



**WILLISTOWN TOWNSHIP**  
Parks & Recreation Board Meeting  
Tuesday, January 20, 2025  
7:00 p.m.

Minutes

LOCATION: Willistown Township, 688 Sugartown Road Malvern, PA

Members Present:

Bernadette Downey; Bill Unrath (via Phone); Michael Boldin; Erin Smith

Absent:

Frank Furman, Ken Lehr

Township Representatives Present:

Jennifer

**A. CALL TO ORDER**

Ms. Downey called the meeting to order at 7:05 p.m.

**REORGANIZATION**

MOTION: To appoint Michael as Temporary Chair for reorganization (Downey/Smith)

COMMENTS: None

ACTION: Passed 4-0

MOTION: To appoint Bernadette as Chair for calendar year 2026 (Unrath/Boldin)

COMMENTS: Bernadette commented she is happy to continue as chair.

ACTION: Passed 4-0

MOTION: To appoint Erin as Vice Chair for calendar year 2026(Downey/Boldin)

COMMENTS: None

ACTION: Passed 4-0

MOTION: To appoint Bill as Secretary for calendar year 2026 (Smith/Boldin)

COMMENTS: Jennifer will continue to do the minutes, but Bill will fill in if she is unable to attend a meeting.

ACTION: Passed 4-0

**B. MINUTES**

MOTION: To approve the minutes for the regular Parks & Recreation Board meetings held on September 16 (Unrath/Smith) & November 18, 2025. (Boldin/Smith)

ACTION: Passed 4-0

### **C. DISCUSSION ITEMS**

Program Management – Jennifer let the Board know GVSD is now charging for Township to use Sugartown Elementary School for summer camps since it is a for profit program. JumpStart Sports has increased the camp cost to offset the new expense. Bernadette and Erin pointed out the school district has a new before/after care provider called Right at School and they will be running a short summer camp at General Wayne Elementary School. This may be a pilot program for a full summer camp in 2027.

The Board briefly discussed 2026 events and America250 and agreed we need to find new food truck vendors for the events. Mobile Mess Hall mentioned. It was suggested the Township promote the Boy Scout cabin off Monument Road has a flag recycling program we could promote to residents.

COMMENT: None

ACTION: No action taken.

Park Management- The Board discussed the parking lot condition by Greentree Park. The parking lot is owned by 40 Lloyd LLC. Jennifer commented she will need to double-check the lease agreement, but she believes 40 Lloyd LLC is responsible for paving and maintaining the entire parking lot. The lease allows for event parking after 5 pm and a small section by the playground can be used by park goers from 9 am to 5 pm while the offices are being used. Bernadette mentioned she was unaware there was designated daily parking for Greentree use and suggested we put up signs that say “Greentree Parking – 9 am to 5 pm.” Jennifer will read over the lease agreement and put it on the agenda for the February meeting.

COMMENT: NONE

ACTION: No action taken.

Communications – Jennifer announced content for the WillisTowne Crier is due at the end of February. If anyone has any article ideas, please share them with her.

COMMENT: NONE

ACTION: No action taken.

Administration – The Board went over the Chapter 31: Parks and Recreation Board. As outlined in Chapter 31, the Board is supposed to do an annual report. Jennifer will rework the one she did for the Township Manager in preparation for the 2026 Budget and review the ones Mary Hundt did in the past. The Board commented that the prior Park and Rec Director also did an annual budget presentation at one of their fall meetings. They indicated a brief budget presentation is helpful and gives them context to the year ahead.

### **D. PUBLIC COMMENT**

Lisa Dreyer and her husband attended the meeting. Lisa introduced herself to the Board and indicated she had put in an application for the current vacancy. She has background

in fitness and leads programs that promote fitness and lifelong movement. She shared she, her husband and a friend recently cross country skied in Serpentine Preserve and promised to share a picture for social media.

**E. ADJOURNMENT**

Seeing no further business, the meeting adjourned at 8:06 p.m.

Next Meeting: Tuesday, February 17, 2026 at the Township Building

Respectfully submitted,

Jennifer Jacobs  
Secretary