

**Willistown Township historic commission minutes  
December 3, 2019**

In attendance: Terry Kile, Kirk Lindvig, Jeannette Lindvig, Bart Van Valkenburgh. Guest: Kathleen Hood from Highland Township.  
Staff: Mary Hundt, Parks & Recreation Director, Ed Tiernan  
Absent: Warren Claytor, Marie Quinn Johnson, Alicia Marziani, Richard Mosback, Greg Prichard

Town Tour and Village Walk bus tour for July, 2020:

Kathleen Hood, who organized the Doe Run bus tour, and Mary Hundt, the Township's Parks and Recreation Director, were in attendance to offer their expertise and assistance. Suggestions:

1. Must have a certificate of insurance or a rider on the township policy to cover the day of the tour. Mary will work with the Township Insurance carrier.
2. Chairs, tables, Porta potties and trash cans are needed.
3. Organizations will be invited to set up tables, such as Willistown Conservation Trust, Historic Sugartown, Chester-Ridley-Crum Watersheds Association, and plein air painters etc.
4. We need three buses, one will be paid for by Chester County, holding between 45 and 50 passengers each. They will depart every half hour, continuously between 4 and 8 PM. Each bus costs approximately \$800.
5. 4 guides needed: one on each bus, plus one more to answer questions after the bus tour and for people waiting to get on. Mary will have Parks & Recreation canopies set up at the event for check in, information tent, and cover if rainy.

Refreshments: cookies, bottled water,

Parking: Police directing traffic: Mary will inquire with the Police Department about the need for officials to direct traffic. She is a member of the Malvern Fire Company Fire Police, so will discuss that possibility

with the Township Manager. Mary will provide Terry with the Troop 78 Boy Scouts contact to handle parking.

Costs: Insurance (Mary), printing (Mary), buses, Willistown police services (Mary), potties (Mary), cookies, and bottled water.

Marketing: Write up a press release to give to the Outreach Coordinator at the township. Mary will put through all Township outlets including Township and community social media, website, Towne Crier newsletter, In Great Valley Magazine, memo boards, etc.

Mary will create the brochure and advertising posters once provided with copy and images. She will work with the printing company.

Terry reported that the Township Outreach Coordinator offered to help with the event. Mary will ask if she can handle taking reservations. Kathleen offered to help familiarize her in the use of Eventbrite.

This is a rain or shine event: no rain date.

### **Radnor Hunt:**

Ask if the master of the foxhounds can give a presentation on the day of the tour, perhaps between 6 and 7 PM.

Ask about vehicle ingress and egress advice. Must we get permission from Pony Club?

Might they offer a tour of the clubhouse?

Advice on Porta potty placement.

Ask them about the date they prefer. The options are July 16, 23, or 30, between 4-8 pm.

Aside: Mention to Radnor Hunt that we would like to nominate them to the National Registry of Historic Sites. Signs? Plaques?

### **Nike Battery Site:**

Cory Kegerise suggested we simply designate this site as a class 2 historic site. The commission was in agreement.

Resource and reference books:

It was suggested that we create a small township browsing library with Penny's books for citizens doing historic research. We need to find a permitted space within the township buildings, accessible to the public.

Next scheduled meeting is January 7, 2020.