



Matt West
Township Manager

TOWNSHIP OF NEW BRITAIN

Bucks County, Pennsylvania

Founded: 1723

BOARD OF SUPERVISORS

Gregory T. Hood
William B. Jones, III
Helen B. Haun
Cynthia M. Jones
MaryBeth McCabe, Esq.

MEETING MINUTES

October 19, 2021

A Meeting of the New Britain Township Parks and Recreation Advisory Board was held in person on October 19, 2021 beginning at 7:00 p.m. In attendance were James Bender, Kathi Sexton, Cynthia Jones, Nancy Jones, Charles Maeyer, and Jessica Handschuh. Also, in attendance using the Zoom Conference Platform were Marco Tustanowsky. New Britain Township Staff Chelle Clancy and Bill May were also in attendance.

- 1. Approval of Minutes of September 20, 2021:** An addition was requested at the end of Section 6 by Cynthia Jones, "in conjunction with the Township."
MOTION: Upon motion by Kathi Sexton, seconded by Cynthia Jones, the September 20, 2021 minutes were approved with the above amendment as written.
- 2. Memorial Program:** Chelle Clancy reviewed a draft Standard Operating Procedure (SOP) and Memorial Program application form with the Parks & Recreation Advisory Board. Upon review, Cynthia Jones and Jessica Handschuh recommended a five-year maintenance period. James Bender suggested contacting a local nursery to determine their tree planting and maintenance agreements. Pending the outcome of the nursery agreements, Charles Maeyer added the memorial program application form should have fine print defining the maintenance, mulching, pruning, and watering of the trees. Overall, the advisory board agreed on the variety and hardy types of native trees listed on the form. Once the Parks & Recreation Advisory Board reviews the updated form, the Memorial Program will be recommended to the Board of Supervisors. Cynthia Jones asked to include copy stating that brick donations are only open to Veterans. Marco Tustanowsky will review the updated Memorial Program Application Form at the next Veterans Committee meeting.

James Bender mentioned that Chelle Clancy circulated the email from Amy Arnold's tree location with the help of township staff, it is away from the concession stand and next to the basketball courts. It is a standalone area where an "Autumn Blaze Red Maple" would fit well since her brother Frank was born in November. Also, at some point they would like to donate a bench to go under the tree in Frank's memory. Chelle Clancy will add their selection on the next meeting agenda so the Parks & Recreation Advisory Board can pass the motion for a recommendation to the Board of Supervisors.

- 3. Santa House Update:** Chelle Clancy updated that Chief Dennis McGuire verified that Chalfont Fire Company will be helping deliver Santa by Fire Truck at 5PM each evening. The property manager at Brixmoor sees no issues with the event being held at the usual



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Giant Parking Lot location. Sponsorships have been arriving in the mail for the event which can be used for the hot chocolate, packaged cookies, candy canes and more. We are awaiting Mr. Michael Meade's update if the St. Jude's Select Choir will be joining us at 6:00PM for some carols. We are awaiting Central Bucks School District's update if their choir(s) can join us at 6:30PM. Instead of using the hand painted signs for sponsors, this year, we will be posting a thank you to each sponsor that donates over fifty dollars on the social media event page and newsfeed before November. Event flyers will be distributed to daycares and posted to school websites by mid-November.

James Bender volunteered to purchase a hot water carafe. Bill May will let Marco Tustanowsky know if the 24 x 18 directional event signage will need to be ordered or if they are in storage. Kathi Sexton and Jessica Handschuh volunteered to accompany staff to go to Costco to pick up supplies for the Santa House. A rocking chair will be set out for Santa to sit on. Hay bales will be wrapped for the visitors and a photograph opportunity with Santa.

4. **North Branch Park Pilot Program Facilities & Grounds Assessment Update:** Chelle Clancy updated the Advisory Board that the memo was forwarded to Township Manager Matt West and the line item has been included in the 2022 budget, so far it remains intact. By early November, Chelle Clancy will begin working on the RFP which will include: background information, a detailed description of the project, specific requirements about preferred systems, materials, or products, a project timeline/deadline along with explicit dates and milestones, any questions we would like potential vendors to answer or materials to submit.
5. **Other Business:** Marco Tustanowsky recommended we thank David Turcich with a formal thank you letter for his service as part of the Junior Advisory Board for approximately seven years.
6. **Public Comment:** There was no public comment at this time.
7. **Adjournment: MOTION:** A motion was made by Nancy Jones, and unanimously carried to adjourn the meeting at 7:48 p.m.

Respectfully Submitted,


James Bender, Chairman


Chelle Clancy, Secretary