

## FRIENDS OF MARSHALL SQUARE PARK

### MINUTES OF MEETING ON MAY 6. 2014

The meeting was called to order at 7:04 by Jeff Beitel. In attendance were Anne Walters, Linda Scott, Veronica Balassone, Lee Miller, Eric Miller, Jim Salvas, Bill Scott and Bob Teti.

--MINUTES of the last meeting were corrected to more accurately describe the result of the vote on the final motion of the meeting regarding procurement of 8 free trash receptacles. It is to read "the motion carried" rather than "everyone approved" after the motion was seconded. The minutes were then approved with this one correction.

--Before proceeding with the agenda, Bob Teti wished to thank Jeff for the first-rate park clean-up. Jeff acknowledged the excellent contribution of twenty members of the West Chester University soccer team who volunteered their time. A photo of the group was posted on the FMSP website and also sent to the Daily Local News. He then reminded us that in future, leaves will be mulched, changing the nature of next year's spring clean-up.

--The TREASURER'S REPORT was given by Linda Scott. The Susquehanna balance is \$28,461. Of that \$3748 is reserved for the fountain restoration project. A separate accounting of Fountain Transactions detailed the fundraising total and expenditures to date for this project. It was recommended that the line items "Fountain existing conditions and presentations", "Consulting and design down payment", "fountain rendering", and the like be grouped into a single category "Fountain Fabrication Plans".

An accounting of the Progressive Plates event resulted in a net income this year of \$9,609. Income included \$2,700 from membership dues, \$5,700 from ticket sales, and \$1,326 in contributions. Expenses totaled \$117. Linda reported that all amounts paid through Paypal had been transferred into our account. Paypal fees totaled \$72.

--A discussion took place regarding posting these financial reports on the website. This was not recommended as the statements are not audited. Jeff Beitel made a motion not to publish the financials on the FMSP website, Anne Walters seconded, and the motion carried. Linda noted that if FMSP was a 501c3 with contributions larger than \$25,000, we would be required to file with the IRS. As it is, FMSP is not a 501c3 organization.

--Bill Scott addressed the meeting about the Hickman expansion plans. (Pam Leland, executive director, was to attend our meeting, but was unable to.) He distributed copies of a communication addressed to Pam Leland, Mike Perrone, and others with copies sent to the mayor and borough council. In it, he is expressing his concern about the size of the proposed expansion, and the historical value of the current building. This viewpoint was not being expressed by Bill as a member of FMSP, but rather as a member of the Borough Council. Jeff believes that FMSP should not take an official position on this project. Jeff will try to attend all the public meetings regarding the Hickman expansion in order to keep informed about the project.

--The first summer concert in the park is scheduled for June 19<sup>th</sup>. Jim Salvas said flyers will be distributed door-to-door to promote the event, and that volunteers are needed for this activity on the weekend prior to the concert. This year they are inviting John Hannafin and others to exhibit their art in a show during the concert; a portion of their proceeds would go to the park. Promotion for this show

would be done by the artists. A picnic as well will be organized as in the past couple of summers. Promotional banners for the concert will be placed at the fountain area and the gazebo. At this time sponsors are still needed for the picnic and for face painting.

--Jeff and Anne Walters will be meeting soon with Andy McFarlan to discuss mulching and mowing as outlined in the MSP Grounds Maintenance Plan. Mr. McFarlan is under contract with the borough for this work.

--The Franklin and Biddle Streets Entrance Improvement project did not draw any bids this year. The first year drew only one qualified bid, but the contractor could not find the material needed for the project. Jeff will be meeting with Keith Kurowski, Director of Parks and Recreation, and the only qualified bidder from last year, Burkholder Brothers, to try to get this first year bid to "work". If changes are made with regard to the material required, legally the project will have to be re-bid. Jeff suggested that perhaps FMSP could contribute some funds for the project if it exceeds the borough's budget by \$2000 or so. The budget in the second year has increased from \$15,000 to \$20,000 for the project.

Included in the design is a medallion to be placed at the paved entrance. Eric Miller suggested putting that on the priority list as desirable but not a necessity. It is a feature that could be added at a later date. Another possibility is to find additional sources of funding for this, perhaps from the borough's non-profit park entity, or from proceeds from the concerts.

--Lee Miller gave a report for the Fundraising Event Committee. The Marshall Square 5K Run/Walk is being planned for 2:00 p.m. Saturday, September 20<sup>th</sup>. Promotional opportunities include the Borough Fall Activity Booklet, a flyer drop, and flyers at the concerts. Michael would like the Henderson Marching Band to play. Prizes such as water bottles and t-shirts (for the first 100 to sign up) are being considered. Simple refreshments such as water and pretzels would be offered, and possibly face painting for the children. There will be no rain date. The committee is hoping to attract 100-125 runners/walkers at a cost of \$25 per person in advance, \$30 the day of, children ten and under free. A \$2.50 fee is paid to the Running Store (per runner) for its organizational and registration assistance. A Kiddie Run is planned as well. Volunteers will be needed along the route and at the park. Christine Bryan is responsible for getting the necessary permits.

The annual Fall Garden Party is scheduled for Saturday, September 27<sup>th</sup>. It will be a block party on E. Lafayette between N. Matlack and N. Walnut Streets in front of Mike Civita's home. This year it will have an Italian theme. An accordion player will be hired to provide music during the event.

Feedback was solicited for this year's Progressive Plates fundraiser. Some suggestions for improvement included mixing up the groups for the second stop, and lengthening the time at the first two stops from 45 minutes to an hour with 15 minutes in between to allow for walking to the next stop.

--The Membership Committee is testing the Wild Apricot software. After this test run, Linda will prepare a list for Rose Stancato and Jason Brennan to enter into the program. Jeff looks forward to using this for email blasts, Lee for a newsletter, and of course it will be used for tracking membership dues. It is hoped it will be operational by June, or at least by the fall garden party.

--The Medal of Honor plaque proposal has been tabled at this time by Borough Council. The plan is for Jeff and Bill to meet with the Sons of Civil War Veterans to explain FMSP's design. The stone and bronze

plaque designed by Jeff will cost between \$5000 and \$7000. It is possible that the group wanting a plaque would pick up the cost.

--Anne Walters reported that the fountain restoration project is on hold until after the major fundraiser event, now planned for the fall.

--Jeff and Anne prepared a plan for new benches, which includes not only design but placement in the park. Two plans were distributed: one with photos and placement in the park of the existing benches, and a second showing a photo and placement of new benches. The benches could be a fundraising vehicle if used as memorials. The proposed bench is the 6'2" long Keystone Ridge "Lampighter" bench with a bronze plaque placed at the center of the bench back. The bench color is bronze. The current benches are concrete and wood, and steel and wood. The number of benches would increase from 9 to 17. Each new bench would cost around \$5000 including the plaque.

It was mentioned that if the benches were five feet long, they could not be slept upon.

--Jeff and Anne are pleased that prior to a tree planting to memorialize a member of the Pillagalli family, Denise Dunn-Kesterson contacted them about where it should be placed in the park.

--Bill Scott followed through with Megan Fogerty with a request for 8 new trash receptacles at borough cost for Marshall Square Park. Her response was that she was not aware of other parks getting trash receptacles on this scale. There is \$4000 in the borough budget for our park allotment, and if we want four more, FMSP will have to pay for them. The email communication between Bill and Megan was shared. Because this issue has been a source of frustration for all, a motion was made by Jeff to get the four receptacles at the borough's cost, get a commitment from the borough to budget one additional receptacle per year for the next four years, and place the new receptacles at three corners and at the gazebo. Four of the old receptacles will be kept and replaced one by one over a four-year period. Anne Walters seconded, and the motion carried.

--A discussion regarding development of FMSP by-laws was tabled.

--The priority list for park improvements needs to be reviewed. In order for funding to be appropriated, any desired repairs/improvements need to be on the borough's list. Conflicts between membership priorities and borough priorities will have to be addressed. Jim Salvas said the 2013 membership priority survey placed the fountain first, the access drive at Biddle and Franklin third, and everything else together in-between. It was generally agreed that the results of that survey should be re-evaluated, and that possibly a new survey should be initiated. Jeff and Bill are compiling a list for the borough urban center revitalization plan.

Jeff distributed drawings for replacing the stairs and railings on N. Matlack St., which present a safety issue that needs to be addressed.

--The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Veronica Balassone

