

West Chester Parks Special Events Commission

MEETING AGENDA

January 28th, 2026

Open Meeting at _____ pm

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

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

Approval of Minutes –

December 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
 - McBratnie Park – Jennifer O'Brien

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Marshall Square Park – Chantale Fieldhouse
Mosteller Park –
Veterans Memorial – Josh Carter
Barclay Park – Mike Reese

V. New Business

a. Election of Officers

1. Chairperson

a. Motioned by:

i. Vote

2. Vice Chairperson

a. Motioned by:

i. Vote

3. Secretary

a. Motioned by:

i. Vote

b. Placement of bat house at Kathy McBratnie Park

1. Residents Ellen and Simon Chandler requested

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

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- Section 306 – within **30** days after adoption, Plan must be to Chester County Planning Commission

Adjournment _____pm motioned by _____; seconded by _____. All were in favor.