

# West Chester Parks Special Events Commission MEETING AGENDA

December 3rd, 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 –

September 2025

October 2025

- I. Chairperson's report:
- II. Director's Report/Monthly report
- III. 501 C3 Report: Ray Moran
- IV. 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

November - December 2025

# West Chester Parks Special Events Commission

## MEETING AGENDA

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

### V. New Business

- a. Park bench plaque
  1. Discussion on adding a plaque to an existing park bench
- b. Halloween Parade 2026

### VI. Old Business

- a. PROS Plan Final is complete and here is the approval/adoption process update

#### **Procedural Requirements for Adoption of Comprehensive Plan**

- Section 302 - Planning Commission must hold one public meeting before forwarding the Comp Plan to the governing body (“public meeting” is defined in MPC and only requires a Sunshine notice- one ad placed at least 24 hours in advance of mtg)
- County PC must get a copy **45** days prior to hearing.
- Contiguous municipalities and School District must receive a copy **45** days prior to Borough Council hearing
- Borough Council must hold one public hearing pursuant to public notice
- Adoption is by Resolution approved by a majority of Borough Council
- Section 306 – within **30** days after adoption, Plan must be to Chester County Planning Commission

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## MEETING AGENDA

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