



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 July 20, 2021

A Meeting of the New Britain Township Parks and Recreation Advisory Board was held in person on July 20, 2021 beginning at 7:00 p.m. In attendance were James Bender, Kathi Sexton, Nancy Jones, Cynthia Jones, Marco Tustanowsky, Charles Maeyer, and David Turcich. Also, in attendance was Chelle Clancy, Matt West, and Bill May, New Britain Township Staff.

1. Approval of Minutes of April 20, 2021: Upon motion by Mrs. Kathi Sexton, seconded by Mrs. Nancy Jones, the April 20, 2021 minutes with changes provided by Mrs. Cynthia Jones were approved as written.

2. Tri-Municipal 4th of July Parade Recap: Mrs. Clancy stated that each of the Parade Float category winner(s) received a total of 37 points from judges Ms. Goodwin, Mrs. Ezzo and Ms. Harris. The Rotary Club of Montgomery won Most Patriotic, the Neigh Bars won Most Humorous, and the Chalfont Lions Club won Most Original. Prizes worth \$100.00 in various local gift cards such as The Happy Mixer, Giant, Organnons, OWow Cow Creamery, and others were received by each Category Float Winner(s).

Mrs. Clancy will extend the Participation Form submission deadline to two weeks prior to the parade in the future. Since there were no submissions from the newsletter participation forms, staff will proceed to post the participant form on the website and send mailed forms to previous participants. A reminder to request that participants bring their own water will continue to be added to the confirmation letters. Staff was provided with verbal approval on the day prior to the parade by the Pennsylvania Department of Transportation. There were two (2) boxes of pretzels left at the Parade Staging Area with about 200 pretzels. Mrs. Sexton provided the Fire Company and Public Works each with one box of pretzels to enjoy after the parade. As far as refreshments, staff continues to recommend no further refreshments being served at the Pavilion at North Branch Park for future parades. Although the mailed correspondence included the correct event date and time for the Water Station, within North Wales Water Authority itself, the date of the parade was lost in translation, hence, NWWA was unable to attend the day of the parade. Moving forward, communication will always include event date and time to any new contacts provided to staff.

Weekly parade meetings with staff, Police and Public Works from both New Britain Township and Chalfont and New Britain Boroughs will continue to take place and include the Run of Show and Contact List distribution. Event staff will ensure more than one contact is delegated to each task in case of absence and better understand the minutiae of the entire line up of events including the Veterans Ceremony from booklets, set up, coordination with the choir/music, to the coordinate with VFW contact prior to the day of the parade.



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On the day of the parade, having the New Britain Township Police Bike Patrol clear the road for safety, along with representation from New Britain Township Police Chief prior to the Color Guard was a nice addition which will continue for future parades. Staff will inquire about the type of convertibles and request convertibles pick up time to be earlier in the day, the day before the parade. This year, the Aqua String Band inquired about the costumes the morning of the parade and due to weather/safety, staff informed that it was okay for them to wear their regular uniforms, unfortunately, due to the weather, they were unable to dress in the mummer's style outfits. Potentially due to the weather and the pandemic, there were pockets of empty areas at the parade route this year.

3. Fall Festival: The Fall Festival is scheduled for September 18, 2021. The Parks & Recreation Advisory Board previously booked the Sleepy Hollow Petting Zoo in 2020, since the cancellation, they are now unavailable for this year's event. Mrs. Clancy is requesting a refund or to book the Petting Zoo for the next Fall Festival in 2022 which the company may not guarantee either a refund nor a future booking. As an alternate solution, Mrs. Clancy reached out to Peacable Kingdom, a Mobile Petting Zoo who is available for this year's event, pricing is \$1100.00. They have a similar set up to the previous Petting Zoo. Animals included are sheep, a yak, goats, a llama, a deer, chickens, bunnies, and some reptiles. In all, about 20-25 animals. They provide hand sanitizer; they need shade and a water source. They also need to be close in set up to where they will unload and load prior to the event.

A motion to recommend to the Board of Supervisors the Peacable Kingdom Mobile Petting Zoo with sponsorship was made by Mr. Tustanowsky, seconded by Mrs. Cynthia Jones.

4. Other Business: Mr. Tustanowsky referred to unpermitted West Branch Park Field usage by an unknown organized soccer league outside of the Township for the past five or so years. Staff will review if permits were pulled and report back to the Advisory Board.

5. Public Comment: Mr. West, Township Manager, introduced himself to the Advisory Board and thanked them for their dedication to the Township. He mentioned that Mrs. Clancy and Mr. May recently accompanied him on a Township Park Tour. Based on the tour, there will be long term comprehensive planning of park infrastructure and reinvesting more into what the Township already has. Based on the planning cost and schedule, both Advisory Board and staff will review cost effectively over a one-, three-, five-, and ten-year plan. Mr. Bender agreed to the benefit of having these types of plans. Mr. West continued that implementation with solid planning and investments, along with the living document that gets updated on a regular basis will speak to the needs of parks such as North Branch, which needs highlighting, in particular. Although the Parks & Recreation facilities manager and employees do a great job, there is more to be done. Mr. Bender mentioned the dugouts by Field 5, being an example. Mr. May also mentioned the use of Baseball Field 6 which he has been in communication with staff and Lenape Valley President.



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Mrs. Sexton showed interest in also attending a Park Tour of North Branch where a hierarchy list can be created. The Advisory Board can tackle which priority is first. Mr. Tustanowsky stated to take the highest priority, correct it, and move on to the next priority item. Mr. West stated that we all must tie each of these priorities into the budget. Mrs. Clancy will schedule the tour with Mr. West and Mr. May and invite the Advisory Board.

Mrs. Briggs mentioned volunteers to help build/maintain the dugout for free. Staff replied there are liability concerns. Mr. Bender mentioned that for the Lenape Valley Clean Up Day only 3 people attended. Mr. Turcich mentioned that it is a planning issue and comprehensive plans need to be done. Mr. West brought the idea back to the budget and where funding will come from. With a comprehensive plan, we will have the ability to be nimble and respond more easily. We need a comprehensive plan that includes deteriorating infrastructures.

6. Adjournment: MOTION: A motion was made by Mr. Tustanowsky, seconded by Mrs. Sexton and unanimously carried to adjourn the meeting at 7:51p.m.

Respectfully Submitted,


James Bender, Chairman


Chelle Clancy, Secretary