



## Allen Township Park and Recreation Board

### Meeting Minutes May 25, 2023 6:00 P.M.

Site Meetings of the Allen Township Park and Recreation Board was held on Thursday, May 25, 2023 at 5:30 P.M. at the Kreidersville Covered Bridge Park, located at 100 Covered Bridge Road, Northampton, PA.

#### 1. Roll Call:

Present: Gary Behler; Paul Link; Louise Bugbee (left at 6:42 P.M.); Mary Austin; Adrienne Ibarra; Ilene Eckhart, Manager; Maurin Ritinski, Administrative Assistant; Tom Gogle, Public Works Crew Leader

Absent: Donna Teklits; Nicole Dotta and Maria Bonett

2. **Announcements and/or Actions to Add New Items to Current Agenda:** Ms. Eckhart stated that background information was circulated by email to all Park and Recreation Board Members in preparation for this site visit.

3. **Review of Minutes:** Mr. Behler made a motion to approve the minutes of April 27, 2023; seconded by Ms. Ibarra. On the motion, by roll call vote, all members present voted yes.

4. **Public to be Heard:** No public comment.

#### 5. Business Items

##### A. Park and Recreation Board Spring 2023 Park Site Visits:

##### i. May 25, 2023 – 5:30 P.M. – Kreidersville Covered Bridge Park

Ms. Eckhart provided a brief summary of the background information that was provided to members including the several parcels that make up the park. Those in attendance proceeded to walk from the Covered Bridge towards Parkview Drive. Members discussed the limited parking that is available and how the Kreidersville Covered Bridge Association handles parking during the Covered Bridge Festival. Ms. Eckhart stated that the one vacant parcel (100 Covered Bridge Road, K4-20-11-5) along Covered Bridge Road that is currently owned by Kreidersville Land Co may possibly be donated to the Township in the future. Members discussed the portion of property at the end of Parkview Drive that is owned by the Township. Ms. Eckhart explained that Parkview Drive was initially planned to be the access for the park. Members discussed the feasibility to make this area a space for additional parking. A brief discussion regarding the grade of this area was had as it relates to creating a parking area. Ms. Eckhart also indicated that a fire hydrant has been installed on Parkview Drive.

The Park and Recreation Board walked towards the gazebo area. Mr. Link commented that there are several dead ash trees that should be cut down as they pose a safety concern. Ms. Eckhart concurred and directed Mr. Gogle to reach out to the contractor to obtain a quote for cutting down these trees. Mr. Link commented that this area of the park will be ideal for movies, bands, and other community events. Ms. Eckhart explained that a loop trail would also be a great addition to the park but that a bridge would be required to access the Township owned property on the other side of the Hokendauqua Creek.

Members briefly discussed the condition of the Kreidersville Covered Bridge. Ms. Austin reported that the Kreidersville Covered Bridge Association is in the process of hiring someone to paint the bridge. She explained that this would cost a couple thousand dollars. The Kreidersville Covered Bridge Association would be paying for the painting of the bridge. Ms. Eckhart stated that the Township should be responsible for maintaining the bridge and that the Kreidersville Covered Bridge Association should be responsible for making recommendations to the Township and preserving the history of the bridge. Mr. Link also agreed that the bridge should be maintained by the Township. Ms. Eckhart stated that for liability purposes the contractor should also be approved by the Board of Supervisors.

Ms. Bugbee questioned if alcohol is permitted in the park. Ms. Eckhart explained that the Township may issue a license to an organization in order to provide alcoholic beverages during Township-run community events. Ms. Eckhart indicated that the Park and Recreation Board should review the park ordinances and suggest updates to the Board of Supervisors. She explained that each park is unique and should be considered individually when reviewing ordinances.

Members discussed admission to community events held and run by the Township. Members agreed that no admission fee should be collected but that donations would be accepted. It was also mentioned that these events would be open to everyone and would not be limited to only Allen Township residents. Ms. Eckhart stated that donations of equipment, such as equipment for movie nights, may be able to be donated for the events. She also explained that donations may also be received by businesses in the Township.

Mr. Link recommended trying to schedule a movie event to take place in June by coordinating with Park and Recreation Board members by email. Mr. Link suggested that Ms. Dotta may be able to assist further with coordinating the events. He indicated that he will also look into contacting an individual who may be interested in holding a yoga in the park event in the future. He also would like to have the Township reach out to the school district to see if they would be interested in holding a concert or play in the park. Ms. Eckhart suggested an adult only painting class as another small event that may interest the community. Ms. Austin expressed her concern with finding volunteers to assist with these events. She indicated that it is difficult to find volunteers. Ms. Ibarra noted that as a resident, she was unaware how to volunteer with the Kreidersville Covered Bridge Association or that volunteers were even needed. Ms. Eckhart offered the assistance of the Township with promoting the need for volunteers for these events by utilizing the Township website and social media page. Mr. Link stated that members of the Park and Recreation Board would be able to share the post to their own pages and business pages.

Mr. Link suggested that food trucks may be able to take away the need for additional volunteers so that food would not need to be prepared by volunteers. Mr. Link stated that one (1) or two (2) food trucks could be onsite during movie events. Ms. Ibarra suggested an ice-cream or dessert truck during

the movie. Mr. Gogle indicated that a local food truck vendor (Slide on By) resides in the area and may be interested in taking part in the events. Mr. Link also suggested having a reoccurring food truck day at the park where approximately five (5) food trucks would be at the park. Ms. Ritinski suggested the event could be called Food Truck Friday.

Mr. Behler discussed the possibility of holding a farmers market at the park. Mr. Link stated that these events are hard to secure participants for and that it is competitive as most vendors sell the same items.

Mr. Link expressed interest in beginning to plan an event for Halloween. Members further discussed a hayride, a pumpkin carving station, and a Halloween movie. Ms. Ibarra suggested that the event theme should focus on the history of the area.

Mr. Link stated that he would like to hold a First Responder's Day at Howertown Park. Ms. Eckhart stated that Touch a Truck events are popular.

Mr. Gogle stated that restroom facilities should also be planned for during events as there is only one port-o-pot at the Kreidersville Covered Bridge Park. He indicated that Northampton Borough has a restroom trailer that they may be able to lend to the Township for events.

Ms. Eckhart explained that the Park and Recreation Board should make a recommendation to the Board of Supervisors to obtain their approval for liability purposes. Mr. Link stated that the approval could be made for one (1) to (2) events per month unless a greater than normal attendance is expected, in which the event would be brought before the Board of Supervisors for approval. He recommends that the Board of Supervisors can be informed of smaller events such as yoga or an art class that would take place in the park. Ms. Eckhart will place this item on the next agenda for the Board of Supervisors.

Ms. Eckhart will send out a memo summarizing the topics of discussion from tonight's meeting to the Park and Recreation Board members. The Park and Recreation Board will begin planning by email the first moving night to be held at the Kreidersville Covered Bridge Park during the month of June with the possibility of one (1) food truck attending the event.

**6. Public to be Heard:** No public comment.

**8. Announcements:** Mr. Link announced the next Park and Recreation Board meeting will take place on Thursday, June 22, 2023 at 6:00 PM at the Allen Township Fire Company Building, located at 3530 Howertown Road, Northampton, PA.

**9. Adjournment:** There being no further comments or business the meeting adjourned at 6:56 PM.

Respectfully submitted,

Ilene M. Eckhart



**Allen Township  
Park and Recreation Board  
Meeting Agenda  
Thursday, May 25, 2023  
5:30 P.M.**

**Meeting Site Visit Locations:**

**Site Visits to: Covered Bridge Park, 100 Covered Bridge Road, Northampton, PA**

The Allen Township Park and Recreation Board meeting will be held at Covered Bridge Park, located at 100 Covered Bridge Road, Northampton, PA

A summary of the public comment policy and procedures is located at the end of the agenda as a reference for individuals wishing to address the Board during the “Public to be Heard” segments.

Note: Per Act 65 of 2021 requirements, this agenda was posted to the Township website, at the Township Municipal Building, and at the physical location of the proposed meeting, by Township staff on: May 23, 2023.

**1. Call to Order**

**2. Roll Call**

_____ Paul Link, Chairman	_____ Gary Behler, Member	_____ Ilene M. Eckhart, Manager
_____ Donna Teklits, Secretary	_____ Adrienne Ibarra, Member	_____ Louise Bugbee, Member
_____ Nicole Dotta, Member	_____ Mary Austin, Member	_____ Maria Bonett, Member

**3. Announcements and/or Actions to Add Items to Agenda**

**4. Review of Minutes**

**5. Public to be Heard (Residents shall limit their comments to no more than three minutes)**

**6. Business Items**

**A. Park and Recreation Board Spring 2023 Park Site Visits**

**i. May 25, 2023 – 5:30 PM – Allen Township Covered Bridge Park**

**7. Public to be Heard (Residents shall limit their comments to no more than three minutes)**

**8. Next Meetings – All meetings will be held at the Allen Township Fire Company Building, located at 3530 Howertown Road, Northampton, PA**

◆ Park and Recreation Board, Thursday, June 22nd at 6:00 PM

**9. Adjournment**

*-Public Comment Policy and Procedures-*

- 1. A period for public comment will be held at the beginning of the meeting and at the conclusion of all agenda business items. Any public comments or questions shall be reserved until time on the agenda. Public comments and questions will not be permitted during the course of the Board's/Commission's business items.*
- 2. Individuals who speak must give their name, address and municipality prior to speaking.*
- 3. Time limit on length of public comment or presentation will be three (3) minutes per person, per meeting.*
- 4. A speaker will only be granted one three (3) minute extension, if given, for a maximum speaking time of six (6) minutes, at the discretion of the Chairman.*
- 5. Comments/questions shall be directed to the Board/Commission members only.*
- 6. Procedures will be in place to maintain proper decorum for the hearing. Public participation will be allowed but the Board will ensure respect for all citizens and maintain order. Personal attacks and outbursts will be ruled out of order. The Chairman of the Board or Commission may, within this discretion, rule out of order scandalous, impertinent, and redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.*
- 7. Individuals with lengthy written statements may submit them for the record and provide a verbal summary of three (3) minutes or less. Interested persons may email public comments via email, sent to [manager@allentownship.org](mailto:manager@allentownship.org) until 3:00pm local time the day of each meeting or by contacting the Township office. Public comment received via email will be read at the outset of the meeting. If you require an auxiliary aid, service or other accommodation, please contact the Allen Township offices in advance. In addition, an audio recording of the meeting will be posted to the Township website: [www.allentownship.org](http://www.allentownship.org) within 48 hours of the meeting.*