

TOWNSHIP OF LOWER MAKEFIELD  
PARK & RECREATION BOARD  
MINUTES – DECEMBER 9, 2025

The regular meeting of the Park & Recreation Board of the Township of Lower Makefield was held in the Municipal Building on December 9, 2025. Mr. Krauss called the meeting to order and called the Roll.

Those present:

Park & Recreation Board: Douglas Krauss, Chair  
Michael Brody, Vice Chair  
Kim Rock, Secretary  
Rob LaBar, Member

Others: Monica Tierney, Parks & Recreation Director

Absent: Mike Blundi, Park & Recreation Board Member  
James McCartney, Supervisor Liaison

**1. Approval of Minutes**

**Motion:** Mr. Brody moved, Mr. LaBar seconded, and it was unanimously carried to approve the Minutes of November 11, 2025.

**2. Director's Report**

**a. ADA Transition Plan**

- The plan includes revisions from the Park & Recreation Board and the Disability Advisory Board.
- Since many projects from the original ADA Transition Plan were completed, this is the 2.0 version, which includes recommendations for new amenities and increased accessibility in programs.
- Accessible parking signage at the Dog Park will be completed in 2026.
- The Disability Advisory Board will make a recommendation to the Board of Supervisors.

**Motion:** Mr. LaBar moved, Ms. Rock seconded, and it was unanimously carried to recommend the ADA Transition Plan 2.0 with changes.

**b. Vendor Discussion**

- Initial feedback regarding a Vendor Application in the Parks has been adapted into a potential application for summer 2026.
- Criminal background/child abuse checks and Department of Health Certificates are required through the Police Permit, which must be obtained first by vendors.

- A map and schedule indicating where and when vendors are permitted in individual parks will be attached. Code Enforcement will enforce the policy, with Police support as needed.
- The permit will include non-food services such as pop-up shops and personal services.
- Further consideration will be given to amending the Code to give Code Enforcement more authority.
- If implemented in 2026, the permit will be reviewed at the end of the summer. Ms. Tierney will continue to work on this matter and report back to the Board.

**c. Budget Update**

- The Preliminary Budget was approved by the Board of Supervisors in November and is now on the Township website. The final vote is scheduled for December 19, 2025.
- The \$20,000 PECO Green Region Grant project is included in the Budget, \$10,000 of which is grant funding.
- Budgeted items include a mower, pick-up truck, Revere Road pickleball court replacement, Community Park court repairs, and the baby pool heater.
- Pool registration began on December 1. The Discount Period deadline is February 13, 2026. Registration is currently slow, though marketing has not fully launched. Weekly reports will track registration status.
- Document upload for registration can be done with current software.

**d. Veterans Parade Update**

- The Veterans Parade was successful, and planning for next year has begun.
- Next year marks the 250th Anniversary of the Country, the 25th Anniversary of 9/11, and the 20th Anniversary of the Veterans Parade and Ceremony.
- A 9/11 Committee is being formed by the Board of Supervisors; interested individuals should apply.
- The Pennsbury Band was unavailable this year and may be unavailable next year due to scheduling conflicts.

**e. Project Update**

- Pricing for the Memorial Park project is still pending. Grant extensions are possible, with further details expected in January. Final engineering drawings are not yet complete.
- A vendor will donate wood for planking at the Five Mile Woods project. Other materials will be sold to the Township at cost, allowing greater progress with the PECO Green Region Grant. Significant volunteer help will be required.

**3. Other Business**

- Mr. Brody noted that the Board of Supervisors was close to approving a Park & Recreation Budget increase for Pool expenses. However, they ultimately did not recommend the increase and instead used Golf Course profits.

**4. Public Comment**

- There was no one wishing to make public comment at this time.

**Motion to Adjourn:** Mr. Brody moved, Mr. LaBar seconded, and it was unanimously carried to adjourn the meeting.

Respectfully Submitted,

Kim Rock, Secretary