



# BOROUGH OF NORTH WALES

---

300 School Street, North Wales, PA 19454  
Phone: 215-699-4424 • Fax: 215-699-3991  
<http://northwalesborough.org>

## **PARKS & RECREATION BOARD MEETING** **Thursday, October 13, 2022 – 7:00 P.M.**

Gina Calhoun  
Lynne Fitzgerald, Secretary  
Martha Lottes, Chair  
Robin Parker  
Timothy Pilcher  
Sarah Whelan  
Rachel Wise

MEETING: October 13, 2022, 7:04 P.M., EST

CALL TO ORDER made by Manager Hart acting in role of Chair (Re-organization Meeting)

ROLL CALL:           Gina Calhoun, Present  
                          Lynne Fitzgerald, Present  
                          Martha Lottes, Absent  
                          Robin Parker, Present  
                          Timothy Pilcher, Present  
                          Sarah Whelan, Present  
                          Rachel Wise, Absent

Also, in attendance was Christine A. Hart, Borough Manager.

### **Re-Organization: Election of Officers – Chair, Vice Chair and Secretary**

Manager Hart oversaw the process for an official re-organization of the Parks and Recreation Board, due the lack of a January 2022 meeting and complement of a full Board.

Lynne Fitzgerald made a motion to nominate Martha Lottes as Chair. Motion was seconded by Robin Parker. Roll call vote was taken, Gina Calhoun, Sarah Whelan and Tim Pilcher voted no. Motion failed, 2-3.

Sarah Whelan made a motion to nominate Gina Calhoun as Chair. Motion was seconded by Tim Pilcher. Roll call vote was taken, all members voted yes. Motion passed, 5-0.

Gina Calhoun was welcomed as the new Chair of Parks and Recreation. The role of all offices and their duties were discussed. Manager Hart continued the re-organization process accepting a nomination for Vice Chair made by Gina Calhoun to nominate Sarah Whelan as Vice Chair. Motion was seconded by Tim Pilcher. Motion passed unanimously, 5-0.

Sarah Whelan made a motion to nominate Rachel Wise as Secretary. Motion was seconded by Gina Calhoun. Lynne Fitzgerald was nominated for the position of Secretary as well; motions were made by Gina Calhoun and Sarah Whelan respectfully. Roll call vote was taken for Rachel as Secretary. Motion passed unanimously, 5-0. Discussion regarding the acceptance of this position by Rachel since she was not present to accept the nomination, Ms. Fitzgerald volunteered to continue as Secretary if Rachel declines. Manager Hart informed the Board that the nomination and voting process will have to occur if Rachel declines the position.

### **Public Comment**

Brittney Morris, 214 S Eighth Street was present and was happy to be in attendance, P&R welcomed her to the meeting and was glad to have a member of the public attend. Council President, Sal Amato was also in the audience and thanked the members of P&R for their service to the Borough and its residents.

### **Consideration: Approval of Minutes: September 8, 2022**

Motion to approve the minutes of the September 8, 2022, meeting was made by Tim Pilcher. The motion was seconded by Sarah Whelan. There were no changes or comments regarding the minutes. Motion Passed, 5-0.

### **Old Business/New Business**

Members present discussed the plan for the Annual Fall Park Clean-up. It was noted that the Public Works Department has already addressed the concerns and maintenance items previously discussed at the 4<sup>th</sup> Street Park, hence this year's clean-up will take place at Hess Park. Manager Hart explained the engineer and land studies group the Borough is working with on other projects conveyed information that the "cat tails" in the rain garden at Hess Park should be thinned out and indigenous plantings should be added in their place. Member Pilcher volunteered to follow-up with Borough Administration and Public Works to create a plan and gather more information pertaining to a proper plant list, etc.

Discussion was had relating to the name and advertising of the holiday collection that takes place from now until mid-December. Gina and Sarah will work on contacting other war/veterans' reenactment organizations to see if the Soldier's Christmas in Weingartner Park can be added to next year's events. It was decided that instead of promoting a day dedicated to drop-offs, the Borough and P&R will promote drop-off of items at Borough Hall until Monday, December 12, 2022, and to keep the name as Soldier's Christmas Collection since the newsletter was already published and some advertising has already occurred. Manager Hart agreed to send Ms. Calhoun all the event flyers so that she can alter or create new for Facebook and Borough Website postings.

Manager Hart informed the Board that fireworks have been scheduled for the Summer Kick-Off to take place on June 3, 2022. Members agreed food trucks, band, and breweries should be contacted now to secure for next year. Adding fireworks will indeed increase the number of

participants attending. This event will be discussed in more detail once Ms. Calhoun has had some time to reach out to previous and future vendors. Ms. Fitzgerald asked about proper procedures to solicit for sponsors and execute contracts, etc. Manager Hart explained the process and asked that she be informed along the way, indicated that P&R must development a “package” for sponsorships and seek approval before soliciting on the Borough’s behalf.

Budget request for 2023, new ideas, park maintenance and miscellaneous items were discussed. Members had concerns about how to properly address these items. Manager Hart reminded P&R of their mission statement, Borough Code provisions and reminded members that Public Works are primarily in charge of budget and maintenance of the parks and buildings. New initiatives and goals set forth by Parks and Recreation should not be discouraged and can always be requested once vetted by the Manager and Borough Council. Manager Hart updated P&R members regarding a donated lending library added to 8<sup>th</sup> Street Park by two residents, a DCNR grant application being made to widen the path at 9<sup>th</sup> Street Park, possible future Sun Shade installation for Wee Walers, a memorial park bench in memory of Clifford Park being added to Weingartner Park, and lastly tree trimming and removal of dead wood throughout the Borough owned parks and properties that had taken place last month.

Motion to adjourn was made by Lynne Fitzgerald. Seconded by Tim Pilcher. Motion passed unanimously, 5-0. Meeting was adjourned at 8:26 P.M.

Attest: \_\_\_\_\_  
Christine A. Hart  
Borough Manager on behalf of Parks and Recreation