

Malvern Parks & Recreation Committee

Meeting Minutes – Motion by Emalie Zinnie, Second by Angela Riccetti, passed unanimously. Brendan Phillips abstained.

November 1, 2021 @ 7:10PM

<i>Present:</i>	Helise Bichefsky-Reilly, Chair, Angela Lewis, Vice-Chair, John Finkbner, Angela Riccetti, Tiffanie Quinn, Emalie Zinnie, Brendan Phillips, Gail Newman, and Tiffany M. Loomis, Interim Borough Manger
<i>Absent:</i>	Andy Johnson
<i>Next meeting:</i>	December 1, 2021 @ 7:00PM

New Business

Art in the Park- Tiffanie Quinn

Art lesson in the park will be planned. Tiffanie Quinn will speak with Andrea Strang from Gallery 222 to initiate this program. Ms. Strang is a PleinAir artist.

S'mores & Stories – Brendan Phillips and Angela Lewis

This event is planned for the weekend of Nov 13 located in Burke Park. Date and time to be confirmed.

Classis Cars – Brendan Phillips & Angela Riccetti

Spring project - possibly May. Considering locating the event at the circular road around the Paoli Battlefield due to not being able to use the Battlefield. Paoli Memorial Association will be contacted to understand the potential for this event.

Park Announcement Boards – Emalie Zinnie & Tiffanie Quinn

Malvern Borough manages park announcement boards. P&R will contact administration to locate media and advertisements accordingly. Ideas for messages: a: All Parks and Rec events. b: Other committee events c: Natural habitat info d: Trails/ watershed/ headwaters e: Info re: all the borough parks f: environmental issues. P&R needs to be aware of changing the info to keep it fresh and readable.

Administrative Business – Helise Bichefsky-Reilly

The shed is organized. All items are in protective bins and labeled. The borough has a list of the inventory as well. A number of items have been purchased recently to complete P&R's inventory. We, the committee members, should not be responsible for using our own items (except possibly for the "one-off" items). A number pf indoor and outdoor games were purchased. The procedure for making purchases is simple but needs to be followed. The credit card needs to be signed out through the borough and returned within a 24 hour period. There are no exceptions. In addition, the person signing the card out will be the only authorized person to make purchases at that time. All receipts are to be submitted to Borough Administration within a week of the event. The Interim Manager is looking into establishing P&R's Amazon account, Oriental Trading account and other accounts to make purchasing easier. We will also have an account to purchase yard signs and advertisement materials. The remaining P&R available budget is currently pending. The final dollar amount will be able to be determined upon all receipts being reconciled from the Monster Mash event. All outstanding receipts are due this week.

Event Inventory List – Helise Bichefsky-Reilly

P&R will maintain an event inventory list for each event. This will make future events significantly easier to pull together. All items related to the event will be on the list, including such items as trash cans, parking and port-a-pots. This list will be submitted to the Borough for each event. P&R will add the flyer or advertisement (social media) to the list. Instead of reinventing the

wheel each time the same event is run and P&R will continue to use the same general advertisement. This method will hopefully create brand recognition.

Holiday Decorating in Burke Park – Tiffanie Quinn & Angela Riccetti

P&R is planning to decorate the gazebo and the areas around Burke Park for the winter for possibly the second week in December through the end of January/early Feb. P&R will hang items under the gazebo to protect these items from the weather. Possibly will need to ask Public Works to help with the decorating- will need a ladder, etc. P&R will need to purchase items due to not having inventory except for some ribbon and tall plastic candy canes. Tiffanie & Angela will check out the dollar store early before they run out of winter items.

Permanent Recycle Bins located in the Parks – John Finkbiner & Brendan Phillips

P&R will work with the EAC for a joint effort to bring multi-unit bins to the parks. The bins need to be weather resistant. Brendan Phillips will contact our current trash collector/recycler, AJ Blosneski, to see what would be the optimal type of unit for their trash pick-up. The Borough will be negotiating their contract for renewal after the New Year. Brendan Phillips will also be contacting Chester County Recycling Center as a resource. The goal is to seek grant funding to make the purchase and educate the general public as part of the program. P&R and EAC will most likely need more than 1 unit in each park (i.e. one near the basketball court and another near the softball field).

Communications – Helise Bichefsky-Reilly

Helise will work with Borough to create a master list for P&R invites. P&R now has an email address currently under Helise Bichefsky-Reilly's name and a general one as well. The purpose is two-fold. P&R will maintain folders with all the information regarding communications: inventory lists, referrals and sources, and Malvern Borough Guild.

Old Business

2022 Budget – Helise Bichefsky-Reilly & Angela Lewis

We had a meeting with Tiffany Loomis regarding the upcoming budget needs. The budget amount for P&R events will remain the same for Year 2022. P&R has money to spend before the end of the 2021 fiscal year, which will be used on the remaining events and building up inventory. Strictly speaking though, our events will not be limited by our budget. If we find that we are able to have more events, can be cost efficient, and show benefits toward the community, there is the ability to seek funding from Borough Council. That being said, we will need to budget for our "known" events. This includes our biggest and most costly expenses - Spring and Halloween. Andy Johnson has previously volunteered to act as our treasurer (unofficial) by keeping a spreadsheet and monitoring the spending.

ADA Compliant park equipment- Helise Bichefsky-Reilly, Andy Johnson, & Emalie Zinnie

This project will be much more extensive and involved than originally thought. We will hold off with making a presentation to Borough Council at this time. P&R will focus on purchasing climbing blocks through the Capital Reserve Fund in Year 2022 and will work with the borough to find a grant to match our request. The type of improvements that P&R is considering will need to be researched and evaluated by a consultant team, civil engineers, etc. The project will potentially take 3-5 years- "Capital Parks Program". The goal is to start small, gain momentum, obtain more funding, build the parks will be an asset for the Malvern Community. Need strategic planners. P&R will ask Borough Residents what they feel is needed (i.e. survey, interviews, etc.). It is important to be mindful of the environmental impact that our changes/building will have and P&R will work with the EAC to coordinate these efforts.

Food Drive- Angela Riccetti & Angela Lewis

Brendan Phillips made a delivery of 30+ pounds of food that was dropped off at the Borough Hall over the course of weeks. P&R will be purchasing a container/bucket that is dedicated to the Food Drive for our events. The blue recycle bins are confusing and are used for trash at times.

StoryBook Walk- Helise Bichefsky-Reilly & John Finkbiner

The launch of the event was supposed to be early AM, but for some reason it was not set up till later in the day on Sunday. The event concluded on Halloween day. The StoryBook signs posted in the parks for the program were smaller than expected- about the size of yard signs, therefore not very obvious that they existed. Helise Bichefsky-Reilly hand delivered flyers to more than half the businesses on King Street and posted them in the windows or on bulletin boards prior to the event. John Finkbiner will follow up with the statistics of the event.

Monster Mash- Gail Newman & Tiffanie Quinn

A smashing success!!! The Business Association had their trick or treating event that day (handed out candy) and there was a lot of traffic from the kiddos that were already out. The Fire and Police Departments were amazing-- trucks and cars on full display for Touch a Truck. They handed out treats and gifts. They also advertised for Boots for Firefighters donations. P&R will try to track down how much money was donated due to the event. Kids loved the Decorate-a-Pumpkin. Outdoor games were a huge success. Did not need a storyteller, but the area with the books was well used by families just taking a break. Kids enjoyed looking through the books themselves. Kids were dancing the entire event to the DJs music. P&R handed out all the snacks and treat bags. Smaller pumpkins went over well. Decorations were excellent.

Next year Lou Marcelli (Police Chief) and Jim Rapp (Fire Chief) want to work with us to redefine how we traditionally do the Halloween Parade. P&R will consider starting at Burke Park and ending at the Fire House holding the Monster Mash annually. P&R will need to speak to the Business Association because they traditionally like to get foot traffic from these kind of events. Can consider food trucks at the event.

Malvern Borough Guild

Helise Bichefsky-Reilly was able to speak to a number of business owners and has now established the Guild as a resource of local business owners for future events. Will continue to add to the list over time.

Potential Future Events

Game Night - Tiffanie Quinn to be held in May potentially as a game month.

Garden Projects - Tiffanie Quinn to be completed in Spring 2022.

Quizzo - Brendan Phillips and Angela Lewis to be held in Spring 2022.

Reports

Social Media- Tiffanie Quinn

P&R has been using Facebook to advertise events and needs access Instagram. Facebook admins are currently are Tiffanie Quinn and Andy Johnson.

PARKS AND REC LOGO: A motion was made by Brendan Phillips to adopt the new logo created by Tiffanie Quinn, Angela Riccetti seconded the motion, passing unanimously. P&R will incorporate the logo on all of our advertising, social media, etc.

Borough Updates

EAC is working on a community-wide composting program and will not incorporate the composting in the recycling bins.

Comp Plan Task Force- Updating the borough parks to make them ADA/Inclusive parks was added to the vision statement.

Park Ambassadors

Burke Park- Mulch needs to be replaced around the swing set.

Randolph Woods- Helise Bichefsky-Reilly & Brendan Phillips - None

Borough Council - None

Public Comment

No public comments was made.

Next Meeting

The next meeting is scheduled for Wednesday, December 1, 2021.

The P&R meeting adjourned at 8:52PM.