



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 September 21, 2021

A Meeting of the New Britain Township Parks and Recreation Advisory Board was held in person on September 21, 2021 beginning at 7:00 p.m. In attendance were James Bender, Kathi Sexton, Cynthia Jones, and Jessica Handschuh. Also, in attendance using the Zoom Conference Platform were Nancy Jones. New Britain Township Staff Chelle Clancy and Bill May were also in attendance.

- 1. Approval of Minutes of July 20, 2021: MOTION:** Upon motion by Kathi Sexton, seconded by Jessica Handschuh, the July 20, 2021 minutes were approved as written.
- 2. Fall Festival Recap:** Chelle Clancy thanked the Parks & Recreation Advisory Board volunteers who helped at the event. Special thanks were given to Kathi Sexton who brought a total of three (3) gift baskets for the Raffle Basket Station. The Parks & Recreation Advisory Board would like to bring the Peaceable Kingdom Mobile Petting Zoo back for the next Fall Festival on September 17<sup>th</sup> from 10:00 a.m. to 2:00 p.m. The Advisory Board also thanked the Petting Zoo Sponsors. A request was made for next year's event to have a sign in front of the petting zoo for pet owners to keep their dogs away from the petting zoo area. Some ideas for next year are as follows: Change the event time to 10:00 a.m. to 2:00 p.m. instead, have shared advertising in other car show circles, perhaps inviting local schools such as CB West to have a paint a pumpkin fundraiser, also businesses such as Tiny Miracles, Tabora Farms to join the event may help the community support small businesses. Also, the EMS trucks could be closer to the park exit so they could easily leave in case of any emergencies. The Public Works Department could also have some Gator<sup>TM</sup> vehicles out for the Touch A Truck station.
- 3. North Branch Park Facilities and Grounds Assessment Recommendation:** Chelle Clancy stated the Parks & Recreation Advisory Board held a North Branch Park Walking Tour on August 17<sup>th</sup>, 2021 to review the park's current state with Township Manager, Matt West. During the tour, Matt shared his vision of a comprehensive North Branch Park Facilities and Grounds Assessment which will help serve as the initial pilot program. The program will inform how the township plans, prioritizes and budgets for 2023 and beyond. Professional fees for the North Branch Park Facilities and Grounds Assessment are estimated at \$30,000. The project will take on a phased approach where the Parks & Recreation Advisory Board will be used effectively and efficiently throughout the project's duration starting from the review of a Request for Proposal prior to the end of 2021.



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James Bender mentioned the Township should have a maintenance buffer within the budget for emergency situations like the North Branch Park dugout repairs and playground equipment replacement. Mrs. Clancy explained that staff has been collaborating on ways to resolve repairs mentioned that still fall within the current budget.

**MOTION:** A motion was made by Kathi Sexton, seconded by Cynthia Jones, to recommend the North Branch Park Facilities and Grounds Assessment Plan as a Pilot Program to the Board of Supervisors to help inform the budget for 2023 and beyond.

4. **Santa House:** Mrs. Clancy informed the Advisory Board about the Santa House being scheduled for December 10 and 11, 2021 from 5:00 p.m. to 7:00 p.m. this year. She will reach out to Chalfont Fire Co. for Santa's Arrival by Fire Truck at 5:00 PM each night. Mrs. Cynthia Jones inquired about the location which Mr. Bender mentioned was ideal for the Food Drive since the location is at the Giant Shopping Center at 4275 County Line Road (Route 202 and County Line Road) and folks can pop into the store to purchase non-perishables to donate for the New Britain Food Larder. Cups of hot chocolate and pre-packaged cookies will be served. The set up will be like the Easter Bunny visit this year for the children to have a photo opportunity with Santa. Mr. Bender mentioned to invite both the South Chamber Choir and St. Jude Choir for musical performances each night. Mrs. Clancy also mentioned that she will begin sending out the request for sponsorship letters. Mrs. Nancy Jones, Mrs. Kathi Sexton and Mrs. Jessica Handschuh all volunteered to bake cookies this year.

5. **Other Business:**

- **North Branch Park Memorial Tree:** Amy L. Glace-Arnold mentioned that she would like to donate and plant a memorial tree for Frank E. Glace IV along with a plaque in his memory. The family previously planted a Bradford pear tree which is located at North Branch Park by Pavilion 1 in their father's memory. They've watched it grow over the years and are seeking permission to do so this Autumn which is planting season. Mrs. Cynthia Jones asked if the family was amenable to planting a native tree instead of a Bradford pear tree for this memorial. Mr. Bender explained the Advisory Board is in support of the Memorial Tree, however, a more native species recommendation and a defined location needs to be selected. Mrs. Clancy and Mr. May will schedule a meeting with Mrs. Glace-Arnold and family to review a recommended location at North Branch Park closer to the old concession stand which is still close to their father's memorial tree, she will then provide the landscapers recommended native tree options for the Board to review.



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- **Requests for Memorial Trees and Memorial Plaques at Sports Fields:** Mr. Bender mentioned that a Lenape Valley colleague also inquired about a possible plaque for North Branch Park Baseball Field 4 on the backstop. Mr. May stated there is also currently a plaque on Baseball Field 3. Mrs. Clancy inquired with the Advisory Board if a standard process should be created as these types of memorial requests come in for trees, plaques for the fields, and benches. Mr. Bender would like the advisory board and staff to formalize a standard operating procedure, and for staff to reach out to the Consortium to review what regulations and set procedures other municipalities have in place.
  
- 6. **Public Comment:** Mrs. Cynthia Jones updated the Advisory Board regarding the beginning of work by a water detention basin located between Glen Drive and Marshalls Circle. The work will be taking place on a swale where the removal of invasive species will be replaced with some native trees. Mrs. Sexton asked if Mrs. Jones could let the Advisory Board know when it is time to ask for volunteers, Mrs. Jones mentioned that the call for volunteers will come directly from the Master Watershed Program in conjunction with the township.
  
- 7. **Adjournment: MOTION:** A motion was made by Mrs. Cynthia Jones, seconded by Mrs. Jessica Handschuh and unanimously carried to adjourn the meeting at 8:19 p.m.

Respectfully Submitted,

James Bender, Chairman

Chelle Clancy, Secretary