



New Britain Township

Park & Recreation Board

MEETING MINUTES

February 15, 2022

A Meeting of the New Britain Township Park and Recreation Advisory Board was held on February 15, 2022 at the Township Administration Building, 207 Park Avenue, New Britain Township, Pa., beginning at 6:57 p.m. In attendance were: James Bender, Nancy Jones, Marco Tustanowsky, Charles Maeyer, Margaret Briggs, and Cynthia Jones. Also, in attendance were: Matt West, Township Manager, Bill May and Chelle Clancy, New Britain Township Staff.

- 1. Approval of Minutes of January 18, 2022:** Upon motion by Nancy Jones, seconded by Marco Tustanowsky, the January 18, 2022 minutes were approved as written.

James Bender welcomed new Advisory Board Member Margaret Briggs. She has been involved with Parks & Recreation events in previous years. Chelle Clancy announced that Cynthia Jones has stepped down as voting member and will now be liaison to the Board of Supervisors. Now, there is now one voting member vacancy and two more advisory board open vacancies. Four interviews have taken place at the February 7th Board of Supervisors meeting. No decisions have been announced. Charles Maeyer inquired regarding interview process to which Matt West searched and found no documentation of the process. James Bender requested the Parks and Recreation Advisory Board to be included in the interview process with a motion as read below by Charles Maeyer.

MOTION: A motion to reinstate the previously used procedure that was set by past precedent, which allowed residents the ability to apply for membership to the New Britain Township Parks and Recreation Advisory Board, and/or the sub-committee of the Parks and Recreation Advisory Board. This process starts with the resident filling out an "Advisory Board and Commissions" form and submitting it to the Township. From there, it would first be presented to the New Britain Township Parks and Recreation Advisory Board for review. After that, the applicant or applicants would then be requested to attend a Parks and Recreation



New Britain Township

Park & Recreation Board

Advisory Board meeting to introduce themselves and answer questions from the Parks and Recreation Advisory Board members. The Parks and Recreation Advisory Board would then forward their recommendations to the Board of Supervisors. The Board of Supervisors would then review and send back their findings to the Parks and Recreation Advisory Board (i.e. approve/disapprove or request for additional information). The Parks and Recreation Advisory Board would then take the proper actions necessary to complete the application process. A motion was made by Charles Maeyer, seconded by Nancy Jones, and unanimously carried.

2. **North Branch Park Grounds & Facility Assessment Request for**

Proposal: An update was provided by Matt West. After the Parks and Recreation Advisory Board walked and reviewed the current state of North Branch Park, Chelle Clancy created the Request for Proposal and was having the Advisory Board review prior to the next step of send it out. Matt West exclaimed that at the same time, staff started conversations on how to improve a capital plan. Now, a kickoff meeting of the township's first Capital Planning Committee is taking place tomorrow. Matt West had conversations with Chelle Clancy, who agreed to switch gears and be the conduit to work in-house along with the Capital Planning Committee in addressing the Township Parks. Around July, the Capital Plan is scheduled to be presented to the Board of Supervisors a more comprehensive result of costs and priority, with input from the Department of Public Works, and the Parks and Recreation Advisory Board's reviews. James Bender asked for budgetary constraints be presented for concise recommendations by the Advisory Board in the future.

MOTION: A motion by the Parks and Recreation Advisory Board to recommend to the Board of Supervisors their support of the Capital Planning Committee and to forego the North Branch Park Grounds & Facility Assessment Request for Proposal. A motion was made by Marco Tustanowsky, seconded by Nancy Jones, and unanimously carried.



New Britain Township

Park & Recreation Board

3. **Memorial Program Update:** The Board of Supervisors approved the memorial program. Mr. Walsh has posted the fillable form on the website. The printed application form will also be available at the township office. Mrs. Clancy will be in contact with everyone who had inquired in 2021 via a request for service about a memorial bench or tree.

4. **Easter Event:** The event flyer was distributed to the Advisory Board for review. The Parks and Recreation Advisory Board agreed to moving photos with the Easter Bunny to 9:30 a.m. Chelle Clancy will have the flyer posted to the website and given to the CBSD website and local daycares after the meeting. Easter eggs and special prizes have been ordered. New Britain Township staff will be at the event including Bob Skelton, Kim Goodwin, Bill May and Ant Passerini, Chelle Clancy and Public Works Department employees. A New Britain Food Pantry representative will be there also. Volunteers to help with directing towards parking, greeters, photos with the easter bunny are: James Bender, Margaret Briggs, Cynthia Jones, Kathi Sexton, and Jessica Young.

5. **Other Business:**
 - a. **Chris DiLissio Memorial Plaque:** Since the opening date is when the plaque would like to be presented, James Bender requested that a memo from the Parks and Recreation Advisory Board be provided to Matt West to let the Board of Supervisors know the Parks and Recreation Advisory Board is in support of the Chris DiLissio memorial plaque but not in changing the name or designation of the field. Mr. Bender asked Chelle Clancy to send the memo to Matt West as soon as possible.
 - b. **New Britain Township Parks & Recreation Usage Fees:** Mr. Bender distributed copies of neighboring municipalities application forms, seasons, and fees for review by email prior to the meeting. He



New Britain Township

Park & Recreation Board

recommended adding the seasons and start/end dates to the Park Field & Pavilion Use Permit Application Form. Additional copy to add:

- i. Pending upon field conditions.
- ii. Split season request not to exceed 12 weeks...
- iii. Community Field Use Only Time: Sundays after 5:00 p.m. Mrs. Clancy to review trends of field use from 2021 and report back to the Advisory Board.

Mr. Bender inquired if league fees collected cover the Parks & Recreation Field maintenance expenditures. The last time fees were changed or updated was in 2018 (Resolution 2018-02). Mrs. Clancy will inquire with Mr. Bates after the meeting.

6. **Public Comment:** Bill May commented that Field 5 Dugout is currently in repair. There is a dumpster arriving on Tuesday morning, February 22nd for the removal of the second dugout roof. Nancy Jones commended the New Britain Township Public Works Department for all the excellent work on plowing during the winter months.
7. **Adjournment MOTION:** A motion was made by Charles Maeyer, and unanimously carried, to adjourn the meeting by 8:45 p.m.

Respectfully Submitted,

James Bender, Chairman

Chelle Clancy, Secretary

Next meeting – Tuesday, March 15, 2022 @ 7pm