
Lower Saucon Township
Parks & Recreation Board

Meeting Minutes

February 5, 2018

1. **Meeting Called to Order** – The meeting was called to order by Leslie Huhn at 7:00 p.m. at Town Hall
2. **Roll Call**
Present – David Spirk, Chairman (arrived 7:15 p.m.); Tom Butera, Vice Chairman; Niloofar Aflatooni, Atom Kallen, Bill Ross, Katrina Schreefer, Frank Thompson, Members; Ryan Stauffer, Council Liaison; Sydney Oskin, Nicholas Snead, Thomas Spirk, Junior Members; Leslie Huhn, Township Manager.
Also Present – Jessica O’Donnell, Greg Yestrumskas, and Ricky Gower, Hellertown-Lower Saucon Chamber of Commerce
3. **Nomination of Officers** – Mr. Ross nominated Mr. Spirk for Chairman, seconded by Mr. Butera. Motion passed 6-0 (David Spirk – Absent). Mr. Ross nominated Mr. Butera for Vice Chairman, seconded by Mr. Thompson. Motion passed 6-0 (David Spirk – Absent)
4. **Approval of December 4, 2017 Minutes** – Mr. Butera moved for approval of the December 4, 2017 minutes, second by Mr. Kallen. Motion passed 5-0 (Bill Ross – Abstain; David Spirk – Absent)
5. **Presentations**
 - **Hellertown-Lower Saucon Chamber of Commerce** – Ms. O’Donnell and Mr. Yestrumskas discussed Community Day and stated they are seeking a volunteer to act as Coordinator. A number of volunteers are needed because it is a large event with many moving parts, and they are hopeful to have the assistance of the Parks & Recreation Board. As it is a collaboration between Hellertown, Lower Saucon, and the Chamber, it’s important to have representatives assisting from each of the entities. A summary of the responsibilities of the Coordinator was handed out and discussed. However, if Parks & Rec does not have a person who would like to act as Coordinator, even a few volunteers or someone to act as liaison would be very beneficial. The Township will email the Board prior to Community Day meetings.
6. **Citizen Non-Agenda Items** – None
7. **Projects**
 - **Steel City Park** – The Agronomist will be visiting the park in Spring to evaluate and recommend any work that needs to be completed.
 - **Bird House Project** – Girl Scout Cathleen Zeigafuse has passed the half way point in completing the bird houses.
8. **Special Event Requests** – None
9. **Old Business** – Mr. Kallen visited the Little Free Library at Polk Valley Park and said it is in fine condition. There are approximately 55-60 books currently in it.
10. **New Business**
 - **Northampton County Grant** – The Township received a grant to complete several parks related projects:
 - **PVP Dog Park** – Replace existing fencing
 - **Woodland Hills** – Begin work on Management Plan including installation of ADA parking and signage; installation of ADA Loop Trail; removal of existing trails in poor condition, rehabilitation of existing trails in fair condition; installation of stream buffer plantings
 - **Southeastern** – Installation of new swing set and safety surface

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- **Town Hall Park** – Replacement of pavilion roof and installation of fitness equipment and safety surfacing, for which a recommendation is needed from P&R as to the manufacturer of the equipment. The general consensus was that the Little Tikes option was not ideal due to its construction and very condensed nature. The Playworld option was preferred, and if funds are not available to complete all fitness stations immediately, a staged implementation could be completed. The existing fitness stations should be removed due to their current condition.
 - Mr. Ross made a motion to go with a centralized system and to start with what funds would allow, adding more as funds are made available, and to remove the existing fitness stations. Seconded by Mr. Thompson. Motion passed 7-0
 - Mr. Ross reported that there is a new regional soccer club in the area called Steel FC which will be looking for fields to use, and apparently Polk Valley Park is high on their list. There are kids from the Saucon Valley on the team, so they should be permitted to use fields, but he would like to see the Saucon Valley program receive priority when booking the fields.
11. **Adjournment** – Motion to adjourn by Mr. Ross at 7:48 p.m.; second by Ms. Thompson; Motion passed 7-0
12. **Next Meeting** – Monday, March 5, 2018, 7:00 p.m. at Lower Saucon Town Hall