



Allen Township Park and Recreation Board

Meeting Minutes July 27, 2023 6:00 P.M.

A General Meeting of the Allen Township Park and Recreation Board was held on Thursday, July 27, 2023 at 6:00 P.M. at the Allen Township Fire Company Building, located at 3530 Howertown Road, Northampton, PA.

1. Roll Call:

Present: Gary Behler; Maria Bonett; Adrienne Ibarra; Ilene Eckhart, Manager

Absent: Paul Link; Louise Bugbee; Nicole Dotta; Mary Austin; Donna Teklits; and Maurin Ritinski, Administrative Assistant

2. **Announcements and/or Actions to Add New Items to Current Agenda:** Ms. Eckhart announced that Denise O'Brien, 885 Graystone Circle, is also present at the meeting. Mr. Behler stated that Ms. O'Brien has expressed interest in joining the Park and Recreation Board. He indicated that her appointment to the Park and Recreation Board will be on the next Board of Supervisors Meeting Agenda.

Ms. Eckhart would like the Park and Recreation Board to consider adding a potential Movie Night Event for Friday, October, 13, 2023 to the agenda for discussion. Ms. Ibarra made a motion to add this item to the agenda, seconded by Mr. Behler. On the motion, by roll call vote, all members present voted yes.

3. **Review of Minutes:** Minutes tabled due to lack of quorum. Approval of minutes will be carried forward to subsequent meeting.

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

5. Business Items

A. **Riverview Preserve – Norfolk Southern Rail – Update re: Preliminary Engineering Crossing:** Ms. Eckhart provided an update regarding the preliminary engineering agreement with Norfolk Southern. She reported that after two (2) years, the agreement document has been executed and the \$25,000 fee has been paid. Ms. Eckhart explained that for this fee Norfolk Southern will create a design for this crossing that they will approve of and will then provide a cost estimate to the Township to move forward with installing the approved crossing. The cost estimate for installation will be brought back before the Board.

B. **Riverview Preserve – Management of Invasive Plants – Herbicide Application Bid/Contract:** Ms. Eckhart explained that there is an invasive plant problem at Allen Township

Riverview Preserve, the Township-owned property between the railroad track and the river. She reported that the predominant invasive is barberry bushes which has overtaken the site. Ms. Eckhart explained that during the site visit in April, a herbicide application was discussed. She indicated that the Pennsylvania Game Commission has provided resources to assist with the removal of invasive plants at this site. The certifications that are required to be held in order to spray near a waterway are more extensive than the certifications that the Township currently holds due to the close proximity of the river. Ms. Eckhart explained that the correct company would need to be hired to apply the herbicide in this location. She also explained that there are specific times of the year that would be most effective for applying the herbicide to the invasive plants. Ms. Eckhart continued to explain that given the small window of time in the year to apply herbicide this makes it difficult to schedule with companies who hold these specific types of certifications. She reported that she is working on obtaining more information about when herbicide would need to be applied in order to be effective and identifying companies with the correct certifications. Ms. Eckhart reported that this item will need to be brought to the Board of Supervisors during the preparation of the budget due to the expected potential cost of the herbicide application.

Mr. Behler recommended anyone who was unable to visit the site to do so. He also believes the goals for the site should be established in order to determine the priority level of the herbicide application at this site. Ms. Eckhart explained that paths can be opened by the Township but these paths will become obstructed rather quickly given the fast growing nature of these invasive plants. She also reported that the invasive plants will smother the other natural plants. Mr. Behler reminded everyone that the Township does allow archery hunting on the property during hunting season and to be mindful if visiting during this time of year.

C. Recap Movie Night Event – “The Mario Bros. Movie”: Ms. Eckhart reported that the first Movie Night was a success. She indicated that thank you letters from both the Board of Supervisors and the Park and Recreation Board were sent to the sponsors of this event. She reported that the Public Works Crew made the event and maintenance of this park a priority during their regular shift.

Ms. Eckhart explained the expenses associated with this event and noted that some of the expenses are non-reoccurring. She reported that special signage was made by FastSigns to direct people to the event and parking. The other main cost was for the projectionist and license fee for this particular film. Mr. Behler inquired about the cost for purchasing port-o-johns. He inquired if it would be more cost-effective to purchase port-o-johns rather than rent them for multiple events throughout the year. Ms. Eckhart will review this option further. Ms. Eckhart also explained that will also have Mr. Gogle from the Public Works Department contact Northampton Borough regarding their trailered restroom facility. Ms. Eckhart believes trailered restrooms could be an option in the future and would allow for the facility to be locked outside of events, transported from site to site as needed, and also stored during the winter months. Ms. Eckhart suggests putting this in the budget request.

Mr. Behler spoke of some improvements that could be made for the next Movie Night Event. He indicated that parking could be improved to allow for an easier exit. Mr. Behler also spoke about improved lighting. Mr. Behler was appreciative of the number of volunteers, the large turnout, and the coordination of the event. Ms. Ibarra noted that it appeared that the majority of individuals in attendance cleaned up their belongings and garbage prior to leaving. The Park and Recreation Board suggested supplying volunteers with flashlights and headlamps.

Mr. Behler questioned if pizza should be provided to the volunteers prior to the event beginning. Ms. Ibarra believes this would be a nice gesture but would not be required. She believes the free popcorn and drinks are sufficient at this time.

Denise O'Brien, 885 Graystone Circle, suggested the volunteers working shifts. Ms. Eckhart and Mr. Behler agreed that it would be a good idea to have a setup crew and a cleanup crew.

Ms. Eckhart suggested obtaining feedback from the individuals who attended the Movie Night Event. Mr. Behler agreed that this would be helpful for making improvements in the future.

D. Movie Night Event Planning – Friday, August 18th, 2023: Ms. Eckhart requested the Park and Recreation Board's opinion regarding the date and the movie to be shown. Members discussed movie options. Members were agreed that "DC League of Superpets" would be shown at the August Movie Night Event. Ms. Eckhart discussed food trucks. She explained that the majority of food trucks are booked for the entire summer. She will be looking to have a food truck at the October Movie Night Event.

E. Movie Night Event Planning – Friday, October 13th, 2023 (*Item Added to Agenda*): Mr. Behler proposed the movie Sleepy Hollow, or at a minimum a Halloween themed movie. If Sleepy Hollow is selected, he would like someone to dress up as the headless horseman. He further discussed the rating of the movie and indicated that if a rated R movie, such as Sleepy Hollow, is selected to be shown it would not be advertised as a family event.

Denise O'Brien, 885 Graystone Circle, indicated that a community member suggested to her that Hocus Pocus would be an excellent option for this Movie Night Event. Ms. Eckhart reported that she did see the license was available for the first Hocus Pocus movie but she is unsure if the license is available for newer Hocus Pocus 2 movie. Ms. Eckhart will contact the account representative for licensing to confirm if licensing is available in the area for Hocus Pocus. Ms. Eckhart will also look into the possibility of having food truck at this event. She will also work to determine what, if any, fees are required to book a food truck for the October Movie Night Event. Mr. Behler requests that Ms. Eckhart also determine if the food truck will require a generator and the amount of noise that it will produce.

Ms. Ibarra questioned what time this Movie Night Event would begin since it will be getting dark out sooner than the summer events. Mr. Behler predicts the start time would be around 6:00 – 6:30 PM but the start time will be confirmed. Ms. Ibarra would like to have Halloween decorations. Members discussed pumpkins, corn stalks, straw/hay bales, and light up decorations for this event. Ms. Bonett brought up the possibility of having a cut-out for individuals to take photos with.

Mr. Behler requested improvements be made to the stone at the park. Ms. Eckhart indicated that additional stone can be placed and rolled to compact it. She also reported that the railing will be repaired. Ms. Eckhart reported that lighting concerns will also be addressed by placing LED lighting on stands during the events. This will improve lighting in the parking area.

F. 2024 Budget Requests – Summary from Site Visits: Ms. Eckhart explained that general maintenance items that were identified during the site visits have been taken care of. She will obtain costs for the items identified during the site visits. These costs will be brought back before the Park and Recreation Board for the August meeting in order to determine priority levels. Ms. Eckhart also explained that funding for participant events will also be reviewed along with any identified improvements. Ms. Eckhart requests that if anyone has any items that are not already on the list that has been circulated to Park and Recreation Board Members to inform her of these items so that they may also be added for review and consideration. Ms. Ibarra spoke of some requests that she has heard from Bath Allen Youth Club. She indicated that a representative was planning on attending tonight. Mr. Behler explained that clubs and organizations, such as Bath Allen Youth Club, will be expected to submit budget requests to the Park and Recreation Board for review prior to this being discussed by the Board of Supervisors.

Mr. Behler spoke of his desire for a pickle ball court in Allen Township. Ms. Eckhart announced that she expects to receive a plan application for the expansion of Wayne Grube Park. She indicated that they intend to build tennis courts and pickle ball courts. Ms. Eckhart hopes to have Bryan Cope, Superintendent of Northampton County Parks and Recreation, to attend one of the Allen Township Park and Recreation Board meetings in the fall or winter. She feels it will be beneficial to have an understanding of the long term plan for Wayne Grube Park, the Nor-Bath Trail, and the newly purchased property on Indian Trail Road across from the Township Building.

6. Public to be Heard: No public comment.

8. Announcements: Mr. Behler announced that the next few Park and Recreation Board Meetings will remain at the Allen Township Fire Company Building but due to upcoming renovations at this building, future meetings will be moved to the Allen Township Municipal Building. Ms. Eckhart indicated that the Municipal Building is accessible with the closure of the Indian Trail Road Bridge.

The upcoming meetings will be held at the Allen Township Fire Company Building (unless otherwise noted) as listed on the agenda are as follows:

- Park and Recreation Board – Thursday, August 24th, 2023 at 6:00 PM

9. Adjournment: There being no further comments or business the meeting adjourned at 6:51 PM.

Respectfully submitted,

Ilene M. Eckhart



**Allen Township
Park and Recreation Board
Meeting Agenda**

Thursday, July 27, 2023

6:00 P.M.

Location:

3530 Howertown Road, Northampton, PA

The Allen Township Park and Recreation Board meeting will be held at Allen Township Fire Company Building, located at 3530 Howertown 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: July 25, 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. Riverview Preserve - Norfolk Southern Rail – Update re: Preliminary Engineering Crossing**
- B. Riverview Preserve – Management of Invasive Plants – Herbicide Application Bid/Contract**
- C. Recap Movie Night Event – “The Mario Bros. Movie”**
- D. Movie Night Event Planning – Friday, August 18th, 2023**
- E. 2024 Budget Requests – Summary from Site Visits**

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, August 24th 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 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 within 48 hours of the meeting.*