



DOYLESTOWN TOWNSHIP PARK AND RECREATION BOARD

Meeting Notes: January 13, 2026

A meeting of the Doylestown Township Park and Recreation Board was called to order at 5:31 p.m. on Tuesday, January 13, 2026, at the Doylestown Township Administrative Building, Caucus Room.

- In attendance: Don Borden, Blythe Kelly, Joe Salvati, Kellie McGowan, Paul DiNella, Kathy Brown, Karen Sweeney - Director of Parks and Recreation Department, Cortnie Jones, Program Manager
- Absent: Barbara Lyons, Board of Supervisors Liaison
- Guests: None.
- Visitors: None.

Election of Officers. Blythe turned the meeting over to Cortnie Jones for board elections.

- Cortnie opens the floor for nominations for the position of Chair. Kellie McGowan nominates Blythe Kelly for chair, with a second by Kathy Brown. All in favor, motion passes 6-0.
- Blythe opens the floor for nominations for the position of vice-chair. Kellie McGowan nominates Kathy Brown for vice chair, with second by Paul DiNella. All in favor, motion passes 6-0.
- Blythe opens the floor for nominations for the position of Secretary. Paul DiNella nominates Kellie McGowan for the position of Secretary, with a second by Don Borden. All in favor, motion passes 6-0.

Meeting Notes.

- Motion made by Kathy Brown with a second by Don Borden, to approve the meeting minutes for the November 12, 2025 meeting. Motion passed unanimously 5-1, Paul DiNella abstains.

Correspondence/Attachments. None.

Plans. None.

New Business.

- 2026 PRB Meeting Dates were provided and confirmed.
- Committee contact form was provided to all members as it is required to be completed annually.

Old Business.

- Park and Rec Board Budget – EOY Expenditures. Blythe advised that the apparel was purchased with 2025 budget funds. There was approximately \$3700 left in the budget in 2025, pending confirmation of the deduction of sign project funds. The amount of \$6000 has been budgeted to the park and recreation board in the 2026 Township budget. Kellie suggested a budget discussion earlier in the year to review potential spending. Joe suggested purchase of a Santa costume for the DecemberFest event that would be owned

by the Township.

Subcommittee Reports.

- Wayfinding Signs (PRB Project). Kathy advised of continued meetings with the sign production company. The members reviewed the current draft of the Central Park map and provided comments. Members discussed appropriate map labels, possible QR code(s) and treatment of the areas of the park. Paul suggested that the board look into potential locations for similar signage in other Township parks. Kathy will circulate the sign for further review and comment for final revisions.
- Santa Event. Blythe advised it was a great event with approximately 400 in attendance. The members were pleased with the use of the Community Recreation Center space. Members discussed additional items to improve the event in 2026.

Member Comments.

- Kellie noted the New Britain Road trail extension is nearing completion, the good work and the benefit as an additional connection to Central Park and the surrounding residential neighborhoods.
- Paul noted the appreciation to Brett Ruge. All members discussed that Brett and his dedication to the Board, will be missed and we very much appreciate his years of service.
- Paul noted the Board's request for updates on usage and financials related to the CRC as the programs develop in 2026
- Joe questioned the new stormwater management facility in the park improvement project and whether it was designed to be a pond structure or rain garden.
- Blythe thanked all members for their continued commitment to the board this year.

P&R Director's Report:

- The CRC is now connected to the internet, and in the process of installing the cash drawer, receipt printer, and front desk equipment, which should be completed soon.
- Rentals and programs continue to do very well, and we haven't needed to make any operational changes so far, which makes us optimistic we're on the right path. The Department is currently working on summer schedule and Program Guide.
- The Department is hiring three part-time CRC Front Desk staff, with start dates expected in early February. From when we opened in September through the end of January, our current staff will have logged about 515 additional hours, so we're very much looking forward to welcoming the new team.
- Karen has begun securing bands for the Summer Concert Series. We have a strong lineup coming together. We are still working on sponsorships.
- For concert concessions, after reviewing staffing time and costs, the in-house hot dog operation was not cost effective. This year, we're outsourcing concessions to Hot Diggity Dog. They'll offer a similar menu and pricing, with additional items and toppings, which allows staff to stay focused on CRC operations.
- Don Borden's landscaping class was sold out!
- Touch-A-Truck event planning is underway—with the helicopter confirmed.
- Cortnie provided information on the use of the CRC, including the rental hours and current programming, with the Township programs, athletic group rentals and private event rentals.

Visitor Comments. None.

***Adjournment:** Being no further business the meeting was adjourned at 6:30pm on a motion by Kellie McGowan with a second by Kathy Brown. All in Favor, motion passed unanimously.

Respectfully submitted by:
Kellie McGowan
Doylestown Park and Recreation Board

Approved: _____