

1. **Meeting Called to Order** – The meeting was called to order by Niloo Aflatooni at 6:34 p.m. at Town Hall.
2. **Roll Call – Present:** Members: Kevin McGovern, Chairman, Phil Spohn, Vice Chairman, Niloofar Aflatooni, Robert Blasko, Shaun Yanchuk, Jerry Holum and Maia Simon (via phone), and; **Council Liaison:** Laura Ray & Priscilla deLeon; **Staff Liaison:** Carol Schneider; **Jr. Council Members:** Cole Hubert & Samuel Van Norman were both absent.
3. **Nomination of Officers:**
 - **Chair:** Kevin McGovern
 - **Vice Chair:** Phil Spohn

Phil came forward and said that he would be the Vice Chair and Kevin stated that he would step up and be the Chair (he didn't want to step on any one's toes).

Maia was having an issue hearing with ambient noise and crackles in the background. Priscilla suggested turning off the speakers at the table that weren't being used. Carol explained what was going on with the voting for Chair and Vice Chair. Niloo motioned to approve both nominations second by Jerry.

MOTION: Niloo

SECOND: Jerry motion passed 7-0.

Jerry said that he realized that they were all new on the board except for Niloo. He wanted to know what their responsibilities were as members. He said that he knows that they are an advisory board, but he asked what their responsibilities were? Priscilla discussed what they've done in the past and what was expected of them. Jerry said that maybe the Council people and Carol can explain....

Carol said she could read what she had from the Parks and Recreation Board Code.

[Amended 12-17-1980 by Ord. No. 80-11]

The Township Parks and Recreation Board shall consist of seven members appointed annually.

The Township Parks and Recreation Board shall make recommendations to the Manager concerning the recreation program and facilities and park area acquisition and development.

Two members of the Township Parks and Recreation Board may represent the Township on the Hellertown-Lower Saucon Joint Recreation Committee (no longer exists). *Taken from the Lower Saucon Township Code Book.*

Priscilla asked if this was taken from the Code and Carol said yes. Priscilla did not have a speaker and some of her reply was inaudible. Priscilla asked if the agenda was prepared by staff and Carol stated that the agenda is prepared by the Manager with recommendations from the Chair. Priscilla went through the agenda stating things that have been done in the past as far as grants, ballfield status and park updates. She also mentioned that the Parks & Recreation Board is a recommending body that discusses, reviews, comments (if needed) and votes on Special Event form applications along with setting meeting dates and locations (dates and locations need to be advertised as per the Sunshine Law). She stated that in May, June, August and September Parks & Recreation meets at different park locations.

Carol mentioned that there was a copy of the Parks & Recreations dates in the packet. She said that the dates were set at the last meeting and let everyone know that the locations were set based upon locations they have met at in the past. They alternated parks to see what was lacking or what updates have been done previously. Kevin agreed and stated that it's a great idea and they can get a sense of each of the parks. Does everyone think that's a good idea? Everyone agreed.

Priscilla explained that developments sometimes have Recreation fee's that the Parks & Recreation Board would vote on allocating the fees to the nearest surrounding park. Kevin then asked if there was a budget for Parks & Recreation Board where Carol said no but she would confirm with our Finance Director/Assistant Manager Cathy. Kevin asked if there was a budget line item for Parks & Recreation to spend for each park? He asked if we could get this information that Priscilla had mentioned (budget/line items) from Cathy to have before the next meeting to go over and be aware of the plan for what is already allocated the parks in 2024. Carol said of course.

Phil asked for clarity, if this was normal that boards turn over to this extent? Carol said not that she has seen. Phil said so this is different.

Jerry asked if all the parks are listed on the agenda, or just the ones that the manager lists? Carol said that they were items that were being followed up/updated on from December. Movies in the Park was a new agenda item, the Township Manager thought that it would be a good idea for the Parks & Recreation Board to get involved in as well as National Night Out. Priscilla asked if we could list all the parks every month and add updates if need be? Carol said yes. Jerry asked if it would be best to divide the parks between members and report on them every month rather than the manager? Laura said that there isn't always something going on at every park, so you would update as needed. Jerry said that at least the Parks & Recreation could keep a watchful eye and be knowledgeable and not be dependent on the manager input. Kevin asked what others think? Maia said she agreed. Robert said if Phil would like the Sandra Yerger Park, he would volunteer for Polk Valley. Kevin said we'll get a list together and at the next meeting we could pick one or two. Laura mentioned that the website has all that information on it including amenities, field space etc. Kevin said that the next meeting we will look at the allocation of funds, review the list of parks and talk about every one volunteering for one or two, does that make sense? All agreed.

4. **Approval of December 4, 2023 Minutes** – Kevin said that we have the minutes to approve however it's a little challenging because none of us were there except for Niloo. So, it's really just a formality. He asked Niloo if there was anything that she disapproved? Niloo said no. Kevin motioned to approve the minutes second by Niloo.

MOTION: Kevin

SECOND: Niloo, motion passed 7-0.

Maia asked how does one get an item on the agenda? Kevin said that's a good question. The best thing you can do is call me or text me. Maia said great. Carol said that she could send everyone's contact information tomorrow. Kevin said if you need something urgent, call him. He doesn't check his personal email every day.

5. **Presentations** – None

6. **Citizen Non-Agenda Items** – None

7. **Updates:**

- **Town Hall Playground Equipment Purchased** – Carol stated that the installation will take place this summer by Recreation Resources which is included in the grant (\$264,030.00) and Public Works will lay down the rubber mulch.
- **Saucon Rail Trail (Trailhead) Restroom Grant** – Carol mentioned that we were awaiting the grant approval however, we will not be notified until June.

Jerry asked about the protocol for the Heller Homestead, who would they approach if they needed something? Priscilla and Carol agreed that the inside of the Heller Homestead or building would be the Manager and the outside park area would be Parks & Recreation Board.

- **Easton Road Field** – Carol will have information at the March meeting. Kevin asked if the target date was still Spring of 2024? Carol said yes. Robert said that was reason that they went to sod. Jerry mentioned that they were having some issues with the drainage and he’s not quite sure it will be ready for spring. Maia said that identifying springs in that area should have been done before they started the ballfield...Jerry said, well it wasn’t. Kevin said maybe we can get an update for the next meeting.
 - **Pickleball Court** – Kevin said America’s most popular sport. Jerry said that this was the best program that this township has undertaken. He asked how many courts are there? 3? Kevin said 4. Jerry asked how are they going to share those courts as it relates to people coming and wanting to use those courts? Robert said that the gun club that he belongs to has a time limit. Maybe we can come up with something like that. Kevin said that was a fair question. Phil said that his sister belongs to a community one and they have an hour time limit on it. Carol said maybe you should recommend a Rules & Regulations board or sign with information on it? Robert said maybe you want to have a sign-up sheet on it? Phil said that he belongs to the Bethlehem Township Community Center and they have free play in the mornings and they work people in there all the time. Kevin asked if there was any more discussion on the Pickle ball courts? Moving on.
 - **Movies in the Park** - Phil said that he saw that there was a drop in attendance. Is there a reason why? Carol said that a survey is done every year and the residents pick the movies. She said there could be a few reasons why, but she’s not sure. The last movie was at Town Hall (where they previously had the most people) and the attendance was very low. The movie was rescheduled, it was extremely warm out and school was starting the following week. She also stated that we are looking for volunteers to help with the movies as it was hard to do with two people. Shaun said that he walked past the Steel City movie last year and said that it was hard to see the screen. He suggested a later start time so it’s darker out. Carol mentioned that we’ve had a generous donation of a giant LED screen (much like a TV screen) which can be seen when it’s not dark. She said we had to change the location at the Steel City location due to having the wires in front of the screen. She said the sun was setting at the time but you could still see the screen. Maia asked if the start time could be added to the survey? Carol said she would definitely add that question to the survey.
 - **Volunteer for the National Night Out on August 6, 2024** - Kevin said to keep this on the agenda for people to sign up.
8. **Event Application for SV LAX Day on May 4, 2024** - Kevin asked what they have to look at on this? Carol mentioned items that need to be looked at such as estimated number of users, spectators, parking spaces, restrooms vs. people participating (1 per every 200), police assistance etc. Jerry asked what the hours were for field use. Carol stated dawn to dusk with the exception of Town Hall Ballfield where they have lights. Jerry asked if any other fields had lights and Carol said no, however, there was interest in putting lights up at Polk Valley Park due to safety issues (picking up kids after practice). Kevin asked if there was any other discussion on the application? He asked if they were all good with it? Everyone agreed. Phil wanted clarification on the process. He asked who this goes before and what was the time frame? Carol said the application needs to be turned in 60 days prior to the event. It then goes before all departments (Public Works, LSTPD, Zoning, Fire/EMC), Park & Recreation and Council. Everyone submits comments or concerns before Council gives final approval.
9. **New Business:**
- Meeting Dates - Park Locations for 2024: March 4th- LST, April 8th - LST, May 6th - Southeastern Pavilion, June 3rd - Easton Ballfield, August 5th - Kingston Park Pavilion, September 9th - Sandra Yerger Community Recreation Area - Nature Preserve, October 7th - LST, November 4th - LST, December 2nd - LST. Everyone agreed to keep the dates & locations voted on in December. Stacy will advertise dates/locations.
 - Bob stated that there are two ponds at the Sandra Yerger Nature Preserve, is there a path leading from the macadam path to the ponds? Phil said that there is a macadam path that skirts

the outside of the ponds that you can bushwhack 10 to 20 yards to get to the pond. Bob said that he'll have to check it out. Thank you.

10. **Junior Council Reports** – None (both absent).
11. **Adjournment** – Kevin asked if there was anything else? No other business was brought up and meeting was adjourned at 7:38 p.m.
12. **Next Meeting:** Monday, March 4, 2024 @ 6:30 p.m. @ Town Hall.