



DOYLESTOWN TOWNSHIP PARK AND RECREATION BOARD

Meeting Notes: Tuesday, May 12, 2020

A meeting of the Doylestown Township Park and Recreation Board was called to order at 5:30 p.m. on Tuesday, March 12, 2020. The meeting was held remotely due to COVID-19 and the Governor's stay at home order.

- In attendance: Kathy Brown, Paul DiNella, John Bray, Blythe Kelly, Kevin Kane, Kathy Brown, Mary Ann Bowman, Karen Sweeney(Director of Parks and Recreation) and Ryan Manion (BOS Liaison)
- Absent: Kellie McGowan
- Guests: Stephanie Mason (Township Manager), Dave Tomko (Director of Operations) and Joe Salvati (Kids Castle Committee Chairman)

Public Comment: N/A

Meeting Notes of March 10, 2020

The meeting notes were tabled pending review.

Plans: N/A

Chairman Comments:

Kathy Brown opened the meeting by noting the vital role the parks/trails have come to play and that many people have been using them. She encouraged all PRB members, when in the parks, to serve as ambassadors for the Park and Recreation department, engage park goers, offer assistance and/or words of reassurance.

Ongoing:

Park Assessment:

Kevin Kane provided a review of the assessment progress to date and next steps (phase II) including,

- Completion of site visits
- Review and prioritizing of projects via cooperative process with the PRB and staff
- Finalizing the assessment and recommendations as a working document
- Incorporation of the assessment into the PROS update
- Submission of recommendations to BOS

The Board discussed ongoing maintenance projects.

- Dave Tomko provided an update of forthcoming projects including Central Park lighting and Bridgepoint roof replacement.

Following discussion the PRB, by consensus, agreed that no capital projects should be considered until the assessment and prioritized recommendations are complete.

Social Media:

Paul DiNella and Kevin Kane provided an update relative to enhanced social media opportunity.

Following discussion the PRB members concurred that:

- The goal, as it pertains to parks and recreation, is to further showcase the department and offerings, increase outreach and enhance revenue generation

- The concept of bringing on a PR consultant/contractor should be further investigated including scope of service and budgetary cost
- Qualified volunteer services may also be a possibility via a memo of agreement/understanding
- Board members to investigate, gather specifics and costs for continued review and discussion at the June meeting

Recreation Building:

Dave Tomko, Director of Operations, provided report that both documents including RFQ for construction management/owner's representative as well as the RFP for professional engineering and architectural services were under review by solicitor and BOS chairman.

Stephanie Mason, Township Manager, reminded the PRB that no money is currently budgeted but noted that those associated are intended to be reimbursed as part of the bond issue. She further noted that given current conditions and uncertain times, it's important that everyone is on the same page and cautious with forward movement.

New Business:

Paul DiNella noted that the PRB is discussing the possibility of incorporating some type of software, online functionality or means that would ease communication/discussion between board in between or in advance of the scheduled meetings.

Following discussion the PRB members concurred that this would be beneficial and agreed to investigate further and gather information for discussion at the June meeting.

Director's Report:

Karen Sweeney, Director of Parks and Recreation, reported that it has been extremely busy and challenging as the department works to navigate closures, modification of services and incorporation of virtual opportunities. Work also continues on website development as well as brand identity and continuity across the department.

Karen reported that she has been actively involved with daily contact and/or meetings with the B.C. directors, Pennsylvania Recreation and Park Society and also regular zoom meetings through the National Recreation and Park Association. She noted that all these efforts have been made to formulate the best possible compliance driven recommendations to the BOS for moving forward into the summer season.

Karen noted that there are likely going to be some very hard decisions made - decisions we had hoped to avoid. She noted as an example, that the concert series, at this point, should be canceled and moved to 2021 and that most amenities should remain closed.

She indicated that she believed, once in the "yellow", some areas could be open for limited use such as tennis/pickleball courts (staggered) and possibly individual exercise components. Additionally, it's anticipated that small informal gatherings may be possible. All will require social distancing and likely some signage. Karen noted that directors across the county will be continuing dialog in an attempt to move forward with best practices for the health, safety and welfare of our communities.

Karen noted that she would keep the PRB updated and informed as more definitive information and guidelines become available.

Adjournment: Being no further business the meeting was adjourned at 6:33pm on a motion by Mary Ann Bowman and a second by Jon Bray, with all in favor.

Respectfully submitted by:

Karen A. Sweeney, Director of Parks and Recreation