



Bethel Township  
Parks and Recreation  
Meeting Minutes  
April 9<sup>th</sup> 2025

**Board Members in Attendance:** Tiffany Rambo, Fely MacMain, Melissa Pembroke, Vince Parme, Julie Eble, and Dawn Saunders

**Board Members Absent:** Brian Quinney, Ray Stiles, Mary Haskins

**Supervisor In Attendance:** Chuck Dennie, Stephanie DerOhannessian

**Guests:** Zoey Maddren, Lane DerOhanession

I. CALL TO ORDER

- a. Pledge of Allegiance
- b. Attendance

II. APPROVAL OF MINUTES

- a. Regular Meeting: March 12th 2025
- b. Discussion/Review

**Motion made by:** Brian Quinney **Second by:** Tiffany Rambo **Vote:** Unanimous

III. FINANCIAL REPORT

- a. None reviewed

IV. SUPERVISOR'S REPORT

- a. Chuck Dennie
  - i. Park Sign at Community Park - sign to be delivered
    1. Budget item - park and rec development account
  - ii. Approved removal of 6 trees at Jack King Park - 6k quote
    1. Chuck to determine where the expenses are coming
  - iii. Song bird garden approved at John Adkinson Park
    1. Hwy dept will remove topsoil, deliver bricks
    2. Board will do edging, laying bricks and planting
    3. Hwy can't do watering, Fely will put together a watering plan
    4. Chuck will confirm if highway can do mulching
    5. Motion to recruit volunteers from high school garden club

**Motion made by:** Fely MacMain **Second by:** Julie Eble **Vote:** Unanimous

- iv. Site One contact for John Adkinson Garden plants
  1. Chuck contacted manager and will confirm sponsorship details
- v. For future grant requests, notify Board of Supervisors
- vi. Bloombox fundraiser will be setup and posted on social media pages
- vii. Jack King Park walkway - wetland delineation finished, township engineer will develop plan
- viii. Jr liaison will create condensed minutes



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- ix. Parks and Rec email for sponsorships
  - 1. Chuck will check with Ray and remind Bill
- x. Vendor selection form
  - 1. Stephanie will create an online form for vendors to complete

V. PARK DEVELOPMENT

- a. Park Signs – contract signed and will be delivered when ready

VI. BIRDTOWN AND BEE CITY

- a. John Adkinson Garden Plan
  - i. Fely to find out start date
- b. Bloombox fundraiser for JA garden start date, promotion 4/15 - 5/15
- c. Bird walk May 6th at BSES
- d. Bio Blitz at Clayton Park in September

VII. OLD BUSINESS

- a. Vote/nominations for board positions
  - i. Chair - no interest
  - ii. Chuck to draft role/responsibility
- b. Reminder to sign and submit ethics form
- c. Table cloths update
  - i. Chuck to check email for invoice
- d. One drive access to Parks and Rec files/forms
  - i. Chuck and Steph to check if access can be provided to board members

VIII. NEW BUSINESS

- a. Rain Barrel or Composting Workshop (May or June)
  - i. Potentially would be taken from Misc events budget
  - ii. Fely to start survey to get interest
- b. National night out
  - i. Aug 5th - open house at FD
  - ii. possible need of volunteers from board

IX. BETHEL TOWNSHIP EVENTS

- a. Easter Egg Hunt
  - i. Ray to update
  - ii. Lower turn out due to weather
  - iii. Spreading out kids was a good plan
- b. Movie Night
  - i. Moana 2, \$550 Melissa to fill out and Ray to send back
  - ii. Request sent in for audio video



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- iii. Melissa to confirm budget \$894 for whole setup
- iv. Food options Mr Softee and pretzels
- c. Sports Event
  - i. BSES declined to partner
  - ii. Motion made to purchase Phillies game tickets

**Motion made by:** Fely MacMain **Second by:** Dawn Saunders **Vote:** Unanimous

- d. Fireworks
    - i. Fireworks contract complete
  - e. Santa event
    - i. No updates
  - f. Corn Boil
    - i. Attempt to keep the vendors from previous year
    - ii. Review band costs
    - iii. Add tent for band
    - iv. Contact Renzis
    - v. By May meeting decision has to be made on band
    - vi. Sign off on Moon bounce (supervisors to decide on insurance coverage)
  - g. Food Trucks
    - i. Online form for food trucks (get link) and permitting
    - ii. Steph to send link to Board Members, Steph to get solicitor approval first
    - iii. Ray to send out food truck sponsorship email from parks and rec email
  - h. Sponsorship
    - i. Tiffany to share file to Steph
    - ii. Wawa option
    - iii. Chik Fil A
    - iv. Herrs
- X. REQUEST FOR SUPERVISORS
- a. Chuck to work on the following:
    - i. Determine where the Jack King Tree removal expenses are charged to
    - ii. Confirm if highway can do mulching for Song bird garden
    - iii. Confirm details of Site One sponsorship for Song bird garden
    - iv. Confirm status of sponsorship email address with Bill
    - v. Draft a P&R chairperson roles and responsibilities
    - vi. Update status of One Drive access for the board members
    - vii. Confirm insurance status for Corn Boil moon bounce
  - b. Stephanie to work on the following:
    - i. Create a link for online vendor selection form and share with board after solicitor approval
- XI. NEXT MEETING



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- a. May 14<sup>th</sup>, 7pm

VIII. ADJOURNMENT

- a. 8:43 PM

**Motion made by:** Vince Parme **Second by:** Julie Eble **Vote:** Unanimous