

# West Chester Parks Special Events Commission MEETING AGENDA

September 24, 2025

Open Meeting at \_\_\_\_\_ pm

**Attendants:** Keith Kurowski, Director of Parks and Recreation, Joyce Neilan-Chair, John Fisher-Vice Chair, Jennifer O'Brien, Mike Reese, Ray Moran, Chantale Fieldhouse, Joshua Carter-Secretary (*Please cross off who was not present*)

**Guest:** Friends of Everhart Park  
Friends of Marshall Square Park  
Friends of Hoopes Park

**Approval of Minutes –**

**2025 Minutes- all that are needed for review and approval**

- I. Chairperson's report:**
- II. Director's Report/Monthly report**
- III. 501 C3 Report: Ray Moran**
- IV. PROS Plan report: Mike and/or Chantale**
- V. Park assignments**
  - Bayard Rustin – Mike Reese
  - Everhart Park – Jennifer O'Brien
  - Fugett Park – Chantale Fieldhouse
  - Greenfield – Ray Moran
  - Hoopes Park – Ray Moran
  - Horace Phippen- Jennifer O'Brien
  - John O Green (phase I and II) – Josh Carter

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McBratnie Park – Jennifer O’Brien  
Marshall Square Park – Chantale Fieldhouse  
Mosteller Park – John Fisher  
Veterans Memorial – Josh Carter  
Barclay Park – Mike Reese

### VI. New Business

- a. Halloween Parade 2025 update
- b. 2025 Budget update and timeline
- c. Rest Fest follow up

### VII. Old Business

- a. Grant apps for JOG Park Phase 1
  1. DCED – 85-15
    - a. Part of a larger overhaul of the park
    - b. Awards are expected Q1 2026
  2. <https://peopleparks.org/programs> up to \$30k (no match)
    - a. Unfortunately we did not receive the grant from PPFC for this project
      - i. There were 121 grant apps submitted for a total of 3.2M in projects
      - ii. 6 grants were awarded for a total of \$112k
      - iii. We are reworking our scope of work and timeline to complete this project, but the contractor we would like to use (who installed the playground and has worked on it several times) is unavailable until Spring 2026

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### b. PROS Plan Final is complete

1. JMT/Toole Recreation Planning have completed the PROS Plan for review.
2. The plan was reviewed by the Steering Committee on 7.15.25. and we'll host one more Steering Committee meeting (email) with the new document
3. Timeline for adoption of the Borough's PROS Plan
  - a. Review by Recreation Commission
  - b. Submission to ChesCo Planning Commission for Act 247 (with referral form), along with MPC and Final VPP review (later two happen simultaneously).
    - i. If found deficient, review and update as provided by VPP Administrator.
  - c. Once approved, with no deficiencies, Borough Council to approve and adopt the final plan or ordinance by resolution.
  - d. Shooting for an Nov. adoption pending how long the other steps take.

A. Adjournment \_\_\_\_\_pm motioned by \_\_\_\_\_; seconded by \_\_\_\_\_. All were in favor.

### Meeting Minutes tracker

Feb. - Jenn

Mar. - Chantale

Apr. - Ray

May - Josh

Jun. - John

Jul. - Mike

Aug. - Jenn

Sep. – Chantale

Oct. – Ray

Nov. Josh

Dec. - John