



New Britain Township

Park & Recreation Board

MEETING MINUTES

April 19, 2022

A Meeting of the New Britain Township Park and Recreation Board was held on April 19, 2022 at the Township Administration Building, 207 Park Avenue, New Britain Township, Pa., beginning at 7:03 p.m. In attendance were: James Bender, Kathi Sexton, Nancy Jones, Marco Tustanowsky, Charles Maeyer, Margaret Briggs, Jessica Young, Renee Steskal, Kathleen Dutil, Brooke Newborn, and Cynthia Jones. Also, in attendance were: Bill May, New Britain Township Staff.

1. **Approval of Minutes of March 15, 2022:** Upon motion by Mrs. Kathi Sexton, seconded by Mrs. Nancy Jones the March 15, 2022 minutes were approved as written.
2. **Recap of Easter Egg Hunt Event:**
 - a. Mr. Bender/Mr. May thanked the Park & Recreation Board Members who volunteered and staff.
 - b. \$41.00 and 200 lbs non-perishable donations to Food Pantry.
 - c. A Portion of recycled easter eggs sent to Windmill Day School.
 - d. Next year, event attendees will take care of finding their own parking during the event. The driveway into North Branch Park will be kept open.
3. **Kind Like Joey Foundation 5K Fundraiser Event at North Branch Park Update:** The Board of Supervisors, at their meeting on March 31st, approved the Park Use Permit for the 5K Fundraiser taking place at North Branch Park on May 1st from 6:30AM – 1:30PM. The event coordinator said food trucks will be in place before the race starts but will not be open until the road to the back lot is closed. The back lot will be filled first, and that is also where the event volunteers will be parked. The back lot and main drive in will be closed to traffic about 30 minutes before the race begins, at which time the trucks will be available to serve. No one in the back lot will be able to exit during the event. Event volunteers will be used to direct attendees and traffic in and around those areas before, during, and after the event. Cones will also be used to block off areas for safety. Communication to Lenape Valley will be mentioned about the event once more to ensure it is a blackout period during the race.
4. **4th of July Event Planning:**
 - a. Mrs. Clancy began going through the checklist for the parade and conversing with both the Boy Scout Troops and Galena Brass Band. Tom Weidner from Galena Brass due to many members coming from Lehigh Valley has raised their pricing by an added \$200 for a total of \$1,100 in 2022.
 - b. Preparations for sending in the special event permit for the Pennsylvania Department of Transportation have begun.
 - c. An official request letter that includes the event date and time will be provided to North Wales Water Authority for the water supply during the parade.
5. **Park & Recreation Inventory List for Capital Planning Committee:** Early stages of Park & Recreation Inventory List are in place and now being refined to include acquisition and



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expiration dates. Determination of Maintenance versus Capital Plan is underway. The list will be shared with the Park & Recreation Board to prioritize and inform the Capital Planning Committee at the next meeting in May of 2022. The Capital Plan Inventory list will then inform the budget for 2023.

6. Other Business:

- a. **New Britain Township Park & Recreation Usage Fees:** Mrs. Clancy has not heard back from Lenape Valley regarding their defined schedule. Mr. Bender...
- b. **North Branch Park Playground Equipment Update:** Delays in manufacturing are leading to a summertime installation. Lyons Recreation to provide concrete dates upon receipt from manufacturer before scheduling.

7. Public Comment:

8. **Adjournment: MOTION:** A motion was made by Mrs. Renee Steskal, and unanimously carried to adjourn the meeting at 8:00 p.m.

Respectfully Submitted,


James Bender, Chairman


Bill May, Park & Recreation Facilities Mgr.

Next meeting – Tuesday, May 17, 2022 @ 7pm