



**Allen Township
Park and Recreation Board
Meeting Minutes
August 28th, 2025
6:00 P.M.**

A General Meeting of the Allen Township Park and Recreation Board was held on Thursday, August 28th, 2025 at 6:00 P.M. at the Allen Township Municipal Building, located at 50 Snow Hill Road, Northampton, PA. Ms. O'Brien led the audience in the Pledge of Allegiance to the Flag.

1. Roll Call:

Present: Maria Bonett; Denise O'Brien; Donna Teklits; Tom Gogle, Public Works Crew Leader; Amber Averbeck, Assistant Manager

Absent: Mary Austin; Erik Kaintz; Ilene Eckhart, Manager

- 2. Announcements and/or Actions to Add New Items to the Current Agenda:** Ms. Averbeck reminded the Members to speak into the microphones and to avoid placing their phones near the microphones, noting that interference had occurred at the last meeting when a phone was placed too close. She also reported that Fire Chief Dale Hassler stated the Fire Company is willing to assist with future events such as the Touch-a-Truck, Easter Egg Hunt, and Trunk-or-Treat. She explained that while the Park and Recreation Board will be responsible for planning the events, the Fire Company will provide support, such as helping to hide eggs for the Easter Egg Hunt. Ms. O'Brien thanked the Fire Company for their assistance.

Ms. Teklits made a motion to add a discussion item regarding potential date conflicts for future events; seconded by Ms. Bonett. On the motion, by roll call vote, all Members present voted yes.

- 3. Review of Minutes:** Ms. O'Brien indicated that there were not enough members present from the June meeting to approve the minutes.
- 4. Public to be Heard:** Mr. Bob Bysher of 1275 Weaversville Road introduced himself. Ms. O'Brien reminded him that there is a three-minute limit for comments. Mr. Bysher stated that he is with NA Studios, which provides movies in the park, and that he is also a Township resident. He shared his experience working with other municipalities. He reported that the July movie had 52 attendees, but the August movie—despite favorable weather—only had three attendees. He suggested that hosting one movie at the end of June, two in July (separated by a week), and one in August would help establish consistency and build attendance. He added that consistent scheduling over several years would encourage greater turnout. Mr. Bysher stated that he does not prefer hosting shows in October due to the colder weather during equipment breakdown, noting that Allen Township is the only October show he has. He welcomed the Members to ask questions. Ms. O'Brien asked if the screen could be moved away from the pavilion. She explained that the current location limits space for attendees to bring their own chairs and blankets, forcing them to sit in the pavilion, which is not

comfortable for viewing. She suggested moving the screen to a more open area of the park. Mr. Bysher asked to Ms. O'Brien to explain what she meant. She stated that the screen should be moved into an appropriate location that allows for more seating in the grass. Mr. Bysher stated that could be done, and noted that NA Studios recently acquired a 5,000-watt inverter generator, allowing flexibility to set up the screen anywhere in the park without relying on electric hookups. He further commented that Allen Township does not compete with neighboring municipalities because attendees are primarily local, and the events are walkable. He noted that other municipalities typically draw 200–400 attendees per movie and expressed a goal of 100+ attendees for Allen Township events.

Mr. Bysher encouraged the Township to think creatively about outreach, in addition to using the website and Facebook. Ms. O'Brien and Ms. Teklits discussed the possibility of utilizing the Township's electronic signs. Ms. Averbek stated the Park and Recreation Board would need approval by the Board of Supervisors and additionally, it would depend on if the signs are already being utilized or not. The Board Members questioned what they would be used for. Ms. Averbek noted that they are used for traffic speed studies and to remind drivers of the speed limit. Ms. Teklits suggested contacting Ace Hardware or the local gas station about potential advertising opportunities. Ms. Averbek recalled that posters for the first Halloween movie were distributed throughout Allen Township and Northampton Borough by either Ms. Teklits' daughter or Ms. O'Brien's daughter, which drew attendees from surrounding communities. The Board also discussed the option of newspaper advertising. Ms. Averbek noted that this would need to be considered in the budget due to associated costs.

5. Business Items:

A. Budget Items & Annual Analysis of Allen Township Parks: Ms. O'Brien stated that advertising should be included in the budget to support the future part-time park coordinator's efforts to promote events. She expressed concern that if the budget is not prepared in a timely manner, the Park and Recreation Board will fall another year behind and continue to experience the same challenges. She recommended that funding for both movies and events be incorporated into the budget.

Ms. O'Brien asked if movie dates required approval from the Board of Supervisors. Ms. Averbek confirmed they do, since they should be part of the budget that is submitted for Supervisors' review and possible approval. Mr. Bysher returned to the podium and suggested that the Board reach out to the Home News to cover events, as other municipalities do so free of charge. He added that movie dates should be selected soon, since he is already receiving bookings for 2026, particularly on Fridays. He noted availability on June 26, July 10, July 24, and August 7, 2026. Ms. O'Brien and Ms. Teklits stated that they were unavailable on several of those dates. Mr. Bysher commented that in other municipalities, a Township employee or Supervisor is present to represent the municipality at events. He offered to operate the show independently if given a key to the gate and park building, and stated he could provide photos of events if requested. Since he is a Township resident, he also volunteered to report movie attendance numbers at Park and Recreation meetings. Ms. Averbek stated that from the Township's perspective, a member of the Park and Recreation Board must attend, as volunteers are needed to direct the public, access first aid kits, and ensure trash is collected. She explained that Public Works cannot always provide immediate cleanup and that keys to park buildings cannot be given out due to liability concerns. She emphasized that the Board of Supervisors has final authority over key access. Mr. Bysher responded that he always carries a first aid kit and

would only need the keys for the summer. He added that at one movie, the gate was locked when he arrived for setup. Ms. O'Brien clarified that she was late that day, and she had the key to unlock the gate. Mr. Bysher suggested keeping the key "100% contained" during the summer to avoid burdening Public Works. Ms. Averbek reiterated that due to liability and past issues with gate locks, only Township representatives should hold keys. She stated that Mr. Bysher, should be focused solely on the movie and setting it up. Following further discussion, Ms. Teklits asked if a motion was required to set movie dates. Ms. Averbek clarified that the motion would be to recommend the desired dates to the Board of Supervisors.

Ms. Teklits made a motion to recommend June 26, July 10, July 24, and August 7, 2026, for movie nights at Howertown Park. Seconded by Ms. Bonett. Ms. O'Brien then asked whether funds for movies could be allocated in the budget. Ms. Averbek explained that Mr. Bysher should submit a quote in order for the movie pricing to be reflected in the budget. She noted that movie licensing fees must also be budgeted. Ms. Teklits questioned whether a Touch-a-Truck event could be held on a movie date. Ms. O'Brien expressed concern about her unavailability on most of the proposed dates. Ms. Bonett confirmed she could attend. Ms. Bonett made a motion to reschedule and recommend the June 26 movie to June 27, 2026, and to add the Touch-a-Truck event on that date, with the additional movie events to be on July 10, July 24, and August 7, 2026; seconded by Ms. Teklits. On the motion, by roll call vote, all present Members voted yes.

Ms. O'Brien then asked if Mr. Kaintz had submitted estimates for basketball court upgrades, noting that he previously said he would. Ms. Averbek reported that he had not, but the Board of Supervisors had reviewed draft minutes from the Park and Recreation Board's June meeting and authorized Township staff to examine possible upgrades.

The Members discussed dog park signage. Ms. O'Brien suggested signs reminding visitors to clean up after pets and asked where they should be placed. Ms. Bonett recommended posting them on the fence around trees. Ms. O'Brien asked if the Township had a preferred vendor. Ms. Averbek replied that the Township typically uses FastSigns.

Ms. Teklits referenced a prior discussion about a band event. Ms. O'Brien reported she had contacted three bands: one quoted approximately \$1,400.00, a polka band quoted about \$1,000.00, and a modern music band quoted around \$1,200.00. She stated she had the exact figures at home and could verify later.

Ms. Teklits inquired about the status of electrical improvements and cameras at the Dog Park and Howertown Park. Ms. Averbek confirmed that the electrical improvements were complete, but the Dog Park camera still needed installation.

Ms. O'Brien stated that the budget should be submitted to Ms. Averbek by September 15, 2025. She asked if anything else needed to be prepared. Ms. Averbek noted that the Park and Recreation Board Ordinance requires the budget, as well as other reports such as reviewing the park rental fee schedule and providing an analysis of park facilities.

Ms. O'Brien asked what facilities were most in demand at Howertown Park. Ms. Averbek replied that most requests were for baseball fields and pavilions. She explained that requests for fields are often declined because Bath-Allen Youth Club does not provide practice and game schedules despite repeated outreach by staff. Ms. O'Brien confirmed that she had also reached out to the Youth Club

and was not provided with a schedule. Ms. Averbek added that local companies and families have requested to rent a field and pavilion for reunions or employee events but are denied due to the Youth Association's first rights of use. She emphasized that the lack of communication restricts broader public access. Ms. O'Brien asked how rentals are processed. Ms. Averbek explained that renters must submit an application with payment and a deposit.

Mr. Joel Camacho, Treasurer of Bath-Allen Youth Club, asked if renters were required to use the Club's equipment. Ms. Averbek responded that they must bring their own equipment.

Ms. Teklits asked if grass had been planted on some baseball fields. Ms. Averbek explained that Public Works provides general park maintenance, but organized groups must address specialized needs with their own volunteers. Mr. Camacho expressed concern about field use and maintenance. Ms. Averbek clarified that renters are responsible only for cleanup and personal items, not ongoing maintenance. Public Works inspects conditions after rentals, and deposits are withheld if damage is found.

Ms. Teklits asked if the Township was aware of bus trips departing from Howertown Park. Ms. Averbek confirmed that permission had been granted and that organizers provide the Township with schedules. Ms. Teklits asked everyone is local who is part of the bus trips. Ms. Averbek noted that many were from Allen Township, Northampton Borough, and other neighboring communities.

Mr. Camacho requested that new basketball hoops at Howertown Park be mobile to allow younger children to play. Discussion followed on other locations where the Club plays basketball. Ms. Averbek questioned where else, Bath Allen Youth Club plays basketball. He stated that they were hoping to play at Bicentennial Park once East Allen has the park open. Ms. Averbek questioned where they play in the winter. Mr. Camacho stated that in the winter, they are trying to get a high school to provide other basketball courts that were indoor. He stated that currently, there are only 20 kids interested in playing basketball. Mr. Camacho also stated that Mr. Kyle Sergent previously requested matting and netting. Ms. Averbek believed netting was installed in 2023. Mr. Camacho said it was not, and described matting used in an Allentown park that allows water drainage, though he was unsure of the park's name. Finally, Mr. Camacho expressed concerns about the current movie location at Howertown Park. Ms. Averbek responded that Ms. O'Brien and Mr. Bysher had already discussed relocating the screen earlier in the meeting to address those concerns.

6. **Public to be Heard:** Mr. Bob Bysher of 1275 Weaversville Road addressed the Board regarding bands at the park. He suggested that the Park and Recreation Board contact Ms. Mary Austin for guidance and learn from the Kreidersville Covered Bridge Association, which organizes the Covered Bridge Festival. He noted that they have extensive experience and work with bands such as Steel Creek and Large Flower Heads. While he stated that he is not personally a fan of Large Flowerheads, he emphasized that Ms. Austin could provide exact pricing information for the bands. Mr. Bysher further reported that he had previously spoken with Ms. Eckhart and Mr. Gogle about providing electrical updates in Howertown Park. He indicated that between them and the electrician, his request was accommodated. He explained that his intent was to "future-proof" the park and make it easier for NA Studios to host movies.

Mr. Bysher stated that movie pricing for 2026 will increase compared to 2025. He explained that NA Studios is currently operating at a loss and will likely continue to do so for the next seven years, noting that there is no profit and, in fact, significant personal expense. He said he would provide Ms. Averbek with a quote the following day, despite his busy schedule. He added that prices will increase by \$100 per

movie to help sustain the program and cover equipment upgrades. This increase does not account for the purchase of a new van, which has already left him with an approximate \$70,000 loss.

7. **Next Meetings:** The next Park and Recreation Board Meeting will be Thursday, October 23rd, 2025, at 6:00 P.M. (Meeting to be held at the Allen Township Municipal Building located at 50 Snow Hill Road, Northampton, PA).
8. **Adjournment:** There being no further business, the meeting adjourned at 7:05 PM.

Respectfully Submitted,

Amber R. Averbek



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

Thursday, August 28th, 2025

6:00 P.M.

Location: 50 Snow Hill Road, Northampton, PA

The Allen Township Park and Recreation Board meeting will be held at Allen Township Municipal Building, located at 50 Snow Hill 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: August 26th, 2025.

1. Call to Order

2. Pledge of Allegiance to the Flag

3. Roll Call

____ Denise O’Brien, Member ____ Ilene M. Eckhart, Manager

____ Donna Teklits, Member ____ Erik Kaintz, Member

____ Maria Bonett, Member ____ Mary Austin, Member ____ Amber Averbek, Asst. Manager

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

3. Review & Approval of Minutes (June 26th, 2025)

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

5. Business Items

A. Budget Items & Annual Analysis of Allen Township Parks

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

7. Next Meetings – All meetings will be held at the Allen Township Municipal Building, located at 50 Snow Hill Road, Northampton, PA 18067.

□ ***Park and Recreation Meeting October 23rd, 2025 at 6:00 PM***

8. 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.*