

AGENDA

Public Works, Recreation & Environmental Protection Committee

March 8th, 2016 – 5:30 pm

Committee Members: Don Braceland (Chair), Jordan Norley, Diane LeBold

Department Heads: **K. Oakes, Wastewater**
Keith Kurowski, Recreation
O.B. Laing, Public Works

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Interviews for Parks & Recreation Commission: (3 vacancies)
 - a. Frank Herron (term expired 1-1-2016)
 - b. Jennifer O'Brien
3. Discuss approval for vehicles to be sold on Municibid
4. Introduce Matthew Crawford , Student Liaison to Recreation Commission (from West Chester Henderson)
5. Friends of Marshall Square Park:
 - a. Update on fountain and Swiss Cottage
 - b. Update of subcommittee for playground project
6. Discuss Horace Pippin Park erosion/runoff issues
7. Barclay Ground Update
 - a. Reimbursement process
 - b. Grand opening ceremony (late April 2016)
8. Discuss John O Green Phase One resurfacing
9. Discuss Banner Permits: **(separate file attachment)**
10. Discuss Special Event Permits: **(separate file attachment)**
11. Other Business.

Borough of West Chester
Mac Cotter, Borough Mgr.
401 E Gay St
West Chester, PA 19380

January 19, 2016

To Whom it May Concern:

My name is Jennifer O'Brien and I am inquiring about the open position on the Parks and Recreation Commission. I currently live in the borough and am looking to get more involved with the community. West Chester has been my home for 30+ years and the parks and activities that take place in the borough have been a constant source of entertainment for me and my family. Recently, Keith Kurowski, invited me to sit in on a commission meeting in December. They are a great group of people and I think I would be able to become a helpful member of the commission too. I work in underwriting and sales and could apply these professional skills to support with the commissions goals.

My family and I are planning on being in West Chester indefinitely, and I would like to be able to contribute and enhance the parks and events that we take advantage of.

Please feel free to contact me with any questions or concerns.

Thank you and have a great day,

Jennifer O'Brien
530 West Gay St
West Chester, PA 19380
610-506-0234
Jenniferobrien08@gmail.com

Keith Kurowski

From: Frank Herron <franherdo@yahoo.com>
Sent: Friday, January 15, 2016 5:27 PM
To: Keith Kurowski; Mary Barrett
Subject: WC Parks and Rec

Keith,

I would like to continue on the Board if the Borough Council will approve! I have had a wonderful time and believe my time is being well spent to being part of our great place to live.

Thank you
Frank Herron

Frank Herron Franherdo@yahoo.com Saloon 151 151 West Gay Street, West
Chester Pa 19380 " Beer is Proof that God Loves Us" B. Franklin



MEMORANDUM

TO: Michael A. Cotter, Borough Manager
FROM: Alex Kelleher, Fleet Manager
DATE: March 1, 2016
RE: **Municibid Vehicle Sale**

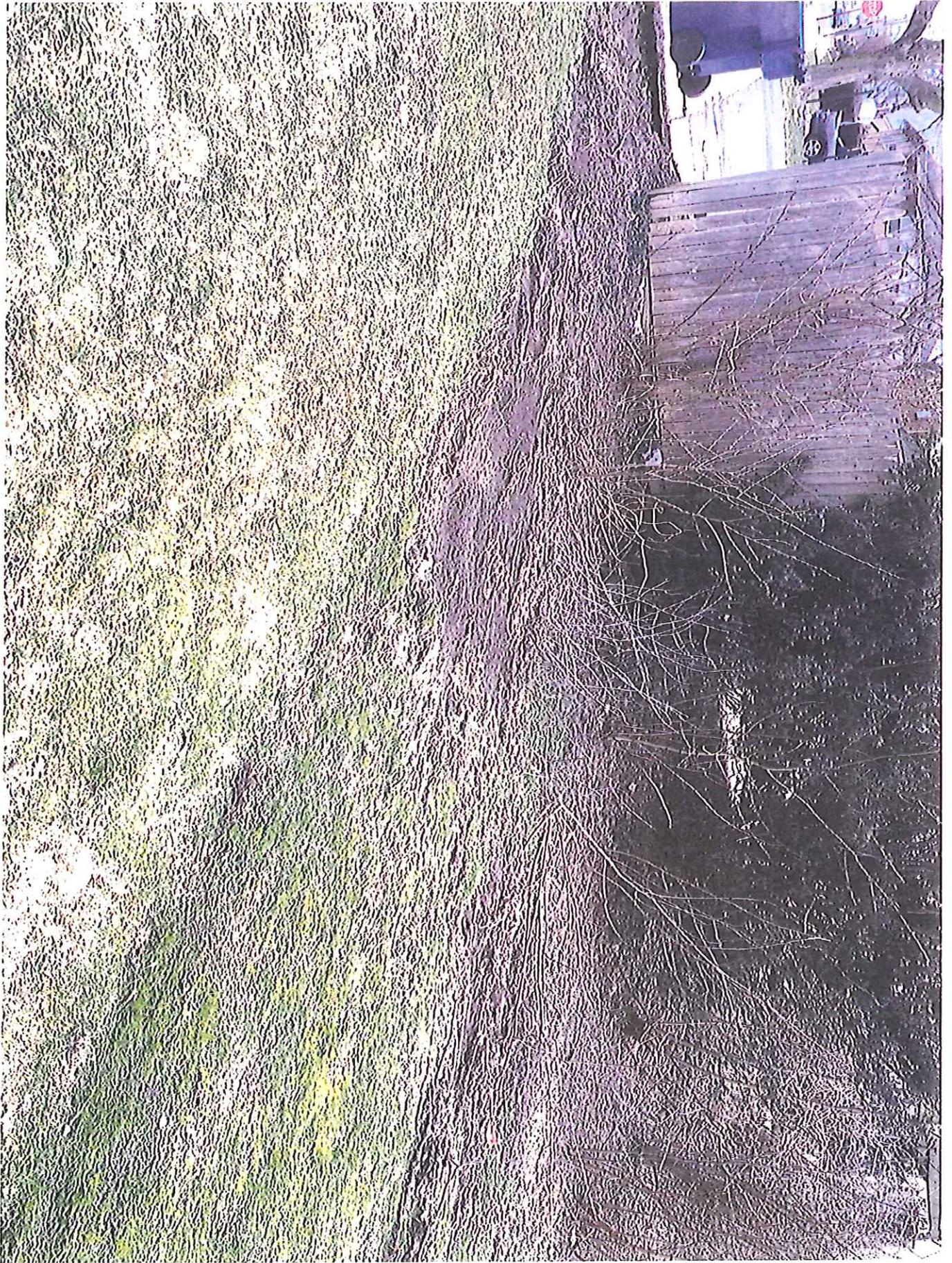
Recommendation:

We ask for Council's approval for the following vehicles to be sold on Municibid:

1. 2010 Ford F150 VIN: 1FTEX1E8X AFC63228 -Accident Damage
2. 2006 Dodge Dakota VIN: 1D7HW42N965637795- Scheduled Replacement, Rust
3. 2008 Ford Expedition VIN: 1FMFK16598LA65769- Scheduled Replacement, Rust
4. 2005 Crown Victoria VIN: 2FAHP71W95X171712 -Accident Damage

#6





AGENDA

Public Works, Recreation & Environmental Protection Committee

February 9th, 2016 – 5:30 pm

Meeting Commence at 5:31 PM.

Committee Members Present: **Don Braceland (Chair), Jordan Norley, DianeLeBold**

Department Heads Present: **Keith Kurowski, Recreation**
O.B. Laing, Public Works

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda:
Chairman and Committee Members thank Public Works Director for a job well done by the PWD during the recent snowstorm Jonas snow removal efforts. This was also followed by applause by the public who were in attendance.
2. Discuss snow removal efforts:
Diane Lebold indicated snow fall of this enormity appear to be occurring more frequently and therefore become more challenging to cope for both PWD and citizens. In light of this she has suggested that the departments of PW, WCP and WCPS join forces with the formation of a “Task Force” to identify areas we can improve delivery of snow removal service to residents. This way dissemination of information to residents would be done more timely and effectively, thus affording these departments to perform their task more efficiently.
3. Discuss Mosquito Control Task Force:
There was brief remarks by a resident, who suggested that it would be good if the county and borough coordinate effort to form a Mosquito Control Task force. He also went on to expound on number of ways we can be proactive to prevent incubation of these mosquito.
4. Discuss Greenfield usage update from 2015 (Open Gate trial period):
Refer to Parking Director’s notes.
5. Discuss Restaurant Festival Fundraising efforts with WCFD
Refer to Parking Director’s notes
6. Discuss 2015 timeline for Parks and Recreation (including capital projects)

Refer to Parking Director's notes

7. Discuss Storm water Assessment Fee Feasibility Study:
The Project Manager from CH2M Consultant who is spearheading this effort gave a brief power point presentation. The content of the power point is information the Borough hope to share with residents, that we hope will more clearly articulate the importance of the subject matter during the upcoming public information phase of this process.
8. Discuss installation of a curb at 431 E. Barnard St.
9. Discuss Rambo Alley maintenance
There were no discussion on this.
10. Discuss Banner Permits:
 - a. WC Playschool – E. Market St. – 2-27 thru 3-14
 - b. Act In Faith – E. Market St. – 3-17 thru 4-3
 - c. Cerebral Palsy Assoc. – E. Market St. – 4-15 thru 5-3
 - d. Crime Center of CC – W. Gay St. – 4-17 thru 5-1
 - e. WC Recreation – High St. – 4-18 thru 4-2
 - f. CC SPCA – W. Market St. – 4-15 thru 5-2
 - g. Brandywine Ballet – W. Market St. – 5-2 thru 5-16
 - h. WC Alumni – W. Gay St. – 5-2 thru 5-16
 - i. Good Fellowship – E. Market St. – 5/6/2-16 – 5/22/16
 - j. Fame Fire Co. – High St. – 5/7/2016 – 5/22/2016

All permits were sent on to council work session
11. Other Business: **There were no other business**

Meeting was adjourned 6:45 PM.

Submitted by: O'B Laing

MINUTES

Public Works, Recreation & Environmental Protection Committee

*(Parks and Recreation notes only)

February 9th, 2016 – 5:30 pm

Don Braceland called the meeting to order at 5:32pm with the following in attendance.

Committee Members: Don Braceland (Chair), Jordan Norley, Diane LeBold

Department Heads:

Keith Kurowski, Recreation
O.B. Laing, Public Works

1. 5:32
Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
 - No public comments made
 - Don Braceland thanked the WCPW staff for their excellent job during the major snow storm that ended January. Jordan and Diane agreed.
2. Discuss snow removal efforts
3. Discuss Mosquito Control Task Force
4. 6:04
Discuss Greenfield usage update from 2015 (Open Gate trial period)
 - Keith Kurowski gave a brief overview of how the “trial period” went in 2015
 - o The trial went better than expected and will continue as the new norm in 2016
5. 6:08
Discuss Restaurant Festival Fundraising efforts with WCFD
 - Keith Kurowski gave the update from these fundraising efforts at the 2015 CHESCO Restaurant Festival
 - o We did not receive near the amount of donations as expects.
 - Due mainly to planning and set up issues.
 - Fire Chief Mike McDonald and Keith have spoken and will try to combine our efforts again in 2016, hopefully with better results
6. 6:11
Discuss 2015 timeline for Parks and Recreation (including capital projects)
 - Keith Kurowski discussed the department’s timeline for 2016
 - o Main topics were the two large capital projects planned for this year
 - o Replacement of JOG Phase 1 fall zone (Spring-Summer) and replacement of the playground equipment at Marshall Square Park (Fall)

- Monies have been allocated for both projects and barring any major setbacks both projects will be completed this year.
- Keith Kurowski also brought up the issue that the new Special Event Application process was more time consuming than originally thought.
 - Ideas will be shared to try and further streamline this process.
- 7. Discuss Stormwater Assessment Fee Feasibility Study
- 8. Discuss installation of a curb at 431 E. Barnard St.
- 9. Discuss Rambo Alley maintenance
- 10. Discuss Banner Permits:
 - a. WC Playschool – E. Market St. – 2-27 thru 3-14
 - b. Act In Faith – E. Market St. – 3-17 thru 4-3
 - c. Cerebral Palsy Assoc. – E. Market St. – 4-15 thru 5-3
 - d. Crime Center of CC – W. Gay St. – 4-17 thru 5-1
 - e. WC Recreation – High St. – 4-18 thru 4-2 **(DATES ARE 4/18 thru 5/2)**
 - f. CC SPCA – W. Market St. – 4-15 thru 5-2
 - g. Brandywine Ballet – W. Market St. – 5-2 thru 5-16
 - h. WC Alumni – W. Gay St. – 5-2 thru 5-16
 - i. Good Fellowship – E. Market St. – 5/6/2-16 – 5/22/16
 - j. Fame Fire Co. – High St. – 5/7/2016 – 5/22/2016
- 11. Other Business.
 - None
 - Don Braceland adjourned the meeting at 6:47pm