



**Allen Township
Park and Recreation Board
Meeting Minutes
March 27th, 2025
6:00 P.M.**

A General Meeting of the Allen Township Park and Recreation Board was held on Thursday, March 27th, 2025 at 6:00 P.M. at the Allen Township Municipal Building, located at 4714 Indian Trail Road, Northampton, PA.

1. Roll Call:

Present: Gary Behler; Maria Bonett; Paul Link; Denise O'Brien; Donna Teklits; Mary Austin; Erik Kaintz; Ilene Eckhart, Manager

Absent: Amber Averbeck, Assistant Manager

- 2. 2025 Reorganization:** Mr. Behler made a motion to appoint Ms. Denise O'Brien as Chairman; seconded by Mr. Link. On the motion, by roll call vote, all Members voted yes. Ms. Teklits made a motion to appoint Ms. Maria Bonett as Vice Chairman; seconded by Mr. Behler. On the motion, by roll call vote, all Members voted yes. Mr. Link made a motion to appoint Ms. Mary Austin as the Secretary; seconded by Mr. Behler. On the motion, by roll call vote, all Members voted yes.
- 3. Announcements and/or Actions to Add New Items to the Current Agenda:** Mr. Behler proposed to add an item to the current agenda. He made a motion to add making a proposal to decrease the member size of the Park and Recreation Board to the agenda; seconded by Mr. Link. On the motion, by roll call vote, all Members voted yes. Mr. Link made a motion to add an agenda item regarding recommending hiring a part-time Park Director; seconded by Mr. Behler. On the motion, by roll call vote, all Members voted yes.
- 4. Review of Minutes:** Mr. Link made a motion to approve the minutes of October 24th, 2024; seconded by Ms. O'Brien. On the motion, by roll call vote, all Members voted yes.
- 5. Public to be Heard:** No public comment.
- 6. Business Items:**
- A. Movie Title Selections (June 20th, 2025, July 18th, 2025, August 15th, 2025, October 17th, 2025):** The Members generally discussed newly released movies. Ms. Teklits made a motion to show Despicable Me 4 for June 20th, Minecraft for July 18th, Moana 2 for August 15th, 2025, and Hocus Pocus 2 for October 17th, with Mufasa: The Lion King as a back-up movie and Goosebumps 2 as a backup movie for Halloween; seconded by Mr. Link. On the motion, by roll call vote, all Members voted yes.

- B. Park and Recreation Board Member Reduction (*Item added to agenda*):** Mr. Behler indicated that two members, Ms. Nicole Dotta and Ms. Adriene Ibarra have resigned. Mr. Behler explained that if the Park and Recreation Board remains as a nine-member Board then at least five members will need to be in attendance for there to be a quorum. He indicated that the Ordinance states that the Park and Recreation Board is a nine-member Board, however, he would like to make a recommendation to the Board of Supervisors for the Board be reduced to a five-member Board. Mr. Link stated that a five-member Board would be preferable as only three members would need to attend the meeting as that would be a quorum. Mr. Link indicated that the other Boards have five members. Mr. Behler stated that two members would need to resign and he would be one of the members. Mr. Link indicated that he would resign as well. Mr. Link stated he and Mr. Behler joined the Park and Recreation Board to help get the Board started. He added that he felt that there should not be Supervisors on the Park and Recreation Board. He stated with two Supervisors on the Park and Recreation Board then another Supervisor would not be able to attend the meeting because three or more Supervisors cannot legally meet. Mr. Link questioned if he or Mr. Behler could be an alternate on the Park and Recreation Board. Ms. Eckhart indicated that they would have to have a hearing.
- C. Part-time Park Director (*Item added to agenda*):** Mr. Link stated that if the Township hires a Part-time Park Director then they would have to attend the Park and Recreation Board meetings and do a lot of the groundwork. Ms. Teklits questioned if they would be part of the Park and Recreation Board. Mr. Link stated that the Park and Recreation Board would make recommendations then Ms. Averbek or Ms. Eckhart will add the recommendations to the Board of Supervisors' agenda. He explained that once the Supervisors approve the recommendations then the Part-time Park Director would organize the events. Mr. Behler agreed and indicated that Ms. Averbek and Ms. Eckhart have been great and have been doing a lot of work to get the Park and Recreation Board going, however, it is not their job to organize the events. Mr. Link indicated that the Park Director could be seasonal. Ms. O'Brien questioned who would make the role clear. Ms. Eckhart indicated that a job description would need to be created. Ms. O'Brien felt that the role could not be seasonal because there would need to be work done prior to the summer. Ms. Eckhart stated that a job description and pay scale will need to be created and approved by the Board of Supervisors. Mr. Link felt that potentially the Park Director could take on other responsibilities. The Members generally discussed other activities and events that they wished to hold. Mr. Link clarified that the Park Director will be working under Ms. Eckhart and Ms. Averbek. Ms. Teklits questioned if the Park Director could be hired this year or would the position have to wait till next year due to the budget. Ms. Eckhart indicated there were funds available that could be transferred for the position. The Members generally discussed the budget and when the 2026 budget items should be submitted.

Ms. Teklits made a motion to recommend reducing the Park and Recreation Board members to up to five members; seconded by Ms. O'Brien. On the motion, by roll call vote, all members voted yes.

Mr. Behler made a motion to recommend hiring a Park and Recreation

Coordinator; seconded by Ms. Teklits. On the motion, by roll call vote, all members voted yes.

Mr. Behler questioned Mr. Kaintz if the Bath Allen Youth Club would be ready for the baseball season and on the conditions of the baseball fields. Mr. Kaintz indicated that the Club needed to install a mound. He indicated that the sign-ups were satisfactory and that the Club offered free registration for t-ball. He indicated that this year the Club had a Majors Team. Mr. Kaintz stated that the first phase of their plan has been a success. Mr. Behler questioned if Bath Allen Youth Club would be interested in fundraising at the movie nights. Mr. Behler suggested that the Bath Allen Youth Club coordinate with the Triboro Soccer Club. Mr. Link questioned if the Park and Recreation Board would have another Touch-a-Truck Event. Ms. Teklits indicated that there was a time issue with last year's event. Mr. Link stated that the Touch-a-Truck Event could be done in the fall, like September, when there is not a movie. Ms. Eckhart suggested that the Touch-a-Truck event could be held at the new Township complex and make the event a more civic service event. Mr. Behler suggested that the Township could have a dedication ceremony at the new building. Mr. Link asked Ms. Eckhart to go through all upgrades that were recently done at the Township parks. Ms. Eckhart indicated that the shade structures were installed, provisions were made for the cameras, however, there is still one phase left for the cameras, the bleachers were installed under one of the shade structures at the Howertown Park, the additional benches were installed at the dog park, the provisions were run for the camera installation at the dog park, and the Kreidersville Park seating was installed. She concluded that the upgrades were due to the members' recommendations from 2023. She stated that everything cost around \$120,000.00. Mr. Link stated that new trees were planted as well. She stated that trees will take some time to grow. She stated that there were a few safety items at the Covered Bridge Park that were taken care of. She indicated that she would have Mr. Gogle of Public Works take down the fence in the circle driveway area as it is a safety issue. Ms. Eckhart stated that the Township will be adding low square fencing around the trees at the dog park to minimize dogs directly urinating on the trees. Ms. Eckhart indicated that there was a Safety Site Inspector come through and make safety recommendations for the Howertown Park. She stated that the Township addressed the safety concerns. Ms. Eckhart stated that it is in the Ordinance for the Park and Recreation Board to visit the Township parks and make recommendations. Ms. Teklits expressed concerns about the Township website needing updates. The members generally discussed holding a Trunk-or-Treat event. Mr. Link requested that Trunk-or-Treat be placed on the agenda. Ms. Teklits questioned the survey and what the future would hold for field 4. Mr. Behler questioned Mr. Kaintz if Bath Allen Youth Club would utilize the field. Mr. Kaintz stated that he will need the field in three years. He stated that if the field would no longer exist then they would have major issues. Mr. Link indicated that it might be a good idea to make a recommendation to purchase a food cart that could be used at field 4 and Covered Bridge Park. Mr. Link stated that it could be budgeted for 2026.

7. **Public to be Heard:** None.

8. **Next Meetings:** The next Park and Recreation Board Meeting will be Thursday, April 24th, 2025, at 6:00 P.M. (Meeting to be held at the Allen Township Municipal Building located at 4714 Indian Trail

Road, Northampton, PA).

9. **Adjournment:** There being no further business, the meeting adjourned at 7:02 PM.

Respectfully Submitted,

Amber R. Averbek



**Allen Township
Park and Recreation Board
Meeting Agenda
Thursday, March 27th, 2025
6:00 P.M.**

Location: 4714 Indian Trail Road, Northampton, PA

The Allen Township Park and Recreation Board meeting will be held at Allen Township Municipal Building, located at 4714 Indian Trail 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: March 21st, 2025.

1. Call to Order

2. Pledge of Allegiance to the Flag

3. 2025 Reorganization

2. Roll Call

Paul Link, Member _____ Gary Behler, Member _____ Ilene M. Eckhart, Manager

Donna Teklits, Member _____ Erik Kaintz, Member _____ Denise O’Brien, Member

Maria Bonett, Member _____ Mary Austin, Member

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

4. Review & Approval of Minutes (October 24th, 2024)

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

6. Business Items

A. Movie Title Selections (June 20th, 2025, July 18th, 2025, August 15th, 2025, and October 17th, 2025)

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 Municipal Building, located at 4714 Indian Trail Road, Northampton, PA

☐ Park and Recreation Board Meeting April 27th, 2025

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.*