Shiver, requested that the joint EAC meeting be held in March. The meeting is intended to occur after the regular scheduled P&R Board meeting and last approximately an hour.
- Karen discussed the program guide, which was rebuilt and restyled, and highlights the amenities of the new facility.
- Note that the monthly P&R Board agenda provides dates for all future meetings and known events.
- Staff has been working on new programming for the Township and finding new events to provide to the community.
- Cortnie Jones, Program Manager will begin attending P&R Board meetings to enhance operational awareness and involvement to start the transitional process and looking toward a new Director mid-2026. Karen noted, at the appropriate time, she will offer her recommendations to the Manager, however, the final determination rests with Township Manager and Board of Supervisors.
- Karen discussed preparation for the Decemberfest 2025, with the Department intending to hold multiple events in the new community building.
- Karen is excited to announce the 30th anniversary of the concert series. The line up is being finalized with a variety of music styles. The Bucks County Symphony will be the first concert with the symphony's first ever outdoor concert. Additional line-up includes the following groups: British Invasion, Soul Cruiser, Elvis Tribute, AM Radio, River of Dreams, Legacy, Frontiers, Stevie Mack, the Brian Setzer, Big Romeo, Cherry Lane.
- Ms. Lyons advised that there will be a ribbon cutting for the new community center. Karen will be working with the TAB Board to create a video. Karen is also working to create identity for the Township P&R Department in 2025.
- The fields numbers in Central Park have been reassigned.

Visitor Comments. None.

***Adjournment:** Being no further business the meeting was adjourned at 6:35pm on a motion by Kathy Brown with a second by Brent Ruge. All in Favor, motion passed 7-0.

Respectfully submitted by:
Kellie McGowan
Doylestown Park and Recreation Board

Approved: _____