

□ MEETING MINUTES

WILLISTOWN TWP. HISTORICAL COMMISSION

DATE: Tuesday, March 3, 2020

TIME: 7:00 PM

LOCATION: Willistown Twp Building – 688 Sugartown Road

ATTENDEES: WILLISTOWN TWP HISTORICAL COMMISSION MEMBERS

- TERRY KILE
- WARREN CLAYTOR
- BART VAN VALENBURGH
- RICHARD MOSBACK
- MARIE QUINN JOHNSON (ABSENT)
- JEANNETTE LINDVIG
- KIRK LINDVIG
- GREG PRICHARD
- CITIZENS – RICHARD & MARY MANG

DISCUSSION TOPICS

- 1) 253 Spring Road – Parcel 54-6-9.3, Page 66 of AofQ – Resource Sugartown School- Stand alone Garage, Richard Mang, Architect, Richard & Mary Mang Owners. The Commission recommends approval of this detached garage on this property.
- 2) 921 Delchester Road – Parcel 54-6-81, Page 170 of AofQ – Rushton Farm, White Farm House, Restoration and Addition, Warren Claytor, Architect. The Commission recommends approval of this renovation as presented.
- 3) Bus Tour Postponement Recommendation – Since the Willistown tour must be held in an enclosed environment, a bus, for health reasons the Historical Commission recommends to the Chester County Planning Commission that the Willistown bus tour be postponed till summer of 2021.
- 4) Town Tour & Village Walks – Due Mid-March - Finalize Route, Properties and Research, Theme - "Historic Willistown Bus Tour c 1704 - Architecture, History and Open Space", Finalize all Brochure information for the County Marketing materials. This includes the following items.

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- a) Tour Description - Less than 75 words, completed under final revisions.
 - b) Number of Buses & Bus Departure Times - The County is currently in negotiation with the bus company for 2 or 3 buses; 3 buses are preferred.
 - c) Parking Instructions - Randor Hunt has approved the final logistic layout including parking, bus arrival & departure, tent locations, etc.
 - d) Pre-Registration Information on Eventbrite - Including Search info (Historic Willistown Bus Tour), contact name (Jennifer Jacobs) and phone number (610.647.5300 ext. 236) This has already been set up by Jennifer on Eventbrite.com for testing.
 - e) Finalize Design Markers / Signage - At our last meeting we discussed the only signage we would need would be parking directional signs that P&R would hopefully supply. We have now determined it would be appropriate to have signage for the "Registration Check In" tent and "Q & A Desk" tent and perhaps a Twp Logo at the Reception table. We recall that one of Mary's tents has P&R on it. Terry plans to work up designs for these tent / tables that include twp. logo for other locations mentioned above.
 - f) Photos of Randor Hunt
- 5) Bus Tour Assignments:
- a) Event Layout - Approved
 - b) Guides – Bart has been designated the guide for Bus #1 @ 4pm, 5:30pm and 7pm; Jeannette is guide for Bus #2 @ 4:30pm, 6pm and 7:30pm; Bill will be the guide on Bus #3 @ 5pm and 6:30pm.
 - c) Parking – Kirk has reached out to the Boy Scout Troop Leader for these discussions and has not received a return call. It was suggested that Mary introduce Kirk to the Scout Leader for proper connecting.
 - d) Bus Tour & Script - Bart will be submitting a final Bus Route with Tour talking points.
 - e) Police – Mary has coordinated the event with local police; Police have advised that no traffic support is necessary.
 - f) Refreshments & Site Registration – Both Mimi and Rich plan to be available during the entire event at this table.
 - g) Question & Answer Tent – Terry and Greg plan to be available to field Questions during the tour. We are also hopefully that Penny will join us that

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day. Terry suggested that Mary also be available at the Parks & Recreation Tent adjacent to also field park questions. Terry has have also reached out to Jane Dorchester and she plans to make herself available.

- h) Tables & Chairs – P&R will provide the tables at Radnor Hunt; Terry will provide chairs.
 - i) Twp Marketing & Publicity – Mary is in charge of Twp advertisement for the event.
 - j) Fox Hunting – Jeannette is to coordinate with Mike Tillson to appear in Fox Hunt apparel with the hounds and horses. The presentation is only expected during the middle portion of the tour event.
 - k) Historic Sugartown – Alicia has offered to assist with the tour portion dedicated to Sugartown. She plans to meet with us at one of our next meetings to discuss details for her participation. Heather with Historic Sugartown also plans to have a table at the Radnor Hunt for the event.
 - l) Indian Costumed Interpreters – Bart shared that plans to reach out to JD Antonio were not successful. We are still hopeful to reach out to another Native American organization for participation.
 - m) Parking Signage Markers - Parking signage anticipated is for parking entrance & exit directional and we plan to use current twp. signs for parking as provided by Parks & Recreation through Mary.
 - n) Preregistration - Jennifer Jacobs will be the official registrant for this event. She has already set up the event and it is available for trial usage. Go to "Eventbrite.com and sign up (search for "Historic Willistown Bus Tour").
- 6) Bus Tour – Due April
- a) Write Script – Solicit Vols and share information with them. The WHC does not anticipate writing a full script, only talking points.
 - b) Make Property Markers – Terry to provide Table Signage.
 - c) Script Reading – Test the talking points for time confirmation.
 - d) Police – Mary has already contacted law enforcement official for traffic control and street closers, none are anticipated: Approval for bus to turn around at the Police Station should be confirmed; Mary to confirm.
 - e) Facilities Approvals – Approval from the Grahams at Whitehorse District to cut across their property at the intersection of Goshen & Providence Road- Mary to confirm; Randor Hunt Approval for facilities contingent upon \$750 fee; decision to be made.
 - f) Volunteer Assignments – Completed

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- 7) Township Historical Structure Definition – New Resource Candidates: Items tabled for future meeting. Both Greg and Bart have suggestions for new candidates. They are to submit the details of these possible candidates toward Terry and present these properties at a future Commission meeting.
- 8) CCHPN Leadership Training – February 8, 2020 – Terry reported on his attendance of this event.
- 9) Leaders of Heritage Organizations & Historical Commissions of Chester Co. – February, 25, 2020. Bart & Terry reported on their attendance of this event.
- 10) Certified Local Government – Cory Kegerise, PA State Historic Preservation Office (SHPO) Meeting with CLG Twp. Committee – Terry will reach out to Cory, Bart, Greg, Ed Tiernan and Bob Smiley to establish a meeting date to discuss the Township application for CLG.
- 11) CCHPN Spring Workshop – March 7, 2020 – Mimi, Bart, Greg & Terry plan to attend this event.
- 12) Next Scheduled Meeting – April 7, 2020

These items represent the highlights of items discussed.
Respectfully submitted Jeannette Lindvig and Terry Kile

cc: Commission Members

Sally Snook
Rita Reeves
Theresa Simmons
Ed Tiernan
Bob Smiley
Jennifer Jacobs
Mary Hunt
Bill Unrath
Doug Hill
Karen Marshall
Kathleen Hood
Penny Golding
Alicia Marziani
Heather Reiffer
Faith McCarrick