



Board of Parks and Recreation

South Whitehall Township
Lehigh County, Pennsylvania
November 9, 2020

BOARD MEMBERS IN ATTENDANCE:

Gregg Spence, President, Katrina Idleman, Secretary; Mark Ackerman, Bill Glose, Steve Walck, Dave Keppel, Keisha Champagne

BOARD MEMBERS ABSENT:

N/A

STAFF IN ATTENDANCE:

Mike Kukitz, Park and Recreation Manager, Randy Cope, Director of Township Operations, Greg Adams, Planner

OTHERS IN ATTENDANCE:

Diane Kelly, SWT Commissioner, Howard Kutzler

Minutes – October 12, 2020

AGENDA ITEM #1 - CALL TO ORDER

- A. Gregg Spence called the meeting to order at 7:01pm.

AGENDA ITEM #2 - ACCEPTANCE OF MINUTES

- A. Acceptance of the October 12, 2020 Meeting Minutes
 - a. Accepted by Bill G. and seconded by Mark A. (Vote – Passed unanimously)

AGENDA ITEM #3 - CORRESPONDENCE

- A. Subdivision Plan Review
 - a. Blue Barn Road Subdivision
 - i. Howard K. reviewed the plan to get feedback and recommendations from the Park and Recreation board for this project. Katrina I. asked if there was any way to try to connect the smaller open spaces into one larger open space for dedication to the township. Randy C. asked the developer to work to connect the walkability via a trail or sidewalk to the other new development being constructed just to the south of this project. It was agreed upon that the smaller open spaces and alley ways will need to be maintained by an HOA as the township would not take on that added maintenance. Howard K. informed the board that they would be speaking with the developer to the south about trying to make a sidewalk or trail connection. It was also discussed to see if the developer could look to relocate two dwellings which are located in the middle of the large active open space area.

1. No motion was made
- ii. George Sam Minor Plan
 1. Gregg A. stated that this is a simple one lot into two lot subdivision.
 2. Fees in Lieu of motion by Mark A. and seconded by Dave K. (Roll call vote – Passed unanimously)
- iii. 798 Hausman Road - Update
 1. Proposed parking area increased. With the increased impervious surface there would now be a new fee in lieu of in the amount of \$362.75.

AGENDA ITEM # 4 – OLD BUSINESS

- A. Projects Update reported by Mike K:
 - a. Covered Bridge Park Playground – Project is 90% completed with minor concrete work and a few panels still needed to be installed on the play equipment. The plan is still to have a ‘soft’ opening and to do a ribbon cutting and grand opening in the spring.
 - b. Vistas Park – Still waiting to hear about the DCED grant award announcement. Received a \$200,000 DCNR grant award to support this project.
 - c. Kohler Ridge – The Kohler Ridge Master Plan RFP will be going out immediately. Consultants must respond to the RFP by the November 30th deadline. The goal is to have this Master Plan completed in 2021.
 - d. Jordan Creek Greenway – No update, Michael Baker is still working to complete the design from Wehr Mill Road to Lapp Road.
- B. The Open Space Fund Report – No update, balance remains at \$618,763.70.
- C. Volunteer Recognition – Gregg S. stated that he would like to see a memorial tree planted with a small plaque to recognize all of the residents who helped during the park cleanup effort after the recent flood. Mark A. suggested that we invite them to join us for the playground ribbon cutting in April. Randy C. stated that we just planted trees near the playground and suggested that we create a plaque thanking those volunteers and place it near a newly planted tree. Katrina I. suggested that we make residents aware of the plaque through the website and social media once it is installed. Kiesha C. made a motion that a plaque be created. Seconded by Katrina I., vote passed unanimously.

AGENDA ITEM # 5 - NEW BUSINESS

- A. Draft Fee Schedule – Mike K. stated that the parks are seeing more and more requests for field usage and because of this a draft fee schedule was created for the board to review and provide general feedback. There was general discussion about the fee schedule including the addition of a clean up fee or deposit, resident vs. nonresident fees, memorial tree and bench program fees and general rental policies. Bill G. suggested that we implement a flat fee for mobile vendors rather than using a percentage of sales method. Randy C. suggested that we change the wording to a more open ended/simple donation type fee to encourage more vendors to participate. This was discussed at length and Mike K. will perform more research on mobile vending. A revised draft will be created and presented to the Park and Recreation board during the regularly scheduled November 9th meeting.

- B. Directors Report – Mike K. stated that new park rules signage has been finalized, our adopt a tree program is launching next week, a press release was sent to all local media outlets to acknowledge our recent DCNR grant award, the township hosted two Fall Movies in the Park, a hoody hoot hike class, a community pack walk, yoga by the creek classes and our Fall youth soccer sessions which are filled to capacity. The Fall dog training classes were cancelled due to low registration. Planning is underway for a drive thru holiday event in place of our traditional tree and bridge lighting ceremony.
- C. Basketball Courts - Kiesha C. state that the basketball nets in Covered Bridge Park are in poor shape and need to be replaced. Randy C. stated that we would take care of this as well as all other township courts. All township basketball courts are seeing a lot of use.
- D. Keisha C. also mentioned that Fernwood Park recently had graffiti on the trail and was thankful with how quickly it was cleaned up.

AGENDA ITEM # 6 - COURTESY OF THE FLOOR

- A. N/A

AGENDA ITEM # 7 – ADJOURNMENT

- B. At 8:15pm, Kiesha C. made motion to adjourn, Bill G. seconded the motion.