

WALLACE TOWNSHIP PARKS AND RECREATION

August 20, 2018

Work Session Minutes

Present:

Marcell Moore
Dana Daniele
Michelle Cleaver
Laura Braun
Carol Zindel

Others in Attendance

Lori Casarella
Tara Dostalík
Betty Randzin
Niki Treat

Meeting called to order at 7:38 pm by Ms. Moore.

Business Discussed:

- 1) Approved minutes from 6/18/18 and 8/1/18.
- 2) Movie night recap
 - a) Movie night and rain date were both rained out.
 - b) Ms. Cleaver to create a poll on the Facebook page for feedback (Fri vs. Sat, movie selection, away?)
 - c) Would like to try to show Coco on 9/22/18 or 9/29/18 if possible. Ms. Randzin to follow up on.
- 3) Microphone Status
 - a) Microphone has been ordered.
- 4) Community Day Event & Parade
 - a) Scouts – Ms. Dostalík present on their behalf
 - i) Cub scouts will pass out flags at the front of the parade, in uniform. They are also planning to do a float.
 - ii) Boy scouts will sell water during the event. The Park and Rec board is open to their ideas for fundraising at future events. They will also help with clean up during and after the event, assist with parking vehicles after the parade, and assist with gathering people around the flag for the opening ceremony. They will arrive by 3:15pm.
 - b) Rita's will have a table for the water ice. Ms. Randzin contact them on behalf of the township about participating and the request for Mr. Pierce to sing the national anthem again this year.
 - c) Reviewed parade participants.
 - i) Ms. Randzin will contact a local resident regarding participating with his tractors again this year, GGS regarding doing a float (participated last year), and another local gentleman about his antique truck.
 - ii) Ms. Moore will contact a local Car Club regarding our event to see if anyone is planning to attend.
 - d) Advertising
 - i) The mailer is done and was reviewed by the board. One side is for Community Day and the other will be for Halloween and Christmas. The board would like to see "Country Fair" added because it's the theme as well as food drive advertising. These will be mailed a.s.a.p.
 - ii) Banner – It is currently being updated and will be up by late this week.
 - iii) Electric sign – it will go up closer to the date. It should be moved periodically to reach more people. Potential locations mentioned were near Far Away Farms and Springton Manor Elementary.
 - e) Information Tables
 - i) Ms. Randzin will send us the form for booth space and forward it to those who have requested a space from the township.
 - ii) Half of an 8ft table, covered, and a basic sign will be provided for each participant. Need to set up before or after the road closes. Table does not need to be manned.

- iii) Friend of Springton Manor – if they are still interested in doing a kids craft or activity can be setup in our kid’s tent in addition to a regular information table. Ms. Cleaver will be in touch with them.
 - f) Ms. Randzin will contact Milky Way Farms regarding an ice cream truck.
 - g) Road closure
 - i) Need to get additional permission from West Nantmeal Township regarding our road closure and we will need to notify the residents on Fairview Road.
 - h) Tents
 - i) Discussed the tents that are reserved. One for BINGO and one for kid activities (10’x20’)
 - i) Traffic control
 - i) Need to make sure all areas with intersections have sufficient coverage.
 - ii) Discussed using the electric sign on the day of the event to slow traffic on Creek Road near the parade route.
 - j) Discussed Birds of Prey participation.
 - k) Trails Walk
 - i) Planning to do a guided walk starting from the pavilion. The time is to be determined. Minors must be accompanied by an adult in order to participate.
 - l) Uncle Sam – We do not have someone to dress up yet.
 - m) Food Drive – Ms. Cleaver will start advertising it on the Facebook page
 - n) People’s Choice Award for their favorite parade participant.
 - i) Use simple stakes and index cards with a number to mark each vehicle. They can be stored in Ms. Cleaver’s Jeep and put up when the last vehicle is parked.
 - ii) Prize – Certificate and a gift card
 - iii) Need a sign for the table with the box, some type of ballot (small papers, raffle tickets from a roll), and a box to drop them in to. Ms. Cleaver can tally the votes.
 - o) BINGO – 5-6:30pm
 - i) Have a tent reserved and table ordered.
 - ii) Prizes are purchased.
 - p) Ms. Braun to reach out to Grist Mill Farms about their table.
 - q) Girl Scouts – Ms. Daniele will find out if any troops want to participate. SME has one per grade.
 - r) SME – need to confirm we are all set with the school, there is a new principal.
 - s) Motorcycles - Need an update from Mr. Senn
 - t) Animal Rescue – Ms. Braun spoke with two rescues regarding setting up a meet and greet. One did not return calls promptly and had another commitment for the day. The second was interested, but the timing of the event was too late for their volunteer schedule and the animal’s meal schedule. Earlier in the day would be better. Ms. Treat noted she has a contact that may be able to help. She will follow up with them and get back to us. Ms. Moore noted the rescue must carry insurance. Time would be ~4-5:30pm.
 - u) Ms. Braun will follow up with the VFW regarding how many participants will be attending and if any will need a car.
 - v) Ms. Randzin will confirm we are okay to use the grassy area adjacent to the church.
- 5) Thermometer
- a) Draft is in progress. Ms. Randzin only had two of our totals, but there should be three. She will follow up.
- 6) Misc.
- a) We need to request that GGS not do water since the boy scouts will be selling it.
 - b) Niki Treat attended the meeting to share her idea regarding providing workouts in the park. The board was in favor and looks forward to hearing more information. Because the park is public, Ms. Treat will not need permission, but needs to be aware that there are other activities that take place there.
 - c) After Community Day, Ms. Moore will write a letter to get Ms. Casarella added to our board.
- 7) Next Meeting
- a) Mapping for Community Day activities
 - b) Uncle Sam

c) Parade Route

Meeting was adjourned at 9:40pm.