

**Pennsylvania Department of
Conservation and Natural Resources**

Bureau of Recreation and Conservation

Peer-to-Peer Technical Assistance Project

**“SAUCON VALLEY”
PEER STUDY PROJECT
FINAL REPORT**

January 10, 2013

Hellertown Borough

Lower Saucon Township

Saucon Valley School District

Samantha J. Holbert

Peer Consultant

ACKNOWLEDGEMENTS PAGE

Thanks to the members of the Saucon Valley Recreation Partnership who participated in this process.

John Bate	Hellertown Borough Council
Cathy Kichline	Hellertown Borough Manager
Gail Nolf	Hellertown Borough Council
Thomas Rieger	Hellertown Borough Council
Jack Cahalan	Lower Saucon Township Manager
Glenn Kern	Lower Saucon Township Council
John Landis	Lower Saucon Township Planning Commission
Dave Spirk	Lower Saucon Township Parks & Recreation Board
Jennifer McKenna	Saucon Valley Community Center Board Member
Bob Frey	Saucon Valley School District Athletic Director

In addition, thanks to any volunteers not mentioned above who provided their input on this project.

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TABLE OF CONTENTS

Executive Summary	7
Purpose of the Study	9
Summary of the Process	
Peer Study Committee	10
Summary of Participation	
Discussion on key issues needing immediate attention	11
Partnership Agreement	
Options for Future Park and Recreation Partnership	
Budget	12
Staffing	
Action Plan	13
Appendix A - Why cooperate?	15
- Methods of Cooperation	
Appendix B - Scope of Work for Peer Study Project	17
Appendix C - Questions to consider for first peer study committee meeting	19
Appendix D - Memos to Committee for Discussion	21
• Update on Project with key person interview highlights - April 6, 2011	
• Options for Discussion on potential small group meetings– April 14, 2011	
• Status Update on maintenance, staffing, programming, general issues - September 12, 2011	
Appendix E - Budget Projection Information for Saucon Valley Recreation and Park Board	25
• Model I of 5-year projection – starts with 10 hrs/week employee and ends with FT employee	
• Model II of 5-year projection – starts with FT employee with circuit rider grant and ends with first year without any grant assistance	
• Year 1 budget for Model I	
• Potential sources of income	
Appendix F - Sample Job description for Recreation Coordinator	29
Appendix G - Questionnaire to elected officials	31
• Questionnaire with response tally	
• Summary of input gathered	
Appendix H - Saucon Valley Recreation Partnership Agreement	37
Appendix I - Saucon Valley Recreation Inventory	39
Appendix J - Recreation Partnership Survey of Programming Needs	41
• Partnership Survey Analysis by Consultant	
• Survey Monkey™ Summary of results	
Appendix K - Sample of intergovernmental cooperation agreement	47

Executive Summary

The first meeting of the Saucon Valley Peer Study Committee was held on March 14th, 2011 with representatives present from the three participating public bodies: Hellertown Borough, Lower Saucon Township and Saucon Valley School District. At that meeting the committee listed the issues that needed immediate attention as being:

- Girls school soccer program was being moved from the spring to the fall season, thus creating a need for more soccer fields
- Need for baseball/softball fields
- Need to identify potential and existing open space areas for potential athletic field space
- Need for indoor facilities for basketball, wrestling and cheerleading
- Geese management at Water Street Park – over population is limiting use of needed athletic fields

Overall topics that the committee wanted addressed within the project were:

- Inventory of recreation programs to determine whether availability meets community need
- Opportunity for joint bidding and/or maintenance
- Need for improved marketing of events and regional attractions

Most of these issues were addressed during the peer study process; however some were addressed by the public body concerned with the issue. A questionnaire gathering input on recreation options was distributed to the elected officials of the Borough, Township and District. The Peer made phone interviews with key people from community sports leagues, Scouts, local historic societies, the Bethlehem YMCA and the Saucon Valley Community Center. In addition, a public works sub-committee meeting was held with the staff of the Borough, Township and School District. They discussed existing and potential ways to cooperate, development of maintenance procedure standards and the feasibility of a regional maintenance department.

The committee liked the idea of being able to form a regional entity and hire a full time professional to work with the park and recreation issues for the Borough, Township and District. A sample job description and budget were provided to the committee, along with potential sources of income, however the partners could not justify the expense of funding a position and official regional entity at the present time. (Appendices E and F)

The Peer worked with the committee to prepare a Memorandum of Understanding creating the **Saucon Valley Recreation Partnership** (SVRP) which will meet at least quarterly for strategic planning, schedule coordination, development, coordination and implementation of regional recreation programs, partnership building, and related duties. (Appendix H)

The Peer continued to work with the newly-appointed SVRP to assist them in moving forward. The group compiled an inventory of recreation programs in the region. The group prepared and carried out an online survey using SurveyMonkey™ to informally collect feedback from the community on recreation needs. The SVRP will use the information from the program inventory and needs survey to work toward meeting recreation programming needs in the community. (Appendix J)

Although athletic fields will always be at a premium in the region, the school and community groups appear to be working to meet their demands. The new SVRP can act as a conduit between the Borough, Township Park Board, community athletic groups and the School District as needs and issues arise. The SVRP can also further explore cooperation with the Saucon Valley Community Center in meeting recreation needs in the community. If the Borough, Township and District decide in the future that the Partnership needs more official status, potential resources are provided in this report.

Purpose of the Study

The purpose of the study per the applicant's initial request was to inventory available facilities, programs and services, analyze current services, explore and possibly form a regional recreation body.

Summary of the Process

March 14, 2011

Peer discussed meeting ground rules, schedule, and purpose and the project timeline. The committee discussed hot issues and key persons/groups with whom to interview. It was decided that the committee would meet monthly unless more time is needed between meetings.

July 11, 2011

Peer provided a written update of key person interviews conducted since the last meeting. Peer also provided a memo with prompts for discussion on potential round table meetings with various interest groups from the community, to include sports leagues, historic associations, and maintenance departments from the 3 participants. The group decided that uniform field maintenance standards were the most important subject for consideration at that time.

August 22, 2011

Peer met with the Public Works Directors and Managers of Hellertown Borough and Lower Saucon Township and the Saucon Valley School District Athletic Director and Supervisor of Campus Operations to discuss potential cooperation between the 3 public works/maintenance departments. Items of discussion included: staffing/personnel, equipment sharing, capital projects, regular maintenance, professional certifications. There was interest in joint bidding of supplies, services and equipment when possible.

September 12, 2011

The committee reviewed joint maintenance and management possibilities. A representative from the SV Community Center was present so there was discussion about their role and the role of a regional municipal entity and how recreation programming would be distributed; or not.

October 10, 2011

The committee expressed concern over hiring a circuit rider director but interest in a regional recreation committee. They reiterated that the purpose of the peer committee was to inventory the playing fields of all three entities and look for ways to utilize the fields in a more productive manner, allow for a more streamlined scheduling of fields, and partner with maintenance practices. A regional committee could work on those tasks.

November 14, 2011

The Peer distributed samples of an intergovernmental agreement to form a regional commission with municipal standing and a partnership agreement to form a regional committee without standing. The group opted to edit and prepare the Memorandum creating the Saucon Valley Recreation Partnership, an advisory committee, without finances or staffing.

December 12, 2011

The partnership agreement creating the Saucon Valley Recreation Partnership received final editing and was sent to the solicitors for final review. Questions to be included in a recreation survey were also discussed. It was decided that the survey would be distributed/collected using SurveyMonkeyTM.

January 30, 2012

Minor changes were made to the partnership agreement per comment by the participants. More conversation ensued regarding the recreation survey.

March 12, 2012

The agreement was in the process of being signed by the participants. Committee members would likely be appointed by their member municipalities to the SVRP. Additional editing to the survey is needed. The Peer will put together a recreation program inventory for the community, so they will have the inventory to match up with the survey of needs.

May 14, 2012

The agreement has been signed by all bodies. A recreation program inventory was provided to the committee for review. The recreation needs survey was edited more.

August 13, 2012

The survey was available May 15th through June 30th and there were 107 responses. The most obvious need expressed was for central communication of recreation opportunities to the community. There is the desire for the SVRP to continue

operation under the existing agreement and continue to involve more people in its work. It was decided that a community recreation website be developed, or at the least links between the participants' existing websites. The SVRP wishes to continue their operation but decided that the Peer Consultant was no longer needed on the project. A final report including resources and recommendations would be prepared to close out the project.

Peer Study Committee

The peer study committee met on a regular but not monthly basis over the course of 16 months. There was relatively consistent and equally strong representation from the Borough and Township throughout the project. The one School District representative was the same throughout the project. It was helpful to have the steady participation of the Borough and Township Managers. Once the Saucon Valley Recreation Partnership became official, the representatives of the Peer Study Committee were essentially appointed as its founding members.

Summary of Participation

- Meetings

At the initial two meetings of the peer study, there were representatives of the Borough, Township and District, but there were also some representatives from community sports leagues. As the meetings progressed there was relatively consistent attendance, but little representation at the meetings. Feedback from the same people at meetings helped to keep the project moving because the views were consistent from one meeting to the next.

- Questionnaire to elected officials

A questionnaire asking for views on involvement, function, financing, staffing of a regional park and recreation entity was distributed to the elected officials of the Borough, Township and School District. The response was acceptable from the Borough and Township but poor from the District. The final summary of responses is located in the Appendix Section. (Appendix G)

- Joint Maintenance Meeting

On August 22, 2011 the Peer met with the Public Works Directors and Managers of Hellertown Borough and Lower Saucon Township and the Athletic Director and Supervisor of Campus Operations to discuss potential cooperation between the 3 public works/maintenance departments. Items of discussion included: staffing/personnel, equipment sharing, capital projects, regular maintenance, professional certifications. There was interest in joint bidding of supplies, services and equipment when possible. There was also a goal for the public bodies to establish a document that establishes standards for maintenance, including field care, so that teams that use their fields could expect similar playing conditions at any park or school field. This task was one on which the public bodies' staff chose to work. Those standards have not yet been completed.

- Community Center involvement

The committee worked to have a representative from the Saucon Valley Community Center active and in attendance, as its status and growth plan is critical to the future of the Partnership. The Board of the Center is going through a visioning process so its direction and function could alter in the future. An active board member of the Center became more active with the peer study and was critical to providing updates and feedback.

- Key Person Interviews

The Peer conducted telephone interviews with a variety of identified key people in the community. The list of people contacted was provided by the committee. (Appendix D)

- Survey of recreation needs in the community

The committee prepared a questionnaire to survey the recreation program needs of all demographics in the community. The survey was divided into age categories and asked the respondent to indicate desired recreational activities. The questionnaire was implemented using the SurveyMonkey™ system. The response was not high, possibly because the invitations to participate sent through the school district, local newspaper, etc. were made at the beginning of the summer. The SVRP was satisfied however that they received sufficient input on which to analyze and move forward. (Appendix J)

Discussion on key issues needing immediate attention at the start of the project

At the start of the project the immediate issues expressed by the committee were:

- Girls school soccer program was being moved from the spring to the fall season, per Pennsylvania State requirement, thus creating a need for more soccer fields;
- Need for baseball/softball fields;
- Need to identify potential and existing open space areas for potential athletic field space;
- Need for indoor facilities for basketball, wrestling and cheerleading;
- Geese management needed at Water Street Park, as their overpopulation is limiting use of athletic fields that are needed

The School District Athletic Director compiled a list of athletic fields at the start of the project for the use of the three public bodies. Some improvements were made in field space and scheduling at the School District to address the field issues. The Peer really did not have to deal with those issues, as they were worked out by the School District and athletic associations. The Hellertown Borough Manager researched and dealt with the Borough issue regarding the geese issue.

Partnership Agreement

The partnership agreement is a memorandum of understanding entered into between the Borough of Hellertown, Lower Saucon Township and the Saucon Valley School District regarding the establishment of a Saucon Valley Recreation Partnership (SVRP). The SVRP will meet at least quarterly for the following:

- Strategic planning
- Schedule coordination
- Development, coordination and implementation of regional recreation programs
- Partnership building
- Any related duties

The SVRP shall act in an advisory capacity to the Public Bodies on matters pertaining to programs, parks and recreational facilities of the Public Bodies. A Public Body may contribute, but not be obligated to pay, funds and/or in kind services at any time to pay for more service from the SVRP. Expenditure of funds requires approval by the municipalities and District. The term of the agreement is two years, but it may be renewed for consecutive two-year terms. (Appendix H)

Options for Future Park and Recreation Partnership

As the Saucon Valley Recreation Partnership moves into 2013, the decision by the public bodies to maintain this regional recreation entity indicates support for regional recreation programs. If support grows stronger, it may make sense to create a more official intergovernmental agreement with/without financial and time commitment by the partners. As long as the Township has a strong, participatory Parks and Recreation Board and Borough Council wishes to remain involved in park decision-making, the structure can remain as it is. If the Parks and Recreation Board loses members or members are elected to Council who do not wish to be involved with parks and recreation, changes may need to be made.

Here are options for the structure and function of a formalized regional entity if the SVRP participants desire such in the future. (Model language found in Appendix K) The elected officials must decide the role this regional entity will play and the extent of its authority.

- Maintain Saucon Valley Recreation Partnership under the existing partnership agreement
The original agreement expires March 27, 2014 and can be automatically renewed or amended and readopted with changes by the public bodies.
- Advisory Role
Hellertown could decide to establish a Borough Park and Recreation Board who would take some of the daily park responsibilities off Council. This Board could meet quarterly with the Lower Saucon Parks and Recreation Board to discuss regional recreation projects and field needs.

If the Township and Borough wanted to move directly to one regional park and recreation board, the Township would dissolve its existing Parks and Recreation Board and move the members into a regional park and recreation board that would be advisory to the Council and Township. This could be done by virtue of an ordinance passed

by the elected officials. This Board could advise the elected officials on decision-making for the municipal parks and recreation programming if it is requested. The needs of the participants at that time would drive the function of this board. If this option were chosen,

- Purchase of Service Contract

Lower Saucon Township has the larger population, budget capacity and parks system. Lower Saucon could develop a full time park and recreation department and offer services and Hellertown could contract with Lower Saucon to provide park and recreation services to its citizens.

Either of the municipalities could also contract services from the Saucon Valley Community Center or the Bethlehem YMCA, as they are doing currently on a small-scale basis for the summer recreation program.

- Equal standing to municipalities

Create a regional park and recreation commission by virtue of intergovernmental agreement adopted by the municipalities and district. Pennsylvania's Intergovernmental Cooperation Law (Act 177) allows municipalities to work together by adopting an intergovernmental agreement. Through this legal contract, the commission could have standing to employ personnel, apply for grants and enter into contracts. The abilities and purpose of the commission are specified in the intergovernmental agreement.

Budget

There were two models of a 5-year projection given to the committee to give them an idea of costs for a part time staff person becoming full time or a full time person with a grant subsidy that becomes less annually. (Appendix E)

- Model I: The part time staff person would begin at 10 hours per week and increase annually until the 5th year when the salary becomes full time. In the year that the circuit rider becomes full time, the region would be eligible for a circuit rider grant through the Pennsylvania State Department of Conservation and Natural Resources. This grant would pay 100% of the director salary in the first year, with decreasing contributions over the following three years. This would build up the capacity of the regional committee gradually, garnering support as the value of the entity is realized. This projection has been included in Appendix E in the event that the municipalities decide to move forward with a partnership entity with a financial capacity.
- Model II: The full time staff person starts in the first year with a circuit rider grant (see above) that pays for 100% of the salary. This grant amount decreases by 25% annually until year 5 when the grant is finished and the staff person is entirely paid through the regional entity's budget.

Also included is a budget for the first year of a regional entity with a part time person, as is described in the Model I budget.

Staffing

With the existing partnership agreement there is no capacity for any staff to be hired by the SVRP. There are a variety of staff options discussed above that could be considered if the municipalities and School District decide to delegate more responsibility and capacity to a recreation partnership.

Overall topics that the committee wanted addressed within the project were:

- Inventory of recreation programs to determine whether availability meets community need
- Opportunity for joint bidding and/or maintenance
- Need for improved marketing of events and regional attractions

Public Relations

The SVRP will continue work on establishing a central location on the internet for park and recreation information. This was identified as a need at the start of the project and that needs was supported by the programming survey feedback. Information that has been generated through this project can be used as resources on the website.

Action Plan

The action plan is intended to provide the peer study participants with steps to take from this point forward. Two separate charts have been provided so that the participants are aware of steps that they can take if they decide to formalize and fund a recreation partnership like the Saucon Valley Recreation Partnership.

If the Saucon Valley Recreation Partnership continues to operate at its current status, follow this chart.

Action Item	Priority	Completed
1. Work on the website that will provide regional information on parks and recreation to the public.	immediate	
2. Request a list of priorities and goals relating to recreation or parks from the public bodies. Determine if they need help from the SVRP to accomplish their goals.	January, annually	
3. Determine whether any changes need to be made to the partnership agreement prior to its expiration or automatic renewal in April 2014. Discuss status of the SVRP with public bodies and determine if there are changes desired to its capacity. If so, look down to the second table.	January 2014	
4. Establish goals and set priorities for recreation programs and park work, recognizing that the work is limited to what volunteers can accomplish.	January, annually	
5. Recommend recreation program goals based on the recent program inventory and needs assessment.	Within the year	
6. Observe programs, visit parks and provide feedback to public bodies on management, maintenance, etc.	Within the year	
7. Provide recommendations to public bodies on aspects of parks and recreation that are regional in nature	ongoing	
8. Identify efficiencies in delivery of recreation programs and schedule coordination that a volunteer regional group can handle to provide benefit to the residents.	ongoing	
9. Develop relationships and work cooperatively with the elected officials, community athletic organizations, Community Center, historic organizations, etc.	ongoing	
10. Serve as liaisons between elected officials and special interests or the general public, when appropriate	ongoing	
11. Coordinate related park or recreation services to encourage maximum use of facilities and lower cost of services.	ongoing	
12. Promote and publicize services to the community.	ongoing	
13. Encourage citizen participation and input for new ideas.	ongoing	
14. So as to maintain a good relationship between the public bodies, in-kind services can be tracked, if any, so that each municipality knows how much they have invested in the regional program. This may help to show which municipalities are the strongest and most likely to participate in a financial arrangement in the future.	ongoing	

If in the future the public bodies decide to give the Saucon Valley Recreation Partnership authority and funding capacity, they will need to negotiate terms and formalize an agreement.

Action Item	Priority	Completed
1. The public bodies should determine their recreation and park needs and decide whether they should be addressed by a new SVRP with more capacity. The SVRP may advise the public bodies on the needs and decision-making.	anytime	
2. An intermediate step could be for Hellertown Borough Council to establish a Park and Recreation Board, like that of Lower Saucon Township. The boards could meet and discuss topics in a regional setting. This step does preclude the School District from the regional talks however.		
3. If the public bodies wish to hire a full time circuit rider director and receive financial assistance from DCNR for the salary, an intergovernmental agreement needs to be adopted setting up a regional entity to hire the employee.	anytime	
4. If the public bodies decide to pursue a new formalized agreement, they should be prepared to discuss their financial and staffing anticipations.	anytime	
5. One of the municipalities may apply for a technical assistance grant from DCNR or PRPS to assist with negotiating terms of an intergovernmental agreement.	anytime	
6. The public bodies should each appoint representatives to meet and negotiate terms for an intergovernmental agreement. One of the representatives should be an elected official who can speak regarding financial decisions.	anytime	
7. In order for DCNR to fund a circuit rider grant, they need to see that a regional recreation body has been established with a commitment of at least a couple of years – long enough to justify paying towards a director’s salary.	anytime	
8. A circuit rider grant application can be made anytime during the year. There is a rolling application period.	anytime	

APPENDIX A

WHY COOPERATE??

❖ **Shared interest of citizens/Interdependence**

- Municipal boundaries are not walls, especially for those who use park and recreation amenities
- Citizens are taxed, earn their money and spend their money across municipal boundaries, therefore communities are economically dependent on each other
- Physical features cross over municipal boundaries (i.e. Rivers, mountains, water quality,...)
- Social groupings do not follow municipal lines (i.e. Religious institutions, social activities, educational institutions,...)
- Other forms of government do not follow municipal boundaries

❖ **Efficiency**

- Advantage of reaching ‘critical thresholds’ for purchasing
- Ability to distribute overhead costs
- Maximize use of capital equipment, as well as spread out cost

❖ **Effectiveness is improved when:**

- Problems cross over municipal boundaries (i.e. development, water quality,...)
- Special skills are needed by staff

❖ **Cooperation is the way of the future**

- Priority is given when awarding grants to municipalities who develop partnerships
- Multi-municipal planning is being encouraged by PA State DCNR
- Priority is given by PA State to communities who successfully complete projects that are grant funded

“People who use parks don’t care who owns them; they just want to play”

...Diane Kripas, PA DCNR Bureau of Recreation and Conservation

<p style="text-align: center;">METHODS OF COOPERATION TYPES OF INTERGOVERNMENTAL AGREEMENTS</p>
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1. **Handshake agreement**
 - Includes written agreements not formally adopted under Intergovernmental Cooperation Act
 - Easy to arrange and informal
 - No long lasting commitment – easy to dissolve
 - Subject to misunderstanding and potentially bad feelings
 - Simple, limited in scope to agreements not requiring legal responsibility

2. **Agreements created under Intergovernmental Cooperation Law (Act 177 of 1996)**
 - If a municipality has the power to take an action or deliver a service under the provision of its code or charter, it has the power to cooperate in doing so
 - Two or more municipalities (includes school districts) may jointly cooperate or agree in the exercise of any function, power or responsibility
 - Formal commitment and time-consuming to arrange
 - A written agreement is essentially a legal contract, but has broad language to allow flexibility
 - May be as detailed as the participants wish and have much flexibility
 - Act 177 has two basic organizations:
 - Contract program – provider/purchaser relationship between parties where one municipality agrees to sell a service/program to other municipalities at an agreed-upon rate for a specific period of time. Purchaser’s control and responsibilities are limited
 - Joint program – municipalities have shared ownership and control of the program
 - Requirements of the Act 177 agreement
 - Agreement must be enacted by ordinance that details:
 - Specific conditions of the agreement
 - Duration/term of the agreement must be set
 - Purpose and objectives of the agreement, including powers and scope or authority delegated in the agreement
 - Manner and extent of financing the agreement
 - Organizational structure necessary to implement the agreement
 - Procedures for acquisition and disposition of all property
 - Authorization for the entity created by this agreement to enter into contracts for insurance, employee benefits, etc.

3. **Council of Governments**
 - Special kind of Act 177 organization that may include several intergovernmental agreements
 - General or multipurpose organization formed by group of municipalities working together toward finding solutions to numerous problems
 - Has a broad responsibility
 - Provides a forum for the discussion of regional issues
 - Almost always comprised of elected officials
 - Members may be required to participate in activities that do not directly benefit them

4. **Joint Authorities created under Municipal Authorities Act of 2001 (Act 22)**
 - Most often used when major capital investments are required (i.e. swimming pool, recreation community center,...)
 - Governed by an authority board appointed by two or more member municipalities
 - May borrow money, raise revenues, acquire property, sign contracts and take similar actions
 - Local officials give up control and board members are given complete decision-making power, so it may not be subject to political pressure
 - Typically a long-term commitment

APPENDIX B

SCOPE OF WORK FOR PEER TO PEER PROJECT SAUCON VALLEY

Final

All work will be completed for the study committee for the Borough of Hellertown, Lower Saucon Township and Saucon Valley School District.

****NOTE:** Work is not necessarily implemented in the order that tasks are listed below.

- A. Project Administration
 - Peer will provide agendas for study committee meetings
 - Peer will provide regular updates, as needed, to Study Committee
 - Peer will schedule meetings, with assistance from Project Manager when necessary
- B. Gather background information from representatives of the Saucon Valley Partnership, the municipalities and school district to determine the breadth of their responsibilities and operations.
- C. Research and become familiar with the following:
 - Municipal recreation programs and special events
 - Recreation programs offered in the region by outside providers
 - Municipal park and open space properties that may be considered for park improvements)
 - School District facilities and properties available for shared use
 - Related user groups of the above parks or facilities that may be critical to consider with collaboration
- D. Identify key issues that require immediate strategies for action for resolution
 - Softball/baseball field needs for fall of 2011
 - Girls soccer for the school district is moving to fall in 2012 to accompany boys soccer and there is a deficiency in number of fields for play
 - Coordination of indoor space at schools and other municipal facilities for expanded recreation use
- E. Identify key issues and develop solutions and alternatives based on input from:
 - Study committee members
 - Elected officials/staff of municipalities,
 - Key person interviews (as needed) of individuals and representatives of organizations identified by study committee
 - Focus group meetings, as identified and needed
- F. Analyze findings and consider possible efficiencies in:
 - coordinated scheduling of events at municipal and school parks and facilities
 - cooperative management and maintenance of parks and facilities
 - programs or special events offered to broader audiences to potentially reduce duplication in offering programs or providing services
 - other partnership opportunities between municipalities and school districts
 - pooling financial resources to hire one staff person to perform responsibilities for each participant instead of relying on municipal staff and all volunteers

- as an alternative, a system where as volunteers and existing staff can work to schedule, manage and maintain in a more cooperative and efficient manner

G. Discuss options for collaboration and cooperation

- What could it look like?
- What form of agreement might be involved (“handshake”, intergovernmental cooperative agreement, part of COG)
- Is it indicated that a person is needed to be hired for full time or part time shared use?
- How would the finances work?

H. Prepare Budgets

- 5 year projected budget for regional entity
- Year 1 budget with detailed line items

I. Prepare information for personnel (if desired and time allows)

- job description for full time or part time employee
- Job advertisement

J. Prepare an action plan

K. Peer will attend meetings as needed with the study committee and other necessary groups, as is determined by need and budget

L. **After a regional group is formed, Peer can continue to meet and work with a new regional entity if the group wishes and as time and budget allows – this pertains to all of the following:

- Attend monthly meetings and provide technical assistance, assist with setting goals, etc.
- Assistance with employee contract or Memorandum of Understanding for employment
- Assist with hiring circuit rider director
- Mentoring for circuit rider director

M. Prepare a final report

- Table of Contents
- The report will detail the peer process including purpose and goals, issues and recommendations
- All final documents described above will be included
- Appendix with examples of appropriate materials
- 2 paper copies will be provided for each municipality and the school district and 3 for DCNR
- A digital version of the report will be provided to each municipality and the school district in a mutually-agreeable format

APPENDIX C

QUESTIONS TO CONSIDER FOR FIRST PEER MEETING

March 10, 2011

To: Peer Study representatives of Hellertown, Lower Saucon and Saucon Valley School District
From: Samantha J. Holbert, Peer Consultant

In preparation of the first meeting, I would like for you to think about responses that you might have to a few questions:

To Hellertown and Lower Saucon Township

- What are the strengths of your municipality's parks, trails and recreation departments?
- What are the weaknesses of your municipality's parks, trails and recreation departments?
- What types of facility needs do you have?
- What is it specifically that your municipality would like to gain from a regional parks and recreation entity?
- Are there any aspects of economic development where your municipality could benefit by park/recreation expertise in a staff position? (Such as trail development, historic interpretation, events to attract tourism)
- Do you have a standing open space board and if not, is there need for this peer project to consider any open space initiatives/projects?
- Are there projects that you would have liked to undertake but haven't been able to due to lack of park/recreation expertise, staff time or financial resources?
- What would you like to learn from interviews with key people?

To Saucon Valley School District

- What types of facility needs do you have?
- What is it specifically that your district would like to gain from a regional parks and recreation entity?
- Do you have needs that a recreation staff person for a regional entity could help your District meet? (Such as summer camp, recreation activity on snow days and school holidays, afterschool or latch key programs, exercise programs for students or staff, nutrition programs?)
- What would you like to learn from interviews with key people?

Key People who have been submitted to Peer to date (not inclusive):

John Bate	Hellertown Borough Council		
Gail Nolf	Hellertown Borough Council		
Tom Henshaw	Supt of Hellertown P Works	John Masiado	Adult soccer
Theresa Maund	SV Community Center		Saucon Valley Youth Sports Assoc. (SVYSA)
Robert Shupp	Hellertown Police Chief		Youth Cheerleading
Joe Hoffman	Barry Isett employee – Borough Engineer	Carlene Anderson	Youth wrestling
Erik Schneider	Youth Football and Cheer	Ray O'Donnell	Saucon Valley Sports League
John Snead	Youth basketball	Ron Bracalente	Youth lacrosse
Joe Long	Youth soccer	Robert Zerfass	Hellertown Baseball
Chris Moughan	Youth baseball	Brent Sargent	Adult softball – KCE
Robert Frey	SVSD Athletic Director & Hellertown Jr. and Sr. Legion	Bob Youelle	APE

APPENDIX D

UPDATE ON SAUCON VALLEY PEER STUDY PROJECT

April 6, 2011 (updated 9/6/11)

To: Study Committee for Saucon Valley Peer Study Project
From: Samantha J. Holbert, Peer Consultant

The purpose of these updates is to provide you with a summary of actions taken, thoughts, and recommendations on proceeding with this project since the last meeting.

Key People with whom I have spoken to date :

Andrea Goff	Program Director for Bethlehem YMCA
Tom Henshaw	Supt of Hellertown Public Works
Erin Siegfried	SV Community Center
Guy Lesser	Lower Saucon Police Chief
Erik Schneider	Youth Football and Cheer
John Snead	Youth basketball
Chris Moughan	Youth baseball
Bob Frey	Hellertown Jr. and Sr. Legion
Robert Zerfass	Hellertown Baseball
Jennifer Schriffert	SVSL soccer
Roy Young	Boy Scouts

*I have contacted all key people submitted to me by email initially. I have spoken to those who have responded to my email. I held off on contacting elected officials specifically because I am awaiting the questionnaires to see who has more to say. More to come!

Highlights from Key Person Interviews:

- Dimmick Park East baseball field is scheduled between 5 leagues with no problems
- Routine maintenance is handled by athletic associations in Hellertown, but there is less preventative maintenance occurring, so the fields suffer over the long term
- Scouts have need for community service projects and may need more coordination with public works staff to implement these projects.
- Some fields could be brought back with some work
- Need for a place to “hang out” for teens
- Grist Mill soccer fields need more maintenance
- More baseball and softball fields needed for ages 5-15years
- Easton Road field could be retrofitted for use by baseball or softball
- Dimmick Park should remain for community use and not tournament play
- Scheduling of indoor gym space in winter is very tight
- There are conflicts with indoor gym schedules, especially when there are schedule changes, and there is no way to find out the gym schedules online anymore.
- Saucon Valley Community Center provides year around childcare at their main facility. They also provide before/after school child care at elementary school. The Center also provides free senior programs at their main facility and a location in Lower Saucon. They hold some night exercise classes

and their gym is available to rent for parties or basketball. Their desire would be to offer programs like a typical community center. They have interest in being involved with development/management of property where the old Reinhard School is soon to be demolished.

- The Community Center provides a free 8-week long, 15 hour/week summer park program in Lower Saucon for K-5th graders. Lower Saucon completely subsidizes this program. The Center evidently tried to hold the program in Hellertown previously but without subsidy from the Borough, so participation was weak.
- YMCA has offered a 10-week long, 40 hour/week day camp at Dimmick Park for past 2 summers. This program is for a weekly fee and it has grown the past 3 years. They are also beginning to provide recreation programs at Mtn. View Moravian Church across from Dimmick Park. They also offer swim lessons and water aerobics at Dimmick Public Pool. They would like to expand programs.

Other actions taken:

- Prepared a questionnaire to be completed by elected officials surveying their opinions on recreation cooperation and related issues. A draft of the questionnaire was reviewed and commented on by J. Cahalan, C. Kichline and R. Frey prior to being emailed. (See attached Questionnaire)
- Phone called the Executive Director of the Blue Mountain Recreation Commission to discuss joint scheduling for community and school activities/facilities.
- Phone called Executive Director for Eastern Schuylkill Recreation Commission to discuss shared use with school facilities and a partnership with the local YMCA.
- Visit on April 5th to visit parks in Hellertown and Lower Saucon and view the facilities at the School District. Also gathered helpful information from J. Cahalan, C. Kichline and R. Frey.

Observations and thoughts to date:

- There are two people scheduling school facilities currently on 2 calendars, although this summer they should be scheduling on one web-based calendar. Can the municipal facilities be added to this system for scheduling so a team could request a field for a specific time/date and the entire database of fields at the school and the parks could be searched?
- It seems that if some minor improvements were made to re-open and improve some existing fields in some of the community parks, there may be enough fields for fall soccer, youth baseball and softball. The proposed improvements of the old fields at the school would also help to accommodate the school teams and the community associations.
- It would be ideal if the SVSD's capital money for the fields could be used to leverage additional funds by acting as a match for a grant. Peer will do a little research to see if there are grants available in the time frame in which the District is looking to move on their field/stadium/track improvements. These improvements would provide a great recreation/wellness/fitness benefit to the greater community.
- It would take a change of thinking and process to incorporate regional maintenance practices into the parks; however it could be a goal. Currently, maintenance is handled by a combination of public works departments, athletic associations, other community associations and the School District. We could explore the sharing of a maintenance person between the 3 public entities.
- We have determined that recreation programming is currently being provided by the Saucon Valley Community Center and Bethlehem YMCA. Both non-profits wish to grow their programming in the Saucon Valley region. We will have to evaluate whether a separate municipal recreation entity would be direct competition, or whether it can be financially sustainable.

OPTIONS FOR DISCUSSION

April 14, 2011 updated

To: Saucon Valley Peer Study Committee
From: Samantha J. Holbert, Peer Consultant

I would like to go over some thoughts with you regarding this project and actions that I would like to work on:

- Hold a sports groups meeting with representative of the following:
 - Saucon Valley Youth Sports Association (football and cheering)
 - Youth soccer
 - Youth baseball
 - Youth lacrosse
 - Legion baseball
 - Adult baseball – Royals
 - Adult soccer
 - Adult softball – APEX
 - Should the marching band be included since they practice on a field too?

I would have maps available for public parks and school facilities and ask the groups to look at their options for playing fields. We would brainstorm whether any information could be shared between organizations to benefit volunteers and participants, whether fields could be used more often with specified improvements, etc..

- Hold a discussion meeting with representatives of the 3 historical groups in Hellertown and Lower Saucon, including Sandy Yerger as the historic expert – I would like to see the extent of their common issues, needs and goals – I have been told that they haven't chosen to work together formally, although it's been tried, but if there is motivation to have access to a staff person who is a professional in seeing them with recreation opportunities, maybe they will be interested?
- Hold a discussion meeting with 2 public works directors, borough and township managers and Building and Grounds Supervisor from the SVSD. Lead them into discussion on ways that they can share in park and facility maintenance, labor, equipment, purchasing, capital improvements, etc..
- How can a new organization partner with the SV Community Center so we are not creating a competing organization? I would like to get more information from the SV Community Center like a budget and the name of a board member with whom to speak. I would like to get a better feel for their operation and where they receive their operating funds. Can I get help with obtaining this information?

The Regional Comprehensive Plan and Regional Open Space Plan (with Upper Saucon) recommend a regional recreation entity. The Comp plan really focuses on partnership and relationships in the provision of services. There is also a great deal of focus on the entire community quality of life aspects – environment, culture, history, recreation and downtown vitality. These can all be tied together to some extent if you all wish in the scope of a regional recreation entity and possibly a staff person.

Thoughts and comments please?!

Status Update – Here is what we Know---

September 12, 2011

To: Saucon Valley Peer Study Committee
From: Samantha J. Holbert, Peer Consultant

I would like to solidify what we know at this point:

General

- ❖ The Township, Borough and School District have a recent history of cooperation in most areas
- ❖ It is clear that the entities would be happy to work within a regional manner to administer, manage and maintain parks, trails and recreation programs.
- ❖ The Regional Comprehensive Plan and Regional Open Space Plan (with Upper Saucon Township) recommend a regional recreation entity.
- ❖ With all the efforts to work cooperatively in other areas, there is a fear that “another regional entity” would create more bureaucracy

Maintenance

- ❖ The public works/maintenance/facilities departments of the 3 entities work well together currently but there is no “official” requirement or record being maintained on that cooperation. The department directors are not opposed to forming a more permanent cooperative agreement but don’t think it is necessary.
- ❖ In order for school athletics to be played at fields at the Township, Borough and School District, standards of care/maintenance need to be established and followed by all three entities.

Staffing

- ❖ There is support for a job description to be created for a regional park and recreation manager/director
- ❖ The job description would include scheduling of events and activities, grant writing, overall coordination and some recreation programming at a minimum
- ❖ A DCNR grant would pay for part of the salary for the first 4 years but the balance would be the responsibility of the 3 entities.
- ❖ Volunteerism is becoming less reliable so a staff person who can recruit and coordinate volunteers and ensure that “necessary things get done” is more important.

Recreation programming

- ❖ There has been indication that recreational programming is needed in the Saucon Valley but specific types of needed recreation have not been identified
- ❖ Recreation programming is currently being provided by the Bethlehem YMCA, Saucon Valley Community Center and various youth sports organizations

School District

- ❖ There is a need for more soccer fields and indoor gym space
- ❖ There is need for increased communication between school and community user groups

APPENDIX E

SAUCON VALLEY RECREATION AND PARK BOARD FIVE YEAR BUDGET PROJECTION - MODEL I

9/27/2011

This model proposal begins with a part time employee who will work an average weekly number of hours. The number of hours will increase annually until year 5 when the person will become full time or a Circuit Rider Director will be hired and the Regional Board will be eligible for a DCNR Circuit Rider grant.

Projected Costs	1st year	2nd year	3rd year	4th year	5th year
Personnel					
Personnel	\$ 7,800.00	\$ 12,480.00	\$ 17,680.00	\$ 23,400.00	\$ 40,000.00
# of hours/week * pay rate * 52 weeks	10 hrs @ \$15	15 hrs @16	20 hrs @ \$17	25 hrs @ \$18	FT salary
Payroll costs & benefits	\$ 400.00	\$ 640.00	\$ 900.00	\$ 1,200.00	\$ 25,600.00
Administration					
General Administration	\$ 1,300.00	\$ 1,700.00	\$ 2,000.00	\$ 3,000.00	\$ 10,000.00
Training/Conferences	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 2,000.00
Financial Services	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
Liability Insurance	\$ 150.00	\$ 200.00	\$ 300.00	\$ 300.00	\$ 3,500.00
Legal Services	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 500.00
Maintenance, Materials, Supplies and Services					
Rec. Programming Services	\$ 3,000.00	\$3,000	\$ 3,500.00	\$ 4,000.00	\$ 5,000.00
Total Expenses:	\$ 12,650.00	\$ 18,020.00	\$ 26,080.00	\$ 33,600.00	\$ 89,600.00
Potential Revenues					
DCNR Circuit Rider Grant	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
Program Revenue	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00
Total Revenues:	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 43,000.00
Total Expenses after Revenue:	\$ 11,650.00	\$ 17,020.00	\$ 25,080.00	\$ 31,600.00	\$ 46,600.00
SVSD 10% of expense contribution	\$ 1,165.00	\$ 1,702.00	\$ 2,508.00	\$ 3,160.00	\$ 4,660.00
Municipal Contributions needed:	\$ 10,485.00	\$ 15,318.00	\$ 22,572.00	\$ 28,440.00	\$ 41,940.00
Total Per Capita Rev Needed:	\$ 0.68	\$ 0.99	\$ 1.46	\$ 1.84	\$ 2.71
Hellertown Borough population	5,606	5,606	5,606	5,606	5,606
Annual Contribution	\$ 3,794.64	\$ 5,543.75	\$ 8,169.05	\$ 10,292.75	\$ 15,178.54
Lower Saucon Township population	9,884	9,884	9,884	9,884	9,884
Annual Contribution	\$ 6,690.36	\$ 9,774.25	\$ 14,402.95	\$ 18,147.25	\$ 26,761.46
Pop of participating municipalities	15,490	15,490	15,490	15,490	15,490
Total Contributions \$:	\$ 10,485.00	\$ 15,318.00	\$ 22,572.00	\$ 28,440.00	\$ 41,940.00

SAUCON VALLEY RECREATION AND PARK BOARD
 FIVE YEAR BUDGET PROJECTION - MODEL II

DRAFT 09/27/11

Model II is a proposal that begins with a full time Circuit Rider Director and shows the progression of the DCNR Circuit Rider Grant program. The DCNR grant pays 100% in the 1st year and 25% less in the following 3 years. The Benefits package includes family insurance, Deferred compensation, SS, and Unempl..

*These numbers are estimates and may change based on in-kind contribution.

Projected Costs	1st year	2nd year	3rd year	4th year	5th year
Personnel					
Personnel	\$ 40,000.00	\$ 41,500.00	\$ 43,150.00	\$ 44,875.00	\$ 46,700.00
Payroll costs & benefits (64% of salary)	\$ 25,600.00	\$ 26,560.00	\$ 27,616.00	\$ 28,720.00	\$ 29,888.00
Administration					
General Administration	\$ 8,000.00	\$ 9,000.00	\$ 10,000.00	\$ 11,000.00	\$ 12,000.00
Training/Conferences	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,000.00
Financial Services	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00
Liability Insurance	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00
Legal Services	\$ 300.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 500.00
Maintenance, Materials, Supplies and Services					
Rec. Programming Services	\$ -	\$ 500	\$ 750.00	\$ 1,000.00	\$ 2,000.00
Total Expenses:	\$ 77,900.00	\$ 83,460.00	\$ 88,016.00	\$ 92,595.00	\$ 99,588.00
Potential Revenues					
DCNR Circuit Rider Grant	\$ 41,000.00	\$ 31,000.00	\$ 20,000.00	\$ 10,000.00	\$ -
Program Revenue	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00
Total Revenues:	\$ 42,000.00	\$ 33,000.00	\$ 23,000.00	\$ 14,000.00	\$ 5,000.00
Total Expenses after Revenue:	\$ 35,900.00	\$ 50,460.00	\$ 65,016.00	\$ 78,595.00	\$ 94,588.00
SVSD 10% of expense contribution	\$ 3,590.00	\$ 5,046.00	\$ 6,501.60	\$ 7,859.50	\$ 9,458.80
Municipal Contributions needed:	\$ 32,310.00	\$ 45,414.00	\$ 58,514.40	\$ 70,735.50	\$ 85,129.20
Total Per Capita Rev Needed:	\$ 2.09	\$ 2.93	\$ 3.78	\$ 4.57	\$ 5.50
Hellertown Borough population	5,606	5,606	5,606	5,606	5,606
Annual Contribution	\$ 11,693.34	\$ 16,435.82	\$ 21,177.00	\$ 25,599.95	\$ 30,809.19
Lower Saucon Township population	9,884	9,884	9,884	9,884	9,884
Annual Contribution	\$ 20,616.66	\$ 28,978.18	\$ 37,337.40	\$ 45,135.55	\$ 54,320.01
Pop of participating municipalities	15,490	15,490	15,490	15,490	15,490
Total Contributions \$:	\$ 32,310.00	\$ 45,414.00	\$ 58,514.40	\$ 70,735.50	\$ 85,129.20

SAUCON VALLEY RECREATION PARTNERSHIP
Model Operating budget for first year

Projected Costs	
Personnel	
Recreational coordinator's wages	
\$15 x 10 hrs/wk x 50 wks	\$7,500.00
Payroll costs	\$400.00
Liability Insurance	\$150.00
Rec. Programming Services	\$2,000.00
Advertising	\$1,000.00
Mileage	\$300.00
Supplies	\$1,000.00
Total Expenses:	\$ 12,350.00
Potential Revenues	
less Program Revenue	\$ 1,000.00
Total Expenses less program revenue:	\$ 12,329.00

Per Capita Multiplier:	\$ 0.68
Hellertown Borough population	5,606
Annual Contribution	\$ 3,812.08
Lower Saucon Township population	9,884
Annual Contribution	\$ 6,721.12
Pop of participating municipalities	15,490
PASD Contribution	1,233
Total Contributions \$:	\$ 11,766.10

**Population reflects 2000 population from the US Census Bureau*

Sources of Income

September 28, 2011

To: Saucon Valley Peer Study Committee

From: Samantha J. Holbert, Peer Consultant

Potential Sources of Income for a Park and/or Recreation Commission:

User fees

- Field rentals
- Pavilion/picnic area rentals
- Building rentals (if applicable)
- Revenue generating facilities - facilities that you'd like to build and operate in the most self-supporting way possible - such as community center, swimming pool, golf course, ice/roller rink, campground

Program revenue

- Programs have expenses
- Programs can be provided as a "service" and are free to the community
- As financial times are tougher, the size of the population served should be considered when reviewing free programs
- The Pennsylvania Department of Conservation and Natural Resources (DCNR) 2002 *Budget and Salary Survey* of full-time recreation and parks departments showed that recreation program fees accounted for an average of 30 percent of total operating budget revenue.

Grants

- Most are matching and require cash or in-kind match
- Can be easier to secure with a regional entity because it demonstrates an official partnership
- Grants require work to search for, apply and implement

Per capita contribution – for overall budget or a specific line item like capital projects

- Is a fair way to bring in revenue based on the population served – can be driven based on the total budget
- Can be away to secure an annual amount of funding for a specific project, such as a capital project (ie. Community center building)

Fundraising

- A 501C3 non-profit organization can be created to raise funds for the park causes – local government entities can accept tax-deductible donations but some people do not like to donate to the government – some grants and foundations only can be given to non-profit organizations
- A non-profit can have a membership that requires an annual membership fee
- Merchandise can be sold to fundraise

* Any of these items can be used to generate revenue to replace funds the municipality was already spending to perform certain projects. The municipality can use those funds that they are saving to pay a per capita rate to the Park and/or Recreation Commission in order to pay a full time employee.

* Costs can be saved if there are in-kind contributions toward administrative expenses such as office space, computer, telephone and internet, copying, etc..

APPENDIX F

Sample RECREATION COMMITTEE JOB DESCRIPTION

Job Title: Recreation Coordinator
Accountable to: Saucon Valley Recreation Partnership
Supervises: part time, seasonal and contractual employees, instructors and volunteers

Primary Objective of the Position: A part-time position that will be responsible for the organization and management of a variety of recreational programs and activities at indoor and outdoor recreation facilities throughout the School District area of the _____ region. The position may include nighttime, weekend and holiday hours as necessary and may have the potential to become full-time employment.

TYPICAL EXAMPLES OF WORK

Administration:

- Manage and supervise all operations and activity as directed by the Board.
- Investigate, acquire, administer, and monitor grants from public and private sources.
- Manage the finances of the Board including the operating, program, and grants budgets. Process and account for all revenues and expenditures in compliance with Committee policy.
- Assure adequate and appropriate record keeping and presentation of reports to the Committee as required.
- Implement fundraising efforts to support the Commission and its activities.
- Promote and inspire a cooperative working relationship with the Commission and participating municipalities and the School District, as well as other local, regional, state and federal government and voluntary agencies.
- Recruit and recommend staff for hiring. Schedule, train and supervise all staff and volunteers. Assure that all staff and volunteers comply with all standard operating procedures and Board policies. This includes participation in interviewing for part time staff being conducted by the municipalities or School District.
- Attend meetings of the Committee and any other participants involving the region, as necessary or requested.
- Purchase needed supplies.
- Work with municipalities and the School District Athletic Director to create and maintain a schedule for activities to be held at municipal and school facilities within the region, as authorized by the subject municipalities and school district.
- Other duties as assigned.

Programming:

- Develop, administer, supervise and evaluate a broad program of recreation activities for all age groups and interests respective of the resources and needs of the residents of the Participating Municipalities and school district. (Also for residents outside of the Participating Municipalities boundaries provided that such programming is of primary benefit to residents of the Participating Municipalities)
- Advertise and promote regional programs and other municipal and school programs using a variety of methods.
- Work with Super Summer Program at School District to mediate and coordinate with program sites at the school and municipal facilities
- Evaluate existing and future programs and recommend changes and/or improvements
- Contract with outside agencies and individuals, as necessary, to provide program instruction.
- Contract with outside agencies for the use of their facilities for Board programs, when necessary.
- Encourage optimum use of all parks and facilities and program partnering within the region
- Other duties as assigned.

Maintenance:

- Coordinate maintenance work with the departments of the Participating Municipalities if necessary.
- Other duties as assigned.

APPENDIX G

SAMANTHA J. HOLBERT
1303 Hickory Valley Road
Stroudsburg, PA 18360

Phone: 570-420-8067
Fax: 570-420-8067 (call first)
holbert.samantha@gmail.com

Intergovernmental Opportunities and Issues for Saucon Valley Peer Recreation Committee - September 6, 2011

(*original sent out in March but there was poor response – if you completed and emailed before, you don't need to do again)

Enclosure: Questionnaire for Elected Officials

My name is Samantha Holbert and I was hired as a consultant by way of a grant from PA Dept of Conservation and Natural Resources to perform a peer recreation study for Hellertown Borough, Lower Saucon Township and Saucon Valley School District. The purpose of this study is to collect input, analyze findings, consider possible efficiencies, and to recommend action(s) for the implementation of the following:

- coordinated scheduling of events at municipal and school parks and facilities
- cooperative management and maintenance of parks and facilities
- programs or special events offered to broader audiences to potentially reduce duplication in offering programs or providing services
- pooling resources to perform responsibilities for the three entities in a centralized manner; may hire a recreation coordinator taking advantage of available PA State grant funds instead of relying on municipal/school staff and all volunteers
- as an alternative, a system whereas volunteers and existing staff can work to schedule, manage and maintain regional recreation facilities in a more cooperative and efficient manner
- other opportunities for cooperation between municipalities and school districts to be determined

It is important that the study committee “get a pulse” on the opinions of the elected officials early in the process. I would like for you to respond to the questions in the attached questionnaire based on your opinion as an elected official representing your borough/township or school district. Please keep in mind that if an intergovernmental agreement is drafted to establish a regional entity, the agreement must specify the powers for the regional entity. Any powers that you wish for the regional entity to have at any time must be specified in the document, but do not have to be enacted immediately.

Please email the Questionnaire back to me by September 16th. If you would like to speak to me in depth on the telephone or in person regarding this project, please indicate so in your email and let me know when a good time is for me to call you and a phone number where you can be reached. I appreciate your time and response and look forward to hearing back from you. The success in this project is largely up to the input from the community and you are an essential part of that! Thanks!



QUESTIONNAIRE ON PARK/OPEN SPACE/RECREATION OPTIONS

January 10, 2013

****PLEASE COMPLETE AND RETURN BY FRIDAY, SEPTEMBER 16, 2011****

Email this document to holbert.samantha@gmail.com.

NOTE: All questions may not apply to the school district or the municipalities

○ **Township/Borough Involvement**

- ✓ Do you see benefit to your township/school district participating in a regional entity that works with parks, recreation and open space issues? _____
- ✓ Are you in favor of your township/school district participating in a regional entity that works with parks, recreation and open space issues? _____

○ **Primary Functions** (“X” all that are applicable)

In your opinion, what powers should be given to regional entity in an intergovernmental agreement?

**NOTE: These powers can be exercised over time and not immediately*

- ✓ recreation programming/special event planning _____
- ✓ regional scheduling of district and community fields, pavilions, etc.._____
- ✓ searching, applying for, overseeing grants _____
- ✓ assist with planning parks/greenways/open space land management_____
- ✓ assist with developing municipal or regional parks _____
- ✓ manage municipal park properties (upon designation by municipality) _____
- ✓ manage greenways and trails _____
- ✓ maintain municipal parks or open space lands _____
- ✓ joint purchasing _____
- ✓ land acquisition/lease future park properties/facilities _____

○ **Intergovernmental Organization Board Structure** (“X” one)

Should a regional entity consist of:

- ✓ all appointed individuals and at least one elected official? _____
- ✓ only appointed residents? _____

○ **Ownership**

Should a regional entity be allowed to own real property? _____

○ **What could be the role of the existing municipal park boards?** (“X” one)

- ✓ they could remain in existence as they are to oversee municipal park issues _____
- ✓ they could be disbanded & members moved to the regional entity _____
- ✓ both of the above shall occur gradually _____

○ **Financial Administration for municipalities**

What should be the method for municipal funding a regional entity? (“X” one)

- ✓ per capita contribution based on 2010 census (based on population)_____
- ✓ split evenly between municipalities _____
- ✓ no financial support from your municipality? _____

Should the budget be administrative only or include maintenance and capital projects? _____

How could the local financial contributions be paid to a regional entity? (“X” one)

- ✓ annual lump sum _____
- ✓ quarterly _____
- ✓ three times per year _____

○ **School Board Involvement** (“X” one that is applicable)

In your opinion, what should be the role of the school district?

- ✓ Financial support - % of regional entity’s administrative budget _____
- ✓ in-kind relationship _____
- ✓ no relationship _____
- ✓ other _____

Should the school district member be allowed to vote if there is an in-kind relationship? _____

○ **Staffing**

Do you see the benefit to your municipality/district for a regional entity to employ a part time or full time staff person for administration, coordination, grant writing, etc.? _____

Could the individual municipalities/district provide maintenance staff to turn over as full time employees of the regional entity or to be shared part time for park duties? _____

Should the regional entity hire its own maintenance staff, either upfront or once need is determined?

What maintenance equipment should be used by a regional entity? (“X” one)

- ✓ municipal-owned equipment _____
- ✓ regional entity-owned equipment _____
- ✓ combination of above _____

Are you concerned about overuse of your facilities by community groups and the need for additional maintenance? _____

○ **Recreation**

There are other providers of recreation programming and trail management in the Saucon Valley. What could be a role of other existing local recreation/open space providers?

- ✓ YMCA role _____
- ✓ other non-profit roles (such as youth sport providers) _____
- ✓ Nature Conservancy/Wildlands Conservancy, etc. _____

○ **Additional comments or questions** _____

Email back to holbert.samantha@gmail.com **THANK YOU FOR YOUR INPUT!!!**

Summary of Input Gathered from Questionnaire to Elected Officials

September 24, 2011

To: Saucon Valley Peer Study Committee

From: Samantha J. Holbert, Peer Consultant

We received 7 responses from the 3 entities with 4 responses from Lower Saucon Township, 2 from Hellertown and 1 from the District. It was not a strong response but gave an indication of the type of support there may be for a regional entity and what it can do and how it can operate.

Township/Borough Involvement

- Majority see benefit to their township/school district participating in a regional entity that works with parks, recreation and open space issues
- Majority are in favor of their township/school district participating in a regional entity that works with parks, recreation and open space issues

Primary Functions

Powers that were strongly supported to be given to regional entity in an intergovernmental agreement:

- recreation programming/special event planning
- regional scheduling of district and community fields, pavilions, etc
- searching, applying for, overseeing grants
- assist with planning parks/greenways/open space land management
- assist with developing municipal or regional parks
- joint purchasing

Powers that were supported by 50% or fewer to be given to regional entity in an intergovernmental agreement:

- manage municipal park properties (upon designation by municipality)
- manage greenways and trails
- maintain municipal parks or open space lands
- land acquisition/lease future park properties/facilities

Intergovernmental Organization Board Structure

A regional entity should consist of all appointed individuals and at least one elected official.

Ownership

A regional entity should not be allowed to own real property

What could be the role of the existing municipal park boards?

There was not strong response on this question, but half of the responses favored a combination of existing boards remaining and gradually moving members to a regional entity.

Financial Administration for municipalities

The preferred method for municipal funding a regional entity was per capita contribution based on 2010 census with a mixed response on whether the budget should be administrative only or include maintenance and capital projects.

There was equally support for payments to be made by member municipalities and school district in an annual lump sum or quarterly.

School Board Involvement

There was more support for the role of the school district to be financial than in-kind with no strong response on whether a school board member should vote if there is an in-kind relationship.

Staffing

The strong majority of responders see the benefit to your municipality/district for a regional entity to employ a part time or full time staff person for administration, coordination, grant writing, etc.

There was no defining opinion as to whether the individual municipalities/district should provide maintenance staff to turn over as full time employees of the regional entity or to be shared part time for park duties. There was not support for the regional entity to hire its own maintenance staff.

There was mixed support for municipal-owned or regional entity-owned maintenance equipment should be used by a regional entity.

There was little concern about overuse of your facilities by community groups and the need for additional maintenance.

Recreation

There was little comment on the role of other existing local recreation/open space providers in recreation programming and trail management in the Saucon Valley. There was a comment that the YMCA could provide education and that it was farther away and not a huge local recreation provider currently. It was noted that the Saucon Valley Community Center was more local.

Additional comment

___I'm not sure where this study is going, I am all for joint planning on future needs, i.e. gym space additional fields (no sense duplicating efforts). I see the need of this study is exploring the Sharing of municipal resources and equipment, joint bidding, joint maintenance, standardized maintenance and standards, the same fee schedules. As far as the scheduling aspect that system is not broken, a simple online calendar of events can be created and be accessed by both HB and LST. The school district already has a system in place that works with PIAA and is viewable online. We need to refocus our efforts on maintaining what we have and not creating another regional bureaucracy. ___

APPENDIX H

SAUCON VALLEY RECREATION PARTNERSHIP AGREEMENT

This Memorandum of Understanding is made and entered into by and among:

BOROUGH OF HELLERTOWN and LOWER SAUCON TOWNSHIP, hereafter collectively referred to as “Participating Municipalities”,

SAUCON VALLEY SCHOOL DISTRICT, hereafter referred to as the “School District”, and collectively referred to as the “Public Bodies”.

All are of Northampton County, Pennsylvania.

This Memorandum is regarding the establishment of a Saucon Valley Recreation Partnership (SVRP).

In consideration thereof, the Participating Municipalities do hereby agree as follows:

Saucon Valley Recreation Partnership

1. The Public Bodies have agreed to participate in a regional recreation committee to be called the Saucon Valley Recreation Partnership (SVRP) that shall meet at least quarterly for purposes of strategic planning, schedule coordination, development, coordination and implementation of regional recreation programs, partnership-building and related functions, determined to be mutually beneficial to those involved.
2. Each Public Body shall be officially represented by no more than two (2) persons designated by its elected officials to attend, participate in, and vote at SVRP meetings. Each Public Body shall have an equal voting right which means that the representatives of each Public Body shall cast one (1) vote. A quorum shall consist of one representative being present at the meeting from each Public Body.
3. The SVRP shall act in an advisory capacity to the Public Bodies on matters pertaining to programs, parks and recreational facilities of the Public Bodies.
4. A Public Body may contribute funds and/or in kind services at any time to pay for more service from the SVRP.
5. The SVRP may recommend reasonable fees for operation of recreational programs.
6. The SVRP shall not in any manner obligate the Public Bodies for the payment of any additional funds unless the same is appropriated by the Public Body.
7. The expenditure of any funds by the SVRP will require approval by each of the Public Bodies.
8. The SVRP shall provide a quarterly report to the Public Bodies detailing tasks that have been achieved.
9. The SVRP may coordinate with the Public Bodies for the in-kind use of employees, office service and supplies, parks and/or recreational facilities.
10. The SVRP shall coordinate with volunteers to implement their purpose, as needed.

Terms of Memorandum

11. The services performed and the expenditures incurred under this agreement shall be for public and governmental purposes and all rights, protections, benefits, immunities and limitations on damages shall be enjoyed by each Public Body and its respective agents, servants, employees and/or officers.
12. If an additional municipality wishes to become party to this Memorandum, the subject municipality shall submit a request to the SVRP to become a Participant upon receiving a two thirds vote by the Public Bodies.
13. Any party to this Agreement may withdraw from same provided the withdrawing party provides ninety (90) days written notice by Certified Mail of said withdrawal to the other parties.
14. The term for this Agreement shall terminate two years from approval by the last public body. It is understood that this Agreement is for the purpose stated in item #1 that is being attempted on a temporary basis in order to determine its need and whether it can continue on a permanent and on-going basis. If it is determined that the SVRP should continue on a permanent basis, then the Public Bodies can adopt appropriate ordinances and enter into a formal, written Intermunicipal agreement pursuant to the Local Government Inter-Governmental Cooperation Act.
15. This Memorandum may be renewed for consecutive two -year periods with the terms of the agreement open to negotiation before the date of termination. It is understood that any more permanent agreement requires that an intergovernmental cooperative agreement be signed and adopted by municipal ordinances.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have hereunto set their hands and seals the day and year first written above.

Date: _____ 3/14/12	HELLERTOWN BOROUGH BY: <u></u> President of Borough Council
Date: _____ 3/9/12	LOWER SAUCON TOWNSHIP BY: <u></u> President of Township Council
Date: _____ 3/27/12	SAUCON VALLEY SCHOOL DISTRICT BY: <u></u> President of School Board

APPENDIX I

SAUCON VALLEY RECREATION INVENTORY						
				16-May-12		
<u>Recreation Program Name</u>	<u>Sponsoring Entity</u>	<u>Program Type</u>	<u>Gender</u>	<u>Age</u>	<u>Fee</u>	<u>Facilities Used</u>
open swim, lap swim	Hellertown Borough	aquatics	all	all	varies	Hellertown Swimming Pool
swim lessons, water exercise	SVSD	aquatics	M/F	varies	varies	SVSD swimming pool
historic special events, field trips, education	Lower Saucon Area Historical Society	cultural/historic	M/F	all	free	Lutz-Franklin Schoolhouse
historic special events, field trips, education	Hellertown Historical Society	cultural/historic	M/F	all	free	Wagner Grist Mill
historic tours, special events & classes, art exhibits and classes	Saucon Valley Conservancy	cultural/historic	M/F	all	free	Heller Homestead
Gentle yoga for stress, grief & transitions	Christ Lutheran Church	fitness	M/F	adults	?	Chrnt Lutheran Church in Hellertown
senior fitness classes	SV Community Center	fitness	M/F		varies	SVCC, Seidersville Hall
Zumba, core classes	SV Community Center	fitness	M/F		varies	SVCC
community vegetable gardens	Saucon Valley Community Garden Association	gardening	M/F	all	free	Hellertown Area Library
babysitting class	YMCA Bethlehem	leisure learning	M/F	11-15 yrs	\$90-100	??
storytime, parties/special events centered on books	Bethlehem Area Public Library	leisure learning	M/F	youth	free	Bethlehem Area Public Library
storytime, parties/special events centered on books	Hellertown Area Library	leisure learning	M/F	youth	free	Hellertown Area Library
workshops, discussion groups, lectures, classes	Bethlehem Area Public Library	leisure learning	M/F	adults	free	Bethlehem Area Public Library
workshops, discussion groups, lectures, classes	Hellertown Area Library	leisure learning	M/F	adults	free	Hellertown Area Library
pre-teen club	SV Community Center	social	M/F	6-8th grades	free	SVCC
Senior learning	SV Community Center	social	M/F	55+	varies	SVCC
card games & bingo	SV Community Center	social-senior	M/F		varies	SVCC, Seidersville Hall
Halloween Parade	LS Twp and Hellertown Boro	special event	M/F	all	free	Hellertown Borough

Seasonal & holiday breakfast or dinner events	Saucon Valley Jaycees	special event	M/F	varies	varies	Dewey Fire Company, Dimmick Park
Adult Softball	Businessman's League	sports-adult	M	18 yrs +	varies	Town Hall Park
Baseball	Hellertown, LS Little Lge	sports-youth	M/F	5-15 yrs	\$70	Hellertown Fields and Dimmick Park
Basketball	Saucon Valley Youth Sports Assn.	sports-youth	M	2nd-8th gr	\$80	SVSD fields, KidsPeace, Churches
Cheerleading	SVYSA	sports-youth	F	5-12 yrs	\$70	Hellertown Park, Town Hall Park
Football	SVYSA	sports-youth	M	5-12 yrs	\$70	Hellertown Park, Town Hall Park
Soccer	Saucon Valley Soccer Lge	sports-youth	M/F	5-19 yrs	\$45-\$98	Hellertown Fields, Township Hall Park
Softball	Hellertown, LS Little Lge	sports-youth	F	5-15 yrs	\$70	Southeastern Park, Dimmick Park, Township Hall Park
Wrestling Club	Saucon Valley Wrestling	sports-youth	M/F	5-19 yrs	\$45	SVHS
Adventure Day Camp-Hellertown	Bethlehm YMCA	summer camp	M/F	K-5th grades	\$105-\$125/week	Dimmick Park
LST Summer Recreation Program	SV Community Center	summer camp	M/F	6-12 yrs	free	Lower Saucon, Steel City and Southeastern Parks
breakfast or dinner events	Hellertown/Lower Saucon Chamber of Commerce					
	Saucon Valley Lions Club					
	Saucon Valley Farmers Market					
FISHING CONTESTS AT GRIST MILL		call Cathy				
						Polk Valley Dog Park
to be determined						Saucon Rail Trail
Hellertown/Lower Saucon Community Day	Chamber of Commerce	special event	M/F	all	free	Dimmick Park

APPENDIX J

SAMANTHA J. HOLBERT
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Stroudsburg, PA 18360

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Fax: 570-420-8067 (call first)
holbert.samantha@gmail.com

Saucon Valley Recreation Partnership Survey Analysis

August 13, 2012

To: Saucon Valley Recreation Partnership

From: Samantha J. Holbert, Peer Consultant

The Saucon Valley Recreation Partnership created a survey through Survey Monkey to roughly determine the recreation interests of residents of Hellertown and Lower Saucon Township. The survey was only available online. The survey was advertised on the borough, township and school district websites, the Patch and using social media. The survey was available for response in May and June.

Analysis of the Recreation Partnership Survey-

- More females than males responded
- Over half of respondents were in mid-adult range of 36-54 years
- Majority don't think they know what activities are available to them
- HUGE request for centralized information source for recreation – in many sections of the survey
- Those who answered participate in recreation now
- Not being informed is the largest reason people don't participate
- Those who responded mostly had lived in the region for less than 10 years, but there was a strong representation from those who had lived in the region for more than 10 years.
- Twice as many of the respondents lived in Hellertown (60%) than in Lower Saucon (36%)
- **0-5 years** - strongest support for playground, story time, aquatics, arts/crafts and environmental education
- **6-12 years** - strongest support for aquatics, reading, outdoor activities and summers camps/playground
- **13-19 years** - strongest support for outdoor activities and teen social events, fitness/weights, sports and volunteerism
- **20-35 years** - fewer responded – strongest support for outdoor activities, fitness, continuing education, and social events
- **36-54 years** - largest response rate by far – strongest support for outdoor activities, fitness, volunteerism and continuing education
- **55+ years** - strongest support for cultural community events, fitness and continuing education
- **special needs** - 8% of the total respondents with a response - strongest support for physical and recreational programs

Conclusions:

1. Develop a website, or add park and recreation resources and activities to an existing regional website;
2. Compare the offerings of outdoor recreation activities in the region with the age groups with the interest – all groups except 55+ years like to participate in outdoor or environmental education programs
3. Compare the offerings of fitness-related programs in the region with the age groups with the interest – it was 2nd on the lists for the age groups over 12 years old
4. Support for aquatics was stronger in the youth under the age of 12 years than in the teenage or adult population. Be sure that there are sufficient places for youth to receive swim lessons, participate in recreational swim and/or in a competitive swim program.

Saucon Valley Recreation Inventory Survey Summary



	<u>Response Percent</u>	<u>Response Count</u>
1. What is your gender?		
Male	23.4%	25
Female	76.6%	82
2. What is your age?		
0-5	0	0
6-12	0	0
13-19	5.6%	6
20-35	17.8%	19
36-54	57.9%	62
55+	18.7%	20
3. Are you aware of all the recreational activities available to you?		
Yes	26.9%	28
No	73.1%	76
4. Do you see a need for a centralized information source for all recreational activities?		
Yes	89.3%	92
No	10.7%	11
5. Do you participate in recreational activities?		
Yes	86.4%	89
No	13.6%	14
6. What prevents you from participating in current recreational programs?		
Lack of time	28.6%	4
Not informed of current opportunities	64.3%	9
Not interested in the programs currently offered	7.1%	1
Programs are too costly	14.3%	2
Other (please specify)	7.1%	1
I have other activities outside of town		
7. Where do you live?		
Hellertown	60.4%	61
Lower Saucon Township	36.6%	37
Other	3.0%	3
Bethlehem (2)		
Allentown, work in Hellertown		
8. How long have you lived in Hellertown?		
1-10 years	42.6%	26
11-20 years	23.0%	14
21-30 years	4.9%	3
31+ years	29.5%	18

9. How long have you lived in Lower Saucon Township?		
1-10 years	40.5%	15
11-20 years	35.1%	13
21-30 years	5.4%	2
31+ years	18.9%	7
10. Is any member of your household between the ages of 0 and 5?		
Yes	24.7%	24
No	75.3%	73
11. Would that member of your household between the ages of 0 to 5 like to participate in any of the following recreational activities?		
Play ground	95.8%	23
Aquatics	83.3%	20
Tumbling	70.8%	17
Summer camps	66.7%	16
Library time/story time	87.5%	21
Youth sports	70.8%	17
Music	62.5%	15
Arts and crafts	79.2%	19
Environmental education (kids and critters)	79.2%	19
Other (please specify)	4.2%	1
Depending on access and offerings whatever my daughters like is what they would go to		
12. Is any member of your household between the ages of 6 and 12?		
Yes	35.1%	34
No	64.9%	63
13. Would that member of your household between the ages of 6 and 12 like to participate in any of the following recreational activities?		
Aquatics	97.1%	33
Environmental Education	70.6%	24
Gymnastics/Dance	55.9%	19
Summer Camps/Playground	82.4%	28
Library/reading	82.2%	30
Youth sports	76.5%	26
Music/theater	64.7%	22
Arts/crafts/painting	76.5%	26
Outdoor activities	82.4%	28
I need a summer day camp like Lower Saucon for Hellertown residents.		
14. Is any member of your household between the ages of 13 and 19?		
Yes	35.1%	34
No	64.9%	63

15. Would that member of your household between the ages of 13 to 19 like to participate in any of the following recreational activities?

Aquatics	39.4%	13
Dance/Gymnastics	21.2%	7
Environmental Education	33.3%	11
Fitness/Weight training	66.7%	22
Library/reading/studying	30.3%	10
Music/theater	24.2%	8
Outdoor activities	69.7%	23
Scouting	30.3%	10
Sports	63.6%	21
Teen social events	69.7%	23
Volunteerism	54.5%	18

16. Is any member of your household between the ages of 20 and 35?

Yes	30.5%	29
No	69.5%	66

17. Would that member of your household between the ages of 20 and 35 like to participate in any of the following recreational activities?

Continuing education/Lifetime learning	70.4%	19
Cultural Community Events	55.6%	15
Environmental Education (Activities)	40.7%	11
Fitness (including Aquatics, Zumba)	74.1%	20
Library/Book Clubs	55.6%	15
Art/Music/Theater/Dance	44.4%	12
Outdoor activities	77.8%	21
Social Events	66.7%	18
Special Interest/Hobbies	48.1%	13
Sports	51.9%	14
Volunteerism	59.3%	16

18. Is any member of your household between the ages of 36 and 54?

Yes	64.2%	61
No	35.8%	34

19. Would that member of your household between the ages of 36 and 54 like to participate in any of the following recreational activities?

Continuing education/Lifetime learning	63.3%	38
Cultural Community Events	56.7%	34
Environmental Education (Activities)	51.7%	31
Fitness (including Aquatics, Zumba)	70.0%	42
Library/Book Clubs	51.7%	31
Music/Theater/Dance	43.3%	26
Outdoor activities	78.3%	47
Social Events	60.0%	36
Special Interest/Hobbies	60.0%	36
Sports	50.0%	30
Volunteerism	66.7%	40

20. Is any member of your household over the age of 55?

Yes	26.9%	25
No	73.1%	68

21. Would that member of your household over the age of 55 like to participate in any of the following recreational activities?

Arts/Crafts	32.0%	8
Bus Trips	52.0%	13
Cultural Community Events	68.0%	17
Fitness (including Aquatics)	68.0%	17
Lectures/Continuing education/Lifetime learning	68.0%	17
Library/Book Clubs	40.0%	10
Music/Theater	56.0%	14
Outdoor Environmental Activities	44.0%	11
Special Interest/Hobbies	56.0%	14
Volunteerism	52.0%	13

22. Do any members of the household require special needs?

Yes	9.7%	9
No	90.3%	84

23. What types of programs should be available for individuals with special needs?

Cultural/Arts	66.7%	6
Aquatics	66.7%	6
Physical	77.8%	7
Recreational	77.8%	7
Social Opportunities	66.7%	6

24. What additional programs would enhance your household members' recreational needs?

- A list of what is available and low cost gymnastic and dance lessons for school age children.
- Lectures, craft workshops, how to classes such as canning, knitting, painting.
- An organized group to walk on the bike/hiking trail one night a week. Get to make new friends in town and get to see some of your old friends too.
- A summer park program for children similar to the one provided for lower saucon township children would be a wonderful asset for families in Hellertown.
- Utilizing other parks in the park system - everything revolves around Dimmick Park.
- Acting
- Aquatics, weight training, photography class, walking
- Not sure at this time. We are just learning more as we go.
- fix the bridges so we can avoid the traffic mess at 412+78
- All sports/programs offered through school district, my kids go to Catholic school in outside of town and miss out all announcements
- A comprehensive website that lists all activities, requirements and dates.
- I LOVE the movie nights in the park for the kids!
- I believe Hellertown should encourage more community wide activities that can include all demographics. For example, The Farmers Market is nice but clearly targets those with more expendable finances. Why not utilize Dimmick park, the Reinhart property or another area park and make it available

for local organizations or vendors that can appeal to everyone in town. Why must everything be so formal? This a small town with a lot of blue collar workers and retirees who I am sure would like an event they can walk around and participate in without feeling like they do not belong. Community Day is great...it allows anyone the chance to meet all the area businesses. Please continue to grow that event. I also feel the town should help develop and encourage locals to participate in the Dewey carnival. It is a great event to raise much needed funds and unfortunately it seems to be getting smaller and smaller each year. Why not team up with the firehouse and have one huge event? Encourage the towns businesses to have tents set up in Dimmick during that week so it attracts more people to the carnival and at the same time helps the businesses gain customers. Utilize the Hellertown pool more. Have a Free Day once a year so area residents can enjoy it. Put a small pavilion up in the bare space to the rear of the pool area and rent for birthdays ? Just some ideas I would like to see considered. We have a great town that has lost its way over the years. Lets get back to simple, small town living instead of trying to " keep up with the Joneses" .

- indoor facility for added space for sports, crafts, learning opportunities, and meetings.
- a list of offerings from the community we have been in Hellertown for 5 years and do not know of what is available for our children and ourselves to do. We use Charles chrin community center for our children activities since we know what they offer
- Enjoy biking/hiking and programs like SoLeHi library presents
- Day Camps. Nature Walks. Ranger Lead programs. Guides to activities in the area.
- summer program for 12 - 18 (mainly 12 - 16) years old. Maybe twice a week for pick up games of softball, kickball,
- volleyball, game night or evening swim at pool either mornings or evenings I'd like to see a year round intramural rec
- program for kids aged 12 - 18 who are not heavily into sports or clubs but would still like to play at an intramural or
- recreational level. Chess/games club, volleyball, kickball, softball, soccer, arts n crafts
- we would like to see financial support and expanded programming of the arts in dimmick park, in particular a proper stage
- instead of a concrete bomb shelter roof. between the concerts in the park and the movies and the community day
- activities, there is a need for an outdoor stage! let's see a usage of dimmick park that is not sport related.
- Dances
- additional mid teen recreational events.. enhance time spent in the parts.. ex. water street volleyball events - ex. events
- on the rail trail for teens - day fairs/in the park -
- I wish my 5 year old could do the Lower Saucon camp at Southeastern!!!!

APPENDIX K

Draft 11/13/11

INTERGOVERNMENTAL COOPERATION AGREEMENT ESTABLISHING THE SAUCON VALLEY PARK AND RECREATION COMMISSION

THIS AGREEMENT, made the ___ day of ___, 20___, by and among:

LOWER SAUCON TOWNSHIP, Northampton County, a 2nd class township existing under the laws of the Commonwealth of Pennsylvania;

HELLERTOWN BOROUGH, Northampton County, a borough existing under the laws of the Commonwealth of Pennsylvania;

Hereafter collectively referred to as “Participating Municipalities”;

SAUCON VALLEY SCHOOL DISTRICT, a school district existing under the laws of the Commonwealth of Pennsylvania;

Hereafter referred to as “School District”.

Hereafter the Participating Municipalities and School District are collectively referred to as “Public Bodies” and sometimes individually referred to as “Public Body”.

WITNESSETH:

WHEREAS, the Intergovernmental Cooperation Law (P.L. 1158, No. 177; 53 Pa. C.S.A. §2301, et. seq.) permits municipalities to enter into agreements to cooperate in the exercise of their powers and responsibilities with respect to recreation and parks; and

WHEREAS, it is believed by the Public Bodies that the citizens within their respective municipalities and school district will benefit by a community park, recreation, greenway, open space and school-related program jointly administered by them, which program shall comply with all applicable laws; and

WHEREAS, it is the desire of the Public Bodies to establish a Commission of appointed representatives to administer and carry out the Agreement (hereafter the “Members”) to be known as the Saucon Valley Park and Recreation Commission (hereafter the “Commission”); and

WHEREAS, to prevent duplication of effort and to maximize cost effectiveness, and in order to promote and conduct a coordinated program of community recreation and parks, education and open space protection, the Participants mutually desire to mobilize community resources to effectively and economically meet the present and future recreation, parks, school-related and open space needs of their citizens; and

WHEREAS, the Commission shall provide for planning, development, operation, maintenance and programming for the management, implementation, oversight, operation, and administration of applicable sections of the following:

- Saucon Region Recreation and Open Space Plan adopted in 2006 by Lower Saucon Township and Upper Saucon Township, who is outside this agreement;
- Multi-Municipal Comprehensive Plan in Pennsylvania’s Saucon Valley, adopted in 2009 by the Public Bodies;
- as well as other park facilities, school-related functions or recreation programs assigned to the Commission by the Public Bodies; and

NOW THEREFORE, the parties hereto, intending to be legally bound hereby, for and in consideration of the mutual covenants herein contained, covenant and agree that the following terms and conditions shall govern the formation and operation of the COMMISSION.

1. **INCORPORATION OF RECITALS**

The above recitals are incorporated herein as if fully set forth.

2. **PARK AND RECREATION COMMISSION**

- a. **Commission.** The Commission shall work to provide an efficient and effective coordinated delivery system for park, recreation and related school functions. The Commission shall govern, manage, operate and administer the parks, recreational facilities, open space and other real property expressly assigned to it by the Public Bodies, which assignment shall require the consent of the Public Bodies as set forth in this Agreement. The Commission also shall have the responsibility to govern and manage, but not necessarily operate and administer recreation programs, provided such programming does not exceed the approved budget.
- b. **Members.** The Commission shall consist of a total of five (5) Members all of whom shall serve without pay. All Members representing the Public Bodies have voting rights, as described below. The Members shall consist of, shall act, conduct business, and carry out or exercise their delegated powers, duties, responsibilities and authority through a joint board of representatives, appointed by the Public Bodies.
 - i. Each of the Participating Municipalities shall appoint two (2) Members to the Commission.
 - ii. Each Appointee must be a resident of the appointing municipality, and it is preferred that one appointee be an elected official.
 - iii. The School District shall appoint one (1) Member who shall be a resident or current employee of the appointing School District.
 - iv. If other municipalities or school districts become parties to this Agreement, then each such municipality and school district shall have such representation on the Commission as determined by an amendment of this Agreement.
- c. **Voting.** Each Member shall have one (1) vote. A majority of the Members' representatives on the Commission shall constitute a quorum. The Commission shall act on the majority vote of Members present at meetings at which a quorum of Members is in attendance.
- d. **Liaison.** Each Member shall serve as liaison for his/her appointing Public Body. The Members are responsible for keeping their respective Public Bodies informed of Commission business so that the Members can reflect and represent the position and views of their respective Public Bodies.
- e. **Terms.**
 - i. Each Member shall be appointed for an initial term as is indicated below with terms beginning at the signature date of the Agreement and expiring on December 31st of the following years.
 - ii. In order to create terms that expire in alternating years for the first term of this contract only, members terms shall end as follows:

Hellertown Borough –	One Member – December 2013
	One Member – December 2014
Lower Saucon Township –	One Member – December 2013
	One Member – December 2014
Saucon Valley School District –	One Member - December 2014

Terms shall expire every three (3) years following expiration of the first term.
- f. **Removal.** A Member shall be subject to removal by the appointing Public Body by a majority vote of those in attendance constituting a quorum of the appointing Public Body, in the following circumstances:
 - i. Just Cause. Any Member may be removed for just cause.
 - ii. Failure to Attend Meetings. Any Member who fails to attend three (3) consecutive meetings, or fifty percent (50%) of the Commission meetings in any twelve (12) month period, without reasonable cause or excuse, may be removed.
 - iii. Termination of Residency. Any Member who ceases to be a full-time resident of the appointing Participating Municipality may be removed.
 - iv. Termination of Employment/Residency. Any member who ceases to be a full-time resident or employee of the School District may be removed.

- g. Vacancies. In the event of vacancy due to removal, resignation or death of a Member, the appointing Public Body of such Member shall within sixty (60) days of vacancy or resignation appoint a successor to fulfill the unexpired term of such Member.
- h. Officers and Committees. Officers of the Commission shall be a Chairman, Vice-Chairman, Secretary, Treasurer, and such other officers, as the Commission may deem necessary. A Recording Secretary may be established who is not a Member of the Commission if needed to take minutes. The Commission may establish or organize itself into such committees as it sees fit to carry out its duties.
- i. Rules. The Commission shall adopt and promulgate written rules and policies to govern its operation, establish procedures for the conduct of its meeting, and prescribe the duties of its members and officers.
- j. Establishment of Advisory Committees. The Commission may establish advisory committees as deemed necessary or desirable for the operation of the Commission. The number of members and membership requirements of said committees shall be established by the Commission from time to time pursuant to the Commission's by-laws.

3. DUTIES AND POWERS OF THE COMMISSION

- a. Purpose. The Commission shall have the authority to govern, direct, administer, supervise, maintain, operate and/or contract with an outside agency of their choosing to provide the following:
 - i. Coordinated system of scheduling and managing recreation facilities for use by the School District and/or the community;
 - ii. Such parks, recreational properties/facilities, greenways, open space as may be designated by any of the Public Bodies to be under its jurisdiction or control;
 - iii. Recreational programs for the residents of the Public Bodies;
 - iv. Recreational programming to non-residents of the Public Bodies provided that such programming is of primary benefit to residents of the Public Bodies;
 - v. Recreational programming or park management as may be contracted for between the Commission and the Public Bodies.
- b. Equipment, Facilities, Supplies and Services. The Commission may contract for, purchase, or otherwise acquire, sell or otherwise dispose of furnishings, equipment, facilities, supplies, services or other amenities (collectively "Equipment"). Equipment which is acquired by the Commission shall be administered and maintained by the Commission for the benefit of all residents of the Participants. Equipment so acquired that is permanently affixed to the property of such Participant (herein after called "Fixtures") shall become the property of such Participant if the Commission is dissolved or if the Participant withdraws from this Agreement, unless otherwise agreed upon by all of the Participants. The acquisition and purchase of Equipment shall be in accordance with the standards set forth in the Act.
- c. Real Property.
 - i. The Public Bodies shall continue to independently own, manage and maintain their respective parks, recreational facilities, open space or other real property; however the Public Bodies shall have the right to contract with the Commission for management, supervision, maintenance and operation of their respective parks, recreational facilities, open space or other real property in accordance with this Agreement.
 - ii. The Commission shall have the authority to govern, direct, administer, supervise, maintain and operate parks, recreational facilities, open space and other real property pursuant to contracts entered into between the Commission and any of the Public Bodies provided that such contracts shall require the majority consent of the Public Bodies. The Public Bodies must assure adequate and ongoing allocation of resources for proper management and maintenance of the property for as long as the property is assigned to be under the jurisdiction of the Commission.

- iii. Nothing in this Agreement shall prohibit the Public Bodies from jointly acquiring, owning or leasing real property for use as a park, open space or recreational facility; however the Public Bodies shall have the right to contract with the Commission for management, supervision, maintenance, and operation of the jointly owned or leased real property in accordance with this Agreement.
- iv. The Commission shall not own or acquire real property without the unanimous consent of the Public Bodies.
- d. Employment of Personnel. To carry out its purposes, the Commission shall be permitted to:
 - i. Coordinate with the Public Bodies for the use of maintenance employees to maintain parks and recreational facilities and open space designated by the Public Bodies to be administered and maintained by the Commission;
 - ii. Coordinate with the Public Bodies for the use of clerical staff of the Public Bodies to assist with clerical functions of the Commission;
 - iii. Employ, manage, supervise and terminate personnel;
 - iv. Contract with the Public Bodies or other organizations to provide payroll services and other personnel benefits, when needed.
 - v. Establish personnel policies. All appointments, removals, promotions and suspensions shall be made by the Commission pursuant to Uniform Personnel Policies established by the Commission and make the same available for distribution to the Public Bodies. The Commission shall make uniform policies on wages, hours, conditions and terms of employment and other matters relating to the effective service, consistent with the laws of the Commonwealth of Pennsylvania. The Commission shall be empowered to enter into contracts for policies of group insurance and employee benefits, including Social Security for its employees.
- e. Conduct of Business. The Commission shall establish by-laws and operating procedures that shall not be inconsistent with this Agreement. By-laws shall incorporate any and all provisions set forth in this Agreement as to the conduct of business. The Commission shall operate within and abide by all applicable laws of the Commonwealth of Pennsylvania.
- f. Commission Meetings. The Commission shall meet monthly or at such times as the Commission determines to be appropriate. Special meetings of the Commission may be called at the request of members of two or more Public Bodies and/or the Executive Director. All meetings shall be held in accordance with the Pennsylvania Sunshine Act.
- g. Quorum.
 - i. A quorum shall consist of three (3) Members; a majority of the Members' representatives of the Commission.
 - ii. The Commission shall act on the majority vote of Members present at meetings at which a quorum is in attendance.
 - iii. Official action shall require that one member from each Participating Municipality is present.
 - iv. The foregoing requirements notwithstanding, if a meeting cannot be held because a quorum has not attended, or official action cannot be taken because there is not one member from each Participating Municipality present, those present may adjourn the meeting to such time and place as they may determine. Those who attend that adjourned meeting, although less than a quorum as set forth in the first sentence of this paragraph, and regardless of whether one member from each Participating Municipality is present, shall nevertheless constitute a quorum for the purpose of officially acting upon any resolution or other matter set forth in the notice of the meeting, if written notice of such adjourned meeting, stating that those Members who attend shall constitute a quorum for the purpose of officially acting upon such resolution or other matter, is given to each Member entitled to vote at such adjourned meeting at least ten (10) days prior to the day named for the adjourned meeting.
- h. Annual Report. The Commission shall submit an annual report of its activities to the Public Bodies not later than March 15th of each year for the previous year. The report shall include at least the following:
 - i. Year-end Income and Expense Report for all accounts;
 - ii. Statement of assets and liabilities;
 - iii. Statement of in-kind contributions received from each Public Body;
 - iv. Listing of capital projects completed or in progress;
 - v. Listing of attendance for all facilities and programs; (if applicable)
 - vi. General review of programming (if applicable)

4. EXECUTIVE DIRECTOR

- a. Executive Director. The Director shall be the Chief Administrative Officer of the Commission and shall be employed by the Commission at its discretion. The Director shall:
 - i. Carry out the stated purposes of the Commission;
 - ii. Administer and manage the day-to-day operations of the Commission and its staff and employees;
 - iii. Recruit and recommend to the Commission for selection and hiring of all personnel;
 - iv. Provide direction and leadership to the Commission;
 - v. Attend all meetings of the Commission;
 - vi. Recommend short and long range planning;
 - vii. Carry out other tasks as determined by the Commission.
- b. For the hiring of an Executive Director, the Commission shall be responsible for recruiting, selecting and employing an Executive Director.
- c. Director Evaluation. The Commission shall establish a means of performance evaluation of the Director, which shall occur at least annually.

5. FINANCES

- a. Fiscal Year. The fiscal year shall be the calendar year.
- b. Municipal Contributions. Each Participating Municipality shall contribute to the budget of the Commission based on the population of its respective municipality. Population shall be determined by the most recent decennial census available. In the years between a decennial census the population shall be determined by taking a straight line of growth between the actual census number and the following decennial census projected by the Census Bureau. The population of the Public Bodies for the first six years of this contract is set forth at Appendix "A", which shall be revised following each decennial census figure published by the US Census Bureau. Per capita contribution in subsequent years shall be determined by the annual commission budget pursuant to Sections 5(c) and 5(d) of the agreement approved by the Participating Municipalities.
- c. School District Contributions. The contribution of the Saucon Valley School District shall be based on 5% of the budget and shall not exceed \$5,000.00, unless approved by the School District. Additional contributions may be made to the Commission budget by the School District upon approval by the Public Bodies.
- d. Budget Submission. Each year the Commission shall prepare and approve by majority vote a proposed annual budget. The budget shall be submitted to the Public Bodies for consideration and approval no later than October 1st of the year immediately preceding the fiscal year for which the budget is proposed. By November 30th, each Public Body shall provide written notice to the Commission and all other parties of its approval or disapproval of the proposed budget. Notice of disapproval shall state with particularity the reasons for disapproval and identify the line items and other portions of the budget with which the Municipality disagrees. A Member that fails to give written notice of disapproval by November 30th shall be deemed to have approved the proposed budget.

If one of the Participating Municipalities votes to disapprove the budget, then the parties shall meet to negotiate a budget. If approvals are not reached by December 31, the budget shall be deemed to be an amount equal to the prior year's budget plus 5% increases, except in the four years when the Commission receives a Circuit Rider grant from the PA Department of Conservation and Natural Resources and the annual increase is set at 25%.

If the School District votes to disapprove the budget, their contribution to the approved budget shall be deemed to be an amount equal to the prior year's total contribution plus a 5% increase, except in the four years when the Commission receives a Circuit Rider grant from the PA Department of Conservation and Natural Resources and the annual increase is set at 25%.

- e. Maintenance and Operations Budget. Maintenance and operations funding will be determined based on the properties to be under the jurisdiction of the Commission under Article 3 of this Agreement. The Participating Municipalities shall make a cash contribution toward the Maintenance and Operations Budget,

or offer in-kind services to offset the cash contribution. Any in-kind service contributions must be agreed upon in the adoption of the budget.

- f. Payment Schedule. Each municipality shall make three (3) payments of their amount due. Payments shall be due on January 31, May 31 and September 30 of each year. Payments not made within 30 days of the scheduled due date will be charged a late fee of an additional 1.5% per month.

The School District shall make one (1) payment due on January 31st of each year.

- g. Receipt of Funds. The Commission may apply for, secure, acquire, receive, administer and dispense funds from municipal, state, federal, private or other sources.
- h. Fees and Profit. The Commission may charge reasonable fees for the use of parks and recreational facilities and for operation of recreational programs and engage in revenue raising activities as are incidental thereto. Such fees shall be accounted for in the operation of Commission business.
- i. Contracts. The Chair or the Vice Chairman of the Commission is authorized to sign all contracts on behalf of the Commission.
- j. Audit. All financial accounting records of the Commission shall be audited by an independent auditor at the close of each fiscal year. A copy of the audit report shall be provided to the Voting Members.
- k. Debt. The Commission shall not borrow funds without the unanimous consent of the Voting Members. All monies approved for borrowing may be secured with full collateral of the Commission's real property. Loans may not exceed 50% of the actual or appraised value of the Commission's real property.

6. IN-KIND CONTRIBUTIONS

- a. Property. Participants agree to make available, without charge, for use by the Commission the property of the Participants when the use of the Property by the Commission will not interfere with or conflict with the usage thereof by the Participants or by third parties, to which Participants granted permission to use, or be contrary to any legal restrictions or obligations relating to the use of the Property.

For the Commission's Administrative Budget, in-kind contributions may not be used to reduce the cash contribution provided by each municipality. The in-kind contributions shall include the cost and expenses related to or associated with the use of the Property of any Participant which would have been incurred by the Participant's property (including but not limited to maintenance, repair, insurance, heat, air-conditioning, ground maintenance, improvements, police and fire protections, water sewer, utility services and all other items of cost and expense) with respect to the Property irrespective of the Commission's use thereof.

The in-kind contributions shall not include costs and expenses which would not have been incurred by the Participants except for the Commission's use of the Property ("Supplemental Costs"). The Supplemental Costs actually incurred by each of the Participants shall be included in the Commission's budget and promptly reimbursed by the Commission, unless the Supplemental Cost is incurred by the Participant in exchange for another in-kind service by the Commission or one of its Members.

- b. Participating School District. The School District agrees to provide, without charge, access to School District owned facilities and properties when the use of the property by the Commission does not interfere or conflict with the respective School District's use of the facilities or properties. Each School District shall adopt a scheduling process for the Commission to follow.
- c. Participating School Districts agree to plan, cooperate and partner with Participating Municipalities and the Commission when developing school sites and facilities that may have regional recreational or open space preservation benefit to the region.

7. INSURANCE AND IMMUNITY

- a. Insurance, Waiver of Claims. The Commission shall maintain limits of liability of no less than one million dollars each occurrence/two million dollars aggregate against claims arising out of the activities of the Commission. The Commission and the Public Bodies shall be named as named insureds on all liability policies. Each Public Body hereby waives any and all claims and causes of action against the Commission and all other parties to the Agreement that may arise out of the activities of the Commission.

- b. Immunity. The services performed and the expenditures incurred under this Agreement shall be deemed for public and governmental purposes, and all immunities from liability enjoyed by each Public Body shall extend to its participation in services outside its boundaries. Similarly, as a matter reciprocal to the responsibilities, duties, authority and jurisdiction delegated under this Agreement, the Commission and their employees and officers shall have the same immunities from liability, the same limitations on damages, and the same rights, protections, and benefits as the Public Bodies have under all applicable laws.
 - c. Proportional Liability. For purposes of liability in actions arising out of the activities of the Commission that are not covered by insurance protection, the Voting Members shall be liable in the same proportion as their funding assessment. This provision does not and should not be construed as expanding the liability of the Commission or the Voting Members. All immunities, limitations on liability and damages, protections, and defenses under the laws of the United States and of the Commonwealth of Pennsylvania shall apply and are expressly preserved.
 - d. School District Hold Harmless Clause. The Commission agrees to indemnify, defend and save the Public Bodies harmless against and from any and all claims, demands or causes of action by or on behalf of any person(s) or entity(ies) arising from or in relation to the Commission's use of Public Body owned facilities and properties and will further indemnify and save the Public Bodies harmless against and from any and all liability claims arising from any breach or default on the Commission's part in the performance of any provision or agreement which it is to perform under the terms of this Intergovernmental Cooperation Agreement, including, but not limited to, governing, directing, administering, supervising, maintaining and operating recreation programs at Public Body owned facilities and properties, or arising from any act of negligence of the Commission, or any of its agents, contractors, servants, employees or licensees, and from and against all damages (both direct or consequential), costs, counsel fees, expenses and liabilities incurred in connection with any such claim or action or proceeding brought thereon. The Commission hereby assumes all risk of damage to property or injury to person, whether in, upon or about Public Body owned facilities and properties or elsewhere from any source and to whomever belonging arising from or related to the Commission's use of said facilities and properties and the Commission hereby waives all claims in respect thereof against the Public Bodies, including claims based solely on the simple or gross negligence, or failure to act of the Public Bodies, and agrees to defend and save the Public Bodies harmless from and against any such claims by others.
8. EFFECTIVE DATE, RENEWAL, TERM, WITHDRAWAL, DISSOLUTION, AND NEW PARTICIPANTS
- a. Effective Date and Term. This Agreement shall become effective on the latest date that any of the parties to this Agreement have approved, executed and delivered the agreement. The Agreement shall terminate on December 31, 20__.
 - b. Renewal. This Agreement shall be automatically renewed for consecutive four-year periods with the terms of the agreement open to negotiation upon renewal.
 - c. Withdrawal. Public Bodies may only withdraw from this Agreement at the end of the initial agreement period or any renewal term. At least a one-year notice of intent to withdraw must be presented in writing to the other Participating Municipality and the School District. Any Member that withdraws at any time shall continue to be responsible for its share of the Commission budget in the fiscal year of withdrawal and its share of the Commission budget in the year following its withdrawal. The exception is if a replacement Member with an ability to make an equal or greater financial contribution joins simultaneously. Any Participating Municipality that withdraws shall be responsible for its share of any debt service incurred by the Participating Municipalities in jointly acquiring real property for use as a park, open space, or recreational facility or personal property for use in a park, open space or recreational facility.
 - d. Dissolution. The Commission shall be dissolved if one of the Participating Municipalities and the School District elects to withdraw following the initial term of the Commission. Upon dissolution of the Commission, the equipment, property, materials, supplies, and capital assets of the Commission that remain shall be distributed to the Participants in proportion to the cumulative cash contributions of the Participants from the date of this Agreement to the time of dissolution, provided, however any fixtures that are affixed shall not be subject to the distribution provided for in this section. Any fixtures shall remain with the property on which they are affixed and calculated into the value of the land when being distributed.
 - e. Adding a Participant(s). At any time during the term of this agreement consideration may be given to invite or at their own choosing allow other municipalities to join and become part of this Agreement. The new

Participant may enter into the Agreement with a two-thirds vote of the Public Bodies, and must pass an ordinance which includes approval of this agreement and its amendments and authorizes the additional execution of this agreement by the new participant.

9. GOVERNING LAW

This agreement shall be governed by the Laws of the Commonwealth of Pennsylvania. This Agreement is adopted pursuant to P.L. 1158; NO. 177; 53 Pa. C.S.A. § 2301, et seq. and each of the Public Bodies shall take all necessary steps under statute to comply with same.

10. AGREEMENT APPROVAL PROCEDURES AND AMENDMENTS

- a. The Public Bodies agree to take all action necessary to carry forth the provisions of this Agreement.
- b. Each Public Body will adopt an ordinance or resolution approving and authorizing the execution of this Agreement.
- c. This Agreement may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute by one and the same instrument.
- d. Amendment. During the term of this Agreement, it may be amended only by agreement of all Public Bodies.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first written above.

Attest: **HELLERTOWN BOROUGH**
 _____ BY: _____
 Chair of the Board of Supervisors

Attest: **LOWER SAUCON TOWNSHIP**
 _____ BY: _____
 Chair of the Board of Supervisors

Attest: **SAUCON VALLEY SCHOOL DISTRICT**
 _____ BY: _____
 President of the School Board

“APPENDIX A” to the INTERGOVERNMENTAL AGREEMENT

	Actual 2010 US Census population	%change to proj. 2020	(estimated) 2013	(estimated) 2014	(estimated) 2015	(estimated) 2016
Hellertown Borough	5,898	(4.8%)				
Lower Saucon Township	10,772	16.4%				
TOTAL POPULATION:			(estimated) 2017	(estimated) 2018	(estimated) 2019	2020 proj.
Hellertown Borough						5,615
Lower Saucon Township						12,658
TOTAL POPULATION:						

**2010 Actual Population and Projected 2020 Population as projected in the Saucon Valley Multi-Municipal Comprehensive Plan **